

CHILLAGOE CAVING CLUB INC.

MEMBER INFORMATION MANUAL



Authorised by the Chillagoe Caving Club Inc. Management Committee
ISSUED JUNE 2000.

Member Information Manual

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1. WELCOME

Welcome to the Chillagoe Caving Club Inc.

This Information Manual is intended to be a reference source for Members and for persons contemplating joining the Club. It provides information on matters that may affect Members during their time in the Club. While the information is not entirely comprehensive we have endeavoured to include those matters that are important for Members to know. Some matters are derived from hard experiences and we would hope that Members can benefit from our previous experience merely by reading and taking note of the information included.

2. THE CLUB

The Chillagoe Caving Club was founded in April 1973 when a group of eighteen people met in Chillagoe to consider formation of a Club. In 1984 the Club was Incorporated under the Queensland Associations Incorporation Act of 1981 and became the Chillagoe Caving Club Inc.

The Club was established to promote the sport of caving, to provide a pool of equipment and information for the use of Members and to encourage cave conservation through minimal impact caving practices of its Members. We have also encouraged Members to take an interest in the scientific side of caving and this has resulted in scientists from around the world working with our Members who are often able to help because of our wide knowledge of the caves of the area.

The Club became an Associate member of the Australian Speleological Federation soon after formation, but resisted becoming a full ASF Member until 1996 when it decided to become a Member to provide members with Public Liability Insurance which was then only available at reasonable cost through full membership of the national association.

3. GET INVOLVED

You will find that when you become involved in the Club's activities you will get most out of the Club. It seems that the more effort you put into the Club activities the more you will enjoy them. Initially you will gain enjoyment through learning from others and then as you gain experience you will then find great satisfaction in helping newer Members to acquire similar knowledge and skills.

If you have special skills use them for the benefit of the Club as this will make the Club more effective. There are all sorts of jobs in the Club where you can help and by doing so extend your skills and experience. Not all of us are interested in leadership of the Club, but often we are unaware of these skills until we take on the responsibility. So consider taking on jobs for the Club in an official capacity or just offer to do jobs where you see the need.

We hope that you gain from your membership of the Club and that you learn skills and knowledge through your involvement and remain with us for many years of enthusiastic, happy and safe caving.

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4. BECOMING A MEMBER

When you complete an application for membership and pay the appropriate fee you become a 'Novice'. This entitles you to most of the advantages of membership for a trial period of six months. During this time you are involved in caving and other Club activities. This allows you to decide whether you do really wish to become a Member of the Club and also lets the Club Members assess you for your compatibility with the aims and objectives of the Club. It needs to be a mutual acceptance.

To become a full Member you need to apply after the trial period and have two other Members certify that you have met the qualifications for Member as set out in the Rules for Admission as Members which is included as an attachment in this Manual. The Management Committee has the final decision on all admissions to Member.

5. CLUB FEES

The Club's financial year ends on 28th February each year so Annual Membership Fees become due on the 1st March. Members are requested to pay these fees as soon as possible thereafter as the Club needs this money to operate. Also, unless your fees are paid, you are not a financial Member and that could leave you in an uncertain legal situation particularly with regard to insurance cover.

Fees for membership of the ASF and the insurance premium for Public Liability Insurance are included in the Club's Annual Membership Subscription. The ASF membership thus gained is recognised throughout caving circles in Australia and overseas, so is of benefit if you want to visit caves elsewhere. You also get the journal of the ASF, The Australian Caver, which is of interest and it keeps you up to date on news about caving throughout the country.

Details of Membership Subscriptions and other fees are provided with our Membership Application Forms and are also printed in the Annual Report, which is mailed to all members of the Club by the end of March each year.

6. ANNUAL GENERAL MEETING

The Club normally holds its Annual General Meeting in Chillagoe on the long weekend in late April or early May each year when it receives reports from the Office Bearers and elects the Management Committee and other officials that run the Club between General Meetings.

Prior to these meetings an Annual Report is issued which contains notice of the meeting and any special motions for which notice is required together with reports by Office Bearers on the year's achievements. Usually the Minutes of the last Annual General Meeting and the Agenda for the forthcoming Meeting are included with a list of Members and details of Club fees.

7. REGULAR CLUB MONTHLY MEETINGS

Between Annual General Meetings the Club holds monthly meetings for Club Members. These are usually held on the third Monday each month at 7.30pm. Exact information on these meetings and the location is given in the Newsletter. These meetings vary in their purpose and content and are intended to assist members to improve their caving knowledge and skills and also to discuss matters that affect the running of the Club. These meetings are unofficial or social meetings and no formal

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minutes are kept. They do, however, aid the Management Committee in running the Club as the Management Committee can gauge the attitude of Members to matters on which they need to make decisions. On occasions a weekend outing for some special purpose is planned in lieu of the regular meeting.

8. NEWSLETTER

Club newsletters are mailed, or emailed, to Members to keep them in touch with the Club and its planned activities. Information that Members should be informed about is included. These newsletters are sent out at intervals of one to three months depending on the need for this communication.

