



West Linton Golf Club Buggy Policy and Procedures

Buggy Policy and Procedures

Introduction

This document defines the requirements and responsibilities of West Linton Golf Club and members/visitors regarding the use of ride on Buggies. The purpose of this document is to establish a standard for the safe operation of all Club and privately owned ride on Buggies operated on the course at West Linton Golf Club. A copy of this Buggy Policy is available to all Members and Visitors on the Club website www.wlgc.co.uk.

2. Ownership

The Secretary is responsible for the review, update, and amendment of this Buggy Policy. The Secretary must then ensure that the documentation is amended and issued to all appropriate people including those members who have privately owned ride on Buggies.

3 Qualifications

During normal conditions, the use of Club and privately owned ride on Buggies will be permitted for casual and competition golf as authorised by Council.

Any person who accepts the privilege of operating a ride on Buggy on the golf course is deemed by so doing to have the knowledge, and skill to safely operate this vehicle and be fully accountable for their actions and the consequences thereof.

At certain times, the Course Superintendent may determine that the general condition of the Course or the weather is such that safety, or the condition of the Course may be unacceptably compromised if a ride on Buggy is used. Potentially unsuitable conditions include water logging, frost, snow etc.

The Club recognises that some golfers may be unable to play without the assistance of a Buggy. Such golfers will be supported through the Club's concessionary hire rate.

Information on Course & Buggy usage will be available at the Pro Shop. The Club will endeavour to ensure that restrictions placed on Buggy users will be kept to a minimum.

The detailed procedures for use of Club and Private ride-on Buggies are listed below. These Policy Procedures are supported by a Golf Buggy Safety Policy (Page 4), and Safe Working Practice Guide (Page 5), plus a Course Risk Profile guide (Page 6).

CLUB BUGGIES

The Starter/Pro shop staff will be responsible for the day to day running of the Club Buggy hire scheme and the following procedures must be observed:

- ❖ Buggies must be stored overnight in the Buggy storage area.
- ❖ Club Buggies can be pre-booked by members and visitors.
- ❖ At the start of each day the Starter/Pro shop staff will arrange for all Buggies to be ready for hire. A check of each Buggy will be made for charge, brakes, and cleanliness.
- ❖ Each hired Buggy will be signed out by the Starter/Pro shop staff and checked on return with any faults recorded.

WEST LINTON GOLF CLUB - BUGGY POLICY

- ❖ The Starter/Pro shop staff and office staff will record all Club Buggy hire details on the BRS on-line booking system.
- ❖ During normal opening hours, Buggies must be returned to the Buggy storage area and the key returned to the Starter/Pro shop staff. When the shop is closed the user must park the Buggy in the Buggy storage area and return the keys to the letter box at the Secretary's office or café/bar staff.
- ❖ Any faulty Buggy will be taken out of service.

PRIVATELY OWNED BUGGIES

- ❖ All members with privately owned Buggies must be in receipt of the Club's Buggy Policy Procedures and Course Risk Profile for Ride on Buggy Users.
- ❖ Members and Visitors must provide proof of having appropriate comprehensive insurance. Copies of the Member's insurance policy must be submitted annually to the Club Office.
- ❖ The Club has limited storage area for privately owned Buggies.
- ❖ Petrol containers belonging to owners of private Buggies must not be left unattended in the golf club environs.

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 ride on Buggy. It is also necessary for the Club to provide safe means of access for all golfers including those given permission to use Buggies. The Club must 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.

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

- ❖ 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 always.
- ❖ 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 laneways or paved areas.
- ❖ Ride on Buggy operators will be responsible for the security of ignition keys for the period that the Buggy is hired.
- ❖ Ride on Buggies shall be used only between dawn and dusk.
- ❖ Ride on Buggies must be operated in compliance with the common rules of the road' regardless of whether they are operated on paved areas or laneways.
- ❖ The consumption of alcohol and/or the improper use of drugs is not permitted when using the ride-on Buggy.
- ❖ Do not enter the natural rough or Moor.
- ❖ Be aware of fallen debris or the risk of falling debris e.g., near wooded areas.
- ❖ Be aware of adjoining holes or practice areas.
- ❖ Drive slowly downhill and set brake when stopped.
- ❖ No person under the age of seventeen (17) to operate a Buggy.
- ❖ Club Buggies must be driven within the boundaries of West Linton Golf Club.
- ❖ No more than two persons and two sets of clubs shall be carried on a Buggy
- ❖ West Linton Golf Club has no responsibility for ensuring the safe operation of ride on Buggies beyond the confines of the course and the club carparks.
- ❖ The Secretary 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 Council.
- ❖ Always drive Buggy from tee to green. Do not drive in opposite direction as hazards can be hidden from view.
- ❖ Always check your visibility especially on access to and egress from the Course.

