



SPRINGWOOD BUSHWALKING CLUB BY- LAWS

AS AT: 2 MARCH 2026

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These By-Laws operate in conjunction with other policy documents as developed by the Club and approved by the Committee and available on the Club website.

BY- LAW 1 - APPROVAL OF CLUB ACTIVITIES

- 1.1 Proposed Club activities must be submitted for publication on the club program by way of the approved website.
- 1.2 Information relating to an activity must, at the same time as publication, be made available to all committee office bearers of the club, or Ordinary members who the committee agrees have appropriate competence to provide input.
- 1.3 Committee or other agreed members may then provide comment, recommend adjustment or dispute such activity by bringing issues to the attention of the full Committee.
- 1.4 All activities must have appropriate grading and include sufficient geographic information to guide search and rescue. The Club maintains a descriptive document of activity grades. Leaders are encouraged to include distances and elevation changes. Leaders are encouraged to add comments about the known track condition and anticipated pace.

BY - LAW 2 - ACTIVITIES

The following conditions apply to an activity as defined in Part I (3) (f) of the Constitution:

- 2.1 All approved activities shall be announced on the programme on the Club's website with a description of the intended route and grade.
- 2.2 An activity fitting one of the descriptions below, need not be announced as in clause 2.1:
 - (i) It is an activity planned at short notice and circulated to members as in 1.2 as a short notice activity.

- (ii) It is an activity for which the date, location and or route have been altered from a previously announced activity due to unforeseen circumstances, providing the list of intending applicants remains substantially unchanged and that notice is circulated as in 1.2.
- 2.3 Where the route of an activity has to be altered during the activity, the leader should endeavour to contact the Club Activities Officer or other committee member to advise of the change and new route. This is encouraged via SMS whilst on the activity.
- 2.4 A copy of the Activity Sign-Up form signed by all participants must be provided to the Activities Officer, or other nominated person, within one month after the activity. Where it is considered unsafe for individuals to sign relevant Acknowledgements of Risk, then the leader may sign on behalf of all the party – having first ensured that all participants understand the contents of the Acknowledgment of Risk. Leaders should especially encourage all visitors and any members who have not participated in the type of activity previously or with the Club to understand and acknowledge, by signing, the waiver. The form should indicate those who have cancelled, not shown up, or who have attended at late notice.
- 2.5 Any activity not covered by the Club’s public liability and accident insurance policies shall be clearly identified as such in the activity description. Such activities generally include motorised sporting equipment and overseas trips.

BY - LAW 3 - DESIGNATION/GENERATION OF CLUB ACTIVITIES

- 3.1 Any Ordinary or Life Member who wishes to lead an activity must list the activity on the programme on the Club’s website. The Club maintains a document listing the definitions and types of activities which outlines requirements for each activity type.

BY - LAW 4 - REGISTRATION OF MEMBERS ON CLUB OR JOINT ACTIVITY

- 4.1 Any Member who wishes to join an activity must register on the Club website or directly contact the leader. Members are encouraged to book well before activities start and, if necessary, to provide cancellation of attendance well in advance. Leaders may maintain waiting lists at their discretion.

BY - LAW 5 - MINIMUM PARTY SIZES ON CLUB ACTIVITY

- 5.1 A permitted Club activity shall consist of a party in which:
- (i) There are at least three adult participants, two of whom are Ordinary or Life Members of the Club; and:
 - (ii) Except as provided in subclause (iv) at least half of the party are Ordinary or Life Members of the Club, or members of another club affiliated with Bushwalking NSW, and
 - (iii) A Member of the Club is the leader or co-ordinator of the activity, or leads a Springwood Bushwalking Club officially recognised team, endorsed by the Committee.
 - (iv) Where the activity is advertised or designated on the Club’s programme as a Prospectives’ training or introduction activity, involves no off-track walking or camping out and is graded Grade 1 or 2 (Easy or Easy/Medium) by the Club, then at least one quarter of the party, or a minimum of 2 Members, are Ordinary or Life Members of the Club;
 - (v) It is advertised to Members or emailed to Club members by the Committee or is listed in the Members’ area of the Club’s website, or in accordance with Bylaw 2.
 - (vi) Members are discouraged from booking on to an activity until it has been made available to all Members by the Committee.

BY - LAW 6 - MAXIMUM PARTY SIZE

Party size limits apply to outdoor activities held by Springwood Bushwalking Club. They have been derived taking into account Bushwalking NSW’s current National Park Blanket Consent arrangements, national park and wilderness area current and draft plans of management (and Bushwalking NSW’s support thereof), NPWS limits on commercial parties, and personal opinions. The current limits are listed in the SBC document *Activity Gratings and Party Sizes* which is available on the Club website.

