

SOUTH WALES CAVING CLUB

SWCC



CODC

CLWB OGOFYDD DEHEUDIR CYMRU

www.swcc.org.uk

Penwyllt HQ Users' Handbook

Oct. 2024

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INTRODUCTION

The South Wales Caving Club (SWCC) Headquarters (HQ) is available for use by Members, Guests and Visitors. This manual contains important information about the HQ and how to use it.

The HQ is run entirely by volunteers and works on the principals of collective responsibility, trust and goodwill. We ask that all those using the facilities respect these principles.

Visiting groups are requested to nominate a Group Leader to take responsibility for the management of their group and to help take care of the cottages and cleanliness of the facilities before departure, leaving the place in as good, or better, condition than when they arrived.

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; how to do this is explained on the [Club web site](#).

Enjoy your stay at South Wales Caving Club

WHAT THE GROUP LEADER DOES

The individual making the booking with the Booking Secretary will be considered the Group Leader unless otherwise noted. Their main responsibilities are to:

- Supervise and manage the smooth running of the cottages during the visit.
- Manage the HQ key for the group and secure the building when leaving it empty at any time.
- Ensure that the people in the group sign in on the hut sheets to confirm who they are and what they owe.
- Ensure that all group-members pay the correct hut fees (Appendix C - Hut Fees for the HQ) and either ensure that Card payment is made or deposit any Cheques through the letterbox of the library door and email treasurer@swcc.org.uk. The Hut Sheets should be annotated appropriately.
- Manage the evacuation, head count and alarm cancellation in the unlikely event of a fire alarm or fire.
- Manage the expectation of residents to help maintain the cleanliness and functions of the HQ so that it remains fit for purpose week by week.
- Take the responsibility of ensuring that the group observes the Club rules which are displayed on the Club website.

ARRIVING AT THE HQ

Access and Keys

- A key to the HQ front door is stored in a key safe situated in the alleyway that runs down between the centre of the cottages. Reach through the grill door on the left-hand side to find the key safe, enter the code and extract the key.
- The code to the key safe is available to members on the [Web Site](#).
- Visitors will have been provided with the code by the [SWCC Bookings Secretary](#) as part of the booking process.
- If the key is missing or if there is a problem with the key safe you may collect one from a local key holder:

SWCC Local Key Holders

Lesley Davies

Bryn Cerdd, Morgan Street, Caehopkin, SA9 1TS

Tel. 01639 730771 / Mob. 07970 177621

Grid Reference SN 822124; Lat/Long 51° 47' 52" N 03° 42' 34" W

Annie and Simon Amatt

135 Heol Tawe, Abercrave, SA9 1XS

Tel. 01639 730336

Grid Reference SN 824128; Lat/Long 51° 48' 08" N 03° 42' 23" W

what3words: many.opposites.crouching

Paul Quill

22 Henneuadd, Abercrave, SA9 1XQ

Tel. 01639 731407

Grid Reference SN 814127; Lat/Long 51° 48' 01" N 03° 43' 15" W

what3words: deputy,crunches,quaking

The local key holders live on or quite close to the main road (A4067) South of the HQ. If possible, phone ahead before picking up the keys. Ask for the No.1 key.

Return the HQ main door key to the safe key to as soon as the Club is opened and when leaving the Club. If you have borrowed one from a local key holder, then it must be returned at the end of your visit.

NOTE: The HQ main door key will only give you access to the HQ, it will not give access to cave keys, see [Caving - Keys to Ogof Ffynnon Ddu \(OFD\)](#).

Access to the Changing Rooms and Showers

NOTE: This is a **different combination** to the code to access the key to the main HQ.

The door into Cottages Nos. 3/4 leading to the Changing Rooms and Showers has a digital combination lock. Members may access the current combination from the members section of the [Web Site](#). Visitors will have been provided with the current combination by the Booking Secretary.

To open the door:

- Press the 'C' button.
- Enter the four-digit code number.
- The door is now open.
- The code number must be re-entered every time the door is opened.

