

Local Byelaws of Craven Pothole Club Limited (CPC)

1. Volunteer Meet Coordinators of Club Meets Duties

Volunteer Meet Coordinators shall provide a report in writing to the Committee within 14 days on any incidents they are aware of involving Members or Associates which could shed light on the abilities of that person.

2. Tackle

All Club tackle and equipment is provided for recreational use by Club Members and Associates. Club equipment is not to be used for professional use without prior permission from the committee.

Those booking out Club tackle shall arrange for the completion of appropriate booking-out, booking-in and lost or damaged tackle report forms. They shall ensure that tackle is returned clean and in good condition, all ropes "coiled" and ladders correctly "rolled" and secured. Any damage or suspect tackle must be isolated and if necessary immobilised, the tackle record noted and the Tacklekeeper informed of the circumstances. Any lost tackle must be noted on the tackle record and the Tacklekeeper notified immediately.

3. Library

The Club Library contains an extensive collection of books, periodicals and cave surveys together with the Club's photographic archive and historical records. Copying facilities, computer-based catalogues and digitised image libraries are available.

The library can be used by all Members by approaching either the Club Recorder and Librarian, or any Committee member for access. Bylaws relating to the use of the Library and the borrowing of items are covered in Appendix A.

4. Cottages

Members and Associates must book in immediately on arrival and Members shall assume responsibility for any guest. All Members and Associates using the cottages are responsible for the implementation of the Cottage Bylaws as defined in Appendix B. The Cottage Warden shall have absolute authority in matters affecting Members' conduct, that of their guests and that of Associates.

5. Annual Awards

The Club may award a number of trophies and or cash prizes at the annual dinner each year in the following categories:

Photographic Awards, the aim of which is to encouraging Members to build up a record of Club activities and for use in Club publications.

The Literary Awards, presented for outstanding contributions to Club publications.

The Young Achievers Award may be awarded to the Member or Junior Associate 25 years of age or less who is judged to have made the greatest contribution to the Club's activities over the past year.

Further descriptions of the judging criteria, prize categories and entry rules for these awards are defined in Appendix C.

6. The Gaping Gill Meet

The Gaping Gill Meet is held in August each year under an agreement with the Landowner (Ingleborough Estate). The Landowner gives permission for the Meet under the terms of a consent made between the Landowner and Natural England. The provisions made in this consent must be observed at all times.

In addition to the above, the Committee have put in place Local Byelaws to assist the Gaping Gill Voluntary Meet Coordinator. These cover the conduct of Members, Associates and guests attending the Meet and the health and safety aspect of the meet. These Byelaws (Appendix D) are to be observed at all times.

During the Gaping Gill Meet non-member cavers will be permitted to use Club equipment rigged in entrances to the Gaping Gill system provided they sign in with the Club, have British Caving Association insurance and provide rescue call-out details for their team and trip.

7. Administrative Provisions

The Club is to keep at its registered office:

1. A register of Members in which is entered the names and address of Members; the date at which each person was entered in the register as a Member and the date at which any person ceased to be a Member; details of the share held by each Member and the amount paid or agree to be considered as paid for that share.
2. A duplicate register of Members containing the names and addresses of Members.
3. A register of other assets in the Club whether in loans or loan stock held by each Member.
4. A register of the names and addresses of the Members of the Committee, the basis of their Membership of the Committee and the dates on which they assumed office.
5. A register of Associates in which is entered the names and address of Associates; the date at which each person was entered in the register as an Associate and the date at which any person ceased to be an Associate.
6. A register of the holders of loan stock in which is entered such particulars as the Committee direct and register all transfers of loan stock.
7. A register in which are entered particulars of all mortgages and charges on land of the Club as the Committee directs.
8. Subject to the Data Protection Act the registers to be maintained by the Club may be in electronic form.
9. The inclusion or omission of the name of any person from the original register of Members shall, in the absence of evidence to the contrary, be conclusive evidence that such person is or is not a Member of the Club.
10. The Club is to keep proper books of account with respect to its transactions and to its assets and liabilities in accordance with Part 7 of the Cooperative and Community Benefit Societies Act 2014
11. Any notice required by the Rules of the Club shall be given in writing or shall be given using electronic communications to an address for the time being notified for that purpose.
12. The registered name of the Club is to be displayed on the outside of the registered office and every other office. The registered name of the Club is also to be mentioned in legible characters in all business letters, notices, advertisements and other official publications, bills of exchange, promissory notes, endorsements, cheques and orders for money or goods purporting to be signed by or on behalf of the Club; bills, invoices, receipts and letters of credit of the Club.

8. Local Byelaws

The Local Byelaws of the Club cannot be altered or rescinded except by the Club in General Meeting or by the Committee.

Appendix A - Library Bylaws

1. Access to the Library shall be available to all Members via a keycode holder.
2. All members of the Committee shall be given the keycode for the Library and encouraged to assist Members with access but may NOT give them the keycode, with the exception of the Recorder and Librarian.
3. The Recorder and Librarian may issue the keycode to Members but must report to the Committee who the keycode has been given to.
4. Members entering the Library, except for the Recorder and Librarian, must sign in to the Library Users book.
5. No material may be removed from the Library without being signed out in the "Loans Book" by the Member borrowing the material. Note that specific items marked "Not to be removed from the Library" are considered particularly valuable or irreplaceable and must not to be removed from the Library.
6. No material will be available for long-term loan and must be returned when requested by the Recorder and Librarian.
7. All items which have been taken out on loan must be signed back in when returned and left on the Recorder and Librarian's desk. The Recorder and Librarian will return them to the appropriate location in the Library.
8. Members may make copies of material from the photographic archive, cave survey collection, CPC historical records and CPC publications for personal use but must seek Committee approval for use in external publications.

Appendix B - Cottage Bylaws

The Club, the Cottage Warden, Officers and Committee accept no responsibility whatsoever for any loss or damage to personal possessions or vehicles left on or in Club property. It is the responsibility of each cottage user to ensure the safety of their own property, and that of other Members, Associates, guests and the Club at all times.

The Cottage Warden has the full backing of the Committee for any decisions taken in the day-to-day running of the cottages, outhouses and grounds. Any complaints should in the first instance be made to the Cottage Warden.

Any breakages, problems or deficiencies should be reported to the Cottage Warden either verbally or by recording them in the Horton Maintenance book kept in the Ivy Cottage lobby.

