



## **NORMANTON GOLF CLUB - Ride-on Buggy Policy**

### **1. Introduction**

1.1 Use of ride-on buggies is regulated by Normanton Golf Club (The Club) with due regard to The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and Section 6 of The Equality Act 2010.

1.2 This policy applies to both Club owned and privately owned ride-on- buggies.

1.3 During normal summer-time weather and ground conditions the use of buggies will be allowed subject to the conditions outlined within this policy.

1.4 At certain times due to the general condition of the course The Club may not allow use of ride-on buggies, however, it is recognized that some golfers would be unable to play without this facility. During such adverse conditions, use will be subject to consideration of the health and safety of users and the impact on areas of the course ride-on-buggies might create. Where parts of the course are so affected a shortened course may be in operation. If a shortened course is required then this will be communicated to members through the normal "course update" system.

1.5 A hole-by-hole risk assessment identifies hazards, some being particular to the use of ride-on buggies. A general set of safety instructions is included within the policy. It is recognized that at times a specific appraisal of the whole or part of the course should be undertaken - for example in wet conditions or when there is ice or snow.

1.6 Any person wishing to use their own buggy at The Club must make written application to the club. Such application must clearly demonstrate a) that the buggy will be regularly maintained in accordance with any manufacturer's guidance and b) that personal / third party and public liability insurance is in place. Where permission is granted then this will automatically expire on the

last day of the insurance given unless further insurance cover is provided to the club.

1.7 Members or guests who wish to use their own "single seater" light buggy will be allowed to do so subject to the same maintenance and insurance requirements applicable to standard golf buggy.

1.8 Additionally the club will allow "single seater" light buggies to be used on the course when the heavier standard golf buggies have been removed from use due to weather conditions. To accommodate their lighter construction (typically 100kg as compared to the 450kg of a standard buggy) the club will operate a phased restriction as below whereby the lighter buggies will be permitted on some occasions when standard buggies have been removed but will not be retained throughout the winter.

- Course closed - no one allowed on the course
- Course open - carry only
- Course open - carry, trolleys with winter wheels only
- Course open - carry, trolleys (winter wheels) and single buggies only
- Course open - carry, trolleys, single & 2-person buggies

## **2. General Qualifications**

2.1 Use of a ride-on buggy will not be allowed unless authorised by the club and will be restricted to members, visitors and guests who comply with the club policy, safety instructions and are able to safely use the same.

2.2 Persons under the age of 17 years and any person who does not hold a full, current driving license for a car, will not be permitted to use a ride-on buggy.

## **3. Specific Qualifications**

3.1 At times when the general provision of ride-on buggies has been suspended, The Club recognizes that some golfers may be unable to play. Players who are able to demonstrate a genuine incapacity to play unless aided by the use of a buggy will be allowed to use their own buggy but may be required to use a specific route, and / or find that a shortened course is in operation. The use of the 90 degree rule may apply. In order to qualify for use during such times users must be able to produce a medical certificate which has been signed, dated and stamped by the applicant's doctor. Suitable forms are available from the club office. Blue Badge holders are not exempt from the

need to obtain a medical certificate. (See also Section 4, below: "Use in General Play and Competitions".)

3.2 The club reserves the right to withdraw authorisation if the medical condition or disability necessitating the use of a ride-on buggy ceases, or the conditions for its use are not fully complied with.

3.3 The Club does not own ride-on buggies but has a part year lease arrangement to provide use for members / guests / visitors between April and November. Outside of that lease arrangement ride-on buggies may not always be readily available if returned to the supplier, are decommissioned for repair / service or other such demands. Members / guests / visitors wishing to use a ride-on-buggy outside of The Club's hire arrangement period are asked to provide the club with 48hrs notice. Wherever possible The Club will take steps to make a ride-on-buggy available.

3.4 Any person operating 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 consequences thereof.

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

3.6 Ride-on buggies must be operated in accordance with the following:

- The Club Buggy Policy.
- The Club Golf Buggy Safety Policy Acknowledgement form
- The Club Safe Operating instructions affixed to the golf buggy.

3.7 In order that these conditions can in practice be met, the club Board of Directors or their approved nominee, namely the club Professional or approved member of staff, must wherever possible be give prior notice of a requirement by a member or 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.

3.8 The Head Green keeper, his nominee or club Professional may determine that the course conditions or weather are such that safety or course conditions may be unacceptably compromised if ride-on buggies are to be used. This might apply wholly or just part of the course. Potentially unsuitable conditions include

waterlogging, frost etc. and may require complete or partial course closure. When such conditions arise the club will review the situation on a daily basis.

3.9 Where a decision has been made to restrict or suspend the use of ride-on buggies the club will communicate this to members via the club web site, the club course condition answer-machine message and via the Professional Shop directly to members.

#### **4. Use in General Play and Competitions.**

4.1 During general (non-competition) and during competition play a ride-on buggy may be used by able or disabled members, visitors and guests authorised to do so who comply with the policy.

4.2 Wherever possible priority on booking a ride-on buggy will be given to disabled members, visitors and guests provided 24 hours' prior notice is given to the Professional's Shop of the requirement.