To open the door - free entry:

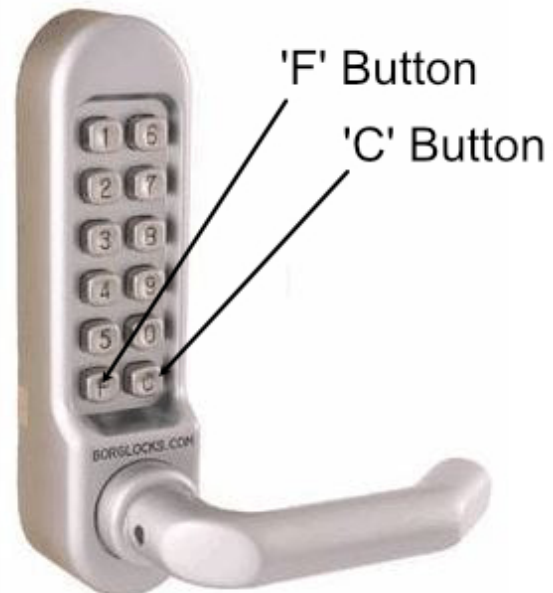
- Press the 'C' button.
- Enter the four-digit code number.
- Press the 'F' button.
- The door is now open.
- The door can be opened again without re-entering the code number.

To close the door when set for free entry and when locking up the HQ:

- Press the 'F' button.
- Press the 'C' button.
- Close the door.
- The door is now locked.
- The code number must be re-entered before the door can be re-opened.

To close the door when set for free entry and when locking up the HQ:

- Press the 'F' button.
- Press the 'C' button.
- Close the door.
- The door is now locked.
- The code number must be re-entered before the door can be re-opened.



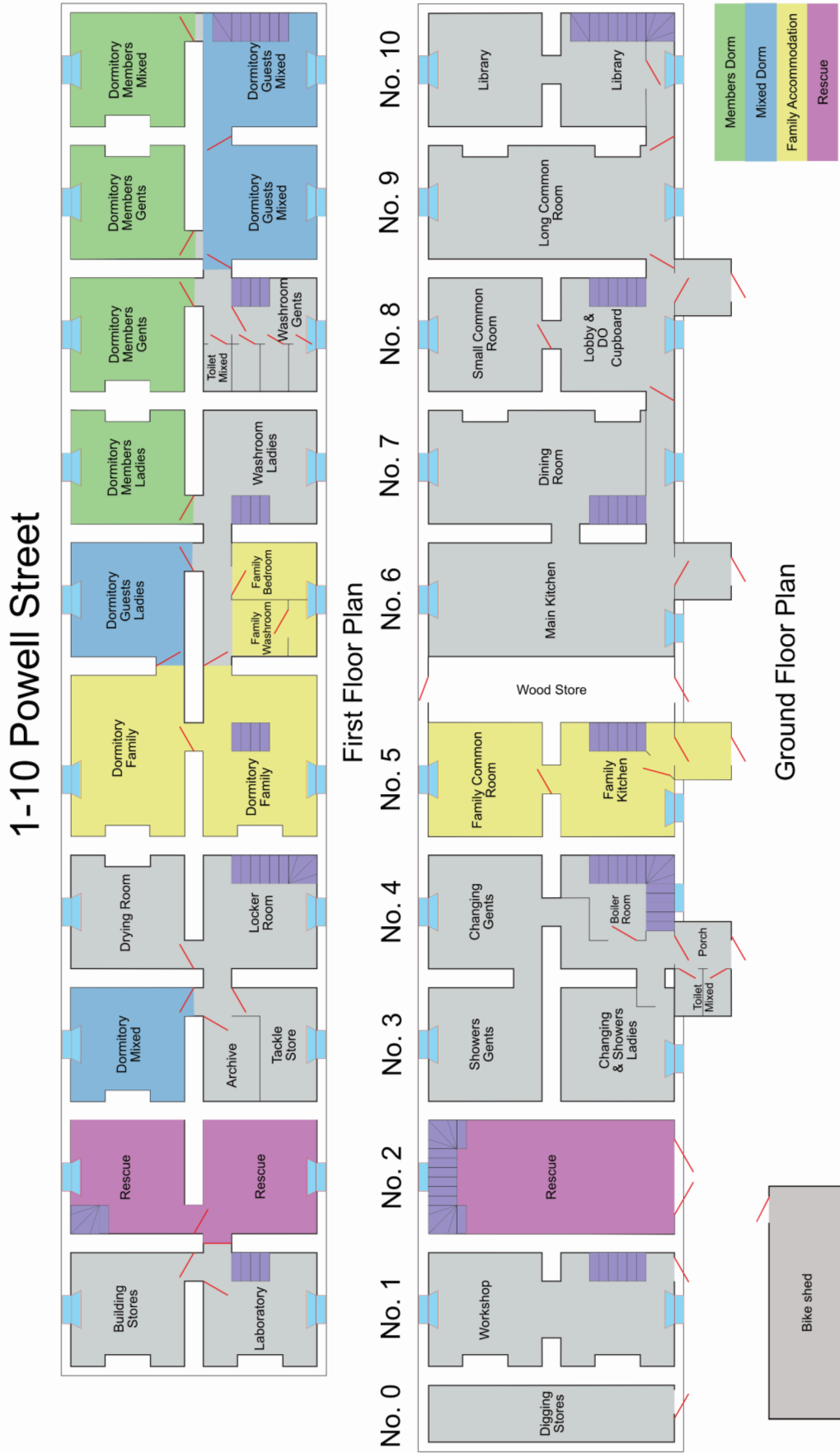
The current code number is displayed on the main notice board on the beige coloured sheet showing these instructions