Cottage users must respect other users and local villagers alike, and be quiet outside after midnight.

Members of the following clubs have reciprocal cottage rights: South Wales Caving Club, Wessex Cave Club, Hamilton Tomo Group, Grampian Speleological Group, Lancashire Caving and Climbing Club (2 huts), Mendip Nature Research Committee.

General Bylaws for Ivy Cottage, Riverside Cottage and Bridge End

Any Member who has not paid their subscriptions by the 31st August will be regarded as a non-member and be required to pay guest rates until re-instated.

Members bringing guests are held fully responsible for their behaviour including the settling of any unpaid fees.

All cottage users must sign the relevant visitor book upon arrival, providing date, full name, indicating whether a Member or guest, number of nights and fee due.

Members, Associates and guests should familiarise themselves with the posted fire safety instructions, the positions of fire extinguishers, electric consumer units and the gas and mains water isolation valves. Note that fire doors should be kept closed at all times.

Persons staying at the cottages or using facilities in the outbuildings are responsible for keeping them clean and tidy at all times and should leave the cottages in a clean and tidy condition.

Persons using the cottages must provide their own sleeping bag and/or bedding (including base sheets), all of which are to be taken away upon vacating the premises.

Dirty caving gear or dirty outdoor gear (including boots) must not be taken beyond the entrance lobby. No pedal cycles must be taken into the cottages. The Bridge End lean-to store can be used for this purpose. Cavers and those returning from especially dirty outdoor activities should use the Bridge End shower rather than the cottage showers.

Smoking is not permitted in either the cottages or the out-buildings.

Drinking glasses must not be taken upstairs.

Personal property (including bedding) must not be left at either cottage, or in the outhouses, except in the designated storage boxes.

Well-behaved pets are allowed in the cottages but must not be allowed in the kitchen or upstairs under any circumstances.

Due to the risk of fire no personal heaters may be brought into the cottages and the charging of mobile phones and electronic devices, including E-Cigarettes is not allowed in the bedrooms.

Under no circumstances are Members, their guests or Associates to carry out repairs, alterations or otherwise tamper with any electrical installations, fire safety equipment/signage or the central heating system.

The only work permitted in respect of electrics on Club premises is to replace an appliance plug or fuse, or change a light bulb/fluorescent tube. In the event of a problem with equipment wired directly into the mains system it should be isolated by turning off the appropriate circuit-breaker at the consumer unit.

On vacating, visitors must ensure that all perishable foodstuffs are removed; the fridges emptied, cleaned and left switched on. The contents of rubbish bins should be placed (in black bin liners) into the wheelie-bin in the car park. Also, any bottles, plastic, cardboard and cans placed into the blue recycling bin. The last person to leave must ensure that all doors and windows are secured, and all water taps and showers are turned off.

Anyone using the Bridge End shower/rope washing facilities should make sure the area is clean and the lights, heater and water are turned off when leaving.

For the purpose of these bylaws: "Working Period" shall include – Cottage working weekends, Pre-Gaping Gill-fettling weekends, Gaping Gill trailer loading and unloading days, Post Gaping Gill-fettling weekends and other working periods as defined by the Committee from time to time. Preferential cottage fees shall apply only to those contributing to the event. The "New Year Period" shall be December 29th to January 1st.

Non-member parties staying in Ivy Cottage and bookings for Riverside Cottage shall be identified on the Club website cottage booking page.

Additional Bylaws for Ivy Cottage

Usage and Fees:

▪ Members	£4.00 per night
▪ Junior Associates	No charge
▪ Reciprocal Rights Club members	£4.00 per night
▪ Prospective Associates and guests	£6.00 per night
▪ Camping and use of camper vans	As above
▪ Children under 18 years of age accompanied by adults	No charge
▪ Day fee* (for using facilities)	£2.00 per day
▪ Members or Associates during Working Periods	No charge

**Day fees for Members and Associates are waived during the 11 operational days of the Gaping Gill Winch Meet.*

Only one guest is allowed per Member. Other persons only by prior booking with the Cottage Warden or their delegate. University and other caving/mountaineering clubs may book Ivy Cottage for up to and including 12 persons, only on dates between 2 January and 23 December and subject to the discretion of the Cottage Warden.

Up to six members of clubs with reciprocal rights may stay without prior notice, but should be prepared to contact the Cottage Warden seven days in advance to obtain a key. Parties of more than six may stay by prior arrangement with the Cottage Warden.

Only one person is allowed per bunk. However, any Mother/Father with a dependant baby/infant should discuss any deviation from the "One person per bunk" requirement with the Cottage Warden.

On vacating the last person to leave must ensure that the internal gas isolation valve for Ivy Cottage kitchen is turned off.

All fees are to be paid in full at the end of your stay, either to the Cottage Warden, or placed in the moneybox in the lobby using the envelopes provided. The latter should be clearly marked with date, full name, indicating whether a Member, Associate or guest and the number of nights. Do not place loose money in the moneybox, funds so found will be treated as a donation to the Club.

Ivy cottage Keys:

Keys may be held only by Members who may obtain one from the Cottage Warden upon payment of a £5 deposit (refundable when a Member returns the key). Members must NOT have keys cut for their own purposes. Keys must not be lent to non-members, except by the Cottage Warden.

Additional Bylaws for Riverside Cottage

Usage and Fees:

▪ Members	£8.00 per night
▪ Junior Associates	No charge
▪ Reciprocal Rights Club members	£8.00 per night
▪ Prospective Associates and guests	£12.00 per night
▪ Children under 18 years	No charge
▪ Members families during Working Periods	No charge
▪ Members during New Year and Summer BBQ periods	Ivy Cottage rates
▪ Minimum fee	£20.00 per night

The maximum number of persons sleeping in the cottage shall be seven.

The use of Riverside Cottage is only available to Members, Associates, and members of clubs with reciprocal rights. Guests can stay when accompanied by Members. Non-member parties may only stay by prior arrangement with the Cottage Warden and subject to Committee approval.

All bookings must be made via the Cottage Warden. These may be made up to six months in advance for Members, three months for clubs with reciprocal rights and four weeks for any other persons. A maximum number of two bookings (excluding those periods reserved for family use as specified below) may be held by a Member at any one time.

Members with children shall have priority use of Riverside on a hostel (shared) basis during the Working Periods, New Year and Summer BBQ Periods defined above.

