

# Buggy Policy Document

Date: 10 November 2017

Cavendish Golf Club recognises that it has a duty of care to the staff, members and guest users of the golf course. The topography and nature of the course is such that caution and care needs to be shown by the users of buggies and so it is recognised all buggies used must have adequate maintenance and service schedules in place and that stringent safe security and storage procedures are enforced. It is recognised that the Cavendish Golf Club must provide an adequate safe means of access to the course for all golfers including those who have permission to use buggies. This duty of care extends to golfers who do not wish to use buggies, but who would be put at risk from mechanically defective buggies, or careless use of this vehicle. This duty of care also applies to members of the public who use the various rights of way through the golf course.

Before permission is given to operate a buggy, all users must read and sign the Cavendish Golf Club Buggy Policy document to acknowledge that they fully understand and agree with the terms and conditions of the policy. By doing so, users are agreeing that they understand and will comply with the contents of the document.

Members and regular users can be given permission on an agreed fixed time span basis. This permission will not exceed the review date of the policy.

Visiting golfers must complete the form on each occasion of the request to use a buggy.

This includes visiting players with a medical need must unless it has been previously agreed with an authorised club official that a fixed time span agreement is appropriate.

All members, visitors and staff shall comply with the following conditions

1. Buggies must be utilised and operated with courtesy, care and consideration for all other persons on the course and all other persons must be given right of way at all times.
2. Buggy operators will be responsible for the security of ignition keys for the period that the buggy is in their care.

3. Buggies must be operated in such a manner that they do not cause an obstruction or impede other users or vehicles that may be on the course. These include all roadways, tracks and pavements.

4. All signage and instructions employed on the course to warn buggy operators of potential areas of danger or areas forbidden to buggies because of temporary or permanent concerns about danger or potential unacceptable wear and tear to the course must be followed at all times with no exception.

5. Buggies must not be driven at a speed considered excessive. Any speed limits that are enforced must be observed either as a temporary safety measure or a permanent requirement.

6. The Cavendish Golf Club has no responsibility for ensuring the safe use of the buggy beyond the confines of the club including the course, clubhouse, car park and boundaries. The club will not accept any loss or damage caused to any property or person other than that arising from the negligence by the Clubs staff or agents.

7. Buggy operators must stop at any blind spots or intersections and then proceed with caution.

8. Buggies must be used only when the course is open or when no essential buggy prohibition is in force.

9. Buggies must be operated in accordance with the common rules of the highway regardless of the location on the course.

10. Any Cavendish Board Member, Club Professional or Green Keepers has the authority to immediately prohibit any individual found to be in breach of any rules concerning the use of the buggies. This includes being carried in a buggy. An application for reinstatement of permission to use a buggy can only be to the Board of the club.

### **Safe working practice**

1. Buggy operators must not be under the influence of alcohol or drugs.

2. Persons under the age of 17 are not allowed to drive a buggy.

**Before use:**

1. All buggy operators must follow the clubs safety policy before being allowed to drive the buggy.
2. Buggies must only be used by the number of occupants it was designed to carry and only by authorised operators
3. Standing on the back of the buggy is strictly forbidden

**During use:**

1. All occupants must be seated before moving off
2. All occupants must remain seated whilst the buggy is in motion
3. All parts of the body must be inside the buggy at all times whilst the buggy is in motion
4. Buggies must only be used to progress the game and must not be used for any other purpose
5. Buggies must not be driven into rough, heather or wooded areas unless otherwise stated.
6. Buggies must not be driven onto tees, greens or approaches immediately adjacent to them
7. Buggies must not be driven within five metres of bunkers, ditches, water hazards or sloping ground leading to them unless it is a designated area or bridge
8. Always check behind before reversing
9. Always set the brakes before leaving the buggy
10. Always consider the terrain, conditions, other vehicles and pedestrian golfers as well as environmental conditions which may have an effect on your ability operate the buggy safely

11. Drive the buggy in a fashion that is appropriate to where you are on the course
12. To reduce the risk of tipping, drive the buggy straight up and down severe slopes
13. All turns must be executed at reduced speed
14. Avoid sudden directional changes that may result in loss of control
15. Be extremely careful in wet or muddy conditions
16. Be extremely careful on the public right of way and when entering the car park area

**After use:**

When returning the buggy, turn the operating key to the off position, engage the brakes and return the key to the pro-shop or the key box situated on the wall adjacent to the pro-shop entrance, whichever is the appropriate option.

**Disabled and medical needs policy**

Due to medical needs of some members and visitors to the Cavendish Golf Club who would find it difficult to play golf without the help provided by a motorised buggy, the following policy is to establish safe operating criteria to be applied so the club can consider all applications for buggy use.

**The aim of the policy:**

This policy is the disability buggy policy in conjunction with the Cavendish Golf Club policy document. It sets out the circumstances in which golf buggies may be used in general play or in organised events managed by Cavendish Golf Club.

The Cavendish Golf Club will always encourage the participation of golfers regardless of disabilities or medical needs. This policy is in accordance with the Cavendish Golf Club's obligations under the Equality Act 2010.