Members are invited to contribute short articles for publication. These can be on recent trips with interesting discoveries, new caving techniques or even requests for information or advice on caving matters. We would even welcome short letters to the Editor!

9. THE INTERNET

The Club has an Internet Site (www.chillagoecavingclub.org.au) to be used as a means of communication between the Club and its individual members. This site will also allow other cavers from elsewhere in Australia and overseas to see what the Club is, what it does, future trips planned etc. and will enable them to contact the Club and join in on planned activities. Some information will also be included on caving areas we have in this region, the types of caves found and the arrangements for access.

For our Members the site will contain membership information, planned trips and other events, training matters, etc.

10. INSURANCE

Through its membership of ASF the Club has access to a Public Liability Insurance Policy which has been arranged on a national basis to cover individual ASF Members, property owners of land on which Members cave or have other activities and also our Club and any of its activities. We contribute to this Insurance Policy through our Club Membership Subscription and the Club and its Members each obtain Corporate Membership of ASF and insurance.

The Policy has an excess of \$1000. In most cases the Club expects that it would meet this cost. However, particularly where the Management Committee was of the opinion that the Member(s) concerned was grossly careless or negligent, the Club reserves the right to recover this excess from the person(s) responsible.

11. TRIP LEADERS

Every caving trip must have an acknowledged Trip Leader. The attached CCC Safety Guidelines (Clause 4) details the Club's attitude to the Trip Leaders.

For caving parties that include Novices or Guests (without recognised caving experience) an authorised Trip Leader (assessed under the Club's Trip Leader Scheme as qualified for the grade of trip being attempted) must be in charge of the trip.

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There are two grades of Trip Leader. The first grade is the Trip Leader for caves where no Single Rope Techniques (SRT) is used. A further grade of trip Leader requires skill in SRT caving.

For further information on Trip Leader Training or to gain qualification as a Trip Leader contact the Safety and Training Officer.

The Trip Leader must obtain the permission of the landowner for the trip. He/she should also complete a Trip Sheet and send it to the Secretary. It is important for the Club to maintain a record of trips made.

12. SAFETY

In addition to the CCC Safety Guidelines attached to this Manual there are several obvious safety precautions all Members need to make. While these are just commonsense, they can be vital to your safety.

- a. Never assume that everything is right. Always check knots, equipment, rigging, anchorages etc. and even that the rope or ladder reaches the bottom of the pitch. Your life could depend on this check.
- b. Always tell a reliable person where you are going caving and also when you should be back. Don't forget to report in on return. In Chillagoe there is a trip book at the Clubhouse for this purpose but be sure that someone will be there to check the trip book and start the alarm if you fail to return.
- c. Carry an emergency source of light and spare light bulbs.

There is always debate about size of caving parties. The Club's Safety Guidelines recommend a minimum of four in any party. However, the size of party is dependent on the experience of the participants and also on the difficulty of the cave. Large parties are not favoured as they can cause more damage to the cave, are more prone to accidents at pitches and movement through a cave with pitches is badly inhibited.

It is acknowledged that cavers can cave safely with smaller parties. However, if an accident occurs the risks to those injured can be very high. Cavers with experience must carefully weigh these risks and each member of the party must be prepared to accept them before caving with less than the recommended minimum.

The Trip Leader is responsible for ensuring that there is a trained first-aider (or person with at least equivalent knowledge) in the party. Cavers should carry a small first aid kit that is readily available. A full first aid kit should be available near the cave.

In Chillagoe, for accidents beyond the capacity of the party to handle, advise the Clubhouse. If there is no one there, then report to the Police or QPWS who will provide help.

On caving trips always carry water and also snacks to eat as you go.

If you feel uncertain that you can handle a pitch ask for a hand line, a ladder or some assistance. Cavers will support any such request as good sense – far better for everyone than a party member attempting things beyond his/her experience and then having an accident.

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Persons under the influence of any drug/alcohol (including the morning after effects) are not to be taken caving.

13. LOG BOOKS

Cavers should have a personal log book to record trips made and should detail the date, the cave, the area, the party, time underground and any other matters that the Member wishes. Some members record bats and swiftlets, snakes, other wildlife and damage to the cave that they notice. This log book is useful as a reference and also helps prove your experience with the Club.

14. CAVE TAGGING

You may find a new cave while with the Club. The Club follows accepted ASF practice and fix a metal label tag on the cave entrance of each new cave found. This is placed in a position where it will be easily seen on the normal approach to the cave and otherwise at chest height on the left-hand side of the entrance.

The Club has several bags of tagging gear with a drill, plugs and screws. Labels are held at the Clubhouse. When you have tagged your cave you also need to complete a tagging report and pass it to the Survey and Records Keeper so that it can be officially recorded.

The Tagging Officer makes and holds the supply of tags for caving areas in Far North Queensland.

15. CLUBHOUSE

The Club has a lease of 2 hectares of land in Chillagoe township, which contains a Clubhouse for use by Members and their guests. There is a Caretaker

Facilities include dual shower/toilet, kitchen (with stove, microwave, refrigerator, freezer, sink and some storage), barbecue and sleeping shelter. There are also areas suitable for camping.

