

BURTON ON TRENT GOLF CLUB LTD

GOLF BUGGY POLICY – Revision 3 November 2020

INTRODUCTION

The purpose of this document is to establish a standard for the safe operation of all motorised ride-on buggies (called hereafter 'buggies') operated on the premises of the Burton-on-Trent Golf Club Ltd (the Club).

This document also sets down the criteria to be applied and conditions to be met when the Club considers applications for the use of privately owned buggies.

Equality Act 2010

Primarily, the Act concerns itself with anyone who has a disability as defined by this legislation. Under the Act, Golf Clubs (and other premises) have a legal duty to produce a policy that allows equal access to the Club to those players who have a recognised disability as defined by Section 6 of the Act. The Club has to ensure that all reasonable adjustments, which may include permitting the use of a golf buggy, are made to allow those with a disability to play golf.

However, the Club realises that it would be beneficial to adopt a policy that encompasses members and also visitors who, while not fulfilling the legislative definitions of disablement, are nevertheless unable to play golf without the help of a buggy.

POLICY

Authorisation

The use of a buggy will not be allowed unless prior authorisation is given by Burton-on-Trent Golf Club Ltd (the Club).

The Club has a number of two-seat 'club car' type buggies which may be hired from the Professional's shop. Hiring of such buggies is deemed to provide the necessary prior authorisation.

In the case of buggies which are owned by members, prior authorisation is given annually by the Club Secretary. Members wishing to use their own buggies must apply annually in writing to the Club Secretary and they will need to demonstrate that they have third party insurance which meets the Club's requirements. Insurance cover must include a minimum of £2 million third party liability. Members wishing to claim exemption during periods when the use of buggies is restricted (see below) must also provide evidence from their medical practitioner that they are unable to play golf without the use of a buggy.

Visitors who wish to use their own buggies must also obtain prior authorisation from the Club Secretary or his nominee (e.g. the Professional). Visitors will also need to demonstrate that they have third party insurance which meets the Club's requirements. Insurance cover must include a minimum of £2 million third party liability. Visitors wishing to claim exemption during periods when the use of buggies is restricted (see below) must also provide evidence from their medical practitioner that they are unable to play golf without the use of a buggy.

As part of the authorisation process, all buggy users must sign the 'Acknowledgement Form' which is attached to this document, prior to the use of a buggy. Members who own their personal buggy need only do this annually at the beginning of the season or some other convenient time.

Safe Use

Any person who uses his/her own buggy is deemed by so doing, to have the knowledge, training and skill to operate the buggy safely and to be fully accountable for his/her actions and the consequences thereof.

Prior to the use of the Club's buggies, instructions on their safe use will be given by the Professional or his assistants.

General and hole-by-hole rules and instructions for the use of buggies are included in these documents. These rules and instructions must be complied with at all times.

The safe operation of buggies requires conscientious application and adherence to the minimum standard of care described by this policy.

Buggies must be operated in accordance with the requirements of the following documents:

- Golf Buggy Safety Policy
- Golf Buggy Safe Working Practice
- Designated Buggy Route (Standard)
- Designated Buggy Route (Winter)
- Golf Buggy Safety Policy Acknowledgement Form

Members and visitors using their own buggies are responsible for ensuring the proper maintenance of the buggy.

From time to time Club staff may determine that the state of the course (in whole, or in part) and/or weather conditions are such that the safety of users or the condition of the course might be unacceptably compromised if buggies are allowed full and free access - potentially unsuitable conditions include waterlogging, frost etc. In such circumstances the use of buggies will be restricted or suspended and the following Colour Code System will be used to communicate the status of the course to members and to potential visitors:

Code Black : Carrying ONLY

Code Red : No buggies

However, a member or visitor who is authorised by a Medical Exemption stating that he/she has a disability as defined by Section 6 of the Equality Act 2010 will be permitted to use a buggy on the **Front 9 of the course only**.

Code Amber : Only those members or visitors with a Medical Exemption (disabled or non-disabled) will be permitted to use a buggy on the course

Code Green: Any Member/visitor will be permitted to use a buggy on the course

In addition, if Club Staff consider that ground conditions warrant it, the Designated Buggy Route (Winter) will be introduced and buggy access restricted to the front 9 holes only.

