



Springfield Fellwalking Club

April 2016

CONSTITUTION

NAME

- 1 The name of this club is Springfield Fellwalking Club (the Club).

OBJECTS

2. The Objects of the Club are to:
 - Organise, promote and lead walks especially in the mountainous and fell regions for the mutual benefit of members and encourage an appreciation of the countryside and the environment.
 - Promote safety and care in the countryside.
 - Arrange transport to the commencement and from the termination points of such walks.
 - Foster links with, support and cooperate with other persons and organisations with similar aims.
 - Foster a spirit of good fellowship among members and do all things which seem to be incidental and conducive to the attainment of the above aims.

MEMBERS

- 3.1 Any person who supports the aims of the Club may apply for membership
- 3.2 The Secretary shall keep a register of members and enter in it the names and addresses of all persons who become Members.
- 3.3 A Member shall cease to be a Member :
 - If he or she gives to the Secretary written notice of resignation of his or her Membership.
 - If he or she fails to pay any subscription within one month after the due date of payment.
 - If the Member having committed some act or been guilty of behaviour inconsistent with Membership of the Club, the Committee resolves by a majority of three quarters to remove him or her from Membership.

SUBSCRIPTIONS

- 4.1 The Club's membership year is from 1st April to 31st March
- 4.2 The annual subscription of the Club shall be such sum as shall be determined by the Committee prior to the annual general meeting and shall be payable in advance for then current calendar year to the Treasurer within one month of the annual general meeting.

THE COMMITTEE

- 5.1 The Committee consists of Chairman, Secretary, and Treasurer and the following other members : Coach Secretary, Walks Co-ordinator, Equipment Officer, Social Secretary, Newsletter Editor, Booking Secretary and Publicity Officer.
- 5.2 The committee is empowered to appoint one of their number to be Chairman and a Vice Chairman.
No person shall be appointed a member of the Committee at any general meeting unless not less than fourteen days before the date appointed for the meeting; a notice has been given to the Club of the intention to propose that person for appointment signed by a Member and that person.
- 5.3 Any casual vacancy on the Committee or of any office arising between annual general meetings may be filled by the Committee's appointee.
- 5.4 Any member of the Committee may retire by giving one week's prior notice to the Secretary, and all shall retire at the end of each annual general meeting, but shall be eligible for re-election at that meeting.
- 5.5 Any person who fails to attend three consecutive meetings of the Committee without giving a reason acceptable to it shall automatically cease to be a member of the Committee.
- 5.6 The Committee shall manage all the affairs of the Club and shall have power to do everything necessary for that purpose.
- 5.7 The quorum of the Committee shall be five.
- 5.8 Committee meetings shall be held not less than once in every alternate month.
- 5.9 Not less than three days' written or oral notice shall be given by the Secretary to the members of the Committee of every monthly meeting, but in an emergency at the discretion of the Chairman and Secretary additional meetings may be called on not less than 24 hours' notice.
- 5.10 Decisions at meetings of the Committee are made by a simple majority and in the event of equality of voting the Chairman (or acting chairman of that meeting) shall have the casting vote.

EQUIPMENT

6. All equipment acquired for the Club is the property of the members but will be under the control of the Committee.

ANNUAL GENERAL MEETING

- 7.1 An annual general meeting shall be held in March/April in every year.
- 7.2 The business of the annual general meeting shall be:
 - To receive the Chairman's report of the activities of the Club during the preceding year.

- To receive and consider the accounts of the Club for the preceding year and the Treasurer's report on the financial position of the Club including a signed approval of the Auditor.
- To elect members of the Committee;
Any other business as notified to the Secretary not less than 14 days prior to the said date of the A.G.M. The subscription for the current year will be confirmed at the A.G.M. as previously decided by the committee.

EXTRAORDINARY GENERAL MEETING

- 8.1 An Extraordinary General Meeting (EGM) may be called at the discretion of the committee.
- 8.2 An EGM must be called within 21 days of the receipt by the Secretary, in writing, of a requisition stating full reasons for the meeting and signed by not less than 30% of the membership.
Business at such meeting to be confined to that stipulated in the request.
- 8.3 Notice of an EGM shall be circulated to all members, stating the purpose, not less than 14 days in advance of the meeting.
- 8.4 The method of voting at an EGM will be by secret ballot.
- 8.5 A quorum at an EGM comprises not less than 25% of the membership.
- 8.6 The business which may be conducted at an extraordinary general meeting may be any one or more of:
 - Removing all or any of the officers, other members of Committee and Auditor of the Club and filling the vacancies caused by such removal;
 - Appointing persons to fill any other vacancy in any office or the Committee;
 - Considering and if thought fit making a decision on any matter which the Committee by resolution refers to a general meeting;
 - Altering these rules; or
 - Dissolving the Club.