Families must book the number of bunks needed for their party in advance by contacting the Cottage Warden, who shall ensure that the maximum occupancy of seven is not exceeded. The number of bunks available for children may be maximised if only one parent from each family sleeps in Riverside.

Fees are to be paid to the Cottage Warden on the basis of 50% within 10 days of making a booking, and the balance within 48 hours of the completion of the stay. If the deposit is not received within 10 days of making a booking then the booking will be cancelled, and the dates shown as available on the website bookings page. Non-members must pay in full within 10 days of making the booking.

The fire grate should be cleaned out and the water turned off at the stop tap in the cupboard under the sink.

Riverside Cottage must be vacated by 5pm on the day of departure.

Riverside Cottage Keys:

The key is held in a coded key-safe located on the outside wall by the entrance door. The code will be provided by the Cottage Warden approx. one week prior to the stay. The key must be returned to the key-safe upon vacating the premises. Cottage users must not lend out the key and must not have keys cut for their own purposes. An Ivy Cottage key (to access the moneybox and Bridge End keys) is located adjacent to the notice board.

Additional Bylaws for Bridge End

Keys: Door keys are kept in the Ivy Cottage lobby to which they should be returned after use.

Library (first floor): Restricted Area - See Appendix A for access and usage bylaws.

Gaping Gill Equipment Store: Restricted Area - Access to this store is limited to specific key-holders.

SRT Store and Ladder/Tackle Store: Restricted Area - Access to these stores is limited to Club Members only. The tackle in these stores is available for use by Members in accordance with the Club Rules and Bylaws. Storage of personal equipment is not allowed.

Rope Washing, Shower Area and Drying Room: Available for use by all Members, Associates, guests and reciprocal rights guests. Use by any other groups to be approved by the Committee. Personal equipment may be left in the rope-washing area whilst a trip is undertaken but removed on returning from the trip. On vacating the cottages all equipment must be removed from the Drying Room. No other items are to be stored in these areas.

Lean-to Store (by river's edge): Available for use by all Members, Associates, guests and reciprocal rights guests.

Short Term Cycle Storage: Any pedal cycle stored on Horton premises must be left on the cycle rack provided to the right of the entrance door. All pedal cycles/equipment to be removed when vacating the premise.

Long Term Members Storage: Secure, standard sized lockable boxes are provided in this area. See the Cottage Warden about using this facility. Members name to be displayed. Key deposit £5, refundable when the box no longer required; forfeited if key and/or lock lost or damaged. Second key kept by the Cottage Warden. A nominal rent of £5 per annum (or part thereof) renewable on the 1st January each year. The only food to be stored here is tinned food, in order to reduce the risk of infestation. No flammable liquids to be stored.

Digging Store: All digging equipment must be stored in the area provided for this purpose to the rear of the lean-to store.

Appendix C – Annual Awards

Annual Photographic Competition

The primary aim of the Annual Photographic Competition is to encourage Members and Associates to build up a photographic record of the activities of the Club. The secondary aim is to ensure that in future years the Club will be able to mount a high-quality display where necessary. It is hoped that the Club will be allowed to retain winning entries for the Club records but this is not a condition of entry.

It is further hoped that by its existence the Annual Photographic Competition will promote photography by its Members and Associates in pursuit of their outdoor activities. In this respect the competition will not be judged solely on photographic excellence but equally on subject and content so far as they represent the activities of the Club.

Class	Award
Best Underground Print	President's Challenge Cup
Best Above Ground Print associated with Club activities	Man of Kent Trophy
Best Above Ground Print associated with climbing	Climber's Cup
Best Portfolio of Six Prints on a caving theme	Philip Tyas Cup
Best Print Depicting the Spirit of Gaping Gill at the latest meet	Spirit of Gaping Gill Trophy
Best Humorous Print which may include significant digital manipulation	J R Nield Cup
Best Digital Video (Maximum length 2 minutes)	Down Valley Trophy

Conditions of Entry

1. Pictures and video clips must have been taken by a Member or Associate in the 18 months prior to the AGM, except the Spirit of Gaping Gill, and should reflect the aims and objectives of the Club.
2. A maximum of four entries are permitted in any one class.
3. Entry is free and will signify that entries are eligible under the rules. Cash prizes of £25 will be awarded.
4. Medium: Print only, maximum size A4 except for panorama images which may be up to A3 size. Colour or black and white.
Electronic copies should also be submitted when available for use in publication and for archive purposes.
Entries must be clearly marked with name of the entrant, the class entered and the date taken.
5. All images may be reproduced in the Club's publications and with the entrant's permission become the property of the Club.
6. All trophies are to be held for one year only and must be returned to the Secretary in time for the next competition. Winners should have trophies inscribed and the Club will reimburse reasonable costs.
7. All entries, except for the Best Humorous Print, to be judged jointly by the President and nominees and their decision in all matters relating to this competition is final.
8. The Best Humorous Print will be judged by a secret ballot of Members and Associates attending the AGM and Annual Dinner. In the event of a tie the President will decide.
9. All entries must be with the President at least 14 days before the AGM. Prints will be

accepted up to 2:00 pm on AGM day provided a digital image has been submitted to the President before the 14-day deadline. Judging will take place as soon as possible after that time and entries will be displayed at the AGM and Annual Dinner.

Literary Awards

Meets Report Prize

The Meets Report Prize will be awarded for the best contribution to Meets Reports in the Club publications since the previous year's Annual Dinner. The award is a cash prize of £25, to be judged by the Editor. All published Meets Reports are eligible.

The Albert Mitchell Trophy

The Albert Mitchell Trophy and a cash prize of £25 will be awarded for the best item in the Club publications specifically for a major contribution concerning new cave exploration in the Yorkshire Dales.

The Tom Pettit Cup

The Tom Pettit Cup and a cash prize of £25 will be awarded for the best item in the Club publications (excluding photographs) not winning either other of the above two categories. A second cash prize of £25 may be awarded for the runner-up.

All articles appearing in the Club publications are eligible for the Albert Mitchell Trophy and Tom Pettit Cup, published since the last judging. The judges for these two awards will be the retiring President and the two Vice-Presidents or their nominees. If the judges feel there is no article of sufficient merit, the trophy and cash prizes will not be awarded.

