

# Leeds Mountaineering Club Handbook



Welcome to the LMC Members' Handbook. This formally sets out what we do and how we do it. When new procedures are brought out they are often mentioned in a newsletter but then forgotten by all. This document brings all those together into a format, which can be distributed to all existing, new and prospective members. It includes our constitution, which governs the way the club formally operates and also the (few) standing orders and rules that the committee have laid down. It states how we expect members to act and how we run an efficient and organised club. Questions regarding the content should be directed to any committee member.

The club was formed to encourage participation in the sport and to provide a focal point for like-minded people to share ideas and resources. We primarily achieve this by organising a meets programme that acts as a focus for the club and its member's activities. Due to problems of liability we are unable to offer formal training or hire out equipment. The LMC recognises that mountain sports are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.

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1. NAME

The name of the club shall be the Leeds Mountaineering Club.

2. OBJECTS

To promote mountaineering among people in the Leeds area by providing a means of association for those who are interested.

3. MEMBERSHIP

Membership of the club shall be available to any person irrespective of political beliefs, religion, nationality, race or colour subject to the enrolment procedure laid down in the current Standing Orders (see Clause 10).

4. TERMINATION OF MEMBERSHIP

The committee shall have the right, for good and sufficient reasons, to terminate the membership of an individual member provided that the individual member shall have the right to be heard by the committee before a decision is made and shall have the right to appeal to a General Meeting of the club.

5. SUBSCRIPTIONS

All members shall pay such subscription as the committee shall from time to time determine, and having paid such subscription shall be entitled to vote at General Meetings of the club.

The committee shall establish a lapsing period after which membership shall cease until subscriptions are paid.

6. COMMITTEE

- (a) Subject to the limitations of Clause 7, the policy and general management of the club shall be directed by a committee, which shall meet not less than four times a year.
- (b) The committee shall consist of a Chairperson, Treasurer, Meets Secretary, Membership Secretary, Social Secretary, Communications Secretary, Climbing coordinator, Walking coordinator and not more than two other voting members.
- (c) At least three members of the committee shall be over the age of 21 years.
- (d) The committee shall have the power to co-opt additional non-voting members subject to section (b) of this Clause and to appoint other officers as are deemed necessary from time to time.
- (e) The committee shall be elected at the Annual General Meeting to serve for one year to the next Annual General Meeting.
- (f) No named position on the committee should be held by any one person for more than three consecutive years.
- (g) No person shall be elected to, or remain in, any office or committee of the club if for any reason they are unable to discharge their duty to the club or attend committee meetings. It shall be at the committee's discretion to withdraw office from any such person and to co-opt new members as may be necessary.

7. ANNUAL GENERAL MEETING

Once each year in the month of January, after at least 28 days notice, the committee shall convene an annual general meeting of the club, which all members shall be entitled to join, for the purpose of

- (a) Receiving the annual audited statement of accounts,
- (b) Receiving the annual report of the committee,
- (c) Appointing officers of the club and other members of the committee,
- (d) Appointing the auditor or auditors,
- (e) Making recommendations to the committee,
- (f) Whenever necessary, voting on proposals to amend the constitution in Accordance with Clause 13.

Any person unable to attend the A.G.M. can submit a proposal in writing and can also stand for office providing that the secretary receives written notification and consent before the meeting.

8. EXTRA-ORDINARY GENERAL MEETING

An extra-ordinary general meeting may be called for any purpose by

- (a) Any committee member, or
- (b) one fifth of the voting members.

Upon receipt of such a written request, the Chairperson shall give notice of an extra-ordinary general meeting within 28 days, allowing a period of seven to fourteen days to elapse between the sending of notice and the meeting stating the reasons for which the meeting is being held.

9. RULES OF PROCEDURE

- (a) Voting  
Subject to the provisions of Clause 13, all questions at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. All members except the Chairperson shall have one vote, but in the case of equality the Chairperson may have a casting vote.
- (b) Quorum  
Not less than half of the members of the committee shall form a quorum at a committee meeting. One fifth of the total membership shall form a quorum at a general meeting.
- (c) Minutes  
A minute book shall be kept by the club and committee and the Chairperson shall enter therein a record of all proceedings and resolutions.

