

Chelsea Spelaeological Society – Club Policies

Updated: February 2020

Privacy Policy

This privacy policy has been written to comply with current EU data protection regulations (GDPR 2018).

- a) The society will only hold such personal details about members as is required for its administration. These are: the member's name, postal address, email address and phone numbers, year of birth, BCA number and club, next-of-kin contact details, other administrative information related to membership of CSS.
- b) The only organisation with which CSS shares members' personal data is the BCA.
- c) Members have a choice whether to receive the journal and administrative material by post or email; the default is by post.
- d) Members may opt to receive periodic email news bulletins. The email mailing list requires positive action from a member to subscribe to it. Members may unsubscribe themselves or re-subscribe with a new email address.
- e) Members' personal information is kept on a computer database. The only officers who currently have access to the database are the secretary, treasurer and journal editor.
- f) Members may choose whether or not specific contact details are printed in the members handbook. They may change their preferences by communicating their new choices in writing to the Secretary.
- g) Membership details of lapsed or resigned members will be retained in the electronic database for a period of 5 years after membership of the society has ceased. Paper copies of membership application forms are retained in the society's archives as a historical record.
- h) Members may request a copy of their database record, and this will be supplied within 28 days of the request.
- i) The privacy policy will be communicated in writing to all members of the Society (it is intended that all club policies will be included in the members' handbook, issued to members annually).

Novice-friendly Policy

The Society is open to members of all levels of ability and experience and, as such, welcomes new novice members. Club publicity material will indicate this.

The secretary will follow up enquiries from novices, provide information about starting caving with the club, and ensure that caving trips are arranged to allow them to gain initial experience and confidence. To facilitate this:

- a) A list of members who are willing to guide novice trips will be kept
- b) A few basic items of equipment, particularly helmets and lamps, will be kept at Whitewalls for loan to novice members when required.

Children and Families Policy

Families with children under the age of 18 are welcome to attend the two designated "family friendly" Whitewalls meets – the summer barbecue, and the bonfire party. Other events are not considered generally suitable for children, and will only be allowed with the explicit consent of the Meets Secretary.

Children may only take part in caving trips with the Society if accompanied by a parent or guardian, and should be properly supervised at all times whether above or below ground. Members take priority over children when allocating bunks at Whitewalls.

Members' Guests Policy

Members may bring guests to society social events or trips at the discretion of the Meets Secretary. Guests who are not already BCA club members and take part in a club trip should be registered as temporary members, in which case contact details should be supplied to the treasurer for inclusion in the annual BCA return.

In general, the policy is that we should be welcoming towards guests provided we can reasonably accommodate them, and that members are in no way disadvantaged.

Dogs Policy

As a general rule, members and guests should not bring dogs inside Whitewalls. Anyone wishing to make an exception to this may be allowed to do so if they first obtain agreement of the cottage warden. Dogs should not be left unattended outside Whitewalls, either in the garden or on the tram road.

Lapsed Members Policy

If a member has not paid his/her subs by December 31st the Treasurer may, at his/her discretion, charge an administrative fee, the amount as set at a general meeting (currently £5). Members who have not yet paid their subscription and have not indicated they will not be paying will normally continue to receive the journal until the first issue the following calendar year, and a final reminder will be enclosed with this.

A lapsed member who subsequently wishes to re-instate their membership will normally be required to pay for a full year's membership up to September 30th whether or not the lapsed period is a few months or a few years. The treasurer's decision on this matter is final. Lapsed members are required to return any club property they may have, including keys.

Library Loans Policy

Full members may borrow books and other publications from the library for a period of 6 weeks. An extension to this period may normally be arranged by agreement with the librarian provided that another member is not waiting to borrow the item.

Items borrowed from the library must be signed out.

Equipment Loans Policy

Full members may borrow club equipment for a period of 1 week. Full members may also borrow equipment to be lent to novices and temporary members, for no longer than 2 days. Club trips take priority over individual members' needs.

An extension to these periods may normally be arranged by agreement with the tackle master, provided that another member is not waiting to borrow the kit taken out.

Items borrowed must be signed out, using the signing-out folder. All equipment must be returned in a clean, dry condition. The rope washer must be taken out with any loan of club rope, and used if necessary.

Important Note about Training and Leadership

CSS does not provide training in caving practice to anyone. Members wishing to become trained should approach a professional organisation that is able to provide this. Club caving trips are organised on a consensual rather than a leadership basis and participants are responsible for their own safety. Those going underground must purchase BCA active caver insurance to cover potential third-party liabilities.