4.3 To accommodate disabled users, it is possible that able bodied members, visitors or guests may be asked to forgo their booking to accommodate this requirement. The Professional or his nominee will have authority to identify the most appropriate booking to be cancelled based on availability of buggies and members' capacity to play without such assistance.

#### **5. Golf Buggy Safety Policy.**

5.1 The club has a duty of care to all users of the golf course including golfers, spectators and members of the public taking advantage of the rights of way across the 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 to 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 and members of the public using rights of way across the course, but who might be at risk from a mechanically defective ride-on buggy or its careless use.

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

- a) Ride-on buggies at The Club are only for use of members, visitors and guests.

- b) 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. Specific mention is made with regards to public footpaths throughout the course and the road leading to the clubhouse.
- c) The instructions displayed on ride-on-buggies warn users of potential danger to users and areas where buggies must not be driven.
- d) 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 any public right of way or the road approaching the clubhouse.
- e) Ride-on buggy operators will be responsible for the security of the ignition keys and buggy for the period that the buggy is on the property owned by the club.
- f) The Club have no responsibility for ensuring the safe operation of ride-on buggies beyond the confines of the course, practice ground or club car park other than those operated by their servants or agents. The club will hold 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.
- g) No ride-on buggies shall be operated in excess of 15km per hour
- h) Ride-on buggies shall only be used between Dawn and Dusk
- i) Ride-on buggies must be operated in compliance with the common "rules of the road" regardless of whether ride-on buggies are operated on the club driveway, course paths, permissive public pathways or the course
- j) Operators of ride-on buggies shall slow and if necessary stop at blind intersections giving priority to foot traffic before proceeding with caution.
- k) The consumption of alcohol and/or the improper use of drugs is not permitted when using a ride-on buggy.

- l) Additional directions to users may be given during periods of adverse weather to help minimize wear and tear to the course. When applicable ride-on buggies must follow any additional route instructions provided by the club.
- m) Where a shortened course is in operation users must comply with such instruction including any specific route and or a 90 degree rule.
- n) The President, Directors, Head Green Keeper, House Manager, Club Professional or his staff have authority to immediately prohibit any individual from using or being carried on a ride-on buggy where they suspect that individuals use of the ride-on buggy contravenes any aspect of the club buggy policy.
- o) Application for reinstatement of permission to use ride-on buggies can only be approved after written request to the next full meeting of the Board of Directors.

#### **6. Safe working Practice**

- Ride-on buggy operators must not be under the influence of drink or drugs.
- Operators of ride-on buggies must be 17 years of age holding a full driving license for a car.
- Children are not allowed on buggies unless supervised by an adult who takes responsibility for all incidents and accidents.

#### **BEFORE USE**

- All persons wishing to hire and operate a ride-on buggy must sign a Safety Policy Acknowledgement form before they are allowed to hire a buggy.
- All privately owned buggy operators must sign a Safety Policy Acknowledgement form when they provide proof of their public liability insurance which will be retained together by the club office.
- A ride-on buggy shall only be used for the number of occupants it was designed to carry and only by persons who are authorised to use one.
- The operator must be conversant with the controls i.e. ignition switch, accelerator, forward and reverse control, foot and parking brake.

## DURING USE

- Do not move off until all occupants are seated.
- Always remain seated and hold on while vehicle is in motion.
- Hands, feet and head must be kept inside the buggy at all times whilst the vehicle is in motion.
- Ride-on buggies must not be driven into any prohibited areas i.e. any area temporarily or permanently identified by the club.
- Ride-on buggies must be used to progress the game and must not be driven up and down holes excessively e.g. when looking for golf balls.
- Ride-on buggies must not be driven over tees.
- Ride-on buggies must not be driven within 10 meters of any green.
- Ride-on buggies must not be driven within 2 meters of any ditch, bunker or pond except when approaching designated bridges.
- Additional care must be taken when driving across slopes. To avoid the danger of tipping over buggies should be driven straight up or down slopes and not at an angle.
- Check the area behind before engaging reverse.
- Always set the parking brake before leaving the vehicle unattended.
- Slow down before corners.
- All turns must be executed at reduced speed.
- Avoid sudden stops or changes in direction that may result in loss of control.
- Be extra careful when the ground is wet particularly when braking or turning as ride-on buggies are less stable in these conditions