The Club has adopted a Protocol for the Clubhouse that lists responsibilities of the Club's Caretaker and also those of Members. The Clubhouse Protocol is attached to this Manual.

16. CLIMBING CALLS

On a cave pitch it is sometimes necessary to use a safety line to assist a caver to climb down or up the pitch. On a cave ladder, a safety line must be used. When a person at the top controls the safety line it is called belaying. This person must be securely anchored at the top of the pitch so that s/he can hold the shock weight of the climber should s/he fall. Frequently the two people involved cannot see each other and often there is difficulty even hearing calls from the other. For this reason special calls, which are less able to be confused with each other, have been adopted. These calls are set out in the CCC Safety Guidelines (Clause 8), which is attached to this Manual. Cavers must become familiar with these and learn to use them.

Calls should be made loudly and clearly and in the direction of the other party involved to achieve communication.

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The call “Below” is used when anything falls in a cave. This gives persons below the falling object some chance of dodging it. However, cavers below should not look up but quickly get under shelter or well away from the pitch. It should be noted that it is unwise for cavers waiting at the top and bottom of any pitch to be where they can knock things over or be hit by falling objects. Move away to a safe distance. This also helps reduce the effect of chatter on the communication between the climber and his belayer.

17. CAVE ETHICS AND CONSERVATION

The Club Constitution (Clause 14) indicates that Members must act in accordance with the Code of Ethics of the ASF which is available on the ASF internet site.

Members should make themselves familiar with the whole Code and apply it in their caving. The sections of this Code particularly relevant to this Club are as follows:

2.2 All caving parties must have specific or tacit approval from the landowner and/or management authority before entering any property or reserve, must follow only agreed routes and must not visit forbidden areas.

2.3 The prevailing procedures regarding gates on properties and reserves will be followed, and care taken to cause no damage to stock, crops, equipment or landscape features. In short, leave as found.

2.4 All parties will be as self sufficient as possible and will not presume on the good will of landowners and/or management authorities for water, supplies or assistance.

3.2 Caving activity must be conducted in a manner responsible to the cave environment, taking particular care to avoid damage to speleotherms, sediments, biota and other natural phenomena. The maximum size of any party should be limited to that which provides the best quality of experience or achieves specific aims.

18. MINIMAL IMPACT CAVING CODE

The ASF introduced this Code in 1995 subsequent to the adoption of our Constitution that naturally does not mention it. However, as Club members, we are also ASF Members and are obliged to take note of this Code as well. Members should become familiar with the whole Code and apply it in their caving. This Code is also available on the ASF internet site. The sections of this Code particularly relevant to this Club are as follows:

General Cave Visitation

2. Where possible the party leader should have visited the cave previously and hence should be aware of sensitive features of the cave, the best anchor points, and generally reduce the need for unnecessary exploration.

3. Cave slowly. You will see and enjoy more, and there will be less chance of damage to the cave and to yourself. This especially applies when you are tired and exiting a cave.

4. If there are beginners on a trip, make sure that they are close to an experienced caver, so that the experienced caver can help them when required, e.g. in difficult sections. Ensure that the party caves at the pace of the slowest caver.

6. Cave as a team – help each other through the cave. Don't split up unless doing so reduces impact.

7. Watch your head placement AND that of your party members. Let them know before they are likely to do any damage.

9. Ensure that party members don't wander about the cave unnecessarily.

10. Stay on all marked paths. If no paths are marked or none is obvious – DEFINE ONE!

11. Learn to recognise cave deposits or features that may be damaged by walking or crawling on them.

16. If it is necessary to walk on flowstone in a cave remove any muddy boots and or clothing before proceeding OR DON'T PROCEED.

New Cave or Extension Explorations

1. The existing microbiology of a new cave, both fungi, bacteria, and a world of protozoa, will almost certainly be irreversibly contaminated on the first trip into a cave! If you consider cave

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microbiology has not been investigated in the area of this new cave, if cave microbiologists are available, then please consider including them on initial explorations so that they may collect uncontaminated samples.

Cavers need to become aware of the fragile nature of the cave environment and avoid damage as far as possible. Care needs to be taken with all parts of the cave to avoid damage. This needs to include the living things in the cave - the flora and fauna.

Limestone formations are particularly fragile and any damage sustained takes almost an eternity to re-grow. Broken formations do not enhance the appearance of the cave or the reputation of cavers who damage them –even accidentally.

Another feature of many of our caves is the dusty conditions we often encounter, also guano piles. Care should be taken to avoid stirring up dust on floors and also guano dust. Remember that guano dust can carry the spores of Histoplasmosis and in certain conditions these can grow in your body, with serious consequences. Dust can also settle on formations and this leads to discolouration and consequent damage.

