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GOLF BUGGY SAFETY POLICY – ST ANDREWS LINKS TRUST

1. Aim of the Policy

This policy details the operation and use of golf buggies provided by the St Andrews Links Trust (the “**Trust**” or “**we**”) and single seater golf buggies on the golf courses operated by the Trust. This policy also details the criteria, which must be met for a Links Ticket holder or visitor (“**you**” or “**golfer**”) to be granted use of a golf buggy on one of the Trust’s golf courses and the process, which must be followed for a golfer to be granted use of a Trust golf buggy.

The Trust recognises that golf clubs and courses in the United Kingdom have a duty (as service providers) to comply with the terms of the Equality Act 2010 (the “**2010 Act**”). It is recognised that the use of golf buggies by golfers with disabilities is critical to ensuring compliance with the 2010 Act. The Trust is committed to ensuring its compliance with the 2010 Act and making its golf courses accessible to those with disabilities.

2. The Trust Golf Courses and Number of Golf Buggies Available

The Trust manages the New Course, the Jubilee Course, the Eden Course, the Strathtyrum Course, the Balgove Course, the Castle Course and the Old Course (the “**Trust Golf Courses**”). The table below lists the number of golf buggies available at each Trust Golf Course:

Golf Course	Number of buggies available
The New Course / The Jubilee Course	6
The Eden Course / The Strathtyrum Course / The Balgove Course	10
The Castle Course	3
The Old Course	2
TOTAL	21

3. Qualification criteria to use a Golf Buggy on the Trust Golf Courses

The Trust Golf Courses were not designed for buggy use. The hazards on the Trust Golf Courses make navigating the golf course a greater challenge. The Trust is proud of its heritage as hosting the Home of Golf and it has the responsibility to ensure that its golf courses are maintained to a high standard. Therefore, the Trust is not able to provide buggies to all golfers and must minimise the impact of golf buggies on its golf courses.

To make use of a golf buggy on the Trust Golf Courses you must provide our Reservations Department with a scanned copy of one of the following dated within 12 months of your tee time:

Old Course - available for Links Ticket holders / visitors with a permanent condition of disability.



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- Possess a blue badge; or
- a medical certificate from your medical practitioner certifying that under the Equality Act 2010, you have a substantial condition that affects your ability to play golf; or
- a National Disabled Identification Card; or
- an EU Disability card.

Castle Course / New Course / Jubilee Course / Eden Course / Strathtytrum Course / Balgove Course - available for Links Ticket holders / visitors over the age of 65 or golfers with a medical certificate.

The Trust reserves the right to refuse permission if the golfer does not provide the requested information or does not follow the prescribed reservation process. The Trust also reserves the right to withdraw authorisation to use the golf buggy if the medical condition or disability necessitating the use of the golf buggy ceases.

From time to time, the Trust might determine that the state of the course or the weather is such that safety or the condition of the course may be unacceptably compromised if a golf buggy is used. This might apply to the whole or part of the course.

4. How to apply for use of a Golf Buggy on the Trust Golf Courses

In order to apply for use of a golf buggy on the Trust Golf Courses, you must complete the following process:

Visitors / Links Ticket holders - Old Course

1. Contact our Reservations Department (01334 466718 or email reservations@standrews.com) at the time of booking or entering the ballot and provide a scanned copy of one of the documents listed in paragraph 3.
2. Our Reservations Department will confirm the reservation of the golf buggy by telephone with an email confirmation to follow.
3. When you collect your golf buggy, you must read the Golf Buggy Safety Policy and sign the Golf Buggy Safety Acknowledgement form (this document will be retained for a minimum period of 3 months).
4. Links Ticket holders, must at least annually, have read the Golf Buggy Safety Policy and signed the Golf Buggy Safety Acknowledgement form for regular buggy users. (This document will be retained for a minimum of 12 months or upon the user no longer requiring this service).

Visitors / Links Ticket holders - Other Courses

1. Contact our Reservations Department (01334 466718 or email reservations@standrews.com) at the time of booking and provide the relevant information required.
2. Our Reservations Department will confirm the reservation of the golf buggy by telephone with an email confirmation to follow.
3. When you collect your golf buggy, you must read the Golf Buggy Safety Policy and sign the Golf Buggy Safety Acknowledgement form. (This document will be retained for a minimum period of 3 months).
4. Links Ticket holders, must at least annually, have read the Golf Buggy Safety Policy and signed the Golf Buggy Safety Acknowledgement form for regular buggy users (This document will be retained for a minimum of 12 months or upon the user no longer requiring this service).



