



## **RULES of the YORK HF RAMBLING CLUB**

### **INTRODUCTION**

Rules are essential to ensure consistency of good practice in the management of the Club's affairs, and necessary for the regular presentation of safe and interesting rambles for the enjoyment of members.

Rules are defined as the directives issued by the General Committee relating to the conditions of membership of the Club; the preparation and conducting of rambles, or the criteria relating to any other Club activity.

Rules may be introduced, amended or deleted at any time without necessarily being referred to the AGM.

In exceptional circumstances the General Committee may permit, or ratify, a variance from the rules to accommodate a temporary unusual circumstance.

Over the years, many rules have been introduced by the Club's committee over a wide variety of topics. This document seeks to collate them and list them into four different categories: -

Category 1. Rules designed to elaborate and detail the manner by which the terms of the Club's Constitution are implemented.

Category 2. Rules relating to the Club's core activity of Rambling.

Category 3. Rules relating to the other activities of the Club.

Category 4. Rules arising out of the requirements of external agencies linked to the Club.

As new rules are introduced, they should be added into this document within the appropriate category.

### **CATEGORY 1.**

#### **HF Holidays Ltd. Affiliation:**

1.01 The Club shall maintain affiliation to HF Holidays Ltd. unless decided otherwise at an AGM.

1.02 Details and documents relating to any HF Holidays Ltd. shares held by the Club are to be lodged with the Treasurer. The value of shares held, including un-realised interest, is to be disclosed at the Club's AGM.

#### **Ramblers' (Association) Affiliation:**

1.03 The Club shall maintain affiliation to the Ramblers (Association) unless decided otherwise at the AGM.

1.04 The Treasurer shall ensure timely payment of the Ramblers (Association) fee. The affiliation fee paid is to be disclosed at the Club's AGM

#### **Annual General Meeting (AGM):**

1.05 The General Committee of the Club shall convene an Annual General Meeting (AGM) in accordance with the terms of the Club's Constitution.

1.06 The General Committee of the Club shall consist of a President, a General Secretary and a Treasurer (as required by the Constitution and all to be elected at the AGM). In addition, the Committee shall ideally consist of a further seven Officers, i.e. Membership Secretary, Rambles Secretary, Rambles Booking Secretary, Social Secretary, Weekend Secretary (Hostel and Spring), Welfare Officer and an IT Officer; and further, not less than five and not more than six members shall also be Members of the Committee. The seven additional Officers listed and the other Committee Members should ideally be elected at the AGM.

1.07 The General Committee is empowered to co-opt a member(s) after the AGM to fill any vacancy(s). Alternatively, the General Committee may re-assign Officers' duties to other Committee Members to cover for Committee membership vacancies. The General Committee may further co-opt another member(s) onto the committee as they decide.

1.08 The General Committee may select one of its members to fulfil the role of Vice-President. The role of the Vice-President is to undertake the duties of the President in times of absence, agreed sharing of duties or act of discretion e.g. conflict of interest at meetings. The selected Vice-President should only hold office for the maximum of one year before relinquishing the role prior to the next AGM after appointment.

The appointment of Vice-President should not prejudice the principle that the nomination for the election of the President at the AGM is to be open to all members of the Club.

1.09 The General Committee shall meet as and when they decide, eight to form a quorum, four of which shall be Officers.

1.10 The President shall act as chairman for all General Committee meetings. Should the President not be available to act as chairman, the Vice-President will assume the role of Chairman (see 1.08).

### **Membership:**

1.11 The Membership Secretary shall be responsible for the introduction and registration of new members into the Club.

1.12 Membership of the Club shall be annual, i.e. from one AGM until the AGM of the following year.

1.13 Annual membership subscription shall be agreed at each AGM and should be paid to the Membership Secretary. Existing members not renewing their subscription by 1<sup>st</sup> June shall forfeit their membership status.

1.14 Prospective new members are allowed two rambles before confirming their intended membership.

1.15 New members shall pay the current full annual subscription upon joining the Club. However, a new member joining from November paying the full current annual subscription would be exempt from paying their membership fee for the following year.

1.16 New rambling members are to be capable of partaking in rambles without prejudicing the safety and welfare of other members

1.17 All membership fees are to be forwarded by the Membership Secretary to the Treasurer, and lodged in the Club's bank account.

1.18 The Membership Secretary shall collate the contact details (including email addresses by agreement) of all members, but only distribute those details to others as directed by the General Committee.

1.19 Storing and use of member's contact details shall be in accordance with the General Data Protection Regulations (2018); see Administration Manual Codes of Practice 4.17.

1.20 A bi-annual programme of ramble and social events will be compiled, with assistance from other Officers, by the General Secretary and distributed to all members by the Membership Secretary. Contact details of the Club's Officers and other appropriate notices may be included in the programme at the discretion of the General Committee. Receipt of the programme is not confirmation of membership.

### **Coach Booking:**

1.21 The Rambles Booking Secretary undertakes the supervision of reserving and allocating places on the coach used for rambles.