Opening Up

If you are the first to arrive at the HQ or if not done already:

- Open the main front doors using the key taken out of the key safe or collected from one of the [local key holders](#).
- Switch on the electrical supply at the labelled trip switch on the fuse boxes high up in the Cottage No.7 corridor to the right as you go in via the main door.
- Turn on the Main Kitchen gas supply, slowly. The valve is at head height above the fridges. If Family Quarters is going to be used, switch on the gas supply in that kitchen as well. These valves are on when the lever is vertical - in line with the pipe.
- Close all the fridges and dispose of any old food and expired rodents. In the Main Kitchen, switch on all five fridges or just two if the Club is not busy. There are switches over the worktops for fridges 1,2 and 3,4,5 and switched plug sockets under the worktops which should not be switched off.
- If you find any obvious damage or a security problem, tell the Operations Manager as soon as possible ([Telephone Numbers for Help](#)) or inform a Committee member.
- You do not need to turn on the central heating and hot water at weekends as these are controlled by a time switch. Midweek visitors will need to override the boiler timer for heating and hot water (Staying At the HQ - Central Heating, Hot Water and Drying).

SWCC HQ Layout



Sleeping Arrangements

All Members, Guests and Visitors should bring their own bedding and pillows.

The dormitories are designated for use as described in the diagram on page 10.

Members, or guests, accompanied by children have priority use of the family accommodation in Cottage 5 and children under 16 years old should eat and sleep in Cottage No. 5 only.

Adults not accompanied by children may use Cottage 5, if space permits, and with the agreement of any adults with children present. They should confine themselves to dormitories not being used by children.

The dormitories in Cottage 6 and 7 are accessed via the stairs off the corridor in Cottage No.7 - next to the main Dining Room.

The dormitories in Cottages Nos.9 and 10 (Front) are accessed via the stairs in Cottages No.8 or No.10.

Cottage No.8 toilets and washroom has one unisex cubicle which can be accessed from the corridors serving the Nos.9 and 10 bedrooms.

