



SHERBORNE GOLF CLUB

BUGGY POLICY SGC-POL-008

Introduction

For a range of reasons some members, visitors and guests may need or wish to play golf using the help provided by a motorised ride-on -buggy.

Purpose

The purpose of this document is to establish a standard for the safe operation of all ride-on buggies operated on the course at Sherborne Golf Club. The document also sets down the criteria to be applied and conditions to be met when the Club considers applications for buggy use.

Scope

This Policy shall apply to, Club Buggies and Personal use single seat buggies by members, visitors, and guests.

Implementation

The Club operates and maintains its own fleet of buggies that are available for all golfers to use. Preference will always be given to those golfers with a disability or special need.

Use of a member, guest or visitors own ride-on buggy will not be allowed unless authorised by the Club and will be restricted to members, visitors and guests demonstrably having a genuine incapacity to play golf unless aided by the use of the buggy.

In the event of a member or visitor's motorised ride on equipment being deemed unsafe to use there will be no charge applied for using the Club Buggy.

Any person who operates a ride-on 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.

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

Ride-on buggies must be operated in accordance with the requirements of the following documents:

- Golf Buggy Safety Policy
- Golf Buggy Safe Working Practice
- Golf Buggy Safety Policy Acknowledgement Form.

In order that these conditions can in practice be met, the Club Manager, Pro-shop staff must whenever possible be given prior notice of a requirement by a member, visitor or guest to use a ride-on buggy. The Club reserves the right to refuse permission if some or all of the conditions stipulated are not complied with.



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In all cases the club reserves the right to withdraw authorisations or use of buggies on any one day according to the policy guidance.

Use in General Play and Competitions

During general (non-competition) play a ride-on buggy may be used by both able bodied and disabled members, visitors and guests authorised to do so.

Ride-on buggies may not be used during any competition, other than Club opens, except for golfers with a disability or special need, as prescribed in the Equality Act 2010.

For the purposes of this policy, “disability” means a physical or mental impairment that has a substantial and long term (12 months or more) adverse effect on a person’s ability to carry out normal day-to-day activities or play a round of golf, and shall be interpreted consistently with the meaning given in section 6 of the Equality Act 2010. Section 5.3 of the England Golf Transportation Policy refers.

If a disabled member wishes to use a buggy in competition play, they should complete the self-certification Form B1 - Buggy Request Form – (available from the club office) and lodge the completed form with the General Manager (see **Appendix 1**).

Information supplied will be treated as confidential.

If the application is supported the individual will be provided with a certificate by the General Manager for the competitor to produce to the relevant competition organiser (see **Appendix 2**).

From time to time the Club staff may determine that the state of the course or the weather is such that safety on, or the condition of the course may be unacceptably compromised if a ride-on buggy is used. This might apply to the whole or just part of the course. Potentially unsuitable conditions include waterlogging, frost, etc. In all cases any risk assessment will carefully consider all reasonable adjustments that could be applied for those with disability needs.

(See **Appendix 3**)

Buggy Safe Use

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 ride-on buggy. It is also necessary for the Club to provide adequately safe means of access for all golfers including those given permission to use buggies. Moreover, the Club has to ensure the safety of golfers who do not wish to use ride-on buggies but who might be at risk from a mechanically defective ride-on buggy or its careless use. This duty of care also applies to members of the public using the various rights of way.

To assist the safe employment of ride-on buggies all potential users (members, visitors and guests) shall comply with the following conditions:



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1. Ride-on buggies on Sherborne Golf Club property are only for the use of members and visitors who are authorised by the club to do so.
2. Ride-on buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians must be afforded the right-of-way at all times.
3. The signs and instructions employed on the course to warn buggy riders of potential danger areas or, areas forbidden to ride-on buggies because of concerns about danger or, the potential to cause unacceptable wear and tear to the course, must be followed at all times.
4. Ride-on buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, ramps or pavements.
5. Ride-on buggy operators will be responsible for the security of ignition keys for the period that the buggy is on the property owned by the Club.
6. Sherborne Golf Club has no responsibility for ensuring the safe operation of ride-on buggies on or beyond the confines of the course and the club car parks other than those operated by their 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 ride-on buggy by their servants or agents.
7. No ride-on buggy will be operated in excess of 15km per hour. All speed limits must be observed.
8. Ride-on buggies shall be used only between dawn and dusk.
9. Ride-on buggies must be operated in compliance with the common `rules of the road` regardless of whether ride-on buggies are operated on pavements or roadways.
10. Operators must stop the buggy at blind intersections and proceed with caution. They should also observe the buggy direction signage on holes where the terrain warrants particular caution e.g., 8th, 9th, 14th, 17th and 18th.
11. The consumption of alcohol and/or the improper use of drugs is not permitted when using the ride-on buggy.
12. Children under the age of 18 are not allowed drive the ride-on buggy. Young people under the age of 18 with disability needs can have a non-golfing over 18 operator/driver.
13. The General Manager has the authority to immediately prohibit any individual from using or being carried on a ride-on buggy. Application for reinstatement of permission can only be made to the Club.