19. QUEENSLAND PARKS AND WILDLIFE SERVICE (QPWS)

The Club has a good working relationship with QPWS. Over the life of the Club we have produced a considerable amount of information on caves which is of value to the Department for planning purposes but which they would not be able to produce for some considerable time. Some Members have at times aided the Department's Officers in practical ways with design of walkways, installation of lighting, planning for additional National Parks, management planning of cave areas etc. The Department have assisted the Club with information and even printing costs.

The Department need to know when we are caving on the National Park areas as this is necessary planning statistical data. Also, they are the management authority and under the ASF Code of Ethics we have an obligation to seek their consent before entering the caves on National Parks.

The following caves at Chillagoe are in National Parks:

<u>Tower</u>	<u>Caves</u>
Con	all
Donna	all
Eclipse	Eclipse (Sycamore's) only
Markham	Markham only
Piano	all
Queenslander	Cathedral only
Ramparts	all
Royal Arch	all
Ryan Imperial	Ryan Imperial only
Spring	western part only
Tall Tree	all
Ti-Tree	all
Tower of London	all
Walkunders	all

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20. ROOKWOOD STATION CAVES

We have been asked by Rookwood Station not to cave on their property until they again give us permission. We must respect their wishes and stay off the property. The towers involved are as follows:

Conference	Ellis Rowan	Heffernan
Higgins	Jack	J. Wilde
Katie Breen	Moffat	Newell
Needle Eye	Pollard	Trehanan

21. OTHER CAVING AREAS IN OUR REGION

There are limestone caves in the Far Northern Region of Queensland as follows:

Broken River	This area is in the Greenvale area and our Townsville Members cave there. Any access should be arranged through John Kersey.
Christmas Creek	This is in the same general area as Broken River but access is now difficult.
Kings Plains	This Station contains a small limestone outcrop with a few caves.
Mitchell Palmer	These are on Bellevue, Mt. Mulgrave and Palmerville Stations. Access is not possible on Mt. Mulgrave Station.
Mt. Consider	This is a limestone quarry near the head of the Mitchell River and close to Mt. Molloy. The limestone was cavernous but the quarry has encroached into the caves and the outcrop is now considered too dangerous to cave in. Also access has been very difficult as it is a working mine

There are Lava tubes in the Mt. Surprise area as follows:

Undara	These are accessed through Undara Lodge through whose property the best access passes. They are on a National Park so permission of QPWS is also required.
Murronga	These are on Spring Creek Station.

22. ADDRESS LIST

The Club maintains a list of Members, their postal and street address, telephone numbers (home, work, mobile and Fax) and email address. Should you need to change any of these items please remember to advise the Management Committee so that our records will let us keep in contact with you when necessary.

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Chillagoe Caving Club Inc. Constitution and Rules

Authorised by Department of Justice, August 1984.

1. NAME

The name of the incorporated Association shall be the "CHILLAGOE CAVING CLUB INC." and in these Rules and Constitution called "the Club".

2. OBJECTS

The objects of the Club shall be to bring together people who share an interest in exploring and studying caves and to provide a pool of equipment and information for their use. It shall encourage cave conservation and use of proper caving and safety techniques and further the exploration and documentation of caves especially in the Chillagoe area.

3. POWERS

The powers of the Club shall be:

- (i) To take over the funds and assets and liabilities of the present unincorporated Association known as the Chillagoe Caving Club.
- (ii) To subscribe to, become a Member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Club provided that the Club shall not subscribe to or support with its funds any club, association or organisation which does not prohibit distribution of its income and property among its Members to an extent at least as great as that imposed on the Club under or by virtue of Rules 12(v) and (vi)
- (iii) To do all such things as are incidental to or conducive to the attainment of the objects and the exercise of the powers of the Club.

4. MEMBERSHIP

- (i) There shall be five classes of membership in the Club:

A – Members: These shall be cavers who have:

- (a) Completed training in accordance with the relevant Club By-Laws pertaining to safety and novice training.
- (b) Working knowledge of basic caving techniques and cave exploration and conservation.
- (c) Been accepted on this basis by the Management Committee after a qualifying period of not less than three months as a novice.
- (d) Paid the annual subscription.
- (e) Signed the Club's Membership Application Form which shall include an indemnity to the Club and statement that the Club's Constitution and Rules has been read, understood and accepted for the term of membership of the Club. Where under 18 years both parents and/or guardians of the prospective Member are also required to sign the said application form.

B Life Members. These shall be cavers who:

- (a) Have been Club Members for a long period.
- (b) Have taken a responsible attitude in Club Leadership.
- (c) Are recognised in caving circles for their knowledge and experience.
- (d) Are elected to Life Membership by not less than half of the financial Members of the Club at a General Meeting after one month's written notice of the nomination has been given to all financial Members.

C. Family Members. Where two or more members of a family are financial Members of the Club, their membership may be extended without payment of additional subscription to other non-adult (under 18

years) members of the family who qualify under Section(I), (ii), (iii) and (v) of Rule 4A.

D. Associates. These shall be persons who subscribe financially or otherwise to the Club, or have scientific interest in an area which is associated with Club activities.