During periods when restrictions are in place Club staff will continually monitor the situation and try to downgrade the colour coding when the state of the course and/or weather conditions allow

The Club reserves the right to suspend the use of the two-seat buggies offered for hire while still permitting the use of single-seat buggies.

Whilst the Club will endeavour to ensure safe access to the golf course for all users, including buggy users, it must be remembered that the course is a natural environment with inherent hazards and whilst risk can be mitigated, it cannot be removed entirely. Buggy users must, at all times, decide for themselves whether or not they feel that the risks presented by the golf course are of a level acceptable to them.

Use of Buggies in Competitions

Buggies may be used in all Open and Club competitions when the colour code of the day allows.

Storage

The Club has a limited number of spaces for the storage of members' buggies. However, authorisation to use a buggy does not imply permission to store the buggy on Club premises. Members who wish to store their buggy on Club premises must make a separate application to the Club Secretary.

Withdrawal of Authorisation

The Club reserves the right to withdraw authorisation for the use of a buggy if the Club's policy and rules are not fully complied with.

Appendices:

1. Golf Buggy Safety Policy
2. Golf Buggy Safe Working Practice
3. Designated Buggy Route (Standard)
- 4a. and 4b. Designated Buggy Route (Winter)
5. Golf Buggy Policy Acknowledgement Form

Appendix 1: Golf Buggy Safety Policy

Burton-on-Trent Golf Club has a duty of care to all users of the golf course and to Club staff. The topography of certain areas of the course is such that caution and prudence must be shown by the user of a 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. Moreover, the Club has to ensure the safety of golfers who do not wish to use buggies but who might be at risk from a mechanically defective buggy or its careless use. This duty of care also applies to members of the public using the various rights of way.

To ensure the safe employment of buggies, all potential users (members, visitors and guests) shall comply with the following conditions:

1. Privately owned, single-seat buggies are permitted exclusively for the use of those members and visitors either disabled (within the meaning of Section 6 of the Equality Act 2010) or non-disabled, who are unable to play golf without the use of a buggy – but only subject to the terms and conditions described in the Burton-on-Trent Golf Club Buggy Policy.
2. The two-seat buggies provided for hire by the Club are also permitted for use by those who do not fall into either of the categories described in paragraph 1.
3. 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.
4. Buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian flow on roadways, pathways or ramps.
5. Buggy operators will be responsible for the security of ignition keys for the period that the buggy is on property owned by the Club.
6. Buggies must always be driven at a speed appropriate to the prevailing weather and ground conditions.
7. Buggies shall only be used between dawn and dusk.
8. Buggies must be operated in compliance with the common 'rules of the road' regardless of whether operated on pathways or roadways or in the Club car park
9. The consumption of alcohol and/or the improper use of drugs is not permitted when using a buggy.
10. The Club has no responsibility for ensuring the safe operation of buggies on or beyond the confines of the course other than those operated by its servants or agents.
11. Users of buggies do so at their own risk. The Club will not accept any liability for any injury, loss or damage to any individual, the buggy or other property except in that arising from the negligent use of a buggy by its servants or agents.
12. The Club Secretary has the authority to immediately prohibit any individual from using or being carried on a buggy. Application for reinstatement of permission can only be made to the Club.

Appendix 2: Golf Buggy Safe Working Practice

Buggy operators must not be under the influence of alcoholic drinks or drugs.

Juniors must never be allowed to drive a buggy unsupervised by an adult.

Buggies must be driven to and from the golf course via the car park; they must not be driven behind the greens sheds unless temporary instructions are in place to do so.

BEFORE USE

All operators of buggies must sign a Safety Policy Acknowledgement form before being allowed to drive the buggy.

A buggy shall only be used by the number of occupants it was designed to carry and only by persons 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 buggy is in motion.

Keep hands, feet and head inside the buggy at all times whilst it is in motion.

Observe, at all times, signs and instructions employed on the course to warn buggy users of potential danger areas, or of areas forbidden to buggies.

Use the buggy only to progress the game; do not drive up and down excessively, e.g. searching for golf balls.

Do not drive the buggy onto tees or the slopes leading up to them.

Do not drive the buggy over Apron markings as these will be used for Winter greens when conditions dictate.

