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Booking Guidelines for Advanced tee time Reservations at St Andrews Links

For play on all courses at St Andrews Links in 2017 we will accept applications via an online form which will become available on www.standrews.com from **10:00 am BST on Wednesday 24 August until midnight on Wednesday 7 September 2016**. After midnight on 7 September a Ballot (lottery) will be drawn to determine the order for processing the applications. Please find below some useful information and guidelines for completing the online application form.

Course availability

- Before considering dates you hope to play at St Andrews Links please check our [2017 Busy Dates](#) which highlights closures, major tournaments and larger traditional events on all our courses.
- **If applying for the Old Course please also consult the Old Course availability calendar on the online application form to get a complete guide to Old Course availability.** This can only be viewed once the online form becomes available from Wednesday 24 August at 10:00 am.
- **August** and **October** are extremely busy months on the Old Course due to several annual tournaments and selecting dates within these months will limit your chances of success.
- **September** applications for play on the **Old Course** are **not accepted** as the course is heavily committed to annual competition. On days when the course is open for public play in September, the normal 48hr Ballot will be in operation for any available tee times.
- The online form allows you to request up to three different two week timeframes in which you are able to play.
- The Old Course can be requested Monday to Friday only.
- The New Course can be requested Sunday to Friday (not Saturday).
- On Saturdays, a limited number of times from 2.00 pm onwards are available to book on the Jubilee, Eden and Strathtyrum Courses subject to daylight and availability. These courses can also be requested Sunday to Friday.
- The Castle Course may be requested for any day of the week.
- If applying as a single golfer, limited Old Course tee times are only available between April and July.
- The online Availability Calendars are current at the start of the Advance application process and will then be updated once the process has been completed.
- From November 2016 telephone bookings can be taken for all available tee times on all courses.

Old Course Information

Date Period for 2017	Course	Bookable By	Comments
1 Jan – 31 Mar (low season)	Old	All	No second course requirement, no restriction on numbers (minimum 2), fairway mats in use and no trolleys permitted
1 – 16 Apr (shoulder season)	Old	All	Two course policy, no restriction on numbers
17 Apr – 15 Oct (high season)	Old	Individual Golfers only	Two course policy, maximum of 8, no commercial/third party bookings, minimum 2 from August onwards
16 – 31 Oct (shoulder season)	Old	All	Two course policy, no restriction on numbers (minimum 2)
1 Nov – 31 Dec (low season)	Old	All	No second course requirement, no restriction on numbers (minimum 2), fairway mats in use and no trolleys permitted

- There is a minimum **two course policy** when booking the Old Course for play from April to October (April to July for single golfers). This requires golfers to book and play at least one of our other courses in addition to the Old Course. Wherever possible we will book the second course of your choice but if your choice of second course is not available we will book one of our other five 18 hole courses and the two rounds should be played within a few days of each other.

- The second course for single golfers will be the Jubilee with both rounds played over 2 consecutive days.
- Golfers playing the Old Course **must** have an official handicap of no more than 24 for men and 36 for ladies. An official handicap card/certificate should be shown to the starter prior to playing the Old Course (a letter of introduction is not acceptable). There are no handicap limits on our other courses.
- If you are a group applying for play on the Old Course during high season please note that we can only accept requests from a lead golfer on behalf of the group and the maximum number of golfers accepted on one application is 8.
- For high season applications on the Old Course, applications will only be accepted from individual golfers and **not** from any commercial concern. St Andrews Links reserves the right to refuse any application where it detects the involvement of a commercial concern.
- For high season booking enquiries for groups of more than 8 golfers and commercial concerns, please contact our booking partner the Old Course Experience by email: info@oldcourse-experience.com
- Applications for play during 2018 Shoulder or Low seasons from larger groups (minimum 32 golfers) may be considered from March 2017, subject to availability. The length of Shoulder season will vary each year resulting in changes to availability and preference will be given to long standing events and special events. For enquiries please email reservations@standrews.com in the first instance.

Hire Items and fairway mat information for all courses

- Trolleys are available for hire on all courses but are subject to some restrictions at certain times on the Old Course; **trolleys are not permitted on the Old Course between November and March. A trolley may only be used on the Old Course from 12 noon onwards between April and October.** Trolleys can be hired from the Starter on the day of play.
- A limited number of buggies are available on all courses but certain restrictions apply. Please [click here](#) for more information. If you wish to hire a buggy and meet the qualifying criteria, please contact reservations@standrews.com so we can check availability for your tee time(s).
- Caddies and club hire can be requested for all courses, [click here](#) to request online.
- [Fairway mats](#) will be in use during the low season on all courses.

