



Buggy Policy - Procedures

Introduction

This document defines the requirements and responsibilities of Carnalea 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 Carnalea Golf Club. A copy of this Buggy Policy is available to all Members and Visitors on the Club website www.carnaleagolfclub.co.uk.

2. Ownership

The General Manager following consultation with Council is responsible for the review, up-date and amendment of this Buggy Policy. The General Manager 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 for casual and competition golf as authorised by Council.

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 Course Manager may determine that the general condition of the Course or the weather is such that personal safety on, or the condition of the Course may be unacceptably compromised if a ride on buggy is used. This might apply to the whole or just part of the Course. Potentially unsuitable conditions include water logging, frost, snow etc,

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 including Winter Routes will be available at the Pro Shop situated at the 1st 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, Winter Buggy Routes plus a Course Risk Profile guide (which includes a Hole by Hole assessment).

CLUB BUGGIES

The Pro Shop will be responsible for the day to day running of the Club Buggy hire and the following procedures must be observed:

- Club buggies must be stored overnight in the Buggy storage area.
- Club Buggies can be pre-booked by members and visitors.
- At the start of each day the Pro Shop will arrange for all Club Buggies to be parked outside ready for hire.
- Each hired Buggy will be signed out by the shop staff,
- Prior to each Club Buggy being rented the person renting the buggy must sign a Buggy Rental Declaration and Waiver. Members will be required to sign this once in each calendar year - this will cover all rentals in that year.
- The Pro Shop will record all Club buggy hire details on the BRS on-line booking system. The Pro Shop & General Manager will agree weekly accounts for the Club buggies.
- Buggies must be returned to the Pro Shop during normal opening hours. When the shop is closed the user must park the buggy in the buggy area in the car park returning the keys to the bar.
- Any faulty buggy will be taken out of service and labelled "Out of Service unfit for use".

PRIVATELY OWNED BUGGIES

- 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 Buggy Policy - Procedures, Golf Buggy Safety Policy, Golf Buggy Safe Working Practice Guide, and Buggy Course Risk Profile.
- All Members using their own private buggy on the golf course must have signed a Buggy Declaration and Waiver annually before they will be allowed to use their buggy on the course
- Privately owned buggies may have a second named driver associated with the buggy. That named driver must be specifically named on the insurance document & must have signed a Buggy Declaration and Waiver annually before they can use the buggy on the course

- Members must provide proof of having appropriate comprehensive insurance. Copies of the Member's insurance policy must be submitted annually to the Club Office.
- Privately owned buggy users will be wholly responsible and liable to the club, members, visitors for any injury or damage to them or their property through use of the buggy.
- 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 £50 for Petrol Buggies and £100 for Electric Buggies (including electric charging costs). 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.
- Petrol containers belonging to owners of private buggies must not be left unattended in the buggy compound as per current legislation.

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. Buggies are not permitted on the 1st Tee pathway at any time
- 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.
- Only the hirer of the buggy, having signed the Buggy Declaration and Waiver is permitted to drive the Buggy.

- 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 Carnalea Golf Club.
- Carnalea 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 follow Winter Buggy Routes when in operation
- 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

Carnalea 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, Winter Buggy Routes 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 the Buggy Declaration & Waiver 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

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 Carnalea Golf Club consideration has and will continue to be given to the potentially hazardous nature of parts of the Golf Course.

Good separation must always be maintained between the buggy and Tees, Greens, Flowerbeds or any area of hazard such as streams.

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.

October 2020 sees the introduction of Winter Buggy Routes which aim to increase the days where Buggies can safely access the course or a limited set of holes within the course. The Green, Amber & Red daily notification will mean the following

Green - Buggies (club rental or privately owned) are permitted using only the routes provided by hole, with buggies being parked and golfers walking at right angles across the fairway to their ball.

Amber - Per Green above but only members / visitors with medical certificates may use buggies (club rental or privately owned) on these days

Red - As per Amber however selected holes only may be open to use for buggies. The selection of holes which are not safe for use on the day, will be based on a Health & Safety Risk Assessment carried out on the day by the course manager / deputy course manager using their detailed knowledge of the course, it's topography and current ground conditions. Where a hole is not deemed to be safe to use that day by buggies then it will also not be used by any 2-wheel drive course machinery.

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

1st nine holes general topography is one of undulations in the fairways. This is an ongoing feature of the majority of fairways on this half of the course and care must be taken to drive slowly over these / avoid turning at sharp angles.

1st - Low Risk - 4th Green and fairway to left of fairway / 2nd Tee is to the left following trees

2nd - Medium Risk - Steep bank at rear of green and on approach to 3rd Tee - care must be taken. Keep buggy to the right of the green

3rd - Medium Risk - Steep approach to 3rd Tee. Always park buggy short of the Tee as players may be blind to your approach. Sloped fairway to the right.

4th - Medium Risk - Use buggy path to access the 4th tee up a steep slope - path through the trees is only for walking golfers - Buggies should use the path towards the back of the hole which leads up to the 4th Tee. Beware possible tee shots from 1st and 5th tees as you approach 4th Green.