Camping is allowed only on the grass on the far side of the car park

Central Heating, Hot Water and Drying

- The central heating and hot water are timed to come on twice per day from Friday through to Sunday. Normally, this will be sufficient, and **you should not need to adjust the settings.**
- 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 main fuse boxes in the Cottage No.7 corridor near the main door will turn the hot water and/or the heating on for two hours.
- Do not put dripping items directly into the Drying Room but let them drain for a while in the Changing Rooms first. Switch on the Drying Room dehumidifier; it will dry most of the clothing items in the room overnight provided they are not very wet. A Duty Officer or Club Member if present can turn on heat in the Drying Room using a key.
- In the event of gas being unavailable or a boiler failure, there is an electrical immersion heater that can be used to provide hot water only (and not central heating). The switch is inside the cage in the boiler room. The immersion heater is manually controlled and is not on a timer, but its thermostat will prevent any overheating.
- The combination for the boiler room lock is available from any of the Telephone Numbers for Help
- If a boiler reset is required, [see the instructions](#)

Kitchen and Cooking Arrangements

The HQ has a fully equipped main kitchen which those visiting the HQ are welcome to use. One of the ovens in the Main Kitchen is electric and the controls are complicated - but there is a user manual adjacent. To prevent the oven being left on

inadvertently, it is on a 2-hour timer. To make the oven work, you must firstly press the button on the isolator situated under the bench and to the right of the oven itself. If the oven is turned off and you wish to use it again or if you cook for more than 2 hours, this button will have to be pressed again.

Cleaning

- Please clear up and leave the HQ in a clean condition at the end of a weekend.
- There are notices in the Main Kitchen indicating how and where waste should be disposed of. Recyclable waste should be separated and put into the appropriate bins. Outside, there are several bins for waste - the smaller ones for recyclables and the large one for general waste. The key for the bins is hanging by the door to the main kitchen, and the bins should be left locked on leaving. Note: all recyclables should be clean before disposing. Paper towels and plastic film go in the general waste bin.
- Cleaning materials are in the Dining Room cupboard.
- Spare toilet rolls are in the cupboards in Cottage No.8 Gents Toilets and in Cottage No.7 Ladies Toilets.

Electric vehicles

- There is no facility for charging electric vehicles at SWCC.
- Electric bikes should be charged in the Bike Shed NOT in the HQ.

Telephone and WiFi

- The HQ has a telephone located downstairs in Cottage No.8 which Members, Guests and Visitors may use it to make UK landline and mobile calls free of charge. The HQ telephone number is 01639 730613.
- If you need to talk for a long time, e.g. over 5 minutes, then please use your own 'phone or get the other person to call you back. Abuse of this facility may result in it being withdrawn.
- **In particular, users should ensure that they are not making calls to UK mobile telephones which are being used overseas as this will result in very high call charges for which SWCC will invoice the caller.**
- To recover voicemails on the telephone you will need to enter a 4-digit PIN available in [Appendix D - Codes and Passwords](#).
- The signal strength for mobile networks at the HQ is very weak but there is a booster downstairs in Cottage No.8 which provides an adequate signal.
- WiFi is available at the HQ. The WiFi signal is best in Family Quarters and the Small Common Room, details in [Appendix D - Codes and Passwords](#).

Payment

All items to be paid for should be recorded on the hut sheet against the name of the purchaser. This includes merchandise and other items in addition to hut fees.

SWCC aspires to be a cashless organisation and the preferred, and most convenient, way to make any payments at SWCC is therefore by using the SumUp System. This involves contactless payment with the following benefits.

- no need to bring cash or a chequebook.
- no need to check how much to pay for each item.
- receipt email facility for expenses claims.

Hut Fees

Hut fees are charged per day and are based on the fact that HQ facilities are used as much during daylight hours as at night.

- The current fees are shown on the notice board and also in Appendix C - Hut Fees for the HQ.
- A typical weekend, Friday night to Sunday afternoon is a 2-day payment.
- Use of the HQ for a full day and then the following day with 1 residential night is also a 2-day payment.
- An arrival during the afternoon of the day and departure on the following morning is a 1-day payment.
- Those under the age of 2 years stay free of charge. Child hut fee rates apply between the ages of 2 and 16 years, from 16 years upwards, adult fees apply.
- Fees for camping or the use of a campervan are the same as for use of the cottage bedrooms.