PROCEEDINGS AT ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- 9.1 Not less than fourteen days prior notice in writing setting out the resolutions to be proposed at the meeting shall be given in the Club's newsletter or sent to every Member at his or her last known postal or email address
- 9.2 Resolutions at annual general meetings shall be passed by a simple majority of the votes entitled to be cast by the Members present at the meeting.
- 9.3 Resolutions at extraordinary general meetings shall be passed by a simple majority of three-quarters of the votes entitled to be cast by the members present at the Meeting.
- 9.4 Resolutions on a ballot shall be passed by a majority of three-quarters of the votes entitled to be cast by all the Members.

- 9.5 Each Member shall have one vote on every resolution.
- 9.6 In the event of equality in voting at an annual general meeting the Chairman (or acting chairman at that meeting) shall have a second or casting vote, but there shall be no second or casting vote on any resolution proposed at an extraordinary general meeting.

ACCOUNTS INCOME AND PROPERTY

- 10.1 The financial year of the Club shall end on 31 December in every year, to which day the accounts shall be balanced and drawn.
- 10.2 As soon as is practicable after the end of the financial year there shall be prepared a statement of the assets and liabilities of the Club at the end of the financial year, and a statement of the income and expenditure during that year, which statements shall be audited by the Auditor not less than 24 day's before the annual general meeting. The Auditor may be a member of the club but not a member of the Committee.
- 10.3 All monies received by the Club shall be paid into an account in the name of the Club at bankers appointed by the Committee, and cheques and other instruments drawn on and directions to the bankers shall be signed by not less than two officers.
- 10.4 No action involving expenditure in the name or on behalf of the Club shall be taken and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority of a resolution of the Committee.

INDEMNITY

- 11 Except such loss as arises from their respective wilful default the members of the Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as a result of the discharge of their respective duties on its behalf, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities by them in the discharge of their respective duties.

DISSOLUTION

- 14.1 By resolution passed under rule 9.3
- 14.2 By resolution of the committee if that on the grounds of expense or otherwise it is necessary or advisable to dissolve the club.
- 14.3 The dissolution shall take effect from the day when the resolution is passed the Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- 14.4 If any property remains after the discharge of all debts and liabilities of the Club it shall be distributed equally amongst the Members of the Club at the date of the dissolution or at the discretion of the Committee shall be donated to a mountain rescue association/organisation.

CLUB RULES

These rules are provided for the safety and enjoyment of all members and for the protection of the club's activities. Nothing in these rules shall conflict with the Constitution and these rules are additional to those stipulated in the Constitution.

FRIENDS AND PROSPECTIVE MEMBERS

- 1.1 Non-members including friends of members and prospective members may attend walks at the discretion of the Committee.

BOOKING

2.1 Coach Seats:

- 2.1.1 Guaranteed seats will be available for Walk Leaders, committee members and one partner, subject to the normal booking conditions.
- 2.1.2 Priority will be given to those on the waiting list from the previous walk.
- 2.1.3 Walkers on the coach on the day of the walk.
- 2.1.4 Walkers nominated by those on the coach. Only one name per person can be given and to be nominated by only one person.
- 2.1.5 Names can be added by contacting the Booking Secretary up to 9.00pm on the first Wednesday.

2.2 Cancellations:

Contact the Booking Secretary between 6.00pm and 9.00pm. Payment of the coach fare is to be made in full for cancellations made after 9.00pm on the second Wednesday even if their place is filled by another member.

2.3 Waiting List

- 2.3.1 Where a waiting list is likely to occur the booking secretary will employ random means to determine the order in which bookings are taken on the coach.
- 2.3.2 Confirmations Those still on the waiting list from the previous walk **MUST** confirm their place on the coach for the following walk by informing the Booking Secretary between 6.00pm and 9.00pm on the first Monday. If the seat is not confirmed, the name will be taken off the list and the seat offered to the first person on the current list.
- 2.3.3 Places on the coach will be offered in strict waiting list order. The Booking Secretary will make contact as soon as a place becomes available. N B Places may be offered up to 7.00pm on the 2nd Friday
- 2.3.4 The Booking Secretary should be informed as soon as possible if you would not be in a position to take up a place if offered.

ON THE COACH

- Rucksacks and other bags should not be taken on the coach; all bags should be left in the boot.
- Sharp or pointed objects (e.g., walking sticks) should not be left in the overhead carriers.
- After the walk, boots must be removed before entering the coach.
- Members should attempt to maintain the clean, dry and tidy state in which the coach arrives; failure to do this could damage the club's relations with the coach company.
- Members must remain seated with seat belts securely fastened whilst the coach is in motion.
- Members should not distract the driver's attention.
- Members should carry a change of clothing in the coach luggage area.
- Members must respect the privacy of other members when changing. In particular, the rear half of the coach is reserved for female members to change and male members should not occupy this end of the coach until all the female members have finished changing. Male members can occupy the front end of the coach in inclement weather.