1.22 A booking form is to be circulated round the coach, in order that members may reserve a place on the coach to be used for the forthcoming rambles. Otherwise members are to contact the Rambles Booking Secretary (contact details on the Rambles programme) in order to reserve a confirmed place on the coach, preferably not less than seven days before the ramble date. Should a place on the coach not be available, a reserve list will operate, and allocation of coach places will be on a 'first come first served' basis.

1.23 A member cancelling later than the Sunday before the ramble, for which they have booked, must pay the current coach fee (see 2.16) to the Treasurer as soon as possible, if their place cannot be filled.

1.24 Non-members are allowed on coach rambles, but not more than twice in one year. Before attending rambles, contact details (full names, address, telephone number and email address where available) of non-members are to be forwarded to the Membership Secretary or the Rambles Booking Secretary.

1.25 Selected rules regarding coach booking are to be included in the Rambles Programme.

### **Ramble Leaders**

1.25 The Rambles Secretary undertakes the supervision of the allocation of leaders to each ramble.

1.26 The Rambles Secretary shall recruit leaders for each ramble from the Club's membership.

1.27 Each leader shall be issued by the Rambles Secretary a copy of the Club's guidance notes on the leading of rambles. Leaders are expected to adhere to the directives of the guidance notes whenever possible.

1.28 Leaders are to be assigned to each ramble presented by the Club. (See 2.15).

1.29 Ramble leaders are required to plan their assigned ramble (in accordance with the 'A', 'B' or 'C' criteria, see 2.15) and ideally pre-walk (reconnoitre) the proposed route. A map and notes of the planned route should be prepared and then forwarded to the IT Officer, who will prepare an official map and notes of the route for presentation at the coach ramble.

1.30 Ramble leaders will be required to carry a Club's official first-aid kit through-out the ramble, and wear the issued high-visibility garment at all times.

1.31 Ramble leaders shall be entitled to a monetary 'supplement' to defray any expenses incurred whilst planning the assigned ramble. In addition, the leaders are entitled to free coach travel on the day of their assigned ramble.

1.32 A place at the front of the coach shall be reserved for each leader to enable easy communication with the driver, and to enable the leader to address the coach if required.

## **CATEGORY 2**

### **Members:**

2.01 Members are required to lodge their contact details (full name, address, telephone number, plus email address if agreeable) with the Membership Secretary upon joining the Club; and there-after advise the Membership Secretary of any change of contact details as soon as practicable.

2.02 Members are to be appropriately clad (including strong foot-wear) and equipped for rambling (with food and drink). Any member in-inappropriately clad or equipped may be denied participation on a ramble by the ramble leader in consultation with member(s) of the Committee.

2.03 Members are recommended to carry their own first-aid kit, which should be readily accessible to others.

2.04 Members are recommended to carry a completed 'emergency contact card' (issued by the Club) which should be readily accessible to others. The issued card should be completed by the member, giving the name and contact details of the person to be notified in case of an accident or other emergency. The completion of the card is at the discretion of the member and the carrying of the card is not mandatory.

2.05 Members are expected to respect all advice and directives given by the ramble leader. Any member, who ignores the advice of the leader and leaves the official ramble group, shall be assumed thereafter to be acting independently of the Club. The Club, or the ramble leader, will not therefore bear any responsibility for any subsequent actions, accidents or incidents incurred by the member after leaving the official ramble group; as such the member will not be covered by the Club's insurance.

2.06 Members are required to pay the current coach fee upon request on the day of the ramble.

2.07 Members' dogs are not permitted on rambles.

### **Insurance:**

2.08 The Club shall arrange appropriate 3<sup>rd</sup> Party and Public Liability Insurance to cover all rambles and events organised by the Club. The insurance cover should also specifically indemnify ramble

leaders and members of the Committee from litigation brought whilst conducting their duties on behalf of the Club.

2.09 The premium of the Club's insurance policy (see 2.08) is to be paid by the Treasurer, timed to ensure continuation of insurance cover.

2.10 The General Committee shall regularly review the insurance cover held by the Club; to ensure that the existing policy is the most appropriate available to meet the Club's requirements.

2.11 The terms and conditions of the Club's insurance policy are to be adhered to as far as it is 'reasonable and practical' to do so.

2.12 All incidents on rambles, social events or other Club official business, that may be the cause of an insurance claim, must be reported without delay to the President and General Secretary. The details of any such incident should be forwarded to the Club's insurance company in accordance with their directives.

2.13 All members are to be advised (in the Club's Rambles Programme) that the Club's insurance does not cover personal injury however caused.

### **Coach Rambles:**

2.14 Coach rambles are to be held on a three weekly basis on Sundays throughout the year. This frequency may be varied for the convenience of the Club's members by the General Committee.

2.15 At each Coach Ramble, three different rambles should be presented for the members on the coach to choose which they would like to undertake. The three rambles are to be classed as follows: -

'A' Ramble: - being ideally 12 miles on average in distance. These rambles may include challenging ascents and descents, and the route may be over a wide variety of terrain.

'B' Ramble: - being ideally 9 to 10 miles in distance. These rambles may include less challenging ascents and descents, and the route should use mainly defined paths over moderate terrain.