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5. Use of Golf Buggies on the St Andrews Links Golf Courses

Once our Reservations Department has confirmed your reservation and you have signed the Golf Buggy Safety Acknowledgement form on the day, you are able to use the golf buggies on the St Andrews Links Golf Courses.

The golf buggies have GPS navigation installed and you must follow the buggy route map for each hole, as denoted by the information screen in each buggy. If you do not follow the buggy route, the Trust reserves the right to cancel your round of golf and remove you from the golf course.

6. Use of Golf Buggies on Old Course by Links Ticket holders

Links Ticket holders can apply to our Golf Department (01334 464512 or email buggies@standrews.com) to drive the golf buggies on the Old Course.

7. Operation of the Golf Buggies

Before using the golf buggies, the visitor or Links Ticket holder must:

1. Read the Golf Buggy Safety Policy and sign the Golf Buggy Safety Acknowledgement form;
2. Safely secure their golf clubs to the golf buggy; and
3. Only carry the number of occupants the golf buggy was designed to carry.

While using the golf buggy, the golfer must:

1. Always remain seated and hold on while the golf buggy is in motion;
2. Do not move off until other passengers are seated;
3. Hands, feet and head must be kept inside the golf buggy at all times while the vehicle is in motion;
4. Do not drive the golf buggy in prohibited areas;
5. Follow the provided buggy route;
6. Not drive the golf buggy up and down the golf course excessively;
7. The golf buggy is not permitted on the tee, greens or slopes leading up or down to the tee or green;
8. Not move the golf buggy within 2 metres of any spilloffs, bunker, ditches, water or slopes leading to them except when using designated bridges;
9. Check the area behind the golf buggy before reversing;
10. Set the parking brake when exiting the vehicle;
11. Always consider the terrain, existing vehicular and pedestrian traffic conditions as well as environmental factors that may effect your ability to operate the vehicle safely; and
12. When operating:
 - a. Slow down for corners;
 - b. Avoid tipping over the golf buggy;
 - c. Avoid driving the buggy straight up and down steep slopes;
 - d. All turns to be executed at reduced speeds;
 - e. Avoid sudden stops to changes of direction that may result in a loss of control; and
 - f. Be considerate of weather condition and adjust driving accordingly.



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After use of the golf buggy, the golfer must:

1. Park the golf buggy at the designated area detailed on the provided buggy route;
2. Turn the key to the off position;
3. Engage the parking brake; and
4. Return the key to the Clubhouse Assistants in the Old Pavilion / Links Clubhouse / Eden Clubhouse or Castle Clubhouse.

8. Use of Single Seater Golf Buggies on the Trust Golf Courses

Links Ticket holders only, are permitted to use their own single seater golf buggy on the St Andrews Links courses provided that the golfer can meet the eligibility criteria below and the single seater golf buggy is on an approved list as agreed by St Andrews Links. The approved list can be found [here](#).

Old Course:

- Possess a blue badge; or
- a medical certificate from your medical practitioner certifying that under the Equality Act 2010 you have a substantial condition that affects your ability to play golf; or
- a National Disabled Identification Card; or
- an EU Disability card.

Castle Course / New Course / Jubilee Course / Eden Course / Strathtytrum Course / Balgove Course

- Over the age of 65 or with a medical certificate.

The Trust reserves the right to refuse permission if the golfer does not provide the requested information or does not follow the prescribed application process. The Trust also reserves the right to withdraw authorisation to use the single seater golf buggy if the medical condition or disability necessitating the use of the single seater golf buggy ceases.

From time to time, the Trust might determine that the state of the course or the weather is such that safety or the condition of the course may be unacceptably compromised if a single seater golf buggy is used. This might apply to the whole or part of the course.

Application

Links Ticket holders can apply to use their single seater golf buggy on the St Andrews Links Golf Courses:

1. Contact the Golf department (01334 464512 or email buggies@standrews.com) to request an application to use your single seater golf buggy on the St Andrews Links golf courses.
2. Our Golf Department will confirm the decision of your request, in writing.

Single seater golf buggies must not be used on the St Andrews Links golf courses until your request has been accepted.



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9. Operation of the Single Seater Golf Buggies

Before using the single seater golf buggies, the Links ticket holder must:

1. have written confirmation from the St Andrews Links that the single seater golf buggy is suitable;
2. at least annually, have read the Single Seater Golf Buggy Safety Policy for the St Andrews Links golf courses and signed the Single Seater Golf Buggy Acknowledgement form; (this document will be retained for a minimum of 12 months or upon the user no longer requiring this service).
3. safely secure their golf clubs to their single seater buggy;
4. Only carry the number of occupants the single seater golf buggy was designed to carry.

While using the single seater golf buggy, the Links ticket holder must:

1. Always remain seated and hold on while the single seater golf buggy is in motion;
2. Hands, feet and head must be kept inside the single seater golf buggy at all times while the vehicle is in motion;
3. Not drive the single seater golf buggy in prohibited areas;
4. Single seater golf buggies must not be used in the rough;
5. The vehicle must be used to progress the game and must not be driven around looking for golf balls;
6. Follow any on course instructions for trolley / buggy use;
7. Not drive the single seater golf buggy up and down the golf course excessively;
8. The single seater golf buggy is not permitted on the tee, greens or slopes leading up or down to the tee or green;
9. Not move the single seater golf buggy within 2 metres of any spilloffs, bunker, ditches, water or slopes leading to them except when using designated bridges;
10. Check the area behind the single seater golf buggy before reversing;
11. Set the parking brake when exiting the vehicle;
12. Always consider the terrain, existing vehicular and pedestrian traffic conditions as well as environmental factors that may effect your ability to operate the single seater golf buggy safely; and
13. When operating:
 - a. Slow down for corners;
 - b. Avoid tipping over the single seater golf buggy;
 - c. Avoid driving the single seater golf buggy straight up and down steep slopes;
 - d. All turns to be executed at reduced speeds;
 - e. Avoid sudden stops to changes of direction that may result in a loss of control; and
 - f. Be considerate of weather condition and adjust driving accordingly.

10. Golf Buggy Safety Policy

St Andrews Links golf buggies have a GPS control system, which prohibits access to restricted areas of all courses, due to course management and H&S concerns.

To assist the safe use of the golf buggies, all potential users (Links Ticket holders and visitors) shall comply with the following conditions:

1. Golf buggies on the Trust Golf Courses are only for the use of Links Ticket holders and visitors who meet the qualifying criteria for buggy use for each golf course.
2. Golf 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.



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3. The signs and instructions employed on the course to warn buggy users of potential areas of caution or, areas forbidden to golf buggies because of concerns about safety or, the potential to cause unacceptable wear and tear to the course, must be followed at all times.
4. Golf buggies must be operated and parked in such a manner that they do not impeded or interfere with normal pedestrian or vehicular flow on roadways, ramps or pavements.
5. Golf buggy operators will be responsible for the security of ignition keys for the period the golf buggy is in their possession.
6. The Trust has no responsibility for ensuring the safe operation of the golf buggy on or beyond the confines of the Trust Golf Courses and its car parks other than those operated by its staff. The Trust accepts no responsibility for any loss or damage caused to any property other than that arising from the negligence use of a golf buggy by its staff members.
7. No golf buggy shall be operated in excess of 12 mph. All speed limits must be observed.
8. Golf buggies must be operated in compliance with the common rules of the road regardless of whether the golf buggy is being operated on pavements or roadways.
9. Operators must stop the golf buggy at intersections and proceed with caution.
10. The consumption of alcohol and/or the improper use of drugs when using the golf buggy is strictly forbidden.
11. St Andrews Links staff have the authority to immediately prohibit any individual from using or being carried on a golf buggy.

11. **Golf Buggy Safety Policy Acknowledgement Form**

This document will apply to all golf courses managed by the St Andrews Links.

Golf Buggy Safety Policy Acknowledgement Form

Any person who is eligible to operate a golf buggy on any golf course managed by the St Andrews Links, is deemed, by so doing, to have the knowledge, training and skill to safely operate this vehicle and shall be fully accountable for his/her actions and the consequences thereof.

The safe operation of a golf buggy on a golf course requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

Name:

Date of Play: Course: Tee Time:

Email:

Tel No:

Links Ticket No. (if applicable):



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By signing below, I acknowledge that:

- I have read the Golf Buggy Safety Policy.
- I understand the terms and conditions of the Golf Buggy Safety Policy.
- I have been provided with the opportunity to ask questions related to this Policy.
- I will ensure that the golf buggy is operated in accordance with the Golf Buggy Safety Policy.
- I possess a valid driver's license and the necessary disability documentation.
- I understand that I will be fully liable for any damage, injury or offence committed during my use of the golf buggy (except where this arises as a result of negligence on the part of St Andrews Links Trust or any of its group companies) and any loss, cost and expense arising out of such incident.
- St Andrews Links Trust will collect and make use of the personal data I provide for the purposes only of managing the buggy allocation in each of the three Clubhouses.

Signature: Date:

This document will be retained for a period of 3 months.