

## ORKNEY GOLF CLUB: BUGGY POLICY

The purpose of this policy is to establish a standard for the safe operation of any ride-on buggies authorised and operated within the confines of Orkney Golf Club, which are personally owned. Orkney Golf Club recognises all 3-4 wheeled golf buggies.

### **Your Commitment**

Orkney Golf Club has a responsibility to ensure that access to on-course play is inclusive for our playing membership and visitors.

Orkney Golf Club's guiding principle is to provide all golfers with as much regular on-course playing opportunities as possible throughout the year but this is likely to be limited throughout the winter due to course conditions.

Orkney Golf Club is committed to taking positive steps to counteract the effects of physical barriers that restrict the opportunity for all sections of the community to participate equally and fully.

To enable all our members and visitors to access our course we will provide, support or contribute to the appropriate measures required. To achieve this, we are committed to the following approaches:

- We will carry out a hole-by-hole risk assessment to ensure safety of all playing on the course.
- We will make reasonable adjustments for any member or visitor who may require additional support to access our golf course.
- We will implement designated course routes based on the topography of the golf course; these may be subject to change in inclement weather.
- We will ensure confidentiality when requesting personal information related to the use of a buggy on our course.

### **Course Conditions**

The course greenkeeper, along with club management, are responsible for determining the condition of the course in respect of buggy use when weather conditions challenge the safety of users or would be to the detriment of the golf course.

### **Reasonable adjustments for players with a disability or mobility impairment.**

Orkney Golf Club strives to keep the course open as much as is feasibly possible to maintain access to all throughout the year. The following parameters have been agreed at committee level to correspond to the Equality Act 2010. Decisions on the course will be made and updated via Orkney Golf Club's Facebook page.

Golfers who have a disability or long-term mobility impairment that require a buggy to access the course can do so on the agreed risk assessed holes when restrictions are in place.

One of the following criteria will be accepted by Orkney Golf Club to reaffirm that a player can always access a buggy due to a disability and/or medical confirmation:

- EDGA Pass
- DLA/Personal Independent Payment Letter
- Letter from Professional Practitioner (GP, Consultant, Physiotherapist, Occupational Therapist)

### **Duty of Care**

Orkney Golf Club has a duty of care to its employees (paid/voluntary) and all users of the golf course. All users of buggies must show caution and care. Orkney Golf Club must also ensure adequate safe means of access for all golfers as well as those given permission to use buggies. The Club must ensure the safety of golfers who do not use buggies but who might be at risk from a mechanically defective buggy or its careless use.

The Club's duty of care also applies to any members of the public who may be on the course. To assist the safe employment of ride-on buggies all users shall comply with the following conditions:

1. Buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians.
2. Any signs and instructions employed on the course, or supplied in writing or verbally, to warn buggy riders of potential dangers / prohibited areas must always be followed.
3. Buggies must be operated and parked in such a manner that they do not impede or interfere with pedestrians or other vehicles.
4. Buggies must be operated in compliance with the common rules on the road regardless of where they are operated and when on shared pavements, shared common paths or roads.

### **Conditions of Use**

In addition to the conditions of the Safety Policy above:

1. Buggies may only be used by those authorised by Orkney Golf Club.
2. Buggies must be operated with the utmost common sense, courtesy, care and consideration for all individuals that are within the grounds of the club.
3. Orkney Golf Club 's committee has the authority to immediately prohibit any individual from using or being carried on a buggy. Authorisation will be withdrawn in cases of serious or repeated disregard of the conditions set by this policy. Application for reinstatement of permission can only be made to Orkney Golf Club via their complaint's procedure.
4. Orkney Golf Club has no responsibility for ensuring the safe operation of buggies on or beyond the borders of the course and the club carpark.
5. Orkney Golf Club will accept no responsibility for any loss or damage caused to any property caused by misuse of a buggy.

## **Privately owned buggies**

Orkney Golf Club welcomes the use of privately owned buggies (3 or 4 wheeled) by members and visitors subject to the terms and conditions of use and buggy safety policy. It is the responsibility of the owner and/or user to ensure that the buggy is safe and fit for purpose and that the appropriate conditions for use have been met.

Owners should arrange their own comprehensive insurance policy to cover personal injury, third party liability, fire and theft.

## **Golf Buggy Safe Working Practice**

### **Before Use**

- a) All users must sign a Safety Policy Acknowledgement Form (appendix 1) before they are allowed to drive a buggy at Orkney Golf Club. This can be signed and returned to us prior to day of play or completed on the day itself.

Orkney Golf Club users must:

- 1) Utilise the agreed routes
- 2) Must not drive the buggy in tight circles or into deep rough even when looking for golf balls.
- 3) Keep the buggy at least two metres away from tees, greens, and bunkers.
- 4) Check the area behind the buggy before reversing.
- 5) Apply the parking brake before leaving the buggy.
- 6) Always consider the terrain, existing vehicular traffic, and pedestrians as well as environmental factors that may affect their ability to operate the buggy safely.
- 7) Drive the buggy no faster than the terrain and safety considerations allow.
- 8) Drive the buggy directly up, down, sharp slopes slowly to avoid the risk of it tipping over.
- 9) Slow down before cornering and take corners at a reduced speed.
- 10) Avoid sudden stops or changes of direction to prevent loss of control or damage to grass.
- 11) Take extra care in high winds or when the course is wet or frosted.

## **Appeals Procedure**

Orkney Golf Club will take seriously complaints of refusing a player permission to use a golf buggy and will deem this action as unlawful discrimination and treat any such complaint with sensitivity.

In line with the existing club code of conduct and (disciplinary/grievance procedures), any report of an alleged breach of will be investigated and appropriate disciplinary action will be taken, based on the outcome of the investigation.

No member or visitor will be penalised for raising a complaint.

Any appeals or complaints should be reported to [secretary@orkneygolfclub.co.uk](mailto:secretary@orkneygolfclub.co.uk) providing as much information as possible. Grievances may be made in confidence. A verbal report should be followed, where possible, by one in writing.

## Review

The executive committee will review the policy yearly to ensure that any new amendments are embedded for the following golfing year.

## Appendix 1

### Buggy Safety Policy Acknowledgement Form

All users must complete this form prior to using a Golf Buggy ("buggy")

Any person who operates a buggy at Orkney Golf Club is required, in so doing, to have the knowledge, training and skill to operate the buggy safely and shall be fully accountable for their actions and consequences thereof.

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

Name of user:	
Contact Number:	
Email Address:	
Category:	Member / Visitor

By Signing below, I acknowledge that:

- I have read and understand the terms and conditions of Orkney Golf Club's Buggy Policy, which includes the Conditions of Use and Buggy Safe Working Practice and will adhere to them.
- I am competent to drive a golf buggy and will adhere to all conditions, paths and any restrictions that may be imposed on the day.
- I have been given the opportunity to ask questions related to this Practice and Policy.
- I agree to remunerate Orkney Golf Club against all claims costs and demands made against Orkney Golf Club arising out of or in connection with my use of the buggy.
- Failure to comply with conditions outlined in our policies may lead to the buggy user being asked to leave the course by management, with their decision being final.

Signature of User:	
Date:	

Users of golf buggies do so at their own risk. Orkney Golf Club will not accept any liability for any loss or damage to the golf buggy or any other property other than arising from negligence.















