

SHIFNAL GOLF CLUB

GOLF BUGGY POLICY

- **Golf Buggy policy**
- **Golf Buggy safety policy**
- **Golf Buggy Safe Working Practice**
- **Check list for users of golf buggies**
- **Sample Medical Certification**
- **Golf Buggy Safety Policy Acknowledgement Form**
- **Register of Authorised Buggy Users**

GOLF BUGGY POLICY

1. Definitions and Interpretations

- 1.1 'Appeals Board' the appeal panel appointed by the Board
- 1.2 'Club' means the Shifnal Golf Club 1964 Limited otherwise known as 'Shifnal Golf Club'
- 1.3 "Disability" shall have the same meaning as defined Equality Act 2010 section 6. A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.
- 1.4 "Equality Act" means the Equality Act 2010 or any subsequent amendment or re-enactment thereof
- 1.5 Any reference to "Golf Buggy" shall include any vehicle deemed to be a Golf Buggy owned by the Club or privately owned by a member, visitor or guest.
- 1.6 Any reference to "Board" shall refer to the Club's Managing Board which has responsibility for taking a decision on the use of a Golf Buggy and "member of the Board" shall be construed accordingly.
- 1.7 "Valid medical confirmation of disability" shall mean a valid medical certificate from a registered general practitioner or consultant registered with the Health Professions Council that the player or caddie is suffering from a disability.

2. Introduction

- 2.1 The purpose of this document is to establish a standard for the safe operation of all Golf Buggies operated on the golf course at the Club. The document also sets down the criteria to be applied and conditions to be met when the Club considers applications for the use of Golf Buggies.
- 2.2 Use of Golf Buggies is regulated by Club's policy with due regard to section 6 of The Equality Act.
- 2.3 During normal conditions the use of Golf Buggies will be allowed subject to the conditions outlined within this policy.
- 2.4 At certain times the general condition of the golf course may not permit the use of Golf Buggies. However, it is recognised that some people would be unable to play without such facility. During adverse conditions, use will be subject to health and safety criteria and accessibility to the whole or parts of the course. Where parts of the course are affected a shortened course may be in operation. If a shortened course is required then justification will be recorded detailing time, date and reasons for such action within the Golf Buggy file.
- 2.5 A hole by hole risk assessment identifies hazards, some being particular to the use of Golf Buggies. A general set of safety instructions are included within the policy. It is recognised that at times a specific appraisal of the whole or part of the golf course should be undertaken - for example in extreme wet conditions / when there is ice or snow.
- 2.6 Such restrictions apply equally to any person who has their own Golf Buggy. Any person wishing to use their own Golf Buggy at the Club must make advance written application to the Secretary. Such applications must clearly demonstrate that personal / third party and public liability insurance are in place.

3. General Qualifications:

- 3.1 There is no obligation on the Club to provide a member, visitor or a guest with the use of a Golf Buggy regardless of whether or not they may have a Disability and the use of the Club's Golf Buggies is at the absolute discretion of the Club.

- 3.2 Use of a Golf Buggy will not be allowed unless authorised by the Club and will be restricted to members, visitors and guests who comply with the Club's policy, safety instructions and are able to safely use the same.

4. Specific Qualifications

- 4.1 At times when the general provision of Golf Buggies has been suspended, the Club recognises that some people may be unable to play golf. Players who demonstrably have a genuine incapacity to play golf unless aided by the use of a Golf Buggy will be allowed use but may be required to use a specific route, and / or find that a shortened course is in operation. In order to qualify for use during such times users must be in possession of a medical certificate which has been duly signed by the applicant's doctor. Suitable forms are available from the Secretary. Blue Badge holders are not exempt from the need to obtain a medical certificate. (See also `Use in General Play and Competitions` below).
- 4.2 The Club reserves the right to withdraw authorisation if the medical condition or disability necessitating the use of a Golf Buggy ceases, or, the conditions for its use are not fully complied with.
- 4.3 Any person who accepts the privilege of operating a Golf Buggy on the golf course is deemed by so doing, to have the knowledge, training and skill to safely operate this vehicle and be fully accountable for their actions and the consequences thereof.
- 4.4 The safe operation of Golf Buggies on the golf course requires conscientious application and adherence to the minimum standard of care prescribed by this policy.
- 4.5 Ride-on buggies must be operated in accordance with the requirements of the following:
- Golf Buggy Safety Policy;
 - Golf Buggy Safe Working Practice;
 - Golf Buggy Policy Acknowledgment Form
- 4.6 In order that these conditions can in practice be met, the Secretary or their approved nominee, namely the Club's Professional or qualified member of the professional shop, must whenever possible, be given prior notice of a requirement by a member, visitor or guest to use a Golf Buggy. The Club reserves the right to refuse permission if some or all of the conditions stipulated are not complied with.
- 4.7 The Director of Greens, the Head Greenkeeper or the Professional may determine that the golf course conditions or the weather are such that safety, or conditions, may be unacceptably compromised if a Golf Buggy is used. This might apply to the whole or just part of the course. Potentially unsuitable conditions include water-logging, frost, etc. and may require complete or partial closure. Where such conditions arise the Club will review the situation on a daily basis.