10. STANDING ORDERS

The committee shall have the power to issue standing orders and/or rules for the use of the club. Such standing orders and rules shall come into operation upon written notification to members and any relevant persons, provided always that they shall not be inconsistent with the constitution.

11. FINANCE

- (a) All monies raised by or on behalf of the club shall be applied to further the objects of the club and for no other purpose.
- (b) The Treasurer shall keep proper accounts of the finances of the club.
- (c) The accounts shall be audited at least once a year by an auditor or auditors who shall be appointed by the Annual General Meeting.
- (d) The auditor shall not have been a member of any committee, which was in force for the term to which those accounts pertain.

## 12. DISSOLUTION

If the committee decides that it is necessary or advisable to dissolve the club, the Chairperson shall call an extra-ordinary general meeting. Such a meeting and its purpose shall be publicized in a local newspaper. If such a decision be confirmed by two thirds majority of those present and voting at such a meeting, the committee shall have to dispose of any assets held by or in the name of the club. Any assets remaining after satisfaction of any proper debts and liabilities shall be donated to Mountain Rescue purposes.

## 13. ALTERATION TO CONSTITUTION

Any proposal to alter this constitution must be delivered in writing to the Chairperson of the club not less than 28 days before the meeting at which it is first to be considered. An alteration will require the approval of a two thirds majority of individual members present and voting at a general meeting. Notice of each such meeting must be given in accordance with Clause 8, and giving the wording of the proposed alteration.

===== End of constitution =====

## CLUB MEMBERSHIP

There are two stages to becoming a club member: prospective membership and full membership. Prospective or full membership must be obtained before attending any club meet – including evening climbing meets at the Leeds Wall. An applicant must complete a membership application form and return this and the current prospective membership fee to the membership secretary. After attendance on;

3 weekend meets or;  
2 weekend meets and 2 evening meets or;  
1 weekend meet and 4 evening meets

Within 6 months (or longer period if so deemed by the committee) a candidate will be eligible for full membership. A simple majority vote will be taken at the next committee meeting. Upon acceptance by the committee and payment of the balance due, full membership will be obtained.

Full members' subscriptions are due in January each year. If a prospective member pays their prospective membership fee during, or after, October in Year 1 then they do not have to pay this fee again in Year 2. Payment before October means that the fee is due again in January of Year 2.

## INSURANCE

Part of the membership fee goes to the British Mountaineering Council, which provides civil liability insurance for club members. This is a brief outline of the policy held at the BMC. Further details are available at <http://www.thebmc.co.uk>

The policy covers you for any claim made against you, for any civil liability arising in connection with mountaineering, club or other related activities. The cover operates worldwide and there is no excess applicable. The limit of indemnity in respect of any claim made during the period of insurance is £3 Million for any one event, including claims arising from breach of professional duty with the exception that, in respect of goods sold or supplied (products) claims, the limit of indemnity applies to an aggregate of all events during any one period of insurance.

The club and its Committee are insured for any event or activity, social, business or sporting that they organise and in which they participate. The member of a club is insured for any Club activity and as an individual for climbing and mountaineering and all associated activities such as:

- Fell Walking
- Scrambling
- Ski-mountaineering
- Ski-touring
- Skiing on & off piste
- Mountain biking
- Caving

Please note however, that there are separate representative bodies for skiing, mountain biking and caving and it is not the intention of the BMC to include these mainline activities within its remit. The cover does not apply to people who are acting as professional instructors, guides etc.

## DUTIES OF CLUB EMBERS

The expectations of club members are as follow:

1. Abide by Club rules.
2. Act responsibly and courteously on club meets.
- 3 Assist meet leaders as requested.
4. Offer sociable guidance to new/prospective members.
5. If in possession of suitable transport, then occasionally make it available for lifts of other members.
6. Complete destinations book before setting out on a meet and tick on return.
7. Comply with the equipment and skills requirements outlined below:

## EQUIPMENT & SKILLS

When venturing into the hills, club members are expected to take suitable equipment for the time of year and the conditions they expect to face. This typically includes:

Other than Winter

Winter

Climbing

Walking Boots (with Vibram type sole)	As the first list plus;	As the other lists plus;
Waterproof Jacket	Ice Axe	Helmet
Hat	Crampons (suitable for your boots)	Harness
Map		Rope
Compass	Gloves	Belay device
Whistle		Rack of equipment
Torch		Guide Book
First Aid Kit		
Bivouac Bag		
Spare Food & Drinks		
Spare Clothing		
Waterproof Trousers		
Mobile Phone		

When choosing clothing to wear, bear in mind that cotton and denim are unsuitable. Wicking synthetic fabrics are better.

