



Defence Academy Golf Club

www.dagc.org.uk

RIDE-ON GOLF BUGGY SAFETY POLICY

Date of Issue: 1st February 2015

1.0 Introduction

The purpose of this policy document is to set down the minimum criteria to be applied and conditions to be met in order to establish a standard for the safe operation of all ride-on buggies on the Defence Academy Golf Club (DAGC) course. This document applies to users of both **club-owned** and **privately-owned ride-on golf buggies**.

A copy of this policy is available to all DAGC members and visitors and is posted on the www.dagc.org.uk website.

The use of ride-on golf buggies at DAGC is restricted to those who need vehicular assistance to navigate the course. This includes:

- those with a recognised disability as defined by the Equality Act 2010.
- those who although not officially recognised as being disabled still require vehicular assistance to enable them to play golf.

The Equality Act 2010 concerns itself with anyone who has a disability as defined by this legislation. Under the Act, all premises, including private/community sports clubs, have a legal duty to produce a policy which allows equal access to individuals who have a recognised disability as defined by Section 6 of the Act. This policy document is part of DAGC's response to this legislation to ensure that all reasonable action is taken and arrangements made to allow those with a disability to play Golf.

1.1 Authorisation for Ride-on Buggies

The safety of everyone using DAGC course is of paramount importance. Members and visitors will only be authorised to use a ride-on buggy on the DAGC course if they can satisfactorily demonstrate that they can use it safely.

1.1.1 Capability to operate a ride-on buggy

Any person operating a ride-on buggy on the DAGC course must demonstrate to the Club Manager that they have the knowledge, training and skill to safely operate the vehicle and be fully accountable for their actions and the consequences thereof.

The safe operation of ride-on buggies on the DAGC Course requires conscientious application and adherence to the minimum standard of care prescribed in this policy document. Ride-on buggies must be operated in accordance with the requirements of the following sections of this policy:

- Appendix 1 **DAGC Ride-on Golf Buggy Conditions of Use**
- Appendix 2 **DAGC Ride-on Buggy Safe Operating Practices**
- Appendix 3 **DAGC Ride-on Buggy Route Guidance**

A hard copy of these appendices will be issued to each authorised ride-on buggy user and placed on the DAGC health & safety notice board (in clubhouse) and on the homepage of www.dagc.org.uk. The appendices will be updated and re-issued as and when Course conditions change. **It is the duty of the buggy user to check with the Club Manager that they are in possession of the current up-to-date appendices before they take a ride-on buggy on the golf Course.**

DAGC Club Manager reserves the right to withdraw authorisation for use of a ride-on buggy on DAGC course if these requirements are not fully complied with.

1.1.2 DAGC club-owned ride-on buggies

The use of all Club-owned ride-on buggies:

- requires formal authorisation by the Club Manager who will issue written approval for the use of a club-owned buggy by a member/visitor;
- will be restricted to members and visitors who genuinely require vehicular assistance to enable them to play golf;
- will require to completion of a: **DAGC club-owned ride-on golf buggy acknowledgement and acceptance Form (Appendix 4)**

The required form can be obtained from the Club Manager who reserves the right to withdraw authorisation if the conditions for its use are not fully complied with.

1.1.3 Privately-owned ride-on buggies

The use of all privately-owned ride-on buggies:

- requires formal authorisation by the Club Manager who will issue written approval for the use of a privately-owned buggy by the owner;
- will be restricted to members and visitors genuinely require vehicular assistance to enable them to play golf;
- will require to completion of a: **DAGC privately-owned ride-on golf buggy acknowledgement and acceptance form (Appendix 5)**

If privately-owned buggies are 'loaned' by the owner to others (eg another member or visitor), each user will require formal authorisation by the Club Manager who will issue written approval on completion of **DAGC privately-owned ride-on golf buggy acknowledgement and acceptance form (Appendix 5)**.

The required forms can be obtained from the Club Manager who reserves the right to withdraw authorisation if the conditions for its use are not fully complied with.

APPENDIX 1

DAGC Ride-on Golf Buggy Conditions of Use

1. Buggy-users must be accompanied on the DAGC course at all times by an ambulatory adult. This can be another player or an appropriate non-playing person.
2. DAGC has no responsibility for ensuring the safe operation of ride-on buggies on or beyond the confines of the DAGC Course and the DAGC club car-parks. 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 employees.
3. Users of ride-on buggies must ensure that they are insured at least for third party injury and damage.

