

SOUTH WALES CAVING CLUB - RULES

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.
3. No Guest shall stay at the HQ for more than 8 nights in any period of 12 months without prior written permission from the Secretary.
4. No person shall stay at the HQ for more than 15 nights in any 30 without prior written permission from the Secretary.
5. Visitors or parties of Visitors who wish to stay at the HQ must apply to the Secretary for permission. A deposit may be charged.
6. 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.
7. 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.
8. The rear bedrooms in Cottage Nos. 7, 8, 9 and 10 are reserved for Members and their Guests.
9. Family Quarters (Cottage No. 5) are reserved for Members, Provisional Members and Visitors accompanied by children under 16 years old and for Joint Members when space permits. Children under 16 years old should eat and sleep in Cottage No. 5 only.
10. The Duty Officer (or, in the absence of a Duty Officer, any member of the Committee) has the authority to vary sleeping arrangements when necessary.
11. 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.

12. 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 visitors book. Visitors using any facilities e.g. Showers, Changing rooms, kitchens are requested to make a contribution towards the running costs of the club via donation boxes throughout the headquarters.
13. Wet and/or dirty caving gear shall not be taken into or worn in the Accommodation sections of the HQ.
14. 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.
15. All users of the HQ should segregate and dispose of their recyclable waste in accordance with the arrangements displayed in the kitchen areas.
16. 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.
17. Electronic devices shall not be used to the annoyance of others at any time.
18. 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.
19. 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.
20. Guns shall not be brought onto any Club property without prior written permission from the Committee.
21. Smoking and vaping are prohibited within any of the buildings at the HQ.
22. Notices regarding the management of the HQ shall be complied with.

GENERAL

23. No Member shall purport to represent the view or opinion of the Club on any matter without prior authorisation from the Committee.
24. 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.
25. Members shall not act in such a way as to bring the Club into disrepute.
26. 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.
27. Any person who does not comply with the above Rules may be banned from Club property for a period fixed by the Committee.