If a member does not know how to navigate, break their fall with an ice axe, undertake basic life saving or climb (if intending to climb) then it is their responsibility to learn these essential skills before venturing into terrain where they may be needed.

## UNDER 18's

Under 18's are not permitted on hut meets. This is for child protection and to abide by hut rules where applicable.

For all other meets anyone under 18 years of age, whether a member or prospective member, can only book on a meet if they book with a person willing to be their responsible adult.

The responsible adult must at least be a prospective member.

## HUT RULES

The list below is those set by the LMC. There will usually be rules for users of the hut that are set by the owners. The owner's rules will take precedent over the LMC rules and all members must comply with them.

1. Music may only be played at the discretion of the Meet leader, as with anything else that may disturb others.
2. Mobile telephones may be used outside the hut but should not ring in the hut.

3. No smoking.
4. No dogs within the hut (dogs may sometimes be kept within your car but some huts do not even allow dogs within their grounds – check with the Meet Leader before taking your dog).
5. No noise when other people are in bed.
6. Be considerate to other users of the hut.
7. Undertake a hut-cleaning chore before leaving the hut. The meet leader usually gives these out.
8. Take home your own empty bottles and recycle as much rubbish as possible.
9. No camping in the grounds of any hut unless explicit permission from the Owning Club has been granted.
10. Use of the huts and their facilities is limited to members booked on the meet.

## HUT BOOKING RULES

1. Places on the hut meets are restricted to the number stated on the meet information.
2. Bookings will open one calendar month before the first night of the meet and are made with the Meet Leader.
3. Bookings can be made by post or in person and must be accompanied by the published booking fee. Bookings by phone do not guarantee a place. The booking fee is not returnable, except in mitigating circumstances and at the discretion of the Committee, not the Meet Leader.
4. A member can book a maximum of two places, i.e. him/herself plus one other.
5. Bookings from or on behalf of, full members will only be accepted if he/she has paid the current year subscription. Bookings from, or on behalf of, prospective members will only be accepted if he/she has paid the current year subscription and has completed a prospective membership form.
6. Bookings received at any time on the opening date (postal or in person) will be given priority over postal bookings received earlier. (In other words, post first class the day before the opening date).
7. In the event that a meet is over-subscribed on the opening date, then a ballot will be conducted in the presence of at least one Committee member (other than the Meet Leader).
8. Members who are staying for the full number of nights for which the hut is booked will have priority over members who are booking for less than the full number of nights.
9. When the opening date for bookings is a day when there is no postal delivery, then bookings can be received :
  - on the last day when there is a delivery before the opening date
  - on the day itself (i.e. hand delivered)
  - on the first day when there is a delivery after the opening date. Such bookings will have equal priority in the event of a ballot.
10. In the event of a member being subsequently unable to attend the meet, the place cannot be offered to another member without prior consultation with the Meet Leader, since there may be a waiting list for places. People on the waiting list take priority.

N.B. The dates of the meets refer to NIGHTS spent away, usually the Friday and Saturday

## MEET LEADER'S CHECKLIST

### HUT MEETS

#### Bookings

Bookings can be taken from 1 calendar month prior to the date of the meet.

No bookings can be made without receiving the advanced payment (cheques payable to Leeds Mountaineering Club).

Any prospective members must have completed an application form and paid the Prospective members fee.

Check the number of places available for the meet (either on the Meets Card or with the Meets Secretary), the fee and any special rules or features about the hut/camp site. No children or dogs are allowed in huts.

#### Before the meet

Use the club's Bulletin Board to publicise the meet and update members on bookings received and availability of places.

You (or a stand-in) need to go to the pub on Tuesday evenings during the booking period.

Talk to new/prospective members about what to expect, things they will need to take etc.

Arrange transport to minimise the number of cars and ensure that everyone has a lift. If possible, new/prospective members should travel with established members.