To promote safe use of ride-on golf buggies all users should comply with this
CODE OF CONDUCT:

Ride-on buggy users should:

1. demonstrate the utmost courtesy, care and consideration for the safety and convenience of other course users;
2. give right-of-way to pedestrians at all times;
3. not drive under the influence of alcohol or drugs;
4. be seated whilst the buggy is in motion and hold on to the controls at all times;
5. keep hands, feet and head 'inside' the parameters of the ride-on buggy at all times while the buggy is in motion;
6. not drive or park the buggy on or across tees or greens;
7. not drive or park the buggy within 2 metres of any bunkers, ditches or slopes leading to them;
8. adhere to all signage on DAGC course which provide guidance about routes that:
 - reduce potential risks to buggy-users, other golfers and pedestrians;
 - reduce potential damage to the course and to the buggies;
9. not drive the buggy faster than the terrain and safety considerations allow;
10. only use buggies between dawn and dusk;
11. adhere to mandatory routes defined in the **DAGC Ride-on Buggy Route Guidance (Appendix 3)** and course signage;
12. use the buggy to progress the game and avoid driving the buggy up and down excessively, e.g. when looking for golf balls;
13. check behind the buggy before reversing;
14. operate and park the buggy in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, paths, tracks, car parks, or pavements;
15. engage the parking brake before leaving the buggy and engage the parking brake, turn the operating key to the off position and remove the key when the buggy is left unattended for any lengthy period of time;
16. consider the terrain, vehicular and pedestrian traffic and environmental factors/conditions that might affect their ability to operate the buggy safely;
17. show practical understanding of the buggy's limitations and manufacturer's instructions regarding driving the buggy safely on slopes (including up and down severe slopes)
18. slow down and drive with caution at potential hazards such as dropped kerbs, corners, junctions, bridges and changes of terrain
19. stop the buggy at intersections with paths and roadways and always proceed with caution;
20. avoid sudden stops or changes of direction.

The DAGC Club Manager has the authority to immediately prohibit any individual from using a ride-on buggy. Application for reinstatement of permission can only be made to the DAGC Committee.

APPENDIX 2

DAGC Ride-on Buggy Safe Operating Practices

It is the duty of the ride-on buggy user to adhere to the restrictions and mandatory routes defined within DAGC Ride-on Buggy Route Guidance (Appendix 3) at all times.

2.1 Drivers' Competence

No person under the age of 18 years old is permitted to drive a ride-on buggy.

All ride-on buggy drivers must demonstrate that they can locate and competently operate:

- Ignition switch and immobiliser key
- Accelerator
- Footbrake
- Parking brake (this should always be engaged before leaving the ride-on buggy)
- Reversing Control

2.2 Storage and Maintenance

1. All buggies stored at DAGC must be maintained in a clean and tidy state and must not leak oil. This is the responsibility of the owner of buggy.
2. All users of ride-on buggies must sign a Golf Buggy Safety Policy Acknowledgement Form (Appendix 4 or 5) before they are allowed to operate a ride-on buggy on DAGC course.
3. A ride-on buggy shall only be used by people who are authorised by DAGC Club Manager.
4. Ride-on buggy users will be responsible for the security of ignition keys for the period that the buggy is used.
5. DAGC staff may have the need to move any ride-on buggy left at the club, due to an emergency situation, safety issue or logistical issue. Therefore users of privately-owned buggies must deposit a spare ignition key, a key to any security chain or wire plus details of any immobilisation device with the DAGC Club Manager. By doing so they have acknowledged that they have tacitly given their permission that DAGC staff can move their ride-on buggy if required without recourse to contacting them.
6. Club-owned ride-on buggies must be immobilised and secured in the buggy shed at the end of play.
7. When the buggy is finally parked, the parking brake must be engaged and the operating key turned to the off position, removed and returned (if club-owned buggy) to Club Manager's office

APPENDIX 3

DAGC Ride-on Buggy Route Guidance

DAGC has a duty of care to all golfers using the course. This duty of care also applies to members of the 'public' walking on the course. The topography of certain areas of DAGC course is such that caution and prudence must be shown by users of a ride-on golf buggies.

3.1 Course Conditions

Throughout the year DAGC staff will make decisions on a daily basis concerning the safety and suitability of the Course for ride-on buggies users. There will be times when conditions are such that it is necessary to restrict access for ride-on buggies to specific parts of the course or to close the whole course to ride-on buggies. Ride-on buggy users must ensure that they comply with any buggy restrictions and with relevant course signage.