- 6.1 Activity leaders retain the discretion to impose a lower limit on their parties, taking into account such factors as:
- (i) what the leader is comfortable with
 - (ii) the competencies of party members
 - (iii) safety considerations
 - (iv) environmental considerations

- (v) campsite limitations
- (vi) transport limitations
- (vii) activities involving water immersion and wilderness areas where the limit is 8

6.2 *In certain special circumstances the limit might be exceeded, subject to the committee's approval and, if necessary, the approval of the NPWS or other relevant body.*

BY - LAW 7 - PARTICIPATION

- 7.1 The Committee may direct that a particular Member not lead or coordinate certain activities.
- 7.2 An Activity Leader may decline to accept the participation in his/her activity, of any person who is, in that Leader's opinion inadequately equipped, inexperienced, or unfit, or who may otherwise compromise the safety of the party, or successful completion of the activity.
- 7.3 For any club activity:
- (i) Only Prospective, Life and Ordinary adult Members who have already signed the annual Acknowledgement of Risk and the relevant activity Acknowledgement of Risk may participate in that activity.
 - (ii) Only Temporary adult Members who have signed the relevant activity Acknowledgement of Risk may participate in that activity.
 - (iii) Junior Members may participate in a club activity only where the annual Acknowledgement of Risk has been signed by a parent or legal guardian.
 - (iv) Junior Members may participate in an activity only where the relevant activity Acknowledgement of Risk has been signed on their behalf by a parent or legal guardian.
 - (v) Junior Temporary Members may participate in a club activity only where they are accompanied by an adult who has specifically taken responsibility for the care and safety of the junior member by signing the waiver on their behalf.
- 7.4 A person who is not an Ordinary Member, Life Member or Prospective Member (called a Temporary Member) may attend the equivalent of a maximum of three Club activities and three other meetings /social events, at the discretion of the Committee and leader of the respective activities and only if one of the following conditions is met:
- (i) The person is accompanied on an activity by an Ordinary or Life Member who personally knows and hosts the Temporary Member. The host is expected to familiarise the Temporary Member about Club expectations, OR
 - (ii) The person is invited by the activity leader, or the Committee, by virtue of special skills or other personal contribution to the activity, OR
 - (iii) The person has expressed interest in attending and has been accepted at the leader's discretion
- 7.5 Where attendance at activities exceeds that allowed under clause 7.4, the Temporary Member is usually expected to become a Prospective Member. Participation in an activity as a Temporary Member does not generally, count towards Prospective Membership, but may be allowed at the Committee's discretion.

BY - LAW 8 - FEES

- 8.1 Each Member except a Life Member or Temporary Member shall pay an annual membership fee. The Annual Membership Fee shall fall due on the 1st of July.
- 8.2 Membership ceases if fees are not paid by the 1st of September
- 8.3 Club membership fees are set at the Annual General Meeting.
- 8.4 The current fees are listed on the Annual Membership Renewal Form. As at the 2024 AGM they are:
- | | |
|---|------|
| (i) Ordinary (Full) Member | \$35 |
| (ii) Prospective Member | \$35 |
| (iii) Family Membership (2 Adults & Dependents) | \$70 |
| (iv) Junior Member (person under 18 years of age) | \$0 |
| (v) Life Member | \$0 |
| (vi) Temporary Member (Visitor) | \$0 |

(vii) Associate Member

\$0

8.5 Prospective Membership

- (i) A Prospective Member is a person seeking to become a Member in accordance with Part II of the Constitution.
- (ii) When applying for Prospective Membership, a person shall pay the fee listed above. If the date of joining is between 1st March and 30th June, this fee will carry forward as full payment for the following membership year.
- (iii) If a Prospective Member has not become a full member by the 30th June in the applicable year, they must renew their Prospective Membership by paying the annual fee listed above at Clause 8.4 (ii).

BY - LAW 9 - TRAINING

Training conducted or required by Springwood Bushwalking Club will be in accordance with the following principles:

9.1 Appointment of trainers:

All Club training courses must be run by a person approved by the Committee

9.2 Navigation practice:

To encourage proficiency in navigation, the Club will encourage (a) participation in the Wilderness Rescue Rogaine, and (b) the carrying of, and competence using map and compass, or other navigation devices, by all participants in activities.

9.3 Mentor system:

On the first occasion that a Member leads an activity of a given type (day-walk, overnight walk, canyon, etc), wherever practicable, he or she should be accompanied by a more experienced leader (of that class of activity) who will give moral support, assist where required and provide constructive feedback.

9.4 Exceptions:

The Club's committee may waive any of the compulsory training components in the Schedule in respect of a particular person and or event, if it considers it is in the interests of the Club and its Members to do so.

9.5 Subsidies:

The Committee may determine that an activity or event be subsidised (up to 50% of the costs) to attend courses, rogaines, or other events relevant to member training or the objects of the club.