E. Novices. Novices shall be persons accepted by a majority of the Management Committee on probation for membership of the Club. They shall pay a fee of half of the Annual Subscription with their application. This on acceptance entitles them to take part in caving trips with Members and to use Club equipment under supervision of a Member without payment of tackle fees. Novices must seek full membership within six months.

- (ii) The number of persons in each class of membership shall not be limited.
- (iii) A register of Members shall be kept by the Treasurer to record, names, addresses, telephone numbers, class of membership and payment of membership subscriptions.
- (iv) (a) At the next meeting of the Management Committee after the receipt of any application and fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine on admission or rejection of the applicant.
(b) Any applicant who receives a majority of the votes of the Members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a Member to the class of membership applied for.
(c) Upon the acceptance or rejection of an applicant for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
(d) Any applicant who is aggrieved by the decision of the Management Committee in rejecting his application may join with five or more financial Members of the Club and object in writing within thirty (30) days of the receipt by him of such decision and the objection shall be dealt with in accordance with the provisions of Rule 11 hereof.
- (v) A Member may resign from the Club at any time by notice in writing to the Secretary. Such resignation shall take place at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

5. GUESTS.

These shall be persons who are introduced to Club activities by Members. When caving, guests shall be specifically supervised by their Trip Leader.

6. MEMBERSHIP RIGHTS.

Only Members and Life Members shall have the right to vote. In the case of Family Membership, voting rights shall be restricted to those members of the family who pay membership subscription. Members, Life Members and Family Members shall have the right to hold office, use Club equipment free of charge and unsupervised and have access to Club records.

7. MEETINGS.

- (i) The Annual General Meeting shall be held in April or May in each year; the date and venue shall be set by the Management Committee. The business to be conducted at each Annual General Meeting shall include:

- (a) Election of Members of Management Committee and Office Bearers

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- (b) Receive the report of the Management Committee and other Office Bearers which shall include a report of Income and Expenditure for the year then concluded and a statement of the Club's Assets and Liabilities and Mortgage Charges and Securities affecting the property of the Club.
 - (c) Receiving the Auditor's Report which shall be taken and prepared annually and as soon as possible before each Annual Meeting.
 - (d) Appoint an Auditor.
- (ii) Financial Members shall be notified in writing one month prior to the meeting
 - (iii) General Meetings may be called at any time by the President or, in his absence, by the Secretary, or at the request of not less than one tenth of the financial Members. Arrangements are to be the same as for the Annual General Meeting except that the purpose of the meeting shall be stated in the notice of the meeting
 - (iv) Normal meeting procedures are to be followed at all General Meetings
 - (v) For a special resolution to be passed at a General Meeting, the motion shall require a majority of the financial Members of the Club and not less than three quarters of the financial Members present at the meeting.
 - (vi) Members are entitled to one vote each on each matter or resolution.
 - (vii) The Chairman shall not have a casting vote and in the event of a tied motion the motion is lost
 - (viii) Proxy votes shall be counted only on motions sent to the Members in writing with the notice of the meeting. Forms for proxy votes shall be sent out with the notice of motion.
 - (ix) Local informal meetings may be called at any time, arrangements to be made by general agreement of the Members involved.
 - (x) At General Meetings the President of the Club shall be Chairman and if the President is absent the Members present shall appoint a Chairman from their number.
 - (xi) The Chairman of any General Meeting may, with the consent of the meeting, adjourn such meeting to another time and place to transact unfinished business.
 - (xii) Every question, matter or motion shall be decided by a majority of votes of the financial Members
 - (xiii) Voting shall be by show of hands, unless a ballot is requested by at least one financial Member, in which case there shall be a secret ballot. The Chairman shall appoint two Members to conduct the secret ballot in such a manner as he shall determine. Where applicable, proxy votes will be advised to the meeting and taken into account.
 - (xiv) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial Member who previously applied to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that Meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly the minutes of every General Meeting shall be signed by the Chairman of that Meeting or the Chairman of the next succeeding General Meeting: provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or by the Chairman of the next succeeding General Meeting or Annual General Meeting.
8. QUORUM
- The quorum for all General Meetings shall be one third of the total number of financial Members and Life Members. No business shall be transacted unless a quorum is present.
9. OFFICERS
- A.
- (i) A Management Committee shall be elected at the Annual General Meeting for the term of one year and shall comprise President, Secretary and Treasurer. In the event of combining any of these positions a third Committee Member shall be elected at the Annual General Meeting. Should none of these Officials reside in Chillagoe, a Chillagoe Advisory Representative shall be elected to assist the Management Committee.
 - (ii) At the Annual General Meeting of the Club all the Members of the Management Committee for the time being shall retire from office but shall be eligible on nomination for re-election.
 - (iii) An Equipment Officer, a Survey and Records Keeper and an Honorary Auditor shall be elected at the Annual General Meeting.
 - (iv) Other non- Management Committee Officers, including representatives to other Organisations e.g. Australian Speleological Federation, may be elected at a General Meeting or appointed by the Management Committee.
 - (v) Non-Management Committee positions may be filled by a Member or Members including Management Committee Members.
 - (vi) A position under Rules 9(i) or 9(iii) which become vacant between Annual Meetings may be filled by resolution of the Management Committee meeting together with the Survey and Records Keeper and the Equipment Officer.
 - (vii) Any Management Committee Member or non-Management Committee Officer may resign at any time or be removed at any General Meeting of the Club. Such a General Meeting shall be called in accordance with Rule 7(iii) within two months of a written request to the Secretary signed by at least one tenth but no less than five of the financial Members requesting removal of a Management Committee Member or other Officer. There shall be no right of appeal against a resolution passed in accordance with this clause.
 - (viii) The election of the Management Committee Members and other Officers shall take place in the following manner:
- B.
- Any Member of the Club shall be at liberty to nominate any other Member to serve as an Officer or Member of the Management Committee.
- C.
- The Chairman for the General or Annual General Meeting (as the case may be) shall call for nominations for each vacant position in turn and nominations shall be received from the Members present.
- D.
- Where there shall be more than one nomination received for a vacant position the Members present at the meeting shall vote for the nominee of their choice. Ballots may be requested in accordance with Rule 7(xii).