## **Definitions:**

- 1.1. Disability shall have the same meaning as the Equality Act 2010. A person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/ her ability to carry out daily activities
- 1.2. Any reference to Golf Buggy shall include any vehicle deemed to be a golf buggy by the Cavendish Golf Club Board.
- 1.3. Any reference to " Committee" shall refer to the Cavendish Golf Club Board which has responsibility for taking a decision on the use of a golf buggy and member of the board shall be construed accordingly
- 1.4. Valid medical confirmation of disability shall mean 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

## **Persons who may use a buggy**

- 2.1. It shall be a condition of any competition organised by the Cavendish Golf Club Committee that all players be accorded the same facilities in accordance with this policy. The penalty for a breach of this condition is detailed in the Equality Act 2010
- 2.2. A golf buggy may be used by a player or caddie who can provide a valid current medical certificate of disability in accordance with the policy and has requested permission to use a golf buggy prior to playing or as a caddie in a competition they wish to enter. Where the disability prevents the player from driving the buggy themselves, he/ she may nominate a third party to drive the buggy for them, but this must be approved by the committee of the event prior to the date
- 2.3. The committee must have good reason to refuse a request for permission to use a buggy if the criteria is met in paragraph 2.2
- 2.4. Where a player is over the age of 17 and as met the criteria in paragraph 2.2 above, members of the committee can reserve the right to specify that the golf buggy is driven by another person of that

committee members choice, in the event that the person who has parental responsibility for the player is not qualified or competent to do so

- 2.5. In cases where a member of the Board of the Cavendish Golf Club refuses to give permission for the use of a golf buggy, then they must inform the player of the decision, the reason for this decision and the right of appeal to the appeals committee

### **Conditions in which use of golf buggies may be permitted**

3.1. Where a determination is made that the use of a buggy may be permitted by a player or where appropriate a caddie or a third party to use a golf buggy, a member of the committee shall have regard to the following Health and Safety considerations before granting approval

- a. Any relevant weather conditions
- b. The topography and ground conditions
- c. The condition of, and suitability of the golf buggy
- d. Any other relevant considerations which could impede the safe use of the golf buggy or impact on the safety of others

3.2. In the event that a member of the Board of the Cavendish Golf Club believes that for reasons of health and safety a golf buggy should not be used by players, caddies or third parties at a particular time, then they may.

- a. Refuse to grant permission for the use of a golf buggy, and shall inform the player, caddie or third party of this decision; or
- b. Revoke any such permission in the event of new health and safety considerations having come to light since the granting of the initial permission to use a golf buggy

3.3. It will in any event be a requirement of any player, caddie or third party granted to use a buggy to follow club procedures before entering the course  
Conditions for use of golf buggies

4.1. A player, caddie or third party permitted to use a golf buggy must agree to the following conditions of use:

- a. Any person operating a golf buggy must do so with the utmost courtesy, care and consideration for the convenience of others and in accordance with the relevant golf buggy guidelines
- b. The committee may require that the golf buggy not exceed walking pace
- c. A golf buggy shall be for the sole use of the player and his / her equipment, unless a member of the committee has deemed that for reasons of age or disability a third party is required to drive the buggy
- d. A golf buggy must not impede or interfere with other golfers or other vehicles on roadways, ramps or pathways
- e. A player who has been granted permission to use a buggy or any caddie or third party who has been given permission to drive a buggy must remain seated in the golf buggy at all times whilst the vehicle is in motion
- f. Drivers of the golf buggies must follow and comply with any directional signage and must not use any prohibited areas including public highways or pathways
- g. A player who has been given permission to use a golf buggy or any caddie/ third party who has permission to drive a golf buggy must accept responsibility for any losses or injury sustained as a result of his / her actions whilst using the buggy

Failure to agree to the terms and conditions contained in 4.1 may result in the player, caddie or third party being denied permission to use a golf buggy.

### **Course Risk Assessment system**

The Cavendish Golf Club will use a colour coding system when assessing the suitability for buggies to access the course when used by medically dependent and disabled golfers. This system will be used after a hole by hole assessment has been carried out by the greens staff

- GREEN - Course Open, No Restrictions.
- AMBER - Buggies Restricted to designated holes
- RED - Carry bags only. Buggies restricted to medically certified users only on designated holes.
- PURPLE - Course closed.

Any golfer on restricted holes will use the zip system to commence play as this does not come under reduced course rules.

## **Appeals Procedures**

5.1. Any decision by a committee member or a Board member in refusing a player or caddie permission to use a golf buggy may be appealed by the player or caddie to the Appeals Committee which shall comprise of three members of the board of the Cavendish Golf Club

5.2. An appeal must be made within five days of the initial decision and must be made in writing. Any written appeal request must also include a statement by the player or caddie of the reasons for seeking to appeal the initial decision

5.3. The Appeals Committee shall make a decision on an appeal and communicate it to the player or caddie within ten days of the date of the initial appeals letter.

The Cavendish Golf Club retains the right to suspend the use of motorised golf buggies under the Health and Safety at sports act (risk assessment ) 5th edition. This would be enforced if it is deemed unsafe to use a buggy due to ground conditions, weather conditions or extreme circumstances which are normally unforeseen for a limited time period and could affect either part or the whole course.