Do not take the buggy within 2 metres of any bunkers or slopes leading to them

Do not take the buggy within 2 metres of any ditches or ponds or slopes leading to them except when using the bridges.

Use only the wide wooden and stone built bridges on the course; narrow bridges like those giving access to the wood on the right of the 11th are for pedestrians only.

Always check the area behind the buggy before reversing.

Always set the parking brake before leaving the vehicle.

Always consider the terrain and existing vehicular and pedestrian traffic conditions as well as environmental factors (e.g. weather and ground conditions) that may affect your ability to operate the buggy safely:

- Drive the buggy only as fast as the terrain and safety considerations allow
- To avoid overturning the buggy, drive straight up and down severe slopes or avoid altogether if possible – never drive across a severe slope
- Slow down when approaching corners, intersections of pathways etc.
- Stop at blind intersections and proceed with caution.
- Execute all turns at reduced speeds.
- Avoid sudden changes of direction that might result in loss of control of the buggy.
- Be extra careful when the course is wet and muddy or icy.

AFTER USE

When the buggy is left unattended, turn the operating key to the off position, remove the key and engage the parking brake.

Appendix 3

BURTON ON TRENT GOLF CLUB LTD - DESIGNATED BUGGY ROUTE (STANDARD)

Buggies may only be used with the prior permission of the Directors. Buggy use is subject to prevailing weather and course conditions, and they must be driven at all times in accordance with the following guidelines.

The route from the buggy shed to the first tee is through the car park. Buggies must NOT be driven behind the greens sheds unless temporary instructions are in place to do so.

On the course, keep to the paths or to the semi-rough. Drive along the designated route to the point nearest the ball. Then if necessary, turn at right angles on to the fairway and drive to the ball. After playing the shot return to the semi-rough or path. On each hole the preferred side of the fairway for the buggy route is indicated below. The side is chosen to give easy access to the tee on the next hole. However common sense should be used. At all times the aim should be to minimise the number of times the buggy has to cross the fairway even if this means using the side that is not preferred. If access to the next tee requires that the buggy must cross the fairway please do so well short of the fringe of the green. Alternatively consider driving the buggy behind the green if it is safe to do so.

Buggies must not be driven on to the fringes of greens or between greens and greenside bunkers.

All bridges are off limits to buggies except the bridges on the 3rd (left hand side), the 4th (right hand side of Winter Tee), the 5th (left and right hand sides) and the stone bridges on the 8th (right hand side), the 10th, the 11th and 12th (both right hand side) and the 18th (left hand side)

Please remember that the golf course has many hillocks and hollows. Care should be taken with all these.