'C' Ramble: - being approximately 6 miles in distance. Ascents and descents should be kept to minimum and the route should ideally use well defined paths over easy terrain avoiding difficult obstacles.

2.16 The cost of coach travel (fee) per member shall be agreed at the Annual General Meeting, but the General Committee may vary the fee in exceptional circumstances i.e. a greater distance to the ramble venue.

2.17 Members are expected to strive to maintain the cleanliness of the coach by ensuring that dirty boots, rucksacks or clothing do not soil or damage the coach's interior fabric. Rucksacks and other personal effects may be stored in the compartment of the coach in order to promote cleanliness and comfort within the coach.

### **Ramble Venues:**

2.18 The Rambles Secretary should allow the membership to suggest areas or venues in which they would wish to ramble. This is achieved by circulating a form round the coach requesting their choice of venue. This form would be the basis of an annual discussion by the Rambles Committee (derived from the General Committee) to create the programme of coach rambles (see 2.14) for the following year.

2.19 The venues selected should provide a varied selection of locations (e.g. moors, dales, coast etc.), be allocated suitable for the time of year and be financially viable over the planned year.

2.20 The Rambles Committee may also arrange other rambles e.g. evenings, as required.

### **Residential Weekends:**

2.21 Spring and autumn residential weekends are traditional additions to the Club's programme of events, and are organised on behalf of the General Committee by the Weekend Secretary (Hostel and Spring).

2.22 The spring residential weekend is to be timed near Easter and traditionally uses HF Holidays Hotels.

2.23 When member's money has been paid to HF Holidays Ltd, any refund will not be paid until after the event, at the discretion of the committee.

2.24 From the members attending, leaders for 'A', 'B' and 'C' rambles (see 2.15) are to be requested in order that rambles may be presented to those in attendance. A financial supplement of up to £25.00 may be paid to each ramble leader per ramble.

2.25 The autumn residential weekend is to be timed for September, October or early November, and traditionally uses 'hostel' type accommodation and is usually reliant on 'self-catering' by attending members for meals and refreshments.

2.26 From the members attending, ramble leaders are to be requested in order that suitable rambles (distance, duration, terrain, etc.) may be presented to those in attendance.

#### **First-aid Kits:**

2.27 First-aid kits are to be purchased by the Club and issued to the leader of each ramble (see 1.28).

2.28 The contents of the first-kit are to be regularly examined for being 'fit for use', and replenishments as required obtained at the expense of the Club.

2.29 The carrying of a first-aid kit by the leader (or other Club member), does not infer that the leader is a trained first-aider.

### **CATEGORY 3**

#### **Welfare:**

3.01 The Club's appointed Welfare Officer (see 1.06) is empowered to send an appropriate card and small gift e.g. flowers or plant, to any member, or past member who may be hospitalised, sick or in distress.

3.02 The Welfare Officer is to advise the President of each welfare act and member concerned.

3.03 A financial fund is to be made available for the use of the Welfare Officer.

#### **Social Events:**

3.04 The social events of the Club are to be organised by the appointed Social Secretary (see 1.06), and include the venue hire and booking.

3.05 Social events in the winter months are to be held indoors and should include a festive event for Christmas. Additional social events in the summer months may be organised at the discretion of the General Committee. The details of all social events are to be included in the rambles programme (see 1.19).

3.06 The fee limit payable to a speaker hired is currently £35.00.

3.07 All expenses incurred organising the social events are to be met by the Club.

3.08 A fee is payable by all those attending.

#### **Archives:**

3.09 Archive material relating to the history of the Club is to be held by a member of the Club, ideally a Committee Member approved by the General Committee.

3.10 All archive material shall be deemed the property of the Club, and should be accessible for use by the Club as and when required.

3.11 A report on the Club's archives is to be presented at each AGM.

#### **Email:**

3.12 The disclosure of a member's email address for use by the Club shall be voluntary, and should only be used with the consent of the member. Unless otherwise agreed, a member's email address should be regarded as confidential and should only be divulged to others on a 'need to know' basis (see 1.18 and 2.01).

3.13 Messages circulated by email to members should be done by 'blind copy' (bcc) to ensure the confidentiality of email addresses, unless otherwise agreed.

## **CATEGORY 4**

### **Finance:**

4.01 All cheques relating to the Club's financial expenditure are to be signed by two authorised signatories.

4.02 Four authorised signatories are to be registered with the Club's bank, and these ideally should be the current President, Vice-President, Treasurer and the General Secretary. The General Committee is empowered to select another signatory(s) from the Committee in lieu of those stipulated should the need arise.

### **National Lottery:**

4.03 Terms and conditions (including the display of the National Lottery logo) relating to grant awards to purchase materials for the Club's use must be adhered to.

4.04 Materials obtained by a National Lottery grant, shall be assigned by the General Committee to be held by a nominated Committee Member on behalf of the Club.

4.05 Materials obtained by National Lottery grants shall only be used for the Club's legitimate purposes.

### **Donations:**

4.06 Annual donations to outside bodies may be made subject to annual approval at the Club's AGM.

*Secretary's Note: - The above Rules of the York HF Rambling Club were formally agreed and adopted at the General Committee meeting of 25<sup>th</sup> July 2017.*