Submitting your application

- Before completing the application form, you will be asked to create an account with us or log in, if you have applied in previous years. This allows you to save and exit your application form as many times as you need to until the form is completed. If you have changed your email address after previously registering with us, please register as a new customer with your new email and password.
- To submit your application, please complete the online form on our website, check over your application details and then click the submit button.
- Once submitted, you will receive an email acknowledgement. This may not arrive immediately but please do check your spam or trash folders. **If you haven't received an acknowledgement before the application window closes at midnight on Wednesday 7 September 2016 please email reservations@standrews.com**
- Applications received after midnight on Wednesday 7 September 2016 will still be considered in order of receipt, but only after the Advance Reservations Ballot process has been completed.
- Only one application can be made for each group or single golfer. The person lodging the application will be treated as the lead golfer. We can only correspond with or accept instructions from the lead golfer (Old Course only).
- Your application will be invalid if it is duplicated.
- Only online forms completed and submitted will be reviewed. Please, therefore, ensure that any comments relevant to your application are included in the Comments box on your application form.
- Due to the high volume of applications received, there will be no opportunity to alter the dates requested once they have been submitted.
- All applicants will receive an email by the end of October 2016, either provisionally confirming their tee times, or advising that they were unsuccessful on this occasion.

Payment Information

- If successful the lead golfer will be sent an email detailing their provisional booking. This email will request payment for the golf booking. Bookings are only confirmed once full payment has been received.
- Payment should be made using the secure payment link on the email confirmation or by the lead golfer contacting reservations@standrews.com (third party payments will not be accepted).
- **Failure to make the requested payment by the due date given in the provisional email will result in the booking being cancelled.**
- Once payment has been received, an official confirmation will be sent by email which should be shown to the Starter on the day.
- If prior to payment, the number of golfers in your group reduces, no additional players can be added at a later stage (Old Course only).
- Bookings made with St Andrews Links by individuals are VAT exempt, with the exception of The Castle Course where VAT always applies. VAT is payable on golf bookings not made by individuals eg by commercial concerns such as tour operators, hotels, corporate bookings etc.
- All green fees are non-refundable. We strongly recommend that you arrange travel insurance to provide cover in the event that you are unable to play at your booked time.

Making Changes

- The name of the lead golfer cannot change.
- For each tee time in a group booking, only one name can be changed in advance to the list of named golfers supplied to us on the original application form. The name change will apply over both courses for any two course package which includes the Old Course.
- If a change of name is to be made, the lead golfer should advise reservations@standrews.com quoting the booking reference, between 28 and 21 days before the first day of play. The replacement golfer's name, home club and handicap will be required.
- Name changes for the Old Course are not permitted at any other time.
- Single golfers cannot change.
- For Old Course bookings, only the named golfers (either from the original application or advised by the lead golfer when making any permitted changes) will be allowed to play.

Adding Golfers

- If applying as a single or as a 2-ball, there will be no opportunity for you to add any golfers to your tee time.
- Bookings with between 3 and 7 golfers may add to the empty slots within the tee times allocated. The lead golfer should contact reservations@standrews.com quoting the booking reference at the time of payment or between 28 and 21 days before the first day of play. For an Old Course booking, the additional golfer's name, home club and handicap will be required.
- The lead golfer will be responsible for payment of any additional golfer's green fees. Payment must be made by telephone as credit card details previously given cannot be accessed for security reasons.
- If you previously reduced your booking prior to making payment, please note that no additional golfers can be added at a later stage (Old Course only).

Please bring the following with you

- Golfers playing the Old Course should bring their official handicap card/certificate to present to the Starter when playing the Old Course. The limit is 24 for men and 36 for ladies. A letter of introduction is not acceptable as proof of handicap.
- In order to ensure it is the named golfers playing, please be aware that you may be asked for photo identification on the day of play at the Old Course Starter.

Please contact the Reservations Department if you have any queries:

Email: reservations@standrews.com

Telephone: + 44 1334 466718 (Mon to Fri 09:00-17:00, Thurs 09:30-17:00)