



**Selsey Golf Club**  
Golf Links Lane  
Selsey  
Po20 9DR  
01243602165

## Buggy Policy - Procedures

### Introduction

This document defines the requirements and responsibilities of Selsey Golf and Country 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 Selsey Golf and Country 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 will be available to all Members and Visitors on the Clubwebsite [www.selseycountryclub.co.uk](http://www.selseycountryclub.co.uk)

### 2. Ownership

The Golf Operation Manager following consultation with the Club Captain is responsible for the review, up-date and amendment of this **Buggy Policy**. The Club Secretary 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 Committee. During the winter period (usually October until 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 Club Captain or Golf Operations Manager. The Medical form is available from the Club Secretary's 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 this vehicle and be fully accountable for their actions and the consequences thereof.

At certain times the Golf Operations 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.

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/First Tee.

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).



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### CLUB BUGGIES

The Club 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 at a maximum of one week in advance. Priority should be given to disabled golfers.
- At the start of each day the Club Shop will arrange for all 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.
- The Club Shop will record all Club buggy hire details on the on-line booking system. The shop & Golf Operations Manager will agree weekly accounts for the Club buggies.
- Buggies must be returned to the shop during normal opening hours. When the shop is closed the user must park the buggy in the car park and return the keys to the letter box outside the Shop or to the Bar Staff in the Club house.
- All Club buggies must be locked up each night by the staff on duty.
- The Club mechanic 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

- All Privately owned Buggies are stored and used at the complete owner's risk. Selsey Golf and Country Club take **no** responsibility for damage, loss, or theft whilst the buggy is stored or used at Selsey Golf Club.
- 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 to three buggies. Application for a space within the storage area must be made to the committee. The annual cost of a space will be £50.00 for a petrol buggy and £150.00 for an electric buggy. (This is to cover the cost of charging an electric buggy). 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.



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- Petrol containers belonging to owners of private buggies must not be left unattended in the buggy compound as per current legislation.
- If a privately owned buggy breaks down whilst out on the course, the greenkeepers can be called upon to retrieve the buggy if it is safe to do so but, take no responsibility for any damage caused to the buggy during the retrieval.

Should injury to the greenkeeper and /or person helping or damage to machinery used in the retrieval occur then the owner of the privately owned buggy must take full responsibility.

### **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 eighteen (18) to operate a buggy.
- Club buggies must be driven within the boundaries of Selsey Golf Club.
- Selsey 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.



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- The Golf Operations 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 Club 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**

Selsey 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



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### 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 Selsey 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 Semi Rough or Rough to avoid the wet areas in the fairway. 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 <sup>st</sup> & 10 <sup>th</sup> Medium Risk | Rife in front of Ladies Tee. Pedestrian Bridge only to Right of Ladies Tee Pond on Right hand side which is staked Red. Drainage Ditch on left hand side staked Yellow. Ditch behind green.   |
| 2 <sup>nd</sup> & 11 <sup>th</sup> Medium Risk | Red and Yellow Staked Ditch on left hand side at start of Fairway. Be aware of Fairway sloping away to right as you approach dog leg. Large Crater on left hand side next to Bunker once turned dogleg on approach to green. Ditch behind Green |
| 3 <sup>rd</sup> & 12 <sup>th</sup> Low Risk    | Ditch behind Green  |
| 4 <sup>th</sup> & 13 <sup>th</sup> Medium Risk | Ditch just beyond Tee Boxes. Ditch running up righty. hand side of fairway just beyond rough. Major Ditch running across fairway, bridge on right hand side to be used by <b>pedestrians</b> only. Buggies must use left hand side crossing.    |
| 5 <sup>th</sup> & 14 <sup>th</sup> Medium Risk | Ditches running up both sides of fairways. Bridges on left hand side crossing to 6 <sup>th</sup> fairway are <b>pedestrian</b> use only. Deep Ditch behind green.   |



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| 6 <sup>th</sup> & 15 <sup>th</sup> Medium Risk | Ditches near the front of Tee box and running down both sides of fairways. Buggies to use bridge in front of tee box to cross to fairway. On leaving the Green Buggies to follow gravel path around to 7 <sup>th</sup> and 16 <sup>th</sup> Tee Boxes. Care to be taken. |
| 7 <sup>th</sup> & 16 <sup>th</sup> Medium Risk | Ditch in front of Green. Drainage Ditch running from left hand side up to the front of the green. Drainage ditch behind the green. Pond on the right-hand side   |
| 8 <sup>th</sup> & 17 <sup>th</sup> Medium Risk | Pond in front of Men's Tee Box. Ditch next to tee box on left hand-side next to tee box. Ditch in front of Ladies tee box at beginning of fairway. Buggies to cross ditch using path. Ponds to left and right hand-side at start of fairways. Ditch behind green.        |
| 9 <sup>th</sup> & 18 <sup>th</sup> Medium Risk | Deep Ditch running across fairway. Pedestrian bridge only on right hand-side. All buggies must use Bridge on Left hand-side.   |



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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 Selsey 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 Selsey Golf Club - Buggy Policy Procedures and **Course Risk Profile for Ride on Buggy Users**
- I understand the terms and conditions of the Selsey 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 Selsey 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 Selsey 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 Golf Club)

**Users of golf buggies do so at their own risk. Selsey 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 Selsey Golf Club.**



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

**DISABILITY REQUIREMENTS - CONFIDENTIAL**

To comply with Disability Legislation Selsey 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 Selsey 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