The Young Achiever's trophy

The Young Achiever's trophy, together with a cash prize of £25, will be awarded the individual who is judged to have made the greatest contribution to the Club's activities over the year prior to the Annual Dinner. Entry is open to any Member or Junior Associate, 25 years of age or less, as of the day of the AGM. Nominations are welcomed from any Member or Associate, and must be submitted to the Secretary a minimum of 14 days before the AGM. The nomination should detail the contributions which may include any of the following; taking an active part in Meets, assisting with digging or other projects, participating in the running of Gaping Gill. The judges for this trophy will be the retiring President and the two Vice-Presidents or their nominees. It will only be awarded if a nomination of sufficient merit is put forward.

Presentation and Trophies

All awards are normally presented at the Annual Dinner of the Club. A condition of winning an award is being a Member or Associate of the Club.

All trophies are to be held for one year only and must be returned to the Secretary in time for the next competition. Winners are encouraged to have trophies inscribed for which the Club will reimburse reasonable costs.

Appendix D - Gaping Gill Winch Meet - Safety & Operational Policy Statement

The Policy

The policy with regard to the Winch Meet is to provide and maintain safe operating conditions, equipment, and systems of operation for all our Members and visitors and to provide them with such information, training and supervision as they need for this purpose.

The Club recognises its responsibility for the safety of other people who may be affected by its activities. The allocation of duties for the operation of the winch, and the Meet generally, and the arrangements for the discharge of those duties particularly with regard to safety for the implementation of our policy are set out below.

The policy will be updated from time to time as changes occur and in any event, reviewed annually prior to the year's Meet.

Organisation

The day to day running of the Club is vested in the Committee who, amongst other things, arrange the caving and potholing meets including the annual Gaping Gill Winch Meet.

The Voluntary Meet Coordinator is appointed by the Committee to be responsible for organising the Meet and to ensure its proper running. For this purpose the Voluntary Meet Coordinator is vested with such powers and responsibilities as they see fit to conduct the Meet and in particular for any matters regarding the safe operation of the Meet.

The Voluntary Meet Coordinator may appoint a Deputy or Day Coordinator who will assume the responsibility for overseeing the operation of the winch for a designated period.

The need for such control is paramount and the winch will not operate unless a Voluntary Meet Coordinator or Deputy has been appointed to take responsibility for whatever period of time the winch is being operated.

There may be occasions when the Voluntary Meet Coordinator or Deputy is indisposed. In the event that there is no-one available to take control, then winching operations must be suspended until the situation can be resolved. One exception would be if there were a number of people underground to be brought to the surface when an experienced Driver must assume control until those people are safely above ground and then winching operations should be suspended until the matter is resolved.

Transportation

The Meet equipment is transported to Gaping Gill using a tractor and trailer usually operated by the tenant farmer whose right of access onto the moor is utilised.

Agricultural plant and machinery pose particular dangers. Members, Associates and their guests should recognise this by not coming into close proximity to the moving tractor and trailer and in particular by keeping well away from blind spots and narrow access areas, e.g. alongside walls, gateways etc., where there is a danger of being trapped or crushed.

In particular no-one should ride on the loaded trailer or its drawbar due to the dangers of overturning or slipping beneath the moving vehicle.

Before the loaded trailer is moved all those involved in loading should check and ensure that various loaded items are stable and well secured with either rope netting or rope lashings.

The loading and unloading of the trailer involves man-handling quite heavy dead-loads; all those involved should recognise this and utilise appropriate lifting techniques, i.e. bend at the knee, straight back, head up, arms straight, using the muscles of the legs and buttocks to do the lifting and not the back.

Anyone with a history of back problems should recognise these problems and refrain from engaging in lifting anything beyond their capabilities. This is particularly important when man-

handling the heavy elements of the winch. The team involved in this operation may suffer the consequences of one of the team members suffering a strain and suddenly letting the load pass onto those involved in the lift.

Recognise your limitations!

A wheeled dolly is used to assist in the transport (and retrieval) of heavy items of equipment from the moor top to their installation position at the head of the Main Shaft. The dolly is constructed so as to safely carry the winch engine, winch bed, cable winding drums and hydraulic oil reservoir tank when secured to the dolly. In practice the dolly is secured by a steel cable to a tractor and lowered or raised up and down the shakehole side under the control of the tractor driver.

During these operations a Banksman should be positioned on the edge of the shakehole to give the tractor driver clear hand signals. Other persons in the vicinity should stand well clear of the path of the dolly until the operation is completed.

Gantry and Winch Installation

The installation of the gantry across the open shaft of Gaping Gill is potentially one of the most dangerous aspects of the Meet and should only be attempted by a team under the direction and supervision of someone with previous experience and at all times under the overall control of the Voluntary Meet Coordinator.

The first step is to establish a number of belays at the stakes on the moor above the hole and at the large boulders and P-hangers adjacent to the lip of the shaft. Those engaged in the shaft head installation should wear safety helmets.

Where someone has to descend from the moor level belay stakes to reach the back wall of the shaft it is appropriate to use SRT harness, equipment and rope. Good SRT practice should be followed and the rope should be maintained in tension at all times.

Anyone accessing the shaft head from the right-hand ledge and being belayed to the pre-installed P-hangers should be belayed with a dynamic climbing rope. SRT rope should not be used for this situation as in the likelihood of a fall the shock absorbing properties of the rope would be such as to cause severe injuries to the victim and in extreme situations may result in the rope breaking.

A set of ladders and lifelines should be to hand to facilitate the retrieval of anyone so unfortunate as to sustain a fall.

Two people are normally required to manoeuvre the gantry base into position on the lip of the shaft whilst others are positioned at safe points to assist in the lifting. These would include a team of at least three on the moor top and four to six people on the rock platform by the winch site.

The scaffold gantry base is normally left intact between Meets and the aim is to manoeuvre it over the shaft. This is done by attaching a hauling rope to one end of the gantry base, the team on the moor top taking the weight and belayed individuals manoeuvring it into position.

Once in position appropriate rock anchors should be connected to the gantry to stabilise it. These can be found by reference to photographs of previous installations which identify the key anchors. The photographs will be found in the Gantry Construction Guide in the 'Command Box' of key documents.

Having stabilised the gantry base the belayed individuals should commence installing scaffolding tubes to build up the complete gantry starting with the fitting of various legs and uprights to further stabilise the base and to develop the basic integrity of the structure.

Until the gantry is complete with guard rails, floor plates, toe boards and trapdoor, those erecting the structure should at all times remain belayed.