SumUp System

The SumUp facility consists of a Tablet and the SumUp contactless card reader. Any visitor may log in to the 'pay only' function of SumUp using the following credentials. Once logged in, you will see icons representing the different items.

- Email: swccdutyofficer@gmail.com
- Password: SWCCofd1946

If the Tablet is in a locked condition, please refer to [SumUp Tablet Log In Details](#).

Paying by SumUp

- Select the items to purchase.
- Choose the one of the pre-set quantity options of the item or edit the quantity when tapping once in your basket.
- Select to pay by contactless.
- Place your card over the SumUp reader when requested.
- Enter the last 4 digits of your 16-digit card number card against the payment amount recorded in the SumUp column on the hut sheet.

There is an option to receive a receipt by email if you wish. The system may request your PIN as a security measure.

Paying by Bank Transfer

Bank transfer payments made payable to "SWCC"; Sort Code 20-13-67; Account No. 30525340. Please provide payment within 48 hours of departure.

Paying by Cheque

Cheques should be payable to 'South Wales Caving Club' - not 'SWCC'.

If paying by cheques, please post these in an envelope through the letterbox of the library door and email treasurer@swcc.org.uk.

Unfortunately, we are unable to accept payment by cash for anything other than shower day-fees in the collection boxes.


DEPARTING FROM THE HQ

Check List

- Try to leave the HQ reasonably tidy and do not be scared to ask other people staying at the HQ to do some cleaning.
- 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 as this will stop the boiler from working.
- Switch off the electrical supply at the labelled trip switch on the fuse boxes high up in the Cottage No.7 corridor to the right as you go in via 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 rubbish and recycling should be put in the relevant bins situated across the car park by the outside sheds. Replacement bin bags are kept in the Dining Room cupboard.
- Close all windows and then lock all outside doors.
- Replace any cave/HQ keys used from the key safes.
- Return any key borrowed from a local key holder.

CAVING

Call Out Arrangements

- SWCC supports an IT based destination board / call out system based on an 'app' called the Digital Destination Board (DDB). This can be accessed using the monitor in the No 8 Lobby area or downloaded onto a mobile phone from the relevant 'app store' or QR code.
- 
- The DDB is monitored by a group of voluntary wardens who are automatically notified of overdue parties. They will take the appropriate action as soon as you exceed your call out time.
 - Use of DDB is free, **please remember to cancel you trip on your safe return.**
 - If you are not using the DDB, please make your own call out arrangements, remembering to provide your call out with the following details:
 - the cave and route

- all of the party members
- car registration(s)
- the key safe used.
- your Club name.
- your ETA.

Keys to Ogof Ffynnon Ddu (OFD)

- Keys to OFD are available from key safes located in the Cottage No.3 corridor near the Changing Rooms.
- If you have a permit and wish to enter OFD, you should obtain from the OFD Permit Secretary the 4-digit code to the details of the key safe you have been allocated.
- Please return this key to the correct key safe when you come out of the cave and lock the key safe by setting a random number. The Club will charge visitors for the cost of replacement keys if they are lost or not returned.
- Complete the log book which you will find by the key safes. Remember that you must have a permit in order to cave in OFD and that you should make your own call-out arrangements, even at weekends.

Caving - Management and conditions of OFD Access

The OFD Cave Advisory Group (OFDCAG) administers the logging and issue of keys to Ogof Ffynnon Ddu as part of the Club's responsibilities to Natural Resources Wales (NRW) and also for conservation purposes.

- Visitors should have obtained a permit in advance from the OFDCAG Permit Secretary.
- Specific access information by cave can be found at www.swcc.org.uk/joomla-swcc/caving/local-caves.

APPENDIX A - Emergency Information

Fire Alarm System

The HQ has an integrated fire alarm system with a control panel in the Cottage No.7 passageway adjacent to the lobby. In the event that the alarm goes off:

- Evacuate the HQ and check that everyone is out.
- Press the silence alarm button then identify the 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.