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10. THE MANAGEMENT COMMITTEE

1. Except as otherwise provided in these Rules and subject to the resolutions of the Members of the Association carried at any General Meeting the Management Committee:

(a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and

(b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

(2) The Management Committee may exercise all the powers of the Association:

(a) to borrow or raise or secure the payment of money in such a manner as the Members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or any other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;

(b) to borrow money from Members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and

(c) to invest in such manner as the Members of the Association may from time to time determine.

3. The Management Committee shall meet as mutually arranged and as often as necessary but not less than every two months. Such meetings shall be called by the Management Committee Member contacting the other Members of the Management Committee. Notice for the Management Committee shall be not less than twenty-four (24) hours.

4. The quorum of the Management Committee shall be two (2) and procedures for meetings is as set out in Rules 7(iv), (v), (vii), (x), (xi), (xii), (xiii) and (xiv).

5. The Management Committee shall provide for the safe custody of books, documents, Instruments of Title and securities of the Club.

6. The Members of the Club in appointing the Management Committee authorise them to act for the Club subject to the Rules set out in these Rules and Constitution.

11. APPEALS AGAINST THE MANAGEMENT COMMITTEE DECISIONS

Where five or more financial Members of the Club object in writing to a decision of the Management Committee the President shall call a General Meeting in accordance with Rule 7 (iii) within two months to resolve the matter.

12. FINANCE

(i) Members other than Life Members shall pay by the end of June each year an annual membership subscription. The amount of this subscription shall be fixed at the Annual General Meeting. Life

Members shall be considered as financial Members. Where Members become unfinancial the Executive Committee may at their discretion renew full membership of previous Members on payment of fee for the current year.

(ii) Non-Members shall be charged equipment fee by the day, the amount of this fee is to be fixed at the Annual General Meeting. Equipment fees shall be collected by the Trip Leader who shall be responsible for payment to the Equipment Officer. In the case of Associates equipment fees may be waived at the discretion of the Management Committee.

(iii) All moneys received by the Club shall be banked to the Club's cheque account. This account shall be authorised by the Management Committee and all cheques, bank or other financial institution withdrawals of the Club's moneys and purchase or sale of securities shall be signed by two Management Committee Members.

(iv) An audited financial statement shall be presented at the Annual General Meeting by the Treasurer for the previous financial year. Financial years for the Club shall terminate on the last day of February each year.

(v) The income and property of the Club whence-so-ever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein.

(vi) No portion of the Club income or property shall be distributed paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the Members of the Club provided nothing herein contained shall prevent the payment in good faith or interest to any such Member in respect of moneys advanced by him to the Club or other person in return for any services actually rendered to the Club provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any Member of out of pocket expenses, money lent and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.

13. CLUB DISCIPLINE.

Where in the opinion of the Management Committee the interests of the Club so require, Membership of any person may be terminated forthwith. Should the person involved wish to appeal against this decision action may be instituted under Rule 11 of this Constitution.

14. CODE OF ETHICS.

Members shall act in accordance with the Code of Ethics of the Australian Speleological Federation.

15. ALTERATION TO THIS CONSTITUTION.

Subject to the provisions of the Associations Incorporated Act, these Rules and Constitution may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane.

16. COMMON SEAL.

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

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17. DISBANDMENT.

(i) A motion for complete disbandment of the Club shall be dealt with in the same manner as a motion for change of Constitution except that for the motion to be carried it shall require a majority of not less than nine tenths of financial Members of the Club.

(ii) Where disbandment is for the purpose of the establishment of a new Organisation in place of the CHILLAGOE CAVING CLUB INC then all the Club's assets and records shall be transferred and become the property of the new Organisation.

(iii) In the event of disbandment other than as set out in Rule 17(ii) above or in the event of an annual meeting not being held for two years the Club's assets and records shall be lodged with the National Parks and Wildlife Service of Queensland to be held for use by future speleological groups in the area or by the Chillagoe Caving Club Inc. should it reform.