Before Use



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- All operators of ride-on buggies must sign a Disclaimer Form before they are allowed to drive the buggy.
- A ride-on 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

- Do not move off until the occupants are seated.
- Always remain seated and hold on while the vehicle is in motion.
- Hands, feet and head must be kept inside the buggy at all times while the vehicle is in motion.
- Ride-on buggies must not be driven in prohibited areas and should be driven at all times in the 2nd cut of rough.
- The vehicle must be used to progress the game and must not be driven up and down excessively, or criss-cross the fairways e.g., when looking for golf balls
- The vehicle must not be used on tees, greens or the slopes leading up to them.
- The vehicle must not be used within 2 metres of any bunkers, ditches or ponds or slopes leading to them except when using the designated bridges.
- Check the area behind the vehicle before reversing.
- Set the parking brake before leaving the vehicle.
- 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 the 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.

14. AFTER USE

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

When returning the buggy ensure all personal equipment and rubbish is removed and in the event of accidental damage please report this to the pro-shop.



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APPENDIX ONE

Please complete and return this form:



By Email: sgcoffice@sherbornegolfclub.co.uk; or

Post: Sherborne Golf Club, Higher Clatcombe, Sherborne, DT9 4RN.

FORM B1 – BUGGY REQUEST FORM

By submitting this form you agree to comply with the Sherborne Golf Club (SGC) buggy policy and you consent to SGC processing and storing the personal data contained herein for the purpose of administering competitions and processing your request to use a golf buggy.

This form should be submitted to SGC as part of a request to use a golf buggy in a SGC competition. This form does not constitute proof of authorisation to use a golf buggy in competition. Successful applicants will receive a certificate from SGC as proof of their authorisation to use a golf buggy in competition.

Please note that you cannot obtain permission to use a golf buggy for temporary injuries including broken bones, pulled or damaged muscles or ligaments, or any other injuries unless they have lasted or will last more than 12 months.

A certificate shall be valid for the period specified on the certificate.

Please note that any expense incurred in completing this form and delivering it to SGC is the responsibility of the player.

Player's details

I (name)

Of (address)

England Golf membership number

Request the use of a golf buggy for the year _____ for Sherborne Golf Club competitions as a reasonable adjustment for a disability within the meaning of the Equality Act 2010.



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Please note that we require all of the questions below to be answered in order to make a decision regarding your request to use a golf buggy. Circle or delete as appropriate.

1) Do you experience symptoms of, or suffer with, a physical or mental impairment?

Yes / No

2) Does your impairment have a substantial adverse effect on your ability to carry out day to day tasks

Yes / No

3) Does your impairment have a substantial effect on your ability to walk long distances, carry golf clubs, or otherwise play a round of golf?

Yes / No

4) Have you experienced symptoms of the impairment for a period of over 12 months?

Yes / No

5) Is your impairment permanent or temporary?

Permanent / Temporary

6) If your impairment is temporary, is it expected to last longer than 12 months in total?

Yes / No

STATEMENT OF TRUTH

I confirm that the information contained in this document is, to the best of my knowledge, a true and accurate reflection of my medical circumstances as of the date of this form. I acknowledge that I may be disqualified, face penalties and sanctions, have the buggy certificate revoked **and/or face disciplinary action** if any information in this form is deemed to be false or incorrect.

Signed _____ Date _____



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Email _____ Phone _____

APPENDIX 2



Sherborne Golf Club
Authority to use a golf buggy in competitions

This certificate authorises _____ to use a
golf buggy in any Sherborne Golf Club competition during the year _____.

Signed

Name

Date

Position: General Manager or (in their absence) the Golfing Director – delete as appropriate.

Note: It is the player's responsibility to produce this certificate to the relevant competition organiser when signing up to enter the relevant competition.



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APPENDIX 3

A Risk Assessment of course conditions on the holes in play is undertaken daily by the Green-keeping Team covering all aspects of Health and Safety, to determine safe access to the course. The following Buggy and Trolley Rules will be applied in line with the prevailing conditions on the course and recognising the importance of making reasonable adjustments for those with any disability needs.

Colour Code	Mode of Transport	Rules
GREEN	Trolleys	Keep outside of any roped or white lined areas.
	Buggies (including single seater personal buggies)	Keep outside any roped and white lined areas and observe all buggy directional signage.
AMBER	Trolleys	Carry if possible Electric Trolleys with standard or preferably winter wheels allowed. Keep outside of any roped or white lined areas. Restrictions could include – Electric trolleys to be kept to the rough only
		Manual push/pull trolleys without winter wheels are allowed. Restrictions could include – All trolleys to be kept to the rough only
	Buggies (including single seater personal buggies)	Keep outside any roped and white lined areas and observe all buggy directional signage and instructions. Buggies must transport 2 players before a second buggy is permitted. Restrictions could include – All motorized transport to be kept to the rough only. (Play Restricted to Holes 1 - 11).
		No single seater buggies due to Health and Safety restrictions and/or potential to cause damage to the course. (Club Buggies provided at no charge to members and visitors if their single seater buggy cannot be used)
RED	Trolleys	No Electric Trolleys unless winter wheels Manual push/pull trolleys without winter wheels are allowed. Restrictions could include - All trolleys to be kept to the rough only
	Buggies (including single seater personal buggies)	No buggies due to Health and Safety restrictions and/or potential to cause damage to the course. Restrictions could include – All motorized transport to be kept to the rough only



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NB: Course open to members and their guests.

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