Information relating to the fire alarm system, along with the call point cancel code, is in the file above the fire alarm panel.

Electricity

Inside the buildings, the circuit breakers are:

- In corridor to the right of the Main Kitchen (Cottage No.7)
- In Family Quarters above the porch area (Cottage No.5)
- In the Workshop (Cottage No.1)

Outside the buildings, the circuit breakers are:

- In the porch of Family Quarters (Cottage No.5). These circuit breakers control the electrical supplies to the vehicle pit, kit wash down area, outside building stores and sheds.
- In the main porch (Cottage No.7). This circuit breaker controls the electrical supply to the campsite.

Guide to the Consumer Unit

Each circuit is protected by a circuit breaker (MCB) and each group of circuits is protected by a Residual Current Device (RCD). An MCB is designed to operate when high currents are detected, e.g. a short circuit caused by a faulty appliance.

To reset a tripped RCD or MCB - make sure the lever is fully down then push upwards.

Fault finding - when an RCD or MCB keeps tripping, unplug all appliances and turn off all switches, for example lights, cooker, shower etc. For an RCD, also turn off all its associated MCBs at the consumer unit. One at a time turn back on the MCBs and then one at a time turn on the switches and, one at a time, plug in the appliances. If at any stage an RCD or MCB trips, then this shows where the fault lies. Usually, it is caused by a faulty appliance, e.g. a cooker or by water entering an outside light. You should report any faulty appliances to the Operations Manager (Telephone Numbers for Help).

If there is no electricity available, inform the local authority responsible for electricity supply (Western Power Distribution) Tel. 0800 052 0400.

Water

Outside the buildings there is not one single stop tap for all the cottages.

There is a double manhole cover just inside and to the left of the main gate as you come in. The stop tap in there controls the water to the wash down area only.

Inside the buildings there are three shut off points:

- In the corner of the Tackle Store (upstairs, Cottage No.3). This feeds the roof tanks above Cottages Nos.3 and 4
- Under the Family Quarters sink (Cottage No.5). This feeds the No.5 kitchen.
- Behind the fire door downstairs in the lobby (Cottage No.8). This feeds the roof tanks above Cottage No.9 and the Main Kitchen.

If there is no water coming out of the taps:

The water comes from holding tanks up the hill. In periods of either drought, sub-zero temperatures, or after very heavy rain when the inlet to the holding tanks can block with vegetation, the supply may fail. Water will continue to be available for a period from the bulk tank through some of the taps until it runs out.

Under these circumstances, you should use this water sparingly. You can arrange for drinking water to be brought up the hill from e.g. one of the local key holders.

Sewage

The cover of the septic tank is located 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 Operations Manager (Telephone Numbers for Help) that a pump out is required.

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.

The gas can be turned off at the bulk tank as well.

The Calor Gas customer services telephone number is 0345 609 6206. The SWCC Account No. is 40243365 and the Delivery Point Reference is 40243373.

The Calor Gas emergency telephone number is 0345 744 4999.

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 you suspect that the tank may be running low, you can check the contents gauge on the top using the yellow key on the DO key ring to undo the cover.

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.
- Check that the valve on the tank top 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 the gas valves to the boiler and/or kitchens are on

Appendix B - Useful Information

HQ Details

The HQ address is: 1-10 Powell Street, Penwyllt, Swansea, SA9 1GQ.

The HQ telephone number is 01639 730613

The HQ is at:

- Lat/Long 51° 49' 33" N 03° 39' 40" W
- Grid Reference SN 856154
- What3Words: teaspoons.respect.backyards

Telephone Numbers for Help

If you have any problems help is available from:

Paul Meredith (Operations Mgr.)	Tel. 01202 861808 or 07748 394 531
Lesley Davies (Local Member)	Tel. 01639 730771 or 07970 177621
Keith Goodhead (Bookings) < bookings@swcc.org.uk >	Tel. 01874 610080

First Aid and Medical

- There is a First Aid kit in the Small Common Room.
- The nearest doctor is the Ystradgynlais Group Practice, Abercrave Health Centre, SA9 1XP, Tel. 01639 730225.
- The nearest hospital is Morriston, Swansea SA6 6NL, Tel. 01792 702222.

