**Caernarfon Golf Club**

**Buggy Policy – Procedures**

1. **Introduction**

This document defines the requirements and responsibilities of Caernarfon 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 Caernarfon Golf Club. The document also sets down the criteria to be applied and conditions to be met when the Club considers applications for their use, including with due regard to the Equality Act 2010. A copy of this Buggy Policy is available to all Members and Visitors on the Club website www.caernarfongolfclub.co.uk.

2. **Ownership**

The Secretary/Manager following consultation with the Management Committee is responsible for the review, up-date and amendment of this Buggy Policy. The Secretary/Manager 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 during the summer period (usually April to September) for casual and competition golf as authorised by the Management Committee. During the winter period (usually October until March) on some occasions buggy use will be restricted to only those members and visitors who have a disability (within the meaning of the above listed Equality Act ) which renders them unable to play golf without the use of a ride on buggy. To register see Medical form on page 8. This should be completed and returned to the Secretary Manager. The Medical form is available from the Office or printed off from the website.

At certain times the Head Greenkeeper/Manager may determine that the general condition of the Course or the weather is such that safety on or the condition of the Course may be unacceptability compromised if a ride on buggy is used. This might apply to the whole or just part of the Course. Potentially unsuitable conditions include water logging, frost, snow etc, The Club recognises that some golfers may be unable to play therefore players who are registered as per the above legislation will be allowed to use their ride on buggy but may be required to use a specific route and or find that a shortened course is in operation. Where such conditions arise, the Club will review the situation on at least a daily basis.

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, training and skill to safely operate this vehicle and be fully accountable for their actions and the consequences thereof.

The Club also recognises the vast differences in weight and construction of different types of ride on buggy. As such, it may be the case that restrictions could be imposed on the larger and heavier two seat Club Car type buggies while single seat buggies are permitted on the golf course.

Information on Course & buggy usage will be available at the Club shop/Office.

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, and Safe Working Practice Guide, plus a Course Risk Profile guide (which includes a Hole by Hole assessment).

**CLUB BUGGIES**

The Club Shop/Office will be responsible for the day to day running of the Club buggy hire scheme and the following procedures must be observed:

* Club buggies must be stored/locked overnight in the Buggy storage area.
* Priority should be given to disabled golfers.
* At the start of each day the Club Shop/Office will arrange for all Club buggies to be parked outside the shop, 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 shop staff/Office and checked on return with any faults recorded. • The Club Shop will record all Club buggy hire details on the BRS on-line booking system. The shop & Secretary Manager will agree weekly accounts for the Club buggies.
* Buggies must be returned to the shop/office during normal opening hours. When the shop/office is closed the user must park the buggy in the buggy park area and return the keys to the letter box outside the Shop.
* All Club buggies must be locked up each night by the staff on duty.
* The Club staff in the shop/office will carry out a weekly maintenance check on the buggies. Any faulty buggy will be taken out of service and labelled “Out of Service unfit for use”.

**PRIVATELY OWNED BUGGIES**

• Privately owned buggies may not be hired for use on the course. All members with privately owned buggies must be in receipt of the Club’s Course Risk Profile for Ride on Buggy Users and Buggy Policy Procedures.

• 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 will offer a limited storage area for privately owned buggies. Application for a space within the storage area must be made to the Secretary/Manager. The Annual cost of a space will be £25 (2021/22). When the storage area is full a waiting list will be maintained by the Club office.

• If a Member no longer requires the buggy space, ownership will return to the Club for allocation to the next Member on the waiting list.

• Petrol containers belonging to owners of private buggies must not be left unattended in the buggy compound as per current legislation.

**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 adequately 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 using the various rights of way.

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 or on the property owned by the Club.

• 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.

• Operators must stop the buggy at blind intersections and proceed with caution.

• The consumption of alcohol and/or the improper use of drugs is not permitted when using the ride-on buggy. • 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 Caernarfon Golf Club.

• Caernarfon Golf Club has no responsibility for ensuring the safe operation of ride on buggies beyond the confines of the course and the club car-parks other than those operated by their employees..

• The Secretary/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 Managemant Committee.

• Always drive buggy from tee to green. Do not drive in opposite direction as hazards can be hidden from view.

 **GOLF BUGGY SAFE WORKING PRACTICE GUIDE**

Caernarfon Golf Club has carried out 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 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 the key and engage the parking brake.