The Voluntary Meet Coordinator should satisfy them self, in consultation with other experienced Members, that the structure is stable and safe and follows the design incorporated in the various

photographs taken of previous gantries and depicted in the design drawings.

Dismantling of the gantry is essentially the reverse of its installation and should only be undertaken under the direction and supervision of an experienced Member using appropriate safeguards identified above.

One pre-requisite for the erection and dismantling is not to drop anything down the shaft as it has been known from past experience that people do gain access to the system despite the Club having access control responsibility to all of the system entrances. Security cords or string should be attached to all tools in use on the gantry and they should be used to secure tools to the user whenever they are in use.

Installation of the winch (which includes the engine) poses no undue hazards other than the usual ones of lifting and manoeuvring a substantial deadweight into position. It is essential that once installed and built key fastenings are checked to ensure their integrity. These include the tightness of the bearing bolts holding the winding drum shaft bearings to the frame, and the rock anchors holding the winch frame to the rock bed. The rock anchors should be installed through the timber side plates including the steel staves to ensure a safe secure fixture to the rock bed.

Once the winch has been built it should not be operated under power without the appropriate guards in place especially those shielding the gears on the winding drums.

On completion of erection of the gantry and installation of the winch it will be necessary to install the guide wire and hauling cables. Gaping Gill shaft is not plumb vertical for winding purposes so a guide wire has to be fixed between an anchor on the moor top via the gantry and chair and then to an anchor in the floor of the Main Chamber.

The guide wire is stored rolled on a light weight drum and should be carefully unwound on the moor top adjacent to the belay stakes. The loose end should be fed down onto the gantry, through the location devices on the top of the A-frame and through the guide pulley on the winch chair. The remaining cable should be fed down the shaft carefully to avoid snagging. On reaching the shackle and hook end these should be fastened to the belay stakes with suitable chain and lashings.

A team of members should then descend into the Main Chamber via an alternative entrance, e.g. Bar Pot or Jib Tunnel (Lateral Shaft) to locate and fix the loose guide wire end with an experienced Member in the group to ensure its correct location and fastening.

On completion of fastening the guide wire a general check of winch, gantry and chair should be made to ensure that everything is fastened securely and safely including, in particular, the fastening of the chair to the hauling ropes.

Once everything has been checked a number of trial runs should be made initially with an empty chair to ensure everything runs properly and to check that there is adequate clearance particularly where the chair passes close to the rock wall near the top of the shaft and through the trapdoor.

On being satisfied that everything is in order a deadweight, e.g. drum of water, should be fastened to the chair for further trials simulating the effects of lifting/lowering a person under normal operating conditions. Any adjustments to the hang of the chair should be made at this stage. A calibrated drum of known capacity (mass) is used to prove the lifting capacity of the winch.

Once the test runs have been conducted to the satisfaction of the Voluntary Meet Coordinator a number of trial runs should be repeated using a volunteer, experienced, "live" load. Communications should be available to ascertain problem areas in the lift/lower in anticipation of any difficulties occurring.

On satisfactory completion of the test runs the winch should then, and only then, be made available for general duties.

During this test period the Voluntary Meet Coordinator, preferably with other experienced previous Voluntary Meet Coordinators and Members, should be in attendance to supervise and direct operations to their satisfaction.

The installation and running of the winch is a team effort and requires everyone involved to co-operate with one another and above all, ensure not only their own safety but also that of others.

Installation of communication equipment

Safe operation of the winch requires the use of two individual communication systems. The Winch Drivers Buzzer, which provides a signal instructing the driver to commence an ascent of the chair and a telephone system which provides general communication between the surface and the Main Chamber. Two separate cables service these electrical systems.

Lowering these cables into the Main Chamber requires a person to approach the top of the Main Shaft via Jib Tunnel (Lateral Shaft) and to manually feed the cables over the lip and finally secure them in place. The individual carrying out this task should be a competent SRT user, equipped with a safety helmet, caving headlamp, SRT harness and cows-tails.

If Jib Tunnel has previously been rigged with SRT rope as a means of gaining access to the Main Chamber the traverse line forming part of this rigging can be used to safeguard the cable rigger. If Jib Tunnel has not previously been rigged for a descent of the shaft a traverse line should first be installed to protect the cable rigger. The individual working at the lip of the shaft should be secured with SRT cows-tails at all times during the operation.

A minimum of three individuals is required to safely install the cable in Jib Tunnel:

A suitable protected person to work at the lip of the shaft. An individual sited at the entrance to Jib Tunnel to assist taking the weight of the cable and to guiding the cable through/over the rocks at the entrance to Jib Tunnel. A person to secure and pay out the cable from the cable drum. Careful control of the cable drum is required as the weight of the outgoing cable is eventually sufficient to cause free running.

Winching Operations

Descents into Gaping Gill using the winch are made available not only to Members/Associates and their guests but also to the general public to whom we owe a responsible duty of care for their safety and well-being. To this extent the operation of the winch must always take place with this duty of care in mind to ensure everyone's safety.

The winch is operated by a team of eight (plus a variable number of Guides in the Main Chamber) which are:

- Voluntary Meet Coordinator or Deputy
- Driver*
- Gantryman*
- Whistleman*
- Whistleman's Assistant
- Guide(s)
- Bookman
- Timesheetman

The duties of the winch crew are broadly described in the following pages, more detailed descriptions are available on the Job Description Sheets held at Gaping Gill. Before undertaking some key tasks (indicated with *) members are required to sign that they have read these Job Descriptions and must obtain a counter signature.

The Voluntary Meet Coordinator

The Voluntary Meet Coordinator has overall responsibility for the Meet, making such decisions as they see fit for the day to day running of the Meet. In particular they have responsibility for:

1. Organising manpower for all winch crew duties including the drafting of a work roster for each day.

2. Ensuring that the mechanical parts of the winch are in good order with daily and other regular checks of fuel and oil levels, check of moving and non-moving parts of the winch and gantry for security, tightness of nuts and bolts, and general safety.
3. Dealing with other clubs/cavers wishing to use other entrances to the system to ensure they are competent:
 - to tackle those entrances or use CPC tackle.
 - have sufficient knowledge, experience and equipment to undertake their trip.
 - decide on what fees are appropriate.
4. On busy days arranging for someone to be stationed at Bar Pot entrance to advise visitors and cavers to book in and out with the Bookman at Gaping Gill to avoid confusion
5. Deal with visitors on such matters as age limits for young people

The selection of Voluntary Meet Coordinator is agreed by the Committee of the Club: they must be over the age of 21 years and be a Member of the Club. A high degree of commitment and motivation will be required of the person fulfilling the role. Because of the responsibility placed upon the position the Voluntary Meet Coordinator should always arrange for a responsible Member to deputize in their absence.