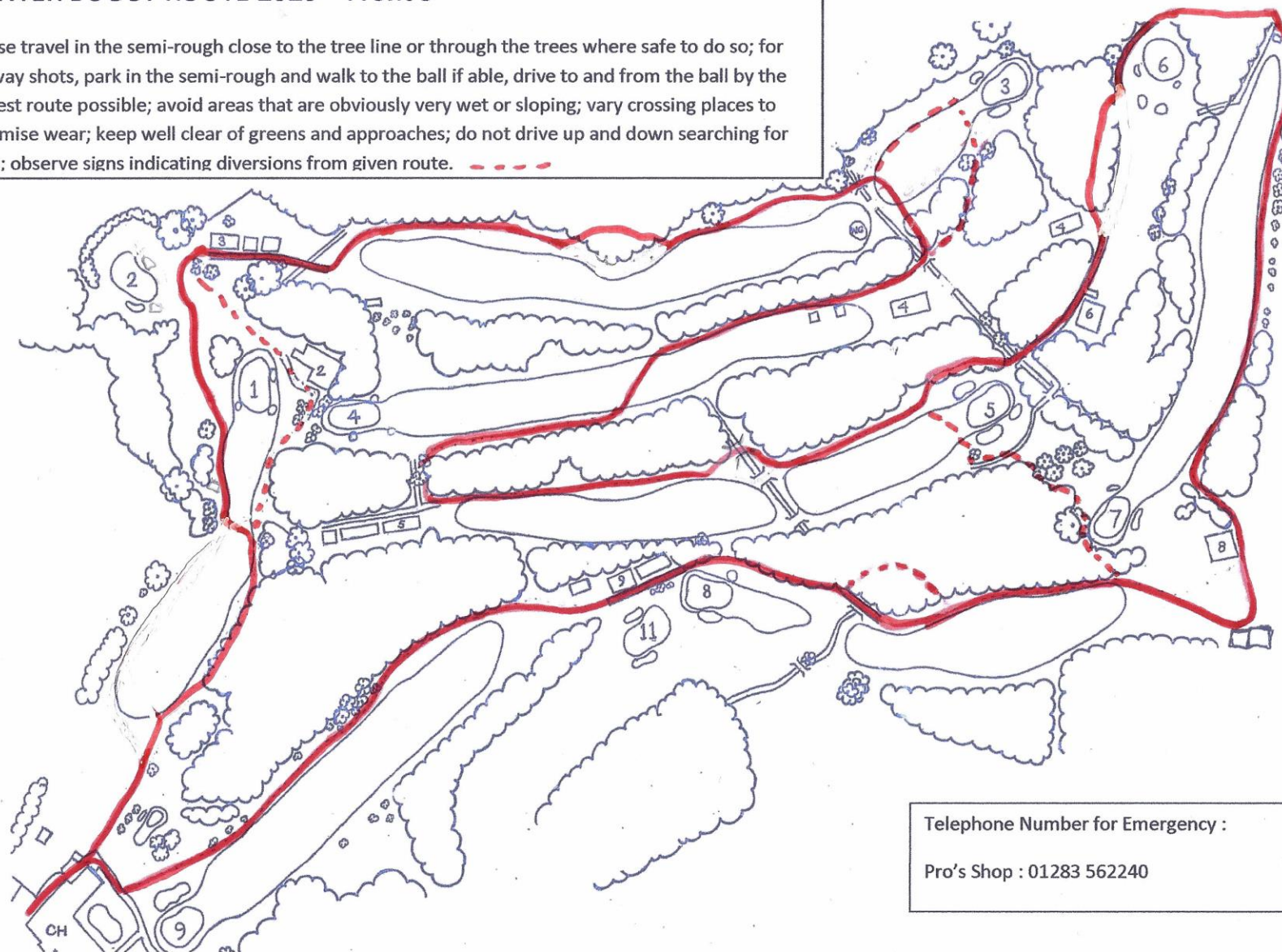
HOLE	HOLE
1 Right hand side astro-turf path continuing right hand side through the trees, crossing the fairway towards the Winter tee just before the bell.	10 Left hand side: beware pond and steep slope to and from the bridge
2 Right hand side: beware deep hollows in front of green	11 Right hand side: beware ditch crossing fairway at bridge
3 Left hand side through the corner copse: beware ditch near green – use Bridge on left of ditch	12 Left hand side: beware ditch at bridge, some deep hollows
4 Right hand side – cross Fairway before Apron	13 Right hand side: beware the ridge short of the green
5 Left hand side: beware the ditch about 150 yards from the hole.	14 Left hand side: beware the ridge in front of the Ladies' tee, keep to path left of humps through spinney.
6 Left hand side through the copse: take the path which goes round the back of the green to the 7th tee.	15 Right hand side
7 Left hand side: beware ditch right hand side	16 Left hand side: beware very steep slope leading up to green
8 Right hand side: beware ditch crossing fairway at bridge. Use the bridge on the right.	17 Left hand side
9 Right hand side – Cross before apron if going to the 10 th Tee	18 See comments on 18 th tee below. Left hand side: beware pond

18th Tee: on leaving the tee, single seat buggies must follow the path behind the 17th green. Large or double buggies may follow this route or cross the 17th fairway before the fringe area of the green, but beware those playing to the 17th green.