5. General

- 5.1 Where a privately owned Golf Buggy is transported using a trailer, the trailer must be parked in the visitors car park.
- 5.2 Facilities to service, store or re-charge privately owned Golf Buggies are not available at the Club.
- 5.3 Privately owned Golf Buggies must not be left on Club premises when not in use unless otherwise agreed with the Club Secretary.

6. Use in General Play and Competitions

- 6.1 During general (non-competition) play a Golf Buggy shall only be used by members, visitors and guests authorised to do so.

- 6.2 Golf Buggies may be used whilst playing competitions by those suffering from a Disability but this is subject to prior approval and such conditions as agreed by the Match Committee of the Club.

GOLF BUGGY POLICY

Golf Buggy Safety Policy

The Club has a duty of care to all users of the golf course.

The topography of certain areas of the course is such that caution and prudence must be shown by the user of a Golf Buggy. It is also necessary for the Club to provide adequately safe means of access for all golfers including those given permission to use Golf Buggies. The Club is required to ensure the safety of golfers who do not wish to use Golf Buggies but who might be at risk from a mechanically defective Golf Buggy or its careless use. This duty of care also applies to members of the public who may, from time to time, justifiably be on the golf course.

To assist the safe employment of Golf Buggies all users (members, visitors and guests) shall comply with the following conditions:

1. Golf Buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of all persons on or off the golf course.
2. The signs and instructions employed on the golf course to warn Golf Buggy users of potential danger areas or areas forbidden to Golf Buggies because of concerns about danger or the potential to cause unacceptable wear and tear to the course, must be adhered to at all times.
3. Golf Buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on paths, roadways, ramps or pavements.
4. Where Golf Buggies are provided by the Club, users will be responsible for the security of ignition keys. Any ignition keys lost or not returned to the Club will be charged for replacement ignition keys
5. The Club has no responsibility for ensuring the safe operation of Golf Buggies on or beyond the confines of the golf course and the car-parks other than those operated by the Club's employees, servants or agents. The Club will accept no responsibility for any loss or damage caused to any property other than that arising from the negligent use of a Golf Buggy by the Club's employees, servants or agents.
6. Golf Buggies must not be operated in excess of 16 km/10 miles per hour. All speed limits must be observed.
7. Golf Buggies shall be used only between dawn and dusk.
8. Golf Buggies must be operated in compliance with the common `rules of the road` regardless of whether Golf Buggies are operated on pavements or roadways.
9. Operators must stop the Golf Buggy at blind intersections and proceed with caution.
10. The consumption of alcohol and/or the improper use of drugs when using a Golf Buggy is not permitted.
11. The Secretary/Professional or any person authorised by them has the authority to immediately suspend or prohibit any individual from using or being carried in a Golf Buggy. Application for reinstatement of permission to use a Golf Buggy can only be made to the Appeals Board whose decision will be final and binding on the parties

**GOLF BUGGY
POLICY
Privately Owned Golf Buggies and Club Buggies**

Golf Buggy Safe Working Practice

- Golf Buggy operators must not be under the influence of alcoholic drinks or drugs.
- Children under the age of 18 must never be allowed to drive or ride on the Golf Buggy

BEFORE USE

- All operators of Golf Buggies must sign a Golf Buggy Safety Policy Acknowledgement form before they are allowed to use the buggy
- A Golf Buggy shall only be used for the number of occupants it was designed to carry and only by people who are authorised to use one.

DURING USE

- Always remain seated and hold on while the Golf Buggy is in motion
- Hands, feet and head must be kept inside the Golf Buggy at all times while the vehicle is in motion
- Golf Buggies must not be driven in prohibited areas
- The Golf Buggy must be used to progress the game and must not be driven up and down excessively, e.g., when looking for golf balls
- The Golf Buggy must not be used on tees, greens or the slopes leading up to them
- The Golf Buggy must not be used within three metres of any bunkers, ditches or ponds or slopes leading to them except when using the designated bridges or pathways
- Check the area behind the Golf Buggy before reversing
- Set the parking brake before leaving the Golf Buggy
- Always consider the terrain, existing vehicular and pedestrian traffic conditions as well as environmental factors that may affect your ability to operate the Golf Buggy safely
- Drive the Golf Buggy only as fast as the terrain and safety considerations allow
- To avoid tipping over, drive the Golf Buggy straight up and down severe slopes
- Slow down before corners.
- All turns must be executed at reduced speeds
- Avoid sudden stops or changes of direction that may result in loss of control
- Be extra careful when the course is wet and muddy

AFTER USE

When the vehicle is left unattended, turn the operating key to the off position, remove the key and engage the parking brake.