GOLF BUGGY SAFE WORKING PRACTICE GUIDE

West Linton Golf Club has conducted a Course Risk Profile for Ride on Buggy Users to ensure safe use of ride on Buggies on the Golf Course. Before using a ride on Buggy on the golf course, members and visitors must make themselves aware of the **Buggy Policy Procedures** and the **Course Risk Profile for Ride on Buggy Users** these documents are available from the Club Office and the shop.

Before use

- ❖ All operators of ride on Buggies must sign a **Safety Policy Acknowledgement Form (Page 8)** 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 while the vehicle is in motion.
- ❖ Ride on Buggies must not be driven in prohibited areas.
- ❖ The vehicle must be used to progress the game and must not be driven up and down excessively, e.g., when looking for golf balls.
- ❖ The vehicle must not be used on tees, greens or the slopes leading up to them.
- ❖ 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.

After use

- ❖ When the vehicle is left unattended, switch off ignition, remove all rubbish and personal belongings, remove the key, and engage the parking brake.

RIDE-ON BUGGY - COURSE TRAFFIC/ROUTE GUIDELINES AND RISK PROFILE FOR EACH HOLE

Course Topography Considerations and Restrictions

Consideration has and will continue to be given to the potentially hazardous nature of parts of the Golf Course.

Ride-on Buggies are not permitted within 5 yards of any green, bunker, water hazard or tee except when using a pathway.

The Course Risk Profile assessment document will assist Ride-on Buggy users to understand the golf course layout and advise of the areas where they need to be careful or avoid completely.

The Ride-on Buggy Safety Policy and **Safe Working Practice** documents should both be read in conjunction with the following Course Hole by Hole Risk Assessment Profile listed below.

WEST LINTON GOLF CLUB - BUGGY POLICY

RIDE-ON BUGGY COURSE RISK PROFILE FOR EACH HOLE

Hole	Risk	Description
1	Med	Avoid Slope when leaving Tee, stay to left of Green and park to the rear of the Green
2	Low	Use left of fairway and park to the left of the Green
3	Low	Avoid driving across slope, park to right of Green
4	Med	Take care on sloping fairway on approach to Green - park at least 5m from Green
5	Low	Park to Right of Green
6	Low	Use paths from the Tee - Park to left of Green
7	Med	Use paths from Tee - take care on approach to the Green and park to the right side
8	Low	Take care on sloping fairway, park to left / rear of Green/ Give way to golfers on 9th Tee
9	Med	Take care on steep sloped approach to the Green.
10	Med	Park to front Green - take care on sloping approach to 11th tee
11	Med	Take care when parking by Tee to avoid errant shots from Golfers approaching 8th Green, sloping fairway
12	High	Turn buggy at widest point on approach to Tee - steep decline from Green to 13th Tee
13	Med	Keep buggy to right of Green
14	Low	Follow path, keep to right of Green, taking care with errant shots from 15th
15	Med	Take care on slope if accessing Medal Tee - Keep to left of Green
16	High	Use pathways only when accessing Tees - extreme slopes - do not drive across slopes
17	Med	Do not take buggy around the back of the Green
18	High	Steep slopes, do not drive across slopes, take additional care in the wet.

WEST LINTON GOLF CLUB - BUGGY POLICY

West Linton Golf Club - Golf Buggy Safety Policy Acknowledgement Form

All Buggy Users must complete this form prior to operating a ride on golf Buggy.

Any person who accepts the privilege of operating a ride on Buggy at West Linton Golf Club is deemed, by so doing, to have the knowledge, and skill to safely operate the vehicle and shall be fully accountable for their actions and consequences thereof. Members & Visitors who use the Club or Private Buggies are only required to complete an acknowledgement form once.

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

Name of User (Capitals please):

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Address/Club: (Capitals please):

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By signing I acknowledge that:

- ❖ I have read the West Linton Golf Club - Buggy Policy Procedures and Course Risk Profile for Ride on Buggy Users.
- ❖ I understand the terms and conditions of the West Linton Golf Club Buggy Policy Procedures.
- ❖ 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 shall drive the Buggy only as fast as the terrain and safety considerations allow.
- ❖ I am aware of the areas where I am unable to take a ride on Buggy.
- ❖ I shall ensure that the Buggy will be maintained and operated in accordance with the West Linton Golf Club Buggy Policy Procedures.
- ❖ I have submitted a copy of my valid insurance policy to cover liability for risks to third parties. (Privately owned Buggies only).
- ❖ I agree to indemnify West Linton Golf Club against all claims, costs and demands made against the Club arising out of or in connection with the use of the golf Buggy.

Signature of User: **Date:**

Signature of Club Official: **Date:** **(On behalf of Council)**

Users of golf Buggies do so at their own risk. West Linton Golf 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