5th - Low Risk - sloping of the fairway with undulations can make this challenging - be sure to moderate Speed and not turn sharply.

6th - High Risk - Fairway slopes from right to left. Beware of Out of Bounds ditch to the left on the hole. Beware of steep hill in front of green - always use buggy path as directed by signs to the right at the top of the hill. Never attempt to take the buggy down the hill in front of the green. Do not attempt to take buggy down the pedestrian path where the bell is located to the left. On the buggy pathway use extreme care to steer and brake effectively as this is steep with a falloff.

7th - High Risk - Large slope forms part of the hole. Buggies must always be driven up the path to the left and at no time should buggies deviate from this path in ascending the hill. An Alternative route for Buggies is to the right of the slope adjacent to the coastal path. Beware of Out of Bounds ditch to the left on the hole. There is a large gully to the right of the green in front of the 8th tee - be sure to stop well short of this.

8th - Medium Risk - large gully in front of the tee - ensure to avoid. Fairway slopes left to right. Steep Drop to the right and back of the green - stop well in advance of this - Buggy path to 9th tee is behind you and towards the sea - follow signs.

9th - High Risk - Ensure that 9th is accessed via Buggy path as per signage. Buggies must only be driven on the path at this hole - at no time can buggies deviate from this path. Drive carefully up the buggy path to the rear of the green and park buggy once you reach level ground ensuring that the parking-brake is applied.

9th Tee to 10th Tee Journey - High Risk - follow pathway under the bridge taking care of cars which will approach the entrance of the golf club - these will be coming from your right. You must give way to cars. Also take great care with pedestrians / members of the public who will be walking under the bridge and crossing your path potentially. Once through the bridge follow the steep path off up to the left driving carefully to the 10th Tee

10th - Low Risk - beware of ditch / water hazard at end of approach / dog-leg. Out of Bounds ditch also to the left on the hole. Also beware of water hazard to the right as you approach the green. Stop buggy well short of slopes around the green.

11th - Medium Risk - Fairway slopes uphill - beware and give way to golfers playing down the 15th by stopping buggy to the right until they have played. 11th Green has steep slopes to left - keep buggy left of these to approach 12th tee.

12th - Low Risk - beware of golfers crossing your path from the left (14th green). Out of Bound ditches on either side of fairway.

13th - Medium Risk - Steep downward hill approach to the green - maintain safe braking. Park Buggy short and to left of green given potential golfers driving off 17th tee.

14th - Low Risk - Fairways slopes slightly to right as you rise the hill. Ditch to right as you reach the top of the hill. Proceeding to next tee - beware golfers from the right (12th tee) as you proceed to 15th tee - always stop and look right - wait for all golfers to have played tee shot from 12th before proceeding.

15th - Medium Risk - use buggy pathway to left to proceed down the hill. Beware of golfers playing shots up the 11th hole before you cross the 11th fairway towards 15th green. Park Buggy beside 16th tee

16th - Low Risk - Hill immediately after Tee. Avoid ditch at the corner of the dog-leg. Once past the dog-leg then fairway slopes to left. Beware of steep banks around the green - always drive and park to left of the green.

17th - Low Risk - Park Buggy on to the sides of 17th tees. Beware of shots approaching 13th Green. Avoid deep ditch to the right of the fairway along length of hole. Slight slope left to right on fairway. Park Buggy short of 17th Green so as to avoid golfers teeing off 18th Tee.

18th - Low Risk - Slight incline to initial part of fairway - once over the brow fairway moves to slight hill downwards. Avoid ditch on right of fairway once over brow of hill. Park Buggy to right of 18th Green.

18th Green back to Clubhouse - beware golfers to your right (10th tee) as you move off from 18th green - always stop and check. Proceed with care down the hill off the back nine - avoiding both oncoming golfers and members of the public on paths. Take care when driving up the entrance hill to the car park - slowing as you approach bend at the top to check for cars, golfers / pedestrians in the car-park.



GOLF BUGGY DECLARATION & WAIVER 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 Carnalea 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 who use Private Buggies are only required to complete an acknowledgement form once annually. Visitors (including those with their own buggy) are required to complete this form for each rental/use.

The safe operation of ride on buggies requires conscientious application and adherence to the minimum standard of care prescribed by this policy. There must also be strict adherence to any weather policy relating to use of buggies on the course.

Name of User:

Address/Club:

By signing I acknowledge that:

- I have read the Carnalea Golf Club - Buggy Policy Procedures and Course Risk Profile for Ride on Buggy Users
- I understand the terms and conditions of the Carnalea 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 am aware that having rented this buggy I am the only permitted driver of the buggy
- I will ensure that the buggy will be maintained and operated in accordance with the Carnalea 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 Carnalea 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.
- I will follow Winter Routes and Guidance as published
- I will be responsible for all costs of repair to the buggy if damaged whilst rented

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

Users of golf buggies do so at their own risk. Carnalea 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