CLOTHING

- 3.1 It is the responsibility of each member to ensure that they are properly equipped and clothed for each walk. Essential items include boots and waterproofs, Members are strongly advised to carry/wear thick socks, gloves, warm hat and spare layers of clothing, noting that conditions on the mountains are more severe than at the coach drop-off points and that mountain weather can change rapidly
- 3.2 Cotton items are not recommended since cotton retains moisture and may allow the body to get cold. Jeans must not be worn on any walk.
- 3.3 The Walk Leader may refuse to take any member not suitably equipped

FOOTWEAR

- Walking boots are essential on 'A' and 'B' walks and are strongly recommend on 'C' walks. Walking boots should have been worn prior to the walks to ensure comfort and to avoid difficulties on the walk

EQUIPMENT

- Members are recommended to carry at all times a whistle (note the international distress signal on page 10), a survival bag, a first aid kit (although one will also be carried by the leader) and a map and compass.
- During the months November to March inclusive, torches must be carried by all members on 'A' and 'B' walks and are strongly recommended for members on 'C' walks.
- Take adequate food and drinks. A flask with a warm drink is recommended in the winter. On higher grade walks, carry an emergency reserve of glucose tablets, mint-cake, chocolate or sweets.

WALKS

- 4.1 All members are strongly advised to accompany the organised A, B or C walk. Members not taking part in one of the organised walks must be suitably equipped and experienced and must leave details of their intended route and expected return time in writing in the designated book.
- 4.2 Members must only attempt walks that they are capable of completing at the party's normal pace. Members should also be capable of more than the designated walk, in case of emergencies. If in doubt, members should join an easier walk.
- 4.3 The Walk Leader is responsible for ensuring that the walk follows a safe route and reaches the pick-up point before the coach is due to leave. Members are expected to respect any decisions made or instructions given by the Leader.
- 4.4 Members should not walk in front of the Leader unless given permission to do so. In such cases, members must not be out of sight of the leader and must not go beyond any designated point identified by the leader.

ON THE WALK – ALL MEMBERS

- Make sure that you can recognise the Leader
- If you wish to walk with a party for part of the way and then go off on your own, seek the Leader's approval before starting the walk and make sure that he is aware when you leave the party and of your intended route.
- The intended route of all walks, other than the official lead walks, must be entered in the book left on the coach. Names of the members on the unofficial walks should also be entered in the book. Members walking part-way with one of the parties and then separating must also enter their intended route in the book.
- A responsible leader should be appointed on all breakaway groups.
- Do what the Leader asks. The Leader may have to make difficult and unpopular decisions - accept these and stay together as a group.
- Do not pressurise the Leader under any circumstances

- After the walk, thank the Leader who has put a lot of effort into planning and scouting the walk. This helps to ensure a safe and enjoyable day for members and should not be taken for granted.
- During a walk, try to maintain an even pace and avoid crowding each other, especially on rocky and steep hillsides
- On a steep slope, be very careful not to dislodge loose rocks on to those below. If a stone is dislodged, shout the warning 'below'. On scree, it is safer to zigzag or adopt an arrowhead formation.
- Look after your fellow members and assist them if they are having difficulties.
- Help other members over difficult patches.
- If you feel ill or incapable, ensure the Leader or back-marker is informed immediately. Delay may cause an easy or early return route to be missed.
- Members with medical conditions which may cause problems on the walk are requested to inform the Leader prior to the walk and advise on what action to take in the event of an occurrence. Such information will be kept in confidence by the Leader.
- The supervision of children is the sole responsibility of the accompanying adult. Children should be kept under close control and warned of and helped through hazards.
- Take all litter home with you. Remember that organic wastes, such as banana skins or orange peel, will take a long time to biodegrade, particularly at the reduced temperatures encountered on the hills.
- Take care not to damage the natural environment. Try not to add to the erosion of footpaths or scree slopes.

ON THE WALK – LEADERS

- Plan your route beforehand. If possible, scout the area to be covered so as to be familiar with the local landmarks and route in case of loss of visibility on the actual outing.
- The Leader should identify a Back-marker whose task is to stay at the rear to ensure that no members of the party are left behind.
- Assess the potential escape routes which may be used in the event of bad weather or other difficulties.
- The Leader must carry the following items: first-aid kit, (survival bag), map, compass, torch, whistle and survival tent. Arrange with the Equipment Officer for the loan of necessary items.
- On the day of the outing, check the weather forecast, but remember that on high ground conditions may deteriorate rapidly and without warning.
- Leaders should follow the route advertised in the walks list. If it is necessary to alter the walk, due to weather conditions or insufficient time, announce the alterations before the parties leave the coach, so that members may change parties if they wish.
- Check that your party is adequately equipped for the intended walk and the prevailing conditions.

