



**BALLYCLARE
GOLF CLUB**

Buggy Policy – Procedures

Introduction

This document defines the requirements and responsibilities of Ballyclare 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 Ballyclare 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 Disability Discrimination (NI) Order 2006 and the Disability Discrimination (Private Clubs, etc) Regulations (NI) 2008. A copy of this Buggy Policy is available to all Members and Visitors in the Club office or by emailing info@ballyclaregolfclub.com

2. Ownership

The Honorary Secretary is responsible for the review, up-date and amendment of this Buggy Policy. The Honorary Secretary must then ensure 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 buggies (defined as those buggies owned by either the club or the SMS society) and privately owned ride on buggies will be permitted during the main golfing season (usually April to Mid October) for casual and competition golf as authorised by Council. During the winter period (usually Mid October to March) only those members and visitors who have a disability (within the meaning of the above listed Disability Discrimination Legislation) which renders them unable to play golf without the use of a ride on buggy, will be authorised to use a buggy on the course. To register see Medical form on page 8. This should be completed and returned to the Hon Secretary in confidence by leaving in the office in a suitably addressed envelop. The Medical form is available from the Office.

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 such a vehicle and be fully accountable for their actions and the consequences thereof.

At certain times throughout the year the Head Greenkeeper may determine due to adverse weather conditions the use of a ride on buggy may unacceptability compromise safety or damage the general condition of the Course. This might apply to the whole or just part of the Course. Potentially unsuitable conditions include soft ground conditions, localised flooding, excess water, frost, snow etc, The Club recognises that some golfers may be unable to play without the use of a buggy 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.

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 office. The Club will endeavour to ensure that restrictions placed on buggy users will be kept to a minimum.



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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 Pro Shop 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.
- Club Buggies can be pre-booked by members and visitors . The Club will attempt to give priority to disabled golfers.
- At the start of each day the Club Shop will arrange for Club buggies to be parked outside the shop, ready for hire. A check of each buggy will be made for petrol, brakes and cleanliness.
- Each hired buggy will be signed out by the shop staff and checked on return with any faults recorded.
- Club buggies may be used by team captains and club officers when watching inter club matches.
- The Club Shop will record all Club buggy hire details on the BRS on-line booking system.
- Buggies must be returned to the shop during normal opening hours or before it closes.
- All Club buggies must be locked up each night by the staff on duty. Any faulty buggy will be taken out of service and labelled "Out of Service unfit for use".

PRIVATELY OWNED BUGGIES

- Privately owned buggies (other than the SMS society 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 Council. The Annual cost of a space will be £100 (electric buggies annual charge is £120). 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, said space will be re-allocated 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.



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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 use 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 Ballyclare Golf Club.
- Ballyclare 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 servants or agents.
- The Honorary 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 may be hidden from view.**



GOLF BUGGY SAFE WORKING PRACTICE GUIDE

Ballyclare 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 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 soft or wet

After use

When the vehicle is left unattended, switch off ignition, remove the key and engage the parking brake.



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RIDE-ON BUGGY - COURSE TRAFFIC/ROUTE GUIDELINES

Course Topography Considerations and Restrictions

Due to the layout of Ballyclare 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

1 st – Low Risk – drive to right of 1st green to path on the left hand side of 2nd tee box.

2 nd - Medium Risk – stay on path leaving tee area. Fairway slopes upwards and downwards towards green. Drive buggy to left of green

3 rd – Medium Risk - Fairway slopes down from Tee keep to the middle of the fairway. Do not drive close to lakes Keep to the left of green

4th - Medium Risk -. Use middle of fairway. incline to green use right hand right of green to 5th Tee

5 th - High Risk – Use left hand side of fairway. At the green use right hand side and be careful as ground conditions and slope can be soft

6 th - Low Risk- only use pathway from Tee to green, then over bridge – leave buggy on path and walk back to 7th tee box

7 th - Medium Risk – Gradual slope leaving Tee area, take care leaving path to fairway. Caution at 7th green area – leave buggy short of green and drive around right hand side of green towards to 8th tee box.

8 th - Low Risk – Use middle of fairway keep out of the rough left & right sides – do not drive close to open ditch on right side of fairway. Exit green on right side up slope to 9th tee box

9 th - Low Risk – Use path from tee towards green and leave buggy on path – walk to fairway or green.

10th - Medium Risk – Use pathway leaving Tee area, use middle of fairway. Use the wide bridge on the far right of the fairway and pathway. Avoid soft areas to the left hand side of Fairway/apron.



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11th - Low Risk – Use pathway over bridge and onto 12th path keep away from the left side of green.

12th - Medium Risk – Use pathway as much as possible – careful of adjacent ditch. At the green stay left and use path to park buggy walk across to green.

13th - Low Risk – Keep to the middle of the fairway with reduced speed due to undulating nature of fairway. Do not drive in the rough on either side of the fairway. Use path to 14th tee.

14th - Low Risk –. Use pathway to fairway keep out of rough left and right, exit to 15th is right side of 14th green.

15th - Low Risk – Use pathway from Tee and park buggy beside 16th Tee and walk over to green.

16th - Medium Risk – Steep side slope to fairway 100 yards from Tee. Use the left - hand side path as far as you can then middle of the fairway, do not take the buggy round the back of the green. Drive straight uphill to 17th tee box

17th - Low Risk – Keep to the middle of the fairway.

18th - Low Risk – Exit course to the right of 18th green at wash bay

Fairways – Medium Risk – can be soft at certain times of the year - take care to stay away from all rough areas that are soft. Keep to the high sides when you can.



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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 Ballyclare 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 Ballyclare Golf Club - Buggy Policy Procedures and Course Risk Profile for Ride on Buggy Users
- I understand the terms and conditions of the Ballyclare 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 the buggy will be operated in accordance with the Ballyclare Golf Club Buggy Policy.
- 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 Ballyclare 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. Ballyclare 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

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



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MEDICAL FORM TO BE COMPLETED BY APPLICANT’S DOCTOR

DISABILITY REQUIREMENTS – CONFIDENTIAL

To comply with Disability Legislation Ballyclare 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 or Honorary Secretary at Ballyclare 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

.....

and am of the opinion that he/she has a disability within the meaning of the Disability Discrimination (NI) Order 2006 and the Disability Discrimination (Private Clubs, etc) Regulations (NI) 2008, and is unable to play golf without the use of a ride-on buggy.

Signed

Dated