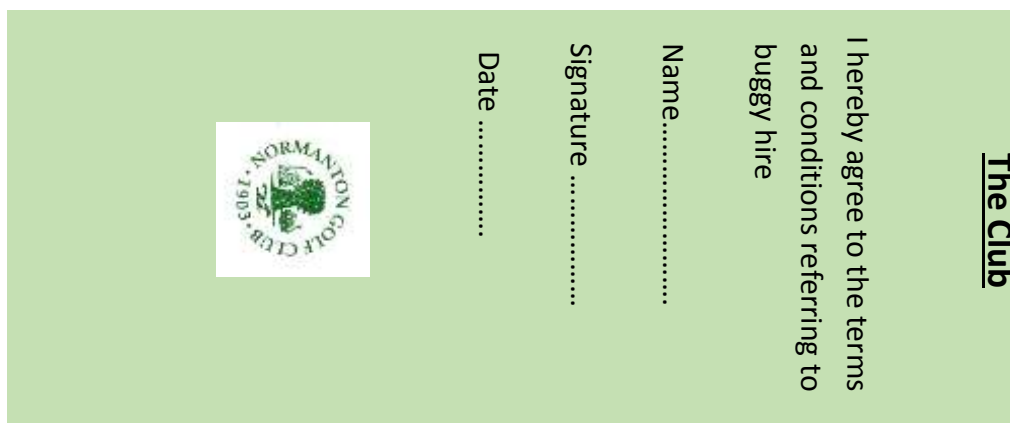
## AFTER USE

- When the vehicle is left unattended, engage the parking brake, turn the operating key to off and remove the key.
- Remove all your personal belongings and place any rubbish in any of the bins provided.
- Return your key to the professional shop or if closed the key box outside the shop door.
- Any incidents where injury is caused to any user of the buggy or other person whatsoever whilst on the golf course or any damage is caused to any buggy or any other property whilst in use must be reported immediately to the club professional, his staff, a Director or to a member of staff behind the bar. In the event that none of the above are available then the incident should be reported to any of the above individuals as soon as practicable.

## Golf Buggy Safety Policy Acknowledgement

Any person who operates a ride-on buggy on The Club premises is deemed, by so doing, to have the knowledge, training and skill to operate the vehicle and shall be fully accountable for their actions and consequences thereof.

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




The Club

I hereby agree to the terms and conditions referring to buggy hire

Name.....

Signature .....

Date .....



**All Buggy users must, prior to use, agree to the policy and comments below and will be required to sign the green terms and conditions ticket (see above) to acknowledge the following:**

- I have read the The Club Buggy Safe Working Practice.
- I have read and understand the terms and conditions of the The Club Golf Buggy Safety Policy
- I have been provided with access to and have read the policy of use for ride-on buggies at The Club.
- I have been given the opportunity to ask questions related to this policy.
- I am aware of the areas where I am unable to take a ride-on buggy.
- I will ensure that the buggy will be maintained and operated in accordance with The Club's Buggy Safety Policy.
- I agree to indemnify The Club against all claims and demands made against The Club arising out of, or in connection with, the use of the ride-on golf buggy.

### Where applicable.

I possess and have produced a copy of certified evidence that I have a disability within the meaning of Section 6 of the Equality Act 2010 which disables me from playing golf without the use of a ride-on buggy.



Where applicable.

I can confirm that my privately owned buggy is serviced and maintained in accordance with the manufacturer's instructions and that I have lodged with the House Manager a copy of my valid insurance policy to cover liability for risks to third parties when using my own buggy on the course.

**Users of golf buggies do so at their own risk. The Club will not accept liability for any loss or damage to the golf buggy or any other property arising from the negligent use of same by any person hiring the buggy.**



**CONFIDENTIAL**

In compliance with Disability legislation The Club's policy enables disabled golfers to use a buggy when, due to adverse weather conditions, mobility aids would not normally be allowed on the course.

If any member considers they need mobility assistance to play during these periods please ask your doctor to complete the MEDICAL FORM

On completion the form should be returned, in confidence, to:  
The House Manager, The Club, Harfeild Hall, Aberford Road, Wakefield, West Yorkshire, WF3 4JP

I, Dr .....

Of .....

Certify that I have examined .....

Of .....

I am of the opinion that he/she is suffering from a long term disability and is unable to play or has disability in playing golf without the use of a motorised ride-on buggy.

Signed ..... Dated .....

**Surgery Stamp**

## **THE CLUB LIMITED - COURSE ASSESSMENT APERTAINING TO THE USE OF RIDE-ON BUGGIES NOVEMBER 2017**

**Assessment to be updated when any changes to layout occur.**

**Risk is currently regarded as LOW**

**The course is an undulating parkland course with several ponds, streams and open water ditches throughout its layout. At various points designated wooden and stone bridges are for use by ride-on buggies. Water hazards are marked. A number of hard surface paths are in use particularly around teeing areas. Public rights of way exist at various locations around the course.**

**The Golf Buggy Safety Policy and Safe Working Practice documents should both be read in conjunction with the following directions for use:**

- 1. Ride-on buggies shall not be driven within 10 meters of any green**
- 2. Ride-on buggies shall not be driven onto any tee**
- 3. Ride-on buggies should not be driven within 2 meters of any ditch / bunker / pond except when crossing designated bridges.**
- 4. Ride-on buggies must use and remain on purpose built paths when playing the 2<sup>nd</sup>, 4<sup>th</sup> and 10<sup>th</sup> holes employing a 90 degree rule on foot if required.**
- 5. Ride-on buggies must use other purpose built paths wherever possible, again using a 90 degree rule on foot if required.**
- 6. Additional caution should be taken when approaching the bridge over the ditch on the 6<sup>th</sup> hole**