Pubs and Food

PUBS		
The Copper Beech	Abercrave, SA9 1XS	copperbeechinn.co.uk , 01639 730269
The Abercrave Inn	Abercraf, SA9 1XS	abercraveinn.co.uk , 01639 731002
The Ancient Briton	Pen-Y-Cae, SA9 1YY	ancientbriton.co.uk , 01639 730273
Pen-Y-Cae Inn	Pen-Y-Cae, SA9 1FA	penycaeinn.com , 01639 730100
The Gwyn Arms	Pen-Y-Cae, SA9 1GP	01639 730310
Tafarn-Y-Garreg	Pen-Y-Cae, SA9 1GS	tafarnygarreg.co.uk , 01639 731415
FOOD		
Tiffin (Indian)	Ystradgynlais, SA9 2JX	01639 842144
Central House (Chinese)	Ystradgynlais, SA9 1NT	01639 842824
The Old Temp (Fish & Chips)	Ystradgynlais, SA9 1HD	01639 416329
Marianos (Fish & Chips)	Ystalfera, SA9 1HD	01639 845675

Appendix C - Hut Fees for the HQ

Effective from Jan 3rd, 2024

<p>Members visiting the HQ primarily on Club business i.e. Club administration, HQ servicing or repair work.</p> <p>Also, residential stays of Members' children under 2 years old</p>	free
<p>Non-resident Visitors using only the changing facilities With or without shower use.</p> <p>Payment in a shower box or SumUp solo machine in Cottage No 3 (changing room) lobby.</p>	£2.00
<p>Non-resident Members and their Guests - Day Use For use of any facilities on recreational day visits to the HQ. Payment in the post box in the Cottage No.8 lobby area.</p>	£2.00
<p>Members, Provisional Members and Reciprocal Members With proof of membership of Bradford Pothole Club, Bristol Exploration Club, Cave & Crag Club, Craven Pothole Club, Mendip Caving Group, Orpheus Caving Club, Red Rose Cave and Pothole Club, Shepton Mallet Caving Club, Wessex Cave Club, or Yorkshire Subterranean Society.</p> <p>Includes Junior/Provisional Members over 16 years of age. Residential day.</p> <p>Any members acting as a Duty Officer is exempted from paying the hut fee for each night they act as DO.</p>	£8.00
<p>Children (under 16 years) of a Member, Provisional Member or Reciprocal Member</p> <p>Residential day.</p>	£4.00
<p>All other resident Guests and Visitors</p> <p>Residential day.</p>	£12.00
<p>Children (under 16 years) of a Guest or Visitor</p> <p>Residential day.</p>	£6.00
<p>Resident Students in a group that has pre-booked with the SWCC Bookings Secretary</p> <p>Non pre-booked Students pay Guest/Visitor rates. Residential day.</p>	£9.00

Appendix D - Codes and Passwords

Telephone voicemail PIN – 1946

HQ telephone number - 01639 730613

WiFi network - “SWCC - Internet Access “

WiFi password - penwyllt2016

SumUp Tablet Log In Details

- Tablet Unlock code: 2977
- If the Google account needs resetting please contact the Treasurer, [\[treasurer@swcc.org.uk\]](mailto:treasurer@swcc.org.uk)