Appendix 4a: BURTON-ON-TRENT GOLF CLUB LTD DESIGNATED BUGGY ROUTE (WINTER)

WINTER BUGGY ROUTE 2020 – Front 9

Please travel in the semi-rough close to the tree line or through the trees where safe to do so; for fairway shots, park in the semi-rough and walk to the ball if able, drive to and from the ball by the flattest route possible; avoid areas that are obviously very wet or sloping; vary crossing places to minimise wear; keep well clear of greens and approaches; do not drive up and down searching for balls; observe signs indicating diversions from given route. - - - - -



Telephone Number for Emergency :
Pro's Shop : 01283 562240

Appendix 4b

BURTON-ON-TRENT GOLF CLUB LTD DESIGNATED BUGGY ROUTE (WINTER)

PLEASE – drive at a speed appropriate to conditions and take extra care when negotiating unavoidable slopes. Beware overhanging branches when travelling near or through trees follow any sign posted deviations to the route. e.g. may be marked - - - - on map.

<p>1 Right hand side astro-turf path continuing right hand side through the trees, crossing the fairway towards the Winter tee just before the bell.</p>	<p>Do not cross 1st Apron to get to 2nd Tee</p>
<p>2 Right hand side</p>	<p>Beware ditch on RHS and deep hollows short of green</p>
<p>3 Left hand side through the corner copse and cross over ditch on left new bridge, then to cross to right below green apron before bunker; then go through trees over new bridge to 4th Tee. If on short Winter Green, cross left hand bridge keep main green-side of ditch to next bridge for access to 4th winter Tee.</p>	<p>Do not go between the Winter Green and ditch stay on main green side.</p>
<p>4 Right hand side Cross to left hand side near highest point of fairway a distance before apron</p>	<p>Beware play from 3rd hole Beware play from 5th hole</p>
<p>5 Left hand side; use left hand bridge in wood to go over ditch; go through woodland path to 6th Tee</p>	<p>Beware play from 4th hole Beware ditch across fairway about 150yds from hole and ditches near end of path through wood</p>
<p>6 Keep to path on left hand side through wood and continue through wood to 7th tee behind green</p>	
<p>7 Cross behind winter tee to left hand side</p>	<p>Beware ditch on LHS short of green; go behind hedge and Summer Tee and steps to Winter Tees</p>
<p>8 Left hand side, then cross to right hand side before fairway; use the bridge on the right</p>	<p>Beware hollows in rough on RHS Beware sloping fairway Beware ditch crossing fairway short of green Beware play from 5th hole whilst in area to right of green</p>
<p>9 Right hand side Keep well right of greenside bunker and join path at nearest corner of building or vary it according to conditions.</p>	<p>Beware mounds and deep hollows in rough to right of fairway Beware sloping fairway</p>

Appendix 5: GOLF BUGGY POLICY

ACKNOWLEDGEMENT FORM

All users must complete this form prior to operating a buggy

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

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

Name of User:

Address:

By signing below I acknowledge that I have read and understand all the documents pertaining to the Burton-on-Trent Golf Club Buggy Policy including those listed below:

Burton-on-Trent Golf Club's 'Buggy Safety Policy' (**Appendix 1**)

Burton-on-Trent Golf Club's 'Golf Buggy Safe Working Practice' (**Appendix 2**)

Burton-on-Trent Golf Club's 'Designated Buggy Route (Standard)' (**Appendix 3**)

Burton-on-Trent Golf Club's 'Designated Buggy Route (Winter)' (**Appendices 4a and 4b**)

I have been given the opportunity to ask questions relating to these documents.

I will comply fully with the Policy.

If applicable: I have lodged with the Club Secretary a copy of my valid insurance policy to cover liability for risks to third parties. I confirm that my insurance cover includes a minimum of £2 million third party liability.

If applicable: I wish to claim exemption during periods when the use of buggies is restricted and have provided to the Club Secretary 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 buggy.

Or, if applicable: Although I do not have a disability within the meaning of Section 6 of the Equality Act 2010 I wish to claim exemption during periods when the use of buggies is restricted and have provided to the Club Secretary a letter from my medical practitioner stating that I am unable to play golf without the use of a buggy.

I agree to indemnify The Burton on Trent Golf Club Ltd against all claims, costs and demands made against The Burton on Trent Golf Club Ltd arising out of or in connection with the use of the buggy operated by me.

Users of buggies do so at their own risk. The Burton on Trent Golf Club Ltd will not accept any liability for any injury, loss or damage to any individual, the buggy or other property except than that arising from the negligent use of a buggy by the Club's servants or agents.

Signature of User.....Date.....

Signature of Club Secretary.....Date.....