Should no such group form within a reasonable time the Australian Speleological Federation should be offered these

assets and records.

18. RULES AND BY-LAWS.

The Management Committee may from time to time formulate Rules and By-Laws for the Club in respect of the following topics. Safety, Training, Novice Training, Training in Safety, Training in Caving, Caving Techniques, Rope Techniques, Ascending and Descending Techniques, Day-to-day management of Club Affairs, the lending and borrowing of tackle by Members and others, the proper use of Club equipment, the keeping of Club Records, the care of Club tackle and property, caving etiquette, conservation, the use of Club premises, camping and the use of Club grounds, liaison and relations with the Queensland National Parks and Wildlife Service and other Government or Semi-Governmental Bodies and other areas of Club interest.

Rules and By-Laws formulated by the Management Committee pursuant to this paragraph shall become binding upon the Members of the Club on the passing of a resolution at a General Meeting of the Club to that effect, one (1) month's notice of any proposed Rules or By-Laws shall be given to the membership."

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CHILLAGOE CAVING CLUB Inc. - SAFETY GUIDELINES

Adopted 2nd May 1992.

INTRODUCTION

- 1.1 These guidelines are for Club Members and their Guests. They are designed for safer, and therefore more enjoyable caving, and to assist in cave conservation.

These guidelines are not intended to be an exhaustive set of rules on safety.

- 1.2 Common sense and experience should be used by all persons caving to ensure safety of all participants.

Members should assist the Management Committee, using their experiences and wisdom to provide suggestions for amendments of these safety guidelines as they see the need.

2. DEFINITIONS

Guest	A person in the company of a member.
Novice/Beginner	Prospective Member.
Member	Accepted by CCC as a Member, and currently financial.
Visiting Caver	Member of a recognised caving club or other approved organisation.
Group	Party of cavers on a caving trip.
Trip	A visit by a Group into a cave system, series of caves or surface exploration activities
Trip Leader	Nominated leader of Group for Trip

3. GENERAL SAFETY

3.1 Caving Groups should ideally have no fewer than four (4) persons. In all caving Groups there should be a reasonable ratio of experienced Cavers to inexperienced Cavers and Guests. Large caving Groups should be avoided.

3.2 Clothing – Adequate clothing for the cave attempted. Generally, cotton overalls are good for Chillagoe. *Note that northern Australian caves are not cold or wet, and loss of body heat is not a problem as in cold wet southern caves.*

3.3 A suitable helmet, designed and maintained to International and/or Australian Standards and with a chin-strap, should be worn.

3.4 No person under the influence of alcohol or other performance-altering drug shall be included in a Group.

3.5 Equipment –

- All cavers shall be equipped with adequate lighting, with both reliable primary and secondary light sources being carried
- Suitable special caving equipment such as ropes, ladders, etc. required for the cave should be taken by the party. This is in addition to personal and emergency equipment to treat minor injuries and deal with the unexpected.

3.6 Cavers should carry a loud, effective whistle.

4. TRIP LEADER

4.1 All caving Groups should appoint a leader on the basis of suitable experience, and who shall be a Club Member. The Management Committee shall

determine, where they see fit, who may be Trip Leaders in Club caving Groups.

4.2 Trip Leaders shall be responsible for completing a trip sheet for each trip that shall record:

- Names of all persons in the Group.
- Name and identification of the cave or caves visited.
- Dates and times of the trip.
- Incidents and damage to the cave
- Accidents or injuries occurring on the Trip.
- Other relevant observations and comments.

5. LOG BOOKS

5.1 All Members should keep logbooks to record particulars of all caving Trips.

5.2 Trip Leaders must keep a logbook for any trip for which they are the leader. Particulars to be entered into the Trip Leader's logbook shall include, but not be limited to:

- Name or identification of the cave.
- Dates and times of Trip.
- Incidents and damage to the cave.
- Other relevant observations and comments.

5.3 Where any Group includes Beginners, the Trip Leader shall, prior to entering the cave, explain to the Group matters of caving safety, etiquette and conservation.

5.4 The Trip Leader is responsible for behaviour of members of the Group on the Trip and if there are, in his opinion, any serious breaches, and where appropriate shall take the person/s out of the cave. All such breaches shall be promptly reported to the Management Committee.

6. OTHER ORGANISATIONS

6.1 All members and persons in caving Groups shall follow all proper and lawful instructions given by Officers of the Crown and relevant land owners and others.

6.2 All members and persons in caving Groups shall conduct themselves politely and properly towards other cavers, Officers of the Crown, land owners and others.

7. CALL OUT PROCEDURE

7.1 In the event of an accident or injury where members of the Group cannot reasonably effect rescue, the following bodies shall be contacted for the purpose of effecting a rescue:

- Red Dome, the Club Premises, Police, National Parks and Wildlife Service.

7.2 Information given to these bodies must include the exact location of the accident, the estimated severity of the injuries entailed, the equipment available on site, the number of other Group members with the injured person/s, a specific meeting place and time and any other information requested by the body being contacted.