Give details of the location of the hut (available from the Meets Secretary) and a meeting point (pub!) to meet bookers on the Friday evening of the meet.

Collect the Destinations/Meet Reports books and take them to the meet with you.

Arrange to collect the key from the Meets Secretary and don't forget to take it with you!

#### On the meet

Take the following:	Hut Key	Firelighters
	Destinations Book	Black sacks
	Meet Reports book	Toilet paper
	Coins for meters (£1/50p's)	Tea towels
	Matches	

#### Responsibilities

Ensure that the rules of the host club are complied with, especially:

Signing in

Noise

Sleeping arrangements

Parking

Camping outside

Maximum stated capacity of the hut

Ask people to fill in the Destinations book

Look after new/prospective members to ensure they have adequate equipment and feel comfortable

Take responsibility for the key - ensure the last person out is locking up and that everyone knows where they can find the key on their return

When you arrive you may need to turn on water and power supplies.

Organise cleaning up the hut - it must be left tidy and rubbish removed

Collect any additional hut fees required

Note any difficulties or dissatisfaction with the facilities

Follow the instructions for leaving the hut

#### After the meet

- Return the hut keys to the Meets Secretary asap with any comments about the hut or problems with the meet
- Pay the fees to the Treasurer (including deposits and prospective members fees)
- Write the Meet Report and send to the Communications Secretary
- Pass the Destinations and Meet Report books to the next Meet Leader or a committee member.

## CAMPING MEETS

### Before the meet

- As per Hut Meets but there are no restricted numbers, deposits to collect (except possible prospective membership fees) or keys. However, if the meet is popular, consider notifying/booking the site for likely numbers attending.

### On the meet

- Take the following: Destinations Book, Meet Reports book
- Ask people to fill in the Destinations book
- Look after new/prospective members to ensure they have adequate equipment and feel comfortable

### After the meet

- Write the Meet Report and send to the Newsletter Editor
- Pass Destinations and Meet Report books to the next Meet Leader or a committee member.

## DUTIES OF COMMITTEE MEMBERS

Attend the weekly pub meeting as often as possible

### Chairperson:

Organize and chair Committee meetings  
Chair A.G.M. and other special meetings

### Social Secretary:

Organize annual dinner  
Organize Summer Bash  
Organize other social events

### Treasurer :

Maintain accounts and financial transactions  
Collect subscriptions

### Meets Secretary :

Prepare draft programme of meets for Committee to consider  
Arrange bookings of hut meets and handle all arrangements for keys etc.

### Membership Secretary :

Deal with routine enquiries about membership  
Maintain membership list

### Communications Secretary :

Collate material for newsletter  
Arrange production and distribution of newsletter  
Have editorial input to the Website <http://leedsmc.org>  
Along with all committee members, circulate information to the club via the NewsFeed e-mails

### Climbing Coordinator:

Organise mid-week evening meets during summer  
Co-ordinate occasional day meets

### Walking Coordinator:

Organise day walking meets

### General Member

Duties as allocated by Committee, e.g. arrange Buy-in, assist in production and distribution of newsletter, newsletter, take minutes of committee meeting



## HONORARY MEMBERSHIP

To be awarded on an occasional basis, as suitable candidates arise.

A recipient must have given service to the club in the form of donations, committee work, meet leading or newsletter contributions. This service to be defined as a “valued individual contribution”.

Any committee member accepts nominations. The candidate will receive the award following a majority committee vote however, they have to then accept it before any announcement is made. A candidate is not obliged to accept the award.

The award will comprise lifelong free full membership of the club including all of the benefits (membership card, newsletter, insurance, voting rights).

## MOUNTAINEER OF THE YEAR

An engraved trophy and bottle of champagne to be presented annually to a club member who has had an outstanding year, or achieved an above average act, in the field of hill walking, climbing or mountaineering.

The person nominated must have been a fully paid up club member during the period or act for which they are being nominated.

The recipient must be a fully paid up member at the time the award is made.

The award will only be in relation to hill walking, climbing or mountaineering, not mountain biking, fell running or skiing.

Nominations, together with full details of the act or achievement, must be submitted to any member of the committee before 1<sup>st</sup> November in the year for which the award is to be made.

The trophy may be held by the recipient for up to 50 weeks, after which time it must be returned to the committee.