The responsibilities of the post are such that the Committee vests its power and decision making roles in the Voluntary Meet Coordinator to conduct the Meet in such a responsible manner as they see fit, particularly where safety is concerned. On some issues they may wish to consult with other Members but everyone in camp at Gaping Gill or attending the Meet at any time must be prepared to accept the Voluntary Meet Coordinator's decision.

The Voluntary Meet Coordinator should make arrangements for the independent engineering inspection of the winch and other systems by the inspector appointed by the Committee at a suitable time prior to the Meet opening for public descents.

Driver

In many respects the Driver of the winch is second only to the Voluntary Meet Coordinator in terms of responsibility for winching operations as they have effective control. The Driver's duty is to operate the winch in a safe and efficient manner. They require a high degree of concentration to keep a careful watch on the winding drum and hauling ropes, gantry trapdoor and Gantryman in case of emergency signals.

To this extent the Driver's judgement must not be impaired through the consumption of alcohol, medication or illness and in the event of being affected in such a manner must refrain from driving. The Driver observes the proper management of access to the gantry ensuring that the line of sight to the trapdoor and chair is not obscured, that the trapdoor is opened and closed in the correct sequence, and that the person descending is properly seated and helmeted. The Driver must refuse to operate the winch for a descent if they are not satisfied with the situation.

The Driver must keep a watchful eye on the operation of the winch; rope wrapping correctly, gauges giving correct information, position of depth markers. In practice they are aware of everything going on in front of them. This high degree of concentration is tiring and can lead to loss of concentration to the extent that a Driver should only drive the winch for short periods of time, usually one hour continuously, with a substantial break before repeating the task.

The signalling system to operate the winch involves three people: the Driver, the Gantryman and the Whistleman. In the normal course of events the Drivers station is linked by landline to a signalling system, a push-button and buzzer, in the main Chamber controlled by the Whistleman. To engage an ascent, all things being satisfactory, the Whistleman presses the push-button device twice to initiate a buzzing sound at the Driver's station.

This signalling system is also linked by landline to the gantry emergency stop button – see Gantryman's operations below.

This signalling system operates on the basis of:

- One buzz to stop the winch
- Two buzzes for ascent
- Three buzzes for descent

In such a way the Whistleman can control the movement of the chair up and down the shaft from the bottom.

In the event of the electrical signalling system becoming inoperative the Whistleman can fall back on the use of a whistle for such signals (hence the title). Conversely, to make a descent from the surface the Gantryman, on being satisfied everything is in order makes an overt sweeping downward motion of his arm to indicate to the Driver that a descent can be made. In this way the Driver understands what is required of him.

The Driver must hold British Caving Association insurance, have the necessary aptitude, attitude and experience, have undertaken relevant training, be sponsored by a Member of the Club and be a minimum of 21 years of age. An operational Driver must be named on the current Driver's list held by the Voluntary Meet Coordinator. No other person is allowed to operate the winch except for training purposes and then only with a dummy load.

Gantryman

The Gantryman is in a position of risk due to the presence of the opening through the gantry when the winch is operating. In recognising this danger, the person performing the duty must be safely and securely belayed to the gantry at all times using the safety harness and lanyard provided.

The Gantryman must keep a watchful eye on everyone using the gantry to ensure their safe access and egress and be prepared to direct and control potential rushes of people seeking to view the shaft.

They should check everyone making a descent for proper equipment, e.g. safety helmet and clothing, and issue specific instructions regarding their behaviour in the chair, i.e.:

- To sit well back in the chair
- To not move about in the chair
- To not look up
- To keep feet well tucked in, under the chair
- To keep arms inside the framework of the chair
- To not interfere with the gate closure in any circumstances
- Advise that a person at the bottom will let them out of the chair

The Gantryman is responsible for the correct and safe operation of the trapdoor. When the chair is stationary at the top of its travel, the trapdoor should be closed and effectively latched. When closing the trapdoor, it should not be slammed shut as there may be a danger of it bouncing back open.

Only after the descending passenger is safely seated and the chair closure gate securely closed, with lap strap attached, should the Gantryman open the trapdoor and give a clear signal to the Driver with a full downwards sweep of the arm for the descent to begin. The Gantryman should then observe the descent for the first fifty feet (15m) to ensure the safe passage of the chair.

In the event of any difficulties being observed or on perceiving a whistle generated stop signal, the Gantryman must be prepared to operate the emergency stop signal button. If the signalling system is not operational the Gantryman should give an appropriate horizontal full sweep of both arms to the Driver to stop the descent or ascent.

On ascents, if the signalling from below is by whistle the Gantryman should listen carefully for the correct signal (One - Stop; Two - Up; Three - Down) and only when sure of the Up signal, give the Driver a signal to raise the chair by a full upward sweep of the arm. If there is any doubt the ascent signal should not be given to the Driver.

On ascents, if the signal from below is by buzzer direct to the Driver, the Gantryman only needs to observe the last 100 feet (30m) of ascent to ensure that the guide wire is correctly placed for a clear ascent through the trapdoor.

The Gantryman must hold British Caving Association insurance, have the necessary aptitude, attitude and experience, have undertaken relevant training and be sponsored by a Member of the Club. They will expect a term of duty of one or two hours.

Whistleman

The Whistleman's duty is to ensure safe entry to and exit from the chair in the Main Chamber and to observe the movement of the chair and cables in the shaft, particularly during the ascent.

They are stationed by the cable cairn in the Main Chamber. They release passengers from the chair on descent and signals for the empty chair to ascend when, and only when, the visitor is clear of the chair. They fasten passengers in the chair for the ascent and after performing the following safety checks sends the appropriate signal of two blasts on the whistle, or two distinct pushes of the buzzer button, to the surface (or to the Driver) for the ascent to begin.

Safety checks:

- The passenger is safely seated and the chair safety bar is securely locked with lap strap attached.
- That the lift and guide cables are not twisted or hooked on protrusions from the shaft walls (also applies to empty chair ascents).
- The Whistleman must observe the ascent of the chair so far as is reasonably practicable and in the event of any difficulties being observed signal the Driver immediately to take remedial action; e.g. stop, descend, etc. to retrieve the chair.