**RIDE-ON BUGGY - COURSE TRAFFIC/ROUTE GUIDELINES**

Course Topography Considerations and Restrictions

Due to the layout of Caernarfon Golf Club consideration has and will continue to be given to the potentially hazardous nature of parts of the Golf Course.

During the normal summer period ride-on buggies should only be driven in the “cut rough” using the 90- degree rule to cross fairways. Ride-on buggies are NOT permitted within 20 yards of any green, bunker, water hazard or tee except when using a pathway.

During the Winter period ride-on buggies must only be driven on the fairway to avoid the wet areas in the rough. Ride-on buggies are NOT permitted within 30 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.

**RIDE-ON BUGGY COURSE RISK PROFILE FOR EACH HOLE**

1st – Medium Risk: Gradual slope up to tee, drive up following path. Gentle slope then down to fairway.

2nd – Medium Risk: Two deep ponds ( left and right ) and ditch across fairway approx. 160yds from tee. Cross carefully on one of the two bridges. Drive carefully up a short sharp incline to top of fairway.

3rd – Low Risk: Gradual slope leading down the fairway. Drive through gap in wall on the left to access green. Leave green area and follow path through gap in the wall on the far left up to 4th tee. Small gap please take extra care.

4th – Low Risk: Beware of stray balls coming off the 5th tee whilst passing the dogleg.

5th\_- Low Risk: Gentle slope 50yds down to front of green. Keep clear front of green

6th - Risk: Ditch on both sides after dog leg. Lake on left hand side (deep water ) up to cross ditch 50 yds before green. Cross the ditch carefully using the bridge.

7th – Follow buggy path to cross the ditch using the bridge. Leave the green using the buggy path and follow to 8th tee. Slight slope then down path back to fairway.

8th-Risk: Leaving the green but please be aware of golfers teeing off the 9th tee.

9th- High Risk: Flat terrain whilst leavingthe green be aware of steep incline to 10th tee area.

10th LowRisk: Gentle sloping ground to the right side. Leave green through hole in wall.

11th High Risk: Steep decline mid fairway leading down to green sloping from right to left.

12th Medium Risk: Slightincline to green. Follow path to 13th tee

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13th Medium Risk: Ditch to the left halfway along fairway.

14th LowRisk: Gentle slope down to landing area.

15th High Risk: Mediumincline up to top of hill. Keep right on top of hill, drive down incline to green. Be aware that incline slopes from right to left from top of the hill. Leaving the green drive back upwards towards the 16th tee.

16th High Risk: When leaving the tee follow the signs around the back of the tee and follow the path to the fairway. There is a severeright to left slope here so please take extra care.

17th Low Risk. No issues.

18th High Risk: Park buggy in front of tee, do not take it onto the tee. 50 yds before green there is a VERY DEEP POND. Drive to green to the left of this pond. Slight incline to green. Slight decline back to parking area.

**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 Caernarfon Golf Club is deemed, by so doing, to have the knowledge, training 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:……………………………………………………………………………………………

Address/Club:……………………………………………………………………………………………

By signing I acknowledge that:

• I have read the Caernarfon Golf Club - Buggy Policy Procedures and Course Risk Profile for Ride on Buggy Users

• I understand the terms and conditions of the Caernarfon 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 will ensure that the buggy will be maintained and operated in accordance with the Caernarfon 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 Caernarfon 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 the Management Committee)

Users of golf buggies do so at their own risk. Caernarfon 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 employees.

All completed – Acknowledgement, Insurance & Medical documents (if applicable) must be submitted to the Office at Caernarfon Golf Club.

**MEDICAL FORM TO BE COMPLETED BY APPLICANT’S DOCTOR**

 DISABILITY REQUIREMENTS – CONFIDENTIAL

To comply with Disability Legislation Caernarfon Golf Club operates a policy to enable disabled golfers to use a ride-on buggy when, due to adverse conditions, ride-on buggies would not normally be allowed on the course.

If any Member requires the use of a ride-on buggy to play golf during these periods, please ask your doctor to complete the details below.

Once completed the form should be returned in confidence to the Secretary/ Manager at Caernarfon Golf Club.

The Club also 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.

I, Dr………………………………………………………….

Of……………………………………………………………………………………………….. ………

……………………………………………………………………………………………………Certify

 that I have examined……………………………………………………………………………..

Of…………………………………………………………………………………………………………

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and am of the opinion that he/she has a disability within the meaning of the Equality Act 2010, and is unable to play golf without the use of a ride-on buggy.

Signed………………………………

Dated………………………………..