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7.2 The Management Committee, in association with the Safety and Training Officer, will maintain a list of experienced persons available to the bodies listed in Clause 7.1 and any other State emergency organisations.

8. CLIMBING AND CALLS

8.1 Any member of a caving Group always has the right to request and receive a safety line.

8.2 Safety lines (belays) should be used on all pitches where a ladder is required.

8.3 There should only be one person at a time on a climb.

8.4 Climbing calls should always be used. The Leader should ensure that everyone understands and agrees on proposed calls before going underground. Recommended calls are the "Up, Down, Stop" system, as detailed:

"Up" means "I want to come up", "take up slack", "haul up" etc.
"Down" means "I am coming down", "pay out more rope, etc.
"OK" should be used for any affirmative.

"Stop" means quit whatever you are doing – stop feeding out line, stop ascending, hold line taut – and wait for further communication.

"Below" is a warning that anything is falling down towards those below. It does NOT mean "look up"

Note the word "Slack" should NOT be used in calls as it is ambiguous, and could mean either "up" or "down". Similarly the word "rope", which is ambiguous.

8.5 Whistle signals should be used on pitches where voices cannot be heard (e.g. over long distances). The following signals are recommended to be used:

One blast	Stop
Two blasts	Up
Three blasts	Down
Four blasts	OK/Safe
One very long	Help!

9. CAVE DIVING

This activity should not be attempted without careful contemplation of the risks and adequate training in the skills required.

CHILLAGOE CAVING CLUB INC. - RULES FOR ADMISSION OF NOVICES AS MEMBERS

Adopted 2nd May 1992.

To become a Member a Novice shall have:

1. Been caving with known experienced cavers, for a minimum of thirty (30) hours underground or other approved activities;
2. Displayed a responsible and caring attitude to caving;
3. Demonstrated a working knowledge of safe pitch practices such as belaying, ladders and single rope techniques;
4. Taken part in a trip either with the Safety and Training Officer, or a Member of the Management Committee;

5. Been recommended by two experienced Members;
6. Been accepted by the Club's Management Committee.

Note: In exceptional circumstances, in the Opinion of the Management Committee, where acceptance of a person is to the Club's advantage, the Management Committee shall waive any part of these rules they deem necessary, but must be satisfied that in doing so they do not place in jeopardy the Club's reputation, caving safety or cave conservation

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Clubhouse Protocol

1. Members have access to the Club area on the ground floor of Clubhouse building. The upstairs residence, together with the garage and laundry area on the town side of the Club area and the adjacent yard area, are for the private use of the Caretaker.
2. The Caretaker has a lease on his part of the property and the Club has only the limited access allowed under the Residential Tenancies Act. Therefore, Members should contact the Caretaker upon arrival and before departure, but otherwise, enter the private area only on the invitation of the Caretaker.
3. Members, when intending to stay at the Clubhouse, should have the courtesy to telephone the Caretaker to advise him in advance. If the Caretaker is absent, a suitable message should be left on his telephone message bank.
4. Members, when in Chillagoe, may use the Clubhouse facilities, even if not staying at the Clubhouse. However, it is courtesy to tell the Caretaker before using the facilities.
5. Mutual courtesy between Members (and their guests) and the Caretaker is to be expected at all times.
6. Responsibilities of Caretaker are to:
 - (a) Maintain grounds in tidy and safe condition and do any minor maintenance to buildings etc.
 - (b) Keep Clubhouse clean when not in use by Members
 - (c) Maintain supply of toilet paper, cleaning supplies and cleaning equipment for use by Members
 - (d) Keep refrigerator and freezer ready for use by Members
 - (e) Ensure security is maintained for lights, tackle and other Club property
 - (f) Ensure trip book is accessible and, as much as practical, monitor trip book, particularly for the safe return of caving parties.
 - (g) Collect Camping and Tackle fees on behalf of Treasurer
 - (h) Report to Club Executive any problems he encounters with Clubhouse, Members or guests
7. Responsibilities of Members are to:
 - (a) Keep Clubhouse and the outdoor toilet and shower block clean and tidy, while in residence. Cleanliness should be checked to be satisfactory before leaving.
 - (b) Avoid use of the toilet and shower inside the Clubhouse as we have soakage pit problems which show up after there is much use of these
 - (c) Park cars in an orderly fashion at the allocated parking area and keep vehicle speed down to walking pace to minimize hazard and dust.
 - (d) Report to Caretaker any deficiencies in cleaning supplies, equipment etc.
 - (e) Use trip book if caving
 - (f) Dispose of food scraps and rubbish at the Chillagoe tip on a regular basis and when leaving
 - (g) Camping inside the Clubhouse should be avoided except in emergencies (i.e. if drenched in heavy storm)
 - (h) If using Clubhouse at night, keep noise down, particularly after 10pm.
 - (i) Behave in the town and at the Clubhouse in such a way that the Club's reputation is enhanced and not diminished.
 - (j) Report to Executive any problems encountered in using the Clubhouse and make suggestions where improvements are needed.

Authorized by Committee of Management 7th June 2000.

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