The Whistleman must hold British Caving Association insurance, have the necessary aptitude, attitude and experience, have undertaken relevant training and be sponsored by a Member of the Club. They will expect a term of duty of one or two hours.

Whistleman's Assistant

The Whistleman's assistant performs the following role:

- To stabilise the chair as it slows to a stop and to hold it steady while passengers move out of and into the chair by firmly holding the safety cage from the rear.
- To direct descending passengers safety away from the chair to the Guides assembly point.
- Whilst the next to ascend waits for the chair to arrive the Whistleman's assistant should instruct the passenger as to do's and don'ts on the journey up.

The Whistleman's Assistant must be over the age of 18 and may expect a term of duty of one or two hours.

Guide

The Guide's duty is to help visitors to safely obtain the greatest benefit from their short stay underground. Visitors may be "tourists" or "cavers". In the normal course of events tourists are given a tour of the Main Chamber floor only and not taken up either the East or West slopes. They should never be taken out of, or allowed to leave, the Main Chamber unless prior arrangements have been made for proper guidance. Cavers, of course, will have indicated their intentions when booking in.

Clearly the Guide has a responsibility to ensure that tourists do not go beyond their abilities. Parties should be contained to a size that can be easily handled, e.g. between four and eight people.

A typical Main Chamber tour is best started by taking the party to the bottom of East Slope, or a similar spot, away from the noise of falling water and talking about general statistics of the system and the Main Chamber (Hall of the Winds), Spout and Rat Hole Waterfalls, East Pot, East Slope, Mud Hall, South Passage, North Passage, etc. From there visitors may be taken

along the back wall of the chamber noting the Main Chamber Fault, the Water Sinks, the Porcellaneous Band, the Sand Bank, West Slope and other items of interest. A brief fact sheet for use by Guides is available from the Voluntary Meet Coordinator and all Guides are advised to read this.

In adverse weather conditions, e.g. high water levels, the Guide and the Whistleman have an obligation to look out for visitors, particularly old or young people, showing signs of suffering from cold and damp. There should be no hesitation in sending to the surface anyone who shows signs of distress.

At least one Guide should be on duty whenever a tourist is in the Main Chamber and at busy times several Guides are required. Any Member or guest may act as Guide but only after approval by the Voluntary Meet Coordinator and will expect a term of duty of two hours.

Bookman

The Bookman's duties are to receive visitors, check their eligibility, arrange for indemnity chits to be filled in, fees to be collected, number tags to be issued and helmets to be supplied. The Bookman enters the details of name, number in party, group or club membership and destination in the Descent Book and directs visitors to the gantry.

They particularly make a note of people moving in parties which will usually have a leader or organiser. If some of the party are under the age of 18 the party leader or organiser is usually required to sign the indemnity form.

Any request for a descent made which is questionable should be at the discretion of the Voluntary Meet Coordinator - if there are doubts with nervous people or children for example, they are best advised not to make the descent. All children should descend only with the written permission of a parent or guardian. Children under the age of seven should not normally be allowed to descend.

The position requires a reasonable person to be in charge and an assistant (Tags) is usually desirable except during exceptionally quiet periods. The term of duty is normally two hours.

Timesheetman

The Timesheetman is located on the gantry and notes times of descent and ascent on the timesheets and also notes where parties or oddities occur and at all times works in close co-operation with the Bookman and with the Gantryman.

They will be responsible for collecting numbered tags from persons ascending in the chair before they leave the gantry.

The role also involves priming passengers on the procedure for getting ready for a descent.

At busy times a "runner" is required to carry messages between the Timesheetman and the Bookman.

At the end of the day the Descent Book must balance, in terms of "all who went down must come out" and it is the combined duties of the Bookmen and the Timesheetmen which ensure this is so.

The same responsibilities are expected from the Timesheetman as are required for the Bookman and they will normally expect a term of duty of two hours.

Waterworks

Gaping Gill is an active stream sinkhole swallowing the whole of Fell Beck, an impressive and sobering sight in times of high flood. To mitigate against flooding, Fell Beck is diverted down Rat Hole and Rat Hole Sink by judicious rearrangement of boulders in the stream bed. This is backed up by the construction of a timber dam between Rat Hole entrance and the opposite bank. In the past turfs were cut from the fell to help fill holes in between the bottom of the dam and the limestone bed. In the interests of conservation this practice is not continued.

The dam arrangement will handle and divert a considerable flood of water. However it is not uncommon for a period of heavy rain coupled either with existing saturated ground or ground baked hard by a drought, to give rise to a flood sufficient to overwhelm the dam and flow down Gaping Gill Main Shaft. This presents certain problems, e.g. rocks being washed down the shaft, and whilst from experience it is known that the winch can operate in high water conditions it is not desirable and winching operations should be suspended.

Future Voluntary Meet Coordinators should note that the dam has been overtopped from a low water level at the base of the dam within half an hour. Weather conditions should be considered and treated with utmost respect.

During times of flood people in camp should be aware of the dangers of fast rising water and always ensure that children, whether Members' or visitors', are never allowed to venture near the stream at such times.

At such times the Voluntary Meet Coordinator will be aware of the dangers of lightening and related static on the metal structures of the gantry and winch in the vicinity of Gaping Gill and should suspend winching if it is thought desirable.

The Voluntary Meet Coordinator or Deputy should keep the Whistleman and Guides up to date with changing conditions on the surface if the stream begins to rise to a point where it may potentially over-top the dam, by frequent use of the phone system. Guides should curtail tours and begin winching out children and any persons showing signs of distress. The aim being to ensure that all visitors are out of the Main Chamber before conditions necessitate the suspension of winching.

Competent cavers with the correct equipment can be directed to the surface via Bar Pot if they wish.

Recent history indicates that most flooding episodes are of relatively short duration, perhaps one to two hours, the flood then subsides and winching can commence again. Under these circumstances the most appropriate course of action is for those remaining underground to initially seek dry shelter in South Passage and then move to Sand Cavern if the flood continues to rise. To this end an emergency pack is provided in a drum located next to the telephone at the climb up into South Passage. The drum contains brewing gear, bottled water, candles and a lightweight nylon shelter.

A responsible member should always take charge in such a situation (e.g. the Whistleman) and should maintain frequent phone contact with the Voluntary Meet Coordinator or Deputy on the surface.