Where such conditions arise the club will review the situation on a daily basis and will keep members informed on the www.dagc.org.uk

DAGC will endeavour to ensure that restrictions placed on buggy users will be kept to a minimum. Guidelines about restrictions on the use of a ride-on buggy are provided in:

- **DAGC Ride-on Buggy Route Guidelines (Appendices 2 & 3)**

Information about short-term restrictions on the use of a ride-on buggy are displayed on:

- DAGC health & safety notice board (in clubhouse)
- Signage on the course
- homepage of www.dagc.org.uk

It is the responsibility of all ride-on buggy users to check for any restrictions before they commence their golf.

3.2 Consideration for course

In dry conditions, when the ground is hard the green-keeper will permit ride-on buggies to use the fairways.

In wet conditions, when the ground is soft it is preferable for ride-on buggies to be predominantly driven at the edge of the fairway or in the semi-rough (avoiding deep rough). In these circumstances the ride-on buggy should be stopped and parked at the side of the fairway or in the semi-rough and the buggy user should walk on to the fairway to play the shot.

Some disabled golfers may not be able to avoid driving the buggy on the fairways even in wet conditions. In such cases they should attempt to:

- drive to the fairway at 90 degrees from the semi-rough and return to the semi-rough using the most direct route
- avoid travelling the same path across the fairway to avoid excessive damage.

3.3 DAGC ride-on buggy route guidance (informed by full risk assessment of course)

HOLE	ROUTE GUIDANCE
Car park	All buggy users are required to read Code of Conduct in DAGC Ride-on Golf buggy Policy before they are authorised to use a ride-on buggy at DAGC. Code of conduct states that buggy users should: 21. <i>operate and park the buggy in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, paths, tracks, car parks, or pavements;</i> 22. <i>consider the terrain, vehicular and pedestrian traffic and environmental factors/conditions that might affect their ability to operate the buggy safely;</i>
1	<ul style="list-style-type: none"> • avoid parking or driving on humps on L of fairway • avoid driving buggy through tress on R of fairway • park buggy to R of green
2	<ul style="list-style-type: none"> • avoid L of fairway • do not drive bunker beyond bunkers in front of green • park buggy to R of green
3	<ul style="list-style-type: none"> • avoid driving buggy into rough on L of fairway • park buggy front L of green
4	<ul style="list-style-type: none"> • avoid slope to L of fairway • avoid driving amongst trees on R of fairway • cross ditch using bridge on R of fairway • park buggy back L of green - next to 5th tee
5	<ul style="list-style-type: none"> • avoid slope to L of fairway • beware of fairway bunker on R • park beyond green on R
6	<ul style="list-style-type: none"> • avoid ditch on L of fairway • DO NOT USE pedestrian bridge • avoid driving through trees on R of fairway • use bridge to R of 6th green ONLY • park beyond green on L
7	<ul style="list-style-type: none"> • avoid ditch and driving through trees on L of semi rough • avoid driving through trees on R of fairway • avoid small hump and hollow on R of fairway. • beware of fairway bunker on R • park in front of green on R – next to cut path • travel on cut path and track to security gate
Transition to hole 8	<ul style="list-style-type: none"> • gate should be opened and held by accompanying ambulant player • keep to gravel track, turn R before car park on to cut path to 8th tee
8	<ul style="list-style-type: none"> • avoid driving buggy amongst trees on R of fairway • park buggy in front of green on L (not on footpath) • leave hole via pedestrian path • CHECK FOR TRAFFIC when turning right on to road (drive on L hand side) • Turn L at junction and immediately turn R to use dropped kerb to access 9th tee • CHECK FOR TRAFFIC AT ALL TIMES WHEN BUGGY IS ON ROADWAY
9	<ul style="list-style-type: none"> • avoid driving on L of fairway on slope and through trees • avoid driving buggy up to or beyond trees on R of fairway • do not drive buggy through trees and on to road on R • park to R of green