Appendix E - SWCC Rules



SOUTH WALES CAVING CLUB CLWB OGOFEYDD DEHEUDIR CYMRU

1-10 POWELL STREET, PENWYLLT, PEN-Y-CAE, SWANSEA SA9 1GQ
TEL: 01639 730613

www.swcc.org.uk



SOUTH WALES CAVING CLUB - RULES

1. STAYING AT THE HQ

1. Members may stay at the HQ, together with up to 2 Guests, without prior notice. Members who wish to bring more than 2 Guests must apply to the Secretary for permission.
2. Provisional Members may bring partners and their children but no other Guests, except as Visitors (see rule 4).
3. No person shall stay at the HQ for more than 15 nights in any 30 without prior written permission from the Secretary.
4. Visitors or parties of Visitors who wish to stay at the HQ must apply to the Booking Secretary for permission. A deposit may be charged.
5. Up to 5 Visitors who are members of a club with which SWCC has Reciprocal Rights arrangements may stay at the HQ without prior notice but may not bring Guests.
6. The rear bedrooms of Cottage Nos. 6 and 7 are reserved for women. The rear bedrooms of Cottage Nos. 8 and 9 are reserved for men.
7. The rear bedrooms in Cottage Nos. 7, 8, 9 and 10 are reserved for Members and their Guests.
8. Children under the age of 16 should eat and sleep in Cottage No. 5 only. Adults accompanied by children have priority use of Cottage 5. Adults not accompanied by children may only use Cottage No. 5 if no children are present. In the event that any adults accompanied by children arrive to stay in Cottage No. 5 then any adults unaccompanied by children and already staying in Cottage No. 5 shall move out as soon as is feasibly possible.
9. The Duty Officer, if present, or any Officer of the club has the authority to vary sleeping arrangements when necessary.
10. Any person under the age of 18 (including Junior Members) must be accompanied by a parent or adult in loco parentis when staying at the cottages or attending Club activities.
11. Any person staying at the HQ overnight, including campers and Visitors with caravans and campervans, must sign in and make payment through the hut sheets. All other persons visiting or using the premises should sign the visitor's book. Visitors using any facilities e.g. showers, changing rooms, kitchens are to pay day fees.

1

SWCC rules – October 2024



SOUTH WALES CAVING CLUB
CLWB OGOFEYDD DEHEUDIR CYMRU



1-10 POWELL STREET, PENWYLLT, PEN-Y-CAE, SWANSEA SA9 1GQ

TEL: 01639 730613

www.swcc.org.uk

12. Wet and/or dirty caving gear shall not be taken into or worn in the accommodation sections of the HQ.
13. All users of the HQ should make every reasonable effort to keep and leave the place clean and tidy. All perishable foods must be removed from the HQ before leaving.
14. All users of the HQ should segregate and dispose of their recyclable waste in accordance with the arrangements displayed in the kitchen areas.
15. There shall be no undue noise between midnight and 6.00 a.m., unless as the result of a pre-advertised function approved by the Committee.
16. Electronic devices shall not be used to the annoyance of others at any time.
17. Animals, other than registered Assistance Dogs, shall not be brought into the sleeping, cooking or dining areas under any circumstances. Animals may only be brought into the Common Rooms in Cottage Nos. 8 and 9 and only providing that no one present objects. Animals shall not be fed within the main HQ building. Animals which have been brought to the HQ shall be under direct supervision at all times.
18. Explosive materials and charged diving cylinders must not be brought into any part of the main HQ buildings. They may be stored within the lean-to Digging Store ('Cottage Zero') or other nominated outbuildings.
19. Guns shall not be brought onto any Club property without prior written permission from the Committee.
20. Smoking and vaping are prohibited within any of the buildings at the HQ.
21. Notices regarding the management of the HQ shall be complied with.

2. GENERAL

22. No Member shall purport to represent the view or opinion of the Club on any matter without prior authorisation from the Committee.
23. Members, Guests and Visitors should be respectful of others and be mindful of the effects that their behaviour, language, actions and any communications may have on others.

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SWCC rules – October 2024



SOUTH WALES CAVING CLUB
CLWB OGOFEYDD DEHEUDIR CYMRU



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24. Members shall not act in such a way as to bring the Club into disrepute.
25. No Member shall make available to any non-Member or organisation the contents of the Club membership list without prior written permission from the Secretary.
26. Any person who does not comply with the above Rules may be banned from Club property for a period fixed by the Committee.