The back-up to retrieve people from the system when a flood suspends operations for an extended period is via Bar Pot which must be tackled for this purpose. The Voluntary Meet Coordinator or Deputy should decide if this course of action is appropriate and then request assistance from the Cave Rescue Organisation.

Electrical apparatus

A portable generator is used during the Meet for a number of purposes including lighting and battery charging.

Both 240 volt and 110 volt supplies are drawn from the generator and Members, Associates and guests should have due regard and respect for this fact: even 110 volts can cause injury.

Work on the electrical supplies and apparatus should only be undertaken under the direction of the Voluntary Meet Coordinator. Installation of and modification to the wiring should only be carried out by a competent person.

Standby winch engine and hydraulic pump

A gas fuelled standby winch engine and hydraulic pump unit is available in the event of failure of the main diesel engine or pump. This can be connected into the hydraulic hoses as a replacement for the diesel unit. The main aim is to retrieve someone stuck in mid-ascent or mid-descent. It will function continuously to retrieve people from the Main Chamber at a reduced rate, probably no more than twelve people an hour.

The Ultimate Standby

In the event of a total loss of power to the winch the hauling drum can be disconnected from the hydraulic drive and the winch operated manually using two winding handles. This is extremely tiring and should only be considered as a last resort to retrieve someone from mid-shaft.

The winch in this mode operates with a ratchet system to safeguard the ascent and a manual band-brake to control descents. It may be easier to lower someone from mid-shaft to the floor of the Main Chamber rather than rely on hand winching to the surface.

First Aid

First aid materials will be available during the course of the Meet. Members, Associates and their guests should bear in mind the relative remoteness of Gaping Gill from emergency services and essentially take care and think twice in situations where they may be at risk of injury. This goes without saying: when underground everyone has a duty of care to themselves and to their colleagues.

The first aid equipment will be split into two lots - one for general use on the surface, and one as an emergency pack kept solely for use in situations underground: it would be pointless breaking into the underground pack for general use only to find it depleted in the event of an underground accident.

Voluntary Meet Coordinators may wish to bear in mind that, generally, there is a reasonable "labour force" in camp to initiate a rescue prior to calling out the Cave Rescue Organisation. All things will have to be considered however; severity of injury, position in the system, etc. Generally speaking it will be beneficial to get the victim moving out especially from a wet situation rather than to wait for the Cave Rescue Organisation as a long lag-time will occur in response to a call for assistance from those in camp.

Additional consideration for those visiting or camping at Gaping Gill

Private Vehicles

Access to the fell for the purpose of transporting the winch equipment and personal gear to Gaping Gill is granted under the agreement with the Landowner. This agreement does not permit the use of private vehicles on the fell for whatever reason during the Meet period.

Guests

Members or Associates wishing to invite guests to camp at Gaping Gill during the Meet must write to the Committee for permission, the letter to be in the hands of the Secretary prior to the July committee meeting.

Fell Beck

Fell Beck and its tributaries provide the main source of drinking water at Gaping Gill. All those in camp should consider, having regard to its position, that it is unsuitable for human consumption in its raw state. All water should be boiled or treated with appropriate purifying agents. It is essential that no washing of any kind is carried out in the stream(s) above the swimming dam. Water should be drawn from the stream, used and then deposited away from the bank to soak away. Caving gear and equipment should only be washed in the pools just upstream of the Rat Hole diversion dam. Chemical and earth toilets are provided for members in camp and they should be used.

Waste and Litter

Facilities for the collection and disposal of solid waste are not provided at Gaping Gill. All those visiting or camping during the meet are required to carry their rubbish off the fell when they leave, for disposal at home. Please ensure that bags used to store camp rubbish are “animal proof”.

Dogs

Dogs should be kept on a lead in all areas where livestock is present. Loose dogs represent a hazard around the head of the Main Shaft and should be kept on a lead. Please try and ensure that the visiting public adhere to this rule. Please ensure that dogs are exercised away from the camp and from Fell Beck and its tributaries. Dog owners must ensure that their animals do not foul the area around the camp and must remove and dispose of excrement in an appropriate manner.

Revision Record for the Local Byelaws of Craven Pothole Club Limited			
Date	Adoption / Revision made by	Detail Changed	Brief details of change
24/11/12	Adopted by CPC AGM	--	--
11/01/13	Motion at Committee meeting	Appendix 2	Revision to accommodate changes to Riverside rules.
08/03/13	Motion at Committee meeting	Section 1	Addition of Membership application criteria.
08/03/13	Motion at Committee meeting	Section 2	Addition of Meet Coordinators duties.
08/03/13	Motion at Committee meeting	Appendix 4	Revised Gaping Gill Safety and Operational Policy Statement added.
12/07/13	Motion at Committee meeting	Appendix 2	Revision accommodating charges to Riverside fees for BBQ & NY periods.
11/10/13	Motion at Committee meeting	Appendix 2	Revision to incorporate AGM 2003 decision on Ivy cottage fees for children and committee decision of June 2009 on reciprocal rights booking of Riverside cottage.
14/02/14	Motion at Committee meeting	Appendix 2	Revision accommodating charges to Riverside fees for BBQ & NY periods.
11/04/14	Motion at Committee meeting	Clause 7.	Additional paragraph covering use of ropes by non-member cavers at GG
14/06/14	Motion at General Meeting	Section 1	Remove Clause 1 dealing with detail of membership application and re-number the remaining clauses.
11/07/14	Motion at Committee meeting	Appendix 4	Amend section on Gantry installation to include use of SRT access and dynamic rope belays.
12/09/14	Motion at Committee meeting	Appendix 2	Incorporates increases to Ivy and Riverside cottage fees
10/10/14	Motion at Committee meeting	Appendix 2	Addition of arrangements for children under 16 to stay in campervans at no charge.
10/06/16	Motion at Committee Meeting	Appendix 4	Amend requirements for Driver, Gantryman and Whistleman - no longer need to be club member but other requirements apply.
25/11/17	Motion at AGM	1, 2, Appendix 1 – 1, 2, 3, 4, 5, 8	Use Volunteer Meet Coordinator terminology consistently
Sept 2018	Motion at Committee Meeting	Appendix 1	New draft Rules on Library access & use
12/06/20	Motion at Committee Meeting	Full Update	Amended Cottage Rules re Children under 18. Ban on charging mobile devices in bedrooms. Photographic Awards. Gaping Gill. Reformat Cottage Rules.