HOLE	ROUTE GUIDANCE
Transition to 10th hole	<ul style="list-style-type: none"> • keep to centre of path through trees • beware of low or overhanging branches • drive with caution across bridge
10	<ul style="list-style-type: none"> • Turn LEFT onto road • Avoid using narrow pavement over bridge • Beware of raised height of dropped kerb • Approach kerb cautiously and at appropriate angle to allow for safe mounting • CHECK FOR TRAFFIC AT ALL TIMES WHEN ON ROAD • Approach fairway using track along line of trees (indicated in diagram) • Beware of considerable slope of fairway – adhere to guidance in DAGC ride-on buggy code of conduct • Park to R of green on flat ground
Transition to 11th hole	<ul style="list-style-type: none"> • CHECK FOR TRAFFIC before crossing road at junction • Use dropped kerb to access 11th tee • Park to R side of tee
11	<ul style="list-style-type: none"> • avoid driving buggy amongst trees in semi-rough on L before path • avoid driving buggy amongst trees on R of fairway • beware of ‘hidden’ bunker on 8th beyond path on R of fairway • beware of fairway bunker on R (near car park) • check for and give way to pedestrians when crossing path • park to L of 11th green near gravel path
Transition to 12th	<ul style="list-style-type: none"> • gate should be opened and held by accompanying ambulant player • travel to 12th tee via gravel track
12	<ul style="list-style-type: none"> • avoid driving amongst trees on R & L of fairway • beware of fairway bunker • park to L of green • travel to 13th tee using cut path
13	<ul style="list-style-type: none"> • avoid driving amongst trees on L of fairway • park to L of green • travel to 14th tee using cut path
14	<ul style="list-style-type: none"> • park buggy beyond back R of green
15	<ul style="list-style-type: none"> • see guidance for 4th hole • park buggy to R hand side of green • travel to 16th tee on cut path
16	<ul style="list-style-type: none"> • see guidance for 5th hole
17	<ul style="list-style-type: none"> • see guidance for 6th hole
18	<ul style="list-style-type: none"> • see guidance for 7th hole • park beyond top L of green • travel on cut path and track to security gate
Transition to car park	<ul style="list-style-type: none"> • gate should be opened and held by accompanying ambulant player • keep to gravel track to return to car park



Appendix 4: Defence Academy Golf Club CLUB-OWNED Ride-on Buggy Safety Policy Acknowledgement Form

All golfers must complete this form prior to operating a club-owned ride-on golf buggy at DAGC.

Any person who operates a ride-on buggy on the Defence Academy Golf Club premises 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. The safe operation of ride-on buggies require adherence to the minimum standard of care prescribed by the policy.

Name of User:	
Address:	
Date of Buggy Use:	

By signing below I acknowledge that:

I have read, understand and accept DAGC's Ride-on Golf Buggy Conditions of Use (Appendix 1)	
I have read, understand and accept DAGC's Ride-on Buggy Safe Operating Practices (Appendix 2)	
I am competent to drive a golf buggy.	
I have lodged with the Club Manager a copy of my valid insurance policy to cover liability for risks to third parties.	
I have read, understand and accept the DAGC's Ride-on Buggy Route Guidance (Appendix 3)	
I am aware of the areas where I am unable to take a Ride-on buggy.	
I agree to indemnify the Defence Academy Golf Club against all claims costs and demands made against the Defence Academy Golf Club arising out of or in connection with the use of their golf buggy on its premises.	
I have been given the opportunity to ask questions related to DAGC's Ride-on Golf Buggy Safety Policy and have received answers which clarified and fully answered any questions which I raised.	

Users of golf buggies do so at their own risk. The Defence Academy Golf Club will not accept any liability for any loss or damage to the golf buggy or any other property arising from the negligence of the club or any of its employees.

Signature of User		Date:
Signature of Club Manager		Date:



Appendix 5: Defence Academy Golf Club PRIVATELY-OWNED Ride-on Buggy Safety Policy Acknowledgement Form

All Golfers must complete this form prior to operating their
private ride-on golf buggy at DAGC.

Any person who operates a ride-on buggy on the Defence Academy Golf Club premises 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. The safe operation of ride-on buggies require adherence to the minimum standard of care prescribed by the policy.

Name of User:	
Address:	
Date of Buggy Use:	

By signing below I acknowledge that:

I have read, understand and accept DAGC's Ride-on Golf Buggy Conditions of Use (Appendix 1)	
I have read, understand and accept DAGC's Ride-on Buggy Safe Operating Practices (Appendix 2)	
I am competent to drive a golf buggy.	
I have lodged with the Club Manager a copy of my valid insurance policy to cover liability for risks to third parties.	
I have read, understand and accept the DAGC's Ride-on Buggy Route Guidance (Appendix 3)	
I am aware of the areas where I am unable to take a Ride-on buggy.	
I agree to indemnify the Defence Academy Golf Club against all claims, costs and demands made against the Defence Academy Golf Club arising out of or in connection with the use of my golf buggy on its premises.	
I will ensure that my ride-on buggy is maintained and operated in accordance with the DAGC's Ride-on Buggy Conditions of Use (Appendix 1)	
I have been given the opportunity to ask questions related to DAGC's Ride-on Golf Buggy Safety Policy and have received answers which clarified and fully answered any questions which I raised.	

Users of golf buggies do so at their own risk. The Defence Academy Golf Club will not accept any liability for any loss or damage to the golf buggy or any other property arising from the negligence of the club or any of its employees.

Signature of User		Date:
Signature of Club Manager		Date:

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