- Introduce yourself to the party if there are unfamiliar faces in it. Give a brief description of the route and severity. Emphasise any hazards. Where appropriate, provide this information early to assist members in choosing which party to walk with.
- Give an indication of the approximate time and/or location of refreshment breaks. If lunch is being delayed, allow for an intermediate snack, since some members leave home before 7 am.
- Do not hesitate to turn back or cut short the walk should the weather deteriorate or if the route becomes too much for the party.
- Leaders can and should expect all members in their party to be capable of the walk and still have excess energy in case of emergencies.
- The Leader must be able to account for the location of all members of the party. Do not allow the party to become widely separated, particularly when visibility is low. Stop regularly to allow slower members to catch up. Do not immediately walk on when the last 'out of breath' member has just caught up.
- If allowing members to walk ahead of yourself, give clear instructions of where they should wait for you.

MISCELLANEOUS

- 5.1 Anyone wishing to join members on the walk but do not travel on the coach will be required to pay 50% of the coach fare
- 5.2 Children under the age of 16 will be charged a child fare, but must be accompanied by a responsible adult.
- 5.3 To ensure effective control of the outing along the lines planned, the Nominated Committee Member for the day is responsible for the coach route, circulation of pick-up details, running of coaches and duration of refreshment stops.
- 5.4 The coach driver's tip shall be decided by the Committee and detailed in the Treasurer's AGM report.
- 5.5 Walk Leaders or substitute Leader shall be given a free seat on the coach. Where the Leader has incurred expenses in scouting a walk, these will be refunded up to a limit determined by the Committee and detailed in the Treasurer's AGM report.
- 5.6 When a leader or substitute Leader who has scouted a walk is unable to lead the walk, expenses may be paid in accordance with 5.4 provided:
 - 5.6.1 The walk is cancelled by the Committee; or
 - 5.6.2 The walk is postponed due to weather or other cause; or
 - 5.6.3 The Leader is unable to attend due to personal illness, official commitment or other such reason the Committee agree is valid.
- 5.7 To assist in the successful running of the Club, the Committee may co-opt additional members.
- 5.8 Alteration to these rules shall be made only by a majority of members present at a General Meeting.

In An Emergency

International Distress Signal

- Six blasts on a whistle (or six shouts or six flashes of a torch), followed by a one minute pause. This signal is repeated over and over again.
- The answering signal is three blasts, followed by a one minute pause, repeated several times.

Arrangements With The Coach

- In an emergency or in circumstances where you will not return to the coach by the required time, contact the Police at the earliest possible moment and give the following information:
 - the name of the club;
 - the Nominated Committee Member's name;
 - the Walk Leader's name, number in the party, their physical condition (if appropriate) and the Leader's intentions;
 - what changes you wish to be made known to the Nominated Committee Member.
 - If you fail to return to the coach on time, the Nominated Committee Member will contact the Police before organising a search
- You should contact the police again about 30 minutes after the original pick-up time to check the message has been collected.

If An Injury Occurs In The Party

- Where the casualty is still able to walk, the party should take the easiest and quickest route down. It may be more appropriate to reach the nearest point of civilisation and make other transport arrangements, rather than continue as far as the coach.
- Where the casualty should not be moved, the party should arrange to split in such a way that assistance can be arranged at the earliest possible time and that the casualty is not left alone.
- The casualty must be adequately protected from the weather with extra layers of clothing and, if possible placed in a survival bag in a sheltered area.
- Mountain Rescue may be contacted by dialling 999 and asking for the Police. Mountain Rescue must only be used in an emergency.
- The following information should be provided to Mountain Rescue:
 - Name of the injured person
 - Group description
 - Nature of the injuries (including if the casualty is conscious)
 - Time of the incident
 - Description of the location
 - 6 figure grid reference (remember, a grid reference is taken across, then up)

- What steps have been taken
- What help is required (including if a stretcher is required)
- Any other relevant information

MOBILE PHONES

- Mobile phones can be an aid in the event of an emergency. However, mobile phones must not be relied upon since there may be no signal in the remote areas visited.
- Members are encouraged to support the club in having a mobile phone in each party. If carrying your phone on behalf of your party leave your phone number in the book on the coach and note the phone numbers of the other parties. There may be circumstances where one party may be able to assist another.

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