PROBLEMS ON THE COURSE

Please obtain details from the Professional Shop, the Administration Office or any information displayed on the Club's notice boards.

GOLF BUGGY POLICY

Check list for users of Golf Buggies

Know the controls and how to use them

- Ignition switch and immobiliser key
- Accelerator
- Footbrake
- Parking brake – set the brake before leaving the Golf Buggy
- Reversing control

Know your driving conditions

- Golf Buggies can only be used for the number of occupants it was designed to carry and by those authorised to do so
- Golf Buggies must not be used on the areas of the course where prohibitive signs are placed.
- The Golf Buggy must not be driven up and down the course when looking for golf balls
- The Golf Buggy must not be used on tees, greens or slopes leading up to them
- The Golf Buggy must not be used within 3 metres of or, on the slopes leading to any bunkers, ponds or ditches (except when crossing designated bridges) or within 5 metres of any greens
- Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely
- Drive the vehicle only as fast as the terrain and safety considerations allow
- To avoid tipping over, drive buggies straight up and down slopes
- Slow down before corners.
- All turns must be executed at reduced speeds
- Avoid sudden stops or change of direction that may result in loss of control

Buggy route and problems on the golf course

- Take extra care when the course is wet and muddy.
- The following guidelines must be adhered to; however, they do not negate the need for due care and attention over the entire course.
- Access from the clubhouse to the 1st tee must be long the roadway at the front of the club house.
- The route from the 13th tee to the green over the bridge must be driven with great care and caution.
- Golf Buggies should not be driven beyond white lines restricting Golf Buggies and trolley access to the greens.
- When guide ropes are in use or trolley route signage in place, Golf Buggy users must follow these prescribed routes.

**GOLF BUGGY POLICY
Medical Certification**

**To:
Secretary
Shifnal Golf Club
Decker Hill
Shifnal
Shropshire
TF11 8QL**

I Dr.....
of.....
.....
certify that I have examined
of.....
.....

and am of the opinion that he/she has a disability within the meaning of the Equality Act 2010 section 6 and is unable to play or has undue difficulty in playing golf without the use of a Golf Buggy.

Signed.....

Dated.....

ADMINISTRATION

In respect of privately owned Golf Buggies, the Administration Office of the Club will retain on file a fully completed and signed "Golf Buggy Safety Policy Acknowledgement Form", together with Medical Certification as per the example above. The Administration Office will also ensure that the Professional Shop employees are in possession of an up to date copy of the register of authorised Buggy Users for whom documents are held on file and to whom authorisation has been granted for use of a privately owned Golf Buggy.

GOLF BUGGY POLICY
Privately Owned Golf Buggies and Club Golf Buggies

Golf Buggy Safety Policy Acknowledgement Form

This form must be completed by all golfers prior to operating a Golf Buggy

Any person who accepts the privilege of operating a Golf Buggy on Shifnal Golf Club property is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for their actions and consequences thereof.

The safe operation of Golf Buggies on the course requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

Name:.....

Address:.....

.....

By signing below I acknowledge that:

- I have read the Shifnal Golf Club Buggy Safe Working Practice
- I understand the terms and conditions of the Shifnal Golf Club Buggy Safety Policy
- I have been provided with the opportunity to ask questions related to this policy
- I will ensure that the Golf Buggy is maintained and operated in accordance with the Shifnal Golf Club Buggy Safety Policy
- I accept that it is my duty alone to ensure that I have sufficient insurance to cover liability for risks to third parties.
- I agree to indemnify Shifnal Golf Club against all claims costs and demands made against Shifnal Golf Club arising out of or in connection with the use of the Golf Buggy.

Signature:.....

Date:.....

Users of privately owned Golf Buggies and Club Buggies do so at their own risk. Shifnal Golf Club will not accept any liability for any loss or damage to the privately owned Golf Buggies or any other property arising from the negligence of the Club or any of its servants or agents.

GOLF BUGGY POLICY
Privately Owned Golf Buggies

Register of Authorised Golf Buggy Users

(Must have signed Golf Buggy Safety Policy Acknowledgement form)

| Name | Member (M) or Visitor (V) | Date signed | Filed by |
|-------------|--|--------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |