

**SWCC**

**Mid-week Visiting Group Manual**



**Version 1.0 December 2011**

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# 1 Introduction

## 1.1 The Role of the Group leader

The SWCC allows the use of its HQ to visiting groups on the basis that at least one of the visitors leads and takes full responsibility for the management of the group and the care of the cottages. The Club does not demand deposits or charge high fees; indeed these barely cover running costs. In return, the Club requests that groups maintain the cleanliness of the facilities and on departure, leaves the place in as good as or better condition than when they arrived. This repays their visit with support for the Club and its willingness to share its resources with others.

It is important to note that the agreement by the SWCC to allow groups to use the HQ does not include cave access permits nor access to cave keys. These must be arranged separately before arrival ([SWCC.org.uk/caving/access](http://SWCC.org.uk/caving/access) website will help with explaining how to do this.).

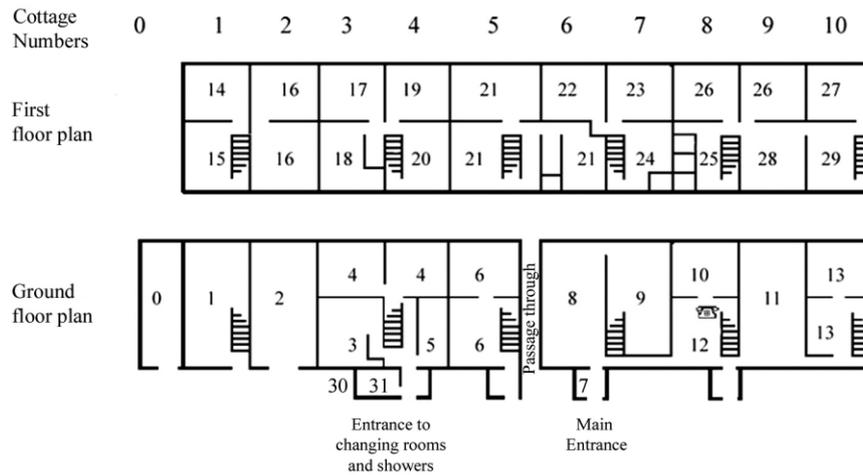
## 1.2 What a Group Leader Does

The leader must -

- supervise and manage the smooth running of the cottages over the visit.
- manage the cottage keys for residents and secure the building when leaving it empty at any time.
- ensure that the people staying at the Club have the right to be there and sign in on the hut sheets to confirm who they are and what they owe.
- collect from residents correct payment of hut fees and deliver to an agreed Club representative.
- in the unlikely event of a fire alarm or fire, do their best to manage the evacuation, head count and alarm cancellation.
- manage the expectations of residents to help maintain the cleanliness and functions of the HQ so that they remain fit for purpose week by week.

# 1.3 Where Everything Is (Not all areas are accessible with the visitor's key .)

SWCC Cottages Layout



- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>0 Digging Stores</li> <li>1 Workshop</li> <li>2 SMWCRT Rescue Garage</li> <li>3 Ladies' Changing Room/Shower</li> <li>4 Gents' Changing Room/Shower</li> <li>5 Boiler Room and dry storage</li> <li>6 Family Quarters</li> <li>7 Lamp charging racks</li> <li>8 Main Kitchen</li> <li>9 Dining Room</li> <li>10 Small Common Room</li> <li>11 Long Common Room</li> <li>12 Telephone and Notice Boards</li> <li>13 Library</li> <li>14 Building Stores</li> <li>15 Printing and Document Store</li> </ul> | <ul style="list-style-type: none"> <li>16 SMWCRT Rescue Store</li> <li>17 Mixed Dormitory</li> <li>18 Tackle and Archive Store *</li> <li>19 Drying Room</li> <li>20 Locker Room*</li> <li>21 Family Quarters (Members)</li> <li>22 Ladies' Dormitory</li> <li>23 Ladies' Dormitory (Members)</li> <li>24 Ladies' Toilets and washing</li> <li>25 Gents' Toilets and washing</li> <li>26 Gents' Dormitories (Members)</li> <li>27 Mixed Dormitory (Members)</li> <li>28 Mixed Dormitory</li> <li>29 Mixed Dormitory</li> <li>30 Outside hard standing</li> <li>31 Toilets and washing</li> </ul> |
|--|--|

\* planned

## 2 Getting Started

### 2.1 Keys

#### Cottage Keys

- The Cottage key should be collected by the Leader.
- The local key holders are listed below. If possible, phone ahead before picking up the keys. They live on or quite close to the main road South of the HQ; here in order of proximity to Penwyllt:
  - Mick and Judy Day 01639 730125  
Grid Ref. SN 844138 Bryn Aur, Brecon Road, Penycae, SA9 1FA
  - Annie and Simon Amatt 01639 730336  
Grid Ref. SN 803122 135 Heol Tawe, Abercrave, SA9 1XS
  - Lesley Davies 01639 730771 / 07970 177621  
Grid Ref. SN 822214 Bryn Cerdd, Morgan Street, Cae-Hopkin, SA9 1TS

#### Keys to Ogof Ffynnon Ddu

Please note access conditions as set out at  
<http://www.swcc.org.uk/caving/access/ofd.php>

The Club key you'll be borrowing will not give access to the (Cave) Key cupboard; if you have a permit and wish to enter OFD, please arrange separately to borrow (and return) a cave key separately from one of the above keyholders.

### 2.2 Opening Up

When you arrive, if you are the first there:-

- **Open** the main front doors using the keys collected from one of the local key holders (see above).
- **Switch on** the electrical supply at the labelled trip switch on the fuse boxes high up in the corridor to the right, near the main door.
- **Switch on** the gas supply in the Main Kitchen by turning on the tap, slowly. The tap is at head height above the fridges. If Family Quarters are going to be used, switch on the gas supplies to the hob and oven in that kitchen as well. These levers are on when vertical - in line with the pipe.
- **Close** any fridges to be used and if required empty out water in trays and dispose of any old food and expired rodents. Switch on the fridges at the sockets behind and under the worktops.

- **Check** that there is no obvious damage/security problem that might have taken place during the last week. If something is found, make note of it and tell the key holder urgently if necessary or if less urgent, when returning the key at the end of the visit. .
- The central heating and hot water controls have already been set on a time switch; you do not need to touch them. (...but see section 3.6 below)

## 3 Running the HQ for a Weekend

### 3.1 Keys

- It is really important to keep the visitor key set secure.
- You should ensure that somebody returns the key set to the correct local key holder at the end of the weekend.

### 3.2 Hut Sheets

- Get everyone to sign in as soon as they arrive.
- Everyone needs to sign in individually - one person per line and try to get groups to sign in consecutively. This will help when collecting money later.
- The hut sheets are a really important reference to find out who should and should not be at the HQ and also how to collect the right fees. Try to get people to fill details in fully as it is crucial for the Club Treasurer when he/she is managing the accounts and collating the data on HQ use.
- Ensure when a new sheet is started that there is a duplicate sheet underneath and a card protector beneath both to prevent copying through to the next set of sheets.

### 3.3 Where Should Residents be?

The Club allocates bedrooms as listed here. Visiting groups may vary this structure but need to be aware that club members can arrive and stay at any time without warning and will expect to use 'Members only' rooms as noted below.

- Cottage No.3 (Rear) - Mixed
- Cottage No.5 (Family Quarters) - reserved for Members accompanied by children under 16 years old and for Joint Members where space permits.
- Cottages Nos.7, 8, 9 and 10 (Rear) - Members only.
- Cottage No.9 (Front) - Mixed
- Cottage No.10 (Front) - Mixed

(access for ladies to Cottages Nos.9 and 10 is via the No.10 stairs only).

- Camping is only allowed on the grass in front of the cottages

### 3.4 Important Club Rules Relating To Residents

- Due to legislation brought in on the 2nd of April 2007 SWCC is NO SMOKING throughout its premises.
- All users of the HQ should make every reasonable effort to keep and leave, the place clean and tidy. Wet and/or dirty caving gear should not be taken into, or worn in, the residential sections of the HQ.
- Everyone is expected to clear up promptly after eating and help to keep kitchen and dining room clean and tidy. Other users may arrive at any time and expect clean facilities.
- There shall be no undue noise between midnight and 6 a.m. Radios etc. shall not be used to the annoyance of others at any time.
- Animals must not be present in the sleeping, cooking or dining areas under any circumstances. They may be brought into the two Common Rooms providing that no one present objects.
- If showers and changing rooms are used, please hose these down after use.
- Any person who does not comply with the above Rules may be banned from Club property for a period fixed by the Committee.

### 3.5 The Drying Room

The Drying Room is operated by pressing the push button outside the door near the stairs. It is timed to switch off after two hours. Cavers should not be putting dripping items directly into the Drying Room and should leave them to drain for a while in the Changing Rooms first.

### 3.6 Central Heating and Hot Water

- The central heating and hot water are timed to come on twice per day. Normally, this will be sufficient.
- If you are resident during the week, or if the hot water is only lukewarm or cold, you can override the boiler. Pressing the buttons that are below the fuse boxes on the right of the main door will turn the hot water and/or the heating on for two hours.

### 3.7 Cleaning

- Cleaning and maintaining the HQ should be a shared role of all residents, and the first column on the hut sheets is there to encourage participation by all. Feel empowered to ask visiting individuals and groups to clear up and help you with leaving the HQ in a clean condition at the end of a weekend.

- Cleaning materials can be found in the cupboard in the Dining Room.
- Spare toilet rolls are in the loft above the Gents Toilets in Cottage No.8.

## 4 Hut Fees and Other Charges

Hut fees are charged per day and are based on the fact that the HQ has facilities that are used as much during daylight hours as at night. A strict 1 unit per 24 hour system is too rigid however and some best-fit negotiation might be very occasionally required, based on goodwill and reasonable use.

- The current fees are shown on the notice board above the hut sheets.
- Typical weekends, Friday night to Sunday will be a 2 day payment.
- An arrival on Saturday p.m. and departure Sunday a.m. would be a 1 day payment.
- Non-resident visitors (Members and non- Members) who use the facilities, changing and or catering / social should pay £1.
- Caving visitors using changing facilities pay £1 per person into one of the honesty boxes (near the phone or in the changing room area).
- All cheques should be made payable to South Wales Caving Club - NOT simply SWCC.
- Payment for your visit can often be made to the local key holder or to a duty officer if one is resident for part of your stay at the club.
- Alternatively, make a BACS transfer from a bank account to the SWCC account:-
  - Sort Code        20-13-42
  - Account No.    30525340
  - It is essential that a reference to group name and date is provided with the BACS
- A cheque can also be sent to the Treasurer. (email the [treasurer@swcc.org.uk](mailto:treasurer@swcc.org.uk) to confirm current postal address )

## 5 Locking Up

### 5.1 Check List

- Try to leave the HQ reasonably tidy, don't be scared of asking people staying at the HQ to do some cleaning. It is not your job to do it all, but to make sure that it does get done. (Cleaning materials are in the cupboard in the dining room).
- Switch off the gas supplies to the Main Kitchen and the Family Quarters Kitchen if this has been used. Do not turn off the main gas valve on the outside wall of Cottage No.4 in the Family Quarters garden as this will prevent the boiler from working.
- Turn off the electricity supply at the labelled trip switch to the right inside the main door.
- All fridges should be left clean and open to prevent mould. All perishable foods should be removed from the HQ before leaving.
- Bins should be emptied, and bags should be put in the large green wheelie bin situated near the main gate. Bin bags are provided in the cupboard in the dining room. DO NOT put un-bagged rubbish in the big green wheelie bin.
- Close all windows and then lock all outside doors.
- You should ensure that somebody returns the key to the correct local key holder at the end of the weekend.

## Appendix A

### Fire and Fire Alarms

The HQ has an integrated fire alarm system. The fire alarm control panel is located in the Cottage No.7 passage way adjacent to the lobby.

- In the event that the alarm goes off:-
  - Evacuate the HQ - check everyone is out
  - Press the silence alarm button and then identify the Cottage zone and cause of the alarm (smoke or manual activation point)
  - Call the fire and rescue services if necessary
  - If the incident is over, cancel the alarm by cancelling the zone indicator, red LED first, then reset the system
- Further information relating to the fire alarm system is in the file above the fire alarm panel, along with the call point cancel key.

## Appendix B

### Domestic Services Emergency Information

#### Electricity

- Trip switches for electrical circuits are in the corridor near the Main Kitchen in Cottage No.7 and in Family Quarters above the front door porch area in Cottage No.5. They can be checked if power loss occurs in any part of the HQ when the main switch is on.
- Electrical supplies to the campsite, vehicle pit, kit washing area, outside building stores and sheds are via the circuit breakers in the porch of Family Quarters (Cottage No.5).

#### No electricity available

- Inform the local authority responsible for electricity supply (SWALEC)

#### Water

##### Outside the buildings

- (1) The lightweight manhole cover outside the doors to the Rescue Garage (Cottage No.2) also has a stop tap under it. This controls all the water to the Cottages and **is the one to use in an emergency.**
- (2) There is a double manhole cover just inside and to the left of the main gate. The stop tap in there controls the water to the washdown area only.

##### Inside the buildings

- There are three shut off points:-
  - (1) In the corner of the Cottage No.3 upstairs - Tackle and Archive Store. This feeds the roof tanks in Cottages Nos.3 and 4
  - (2) Under the Family Quarters sink
  - (3) Behind the fire door downstairs in the Cottage No.8 lobby. This feeds the roof tanks in Cottages Nos.8 and 9

##### If no water runs out of the taps

- The water supply comes from holding tanks up the hill. In periods of either drought or sub-zero temperatures, the supply will fail although water will continue to be available from the roof tanks through some of the taps until it runs out. Under these circumstances, you should advise Members and

visitors to use this water sparingly. You can arrange for drinking water to be brought up the hill from e.g. the local key holders.

- After very heavy rain, the inlet to the holding tanks can block with vegetation. You should try to arrange a working party with knowledge of the water tank system to go up and restore the supply. Record any work done on the supply system or water tanks in the Penwyllt Water Users Association log book which is kept in the Cottage No.8 lobby.

## Gas

- In an emergency, the main gas supply can be isolated with the main gas valve/regulator outside Cottage No.4 in the Family Quarters garden. Do not close this valve except in an emergency as it will shut down the domestic hot water and central heating systems. When the valve handle is at right angles to the pipe the supply is turned off.

### No gas available

- The gas comes from a bulk tank behind the Outside Building Stores and sheds. It is refilled on an automatic ordering system and should not run out at any time. If gas is not reaching the Kitchens or the boiler has gone out, check the supply as follows:-
  - Ensure there is gas in the tank by looking at the gauge on the top
  - Check that the valve on top of the tank is in the open position
  - Check that the main gas valve/regulator outside Cottage No.4 in the Family Quarters garden is on (lever in line with the pipe)
  - Check that the individual gas valves to the boiler and/or Kitchens are on
- If there is gas in the bulk tank but it is not coming through, the most likely cause is an Under Pressure Shut Off condition (UPS0).
- UPS0 is a safety feature that trips when a gas valve has been opened very quickly and there has been a rush of gas into the system. It can be reset as follows:-
  - Shut off all hobs, ovens and Kitchen wall gas valves
  - Go to the main gas valve/regulator outside Cottage No.4 in the Family Quarters garden
  - Unscrew the reset on the left hand side of the valve
  - Withdraw the reset to the left then screw it back in again
  - The tell-tale in the window of the reset will now show green, indicating that gas is available again
  - Turn on the Kitchen wall valves

## **Sewage**

- The HQ works on a septic tank system. The tank cover is at the top of the camping area, close to the electricity hook up point.
- If the tank overflows, hose away the excess and inform the key holder that a pump out is required urgently.