9.6 Members and Prospective Members shall comply with the following training schedule:

TRAINING AREA	STATUS	TRAINER
FOR PROSPECTIVE MEMBERS		
Member induction	Compulsory for prospective Members, regardless of background	Competent Ordinary and Life Members
FOR ALL ORDINARY AND LIFE MEMBERS		
Apply First Aid	Desirable for all Members	Accredited instructors
Remote Area First Aid	Desirable for remote area activity participants, particularly leaders	Accredited instructors
Basic Navigation	Desirable for all Members; essential for leaders (unless prior-skilled)	Competent Club Members
Senior Navigation	Desirable for off-track & remote area activity participants, particularly leaders. Participants must be competent at 'Basic' level.	Competent Club Members

SPECIALIST		
Introduction to overnight bushwalking	Desirable for overnight walkers	Experienced Club Members
Abseiling course	Compulsory for all Members prior to canyon trips involving abseiling, unless prior-skilled in all aspects. Participants' competence to be assessed by instructor.	Experienced Club Members or commercial course

BY - LAW 10 – MEMBER INDUCTION PROGRAM

- 10.1 In accordance with Part II, 5 (1) (b) of the Constitution, a Prospective Member seeking Ordinary Membership of the Club shall attend a Committee approved induction program.
- 10.2 As part of this program, the Prospective Member must participate in and complete at least three Committee approved activities and an introductory talk outlining the purpose and ethics of the Club along with expectations, safety and basic equipment requirements.
- 10.3 Progress will be recorded on a Prospective Member Record form which should be signed by the activity leader following each programmed activity.
- 10.4 Once completed, the Prospective Member Record must be forwarded for the approval of the Membership Secretary as a Full/Ordinary Member. In the event of any issues having been raised, the Membership Secretary will refer the matter to the Committee for discussion and approval at a Committee Meeting.

BY - LAW 11 - LIFE MEMBERSHIP

11.1 Purpose:

Life membership is a means of recognising the contribution of individuals to the Club.

11.2 Eligibility:

Life members are people who have made long term and outstanding contributions towards at least one of the objects of the club by:

- (i) Providing opportunities and training for other members to participate in Club activities. The person has made outstanding contributions to the operation of the Club (such as committee work, leading numerous walks and activities and encouraging membership and participation), for many years, and/or
- (ii) Made outstanding contributions towards the environmental objects of the Club; encouraging the establishment, preservation, wise management, and use of conservation reserves such as national parks and wilderness areas; particularly in the areas most visited on Club activities, and
- (iii) Have consistently demonstrated exemplary service to the club.

11.3 Appointment:

In accordance with Part II, 5, (5) of the Constitution, Life membership is conferred according to the Constitution through nomination and two-thirds majority at the Annual General Meeting. Life members do not pay annual fees.

BY - LAW 12 – RISK MANAGEMENT AND RESPONSIBLE ACTIVITIES GUIDELINES

- 12.1 All Leaders and Members are encouraged and expected to be familiar with the Club's current risk management documents and procedures including various Responsible Activities Guidelines which are located on the club website.

12.2 The Activities Officer is responsible for reviewing risk management policies annually and providing update as required in consultation with the Committee.

BY - LAW 13 - INCIDENTS ON CLUB ACTIVITIES

13.1 Leaders, or their nominees are expected to inform the Activities Officer or other Committee office bearer, as soon as practical where there have been near - miss incidents or accidents which have resulted in (or are expected to result in) the harmed member seeking professional medical advice, or where there has been serious loss or damage to equipment.

13.2 The Committee will maintain, review and audit incident reports (annually) and continually promote compliance with safe practices.

13.3 The Committee will monitor and make arrangements for the Club to provide appropriate incidental support for members injured on Club activities.

13.4 The Committee may appoint and arrange for the training of a number of persons whom it considers are appropriate emergency contacts. Emergency contacts are an early point of contact in case of injured or missing members.

BY - LAW 14 - CHANGES TO BYLAWS

14.1 The by-laws may be altered by a two thirds majority of the Committee. Changes will be made available, in writing, to all ordinary and life members.

BY - LAW 15 - CHILD PROTECTION

15.1 The Club requires that a child or young person who is accepted on a club activity be accompanied by a responsible adult. A responsible adult would include the child's parent or guardian or an adult who has been given authority by the parent or guardian to be responsible for the child for the duration of the activity. Refer Bylaw 7.3 (iii), (iv), (v).

BY - LAW 16 – DEFINITION OF COMMITTEE POSITIONS – NOT ELSEWHERE DESCRIBED

16.1 President

- (i) Provide leadership and representation for the Club.
- (ii) Chair Committee, General and other meetings as required.

16.2 Vice President

- (i) Act on behalf of the President in their absence.
- (ii) Undertake special assignments and provide support for committee activities and other roles as required.

16.3 Activities Officer

- (i) Review proposed walks and other activities and provide recommendations, feedback and other necessary information to walks leaders and the Committee.
- (ii) Review risk management policies annually and update as required. Report incidents and recommend risk management actions to the Committee.
- (iii) Maintain an awareness of area closures and other matters that may affect proposed activities.
- (iv) Collate and record completed Club Activity Waivers and incident reports.
- (v) Present activity reports and manage Club Golden Awards in conjunction with the President.

16.4 Information Technology Officer

- (i) Maintain current IT systems and recommend enhancements and replacements.

16.5 Communications Officer

- (i) Prepare and distribute the Club journal (Blue Mountaineer).
- (ii) Organise special communications matters as required.

16.6 Training Officer

- (i) Maintain an overall view of all club training activities including those for Prospective and Ordinary Members.
- (ii) Identify training opportunities/activities, recommend content and identify suitable people to provide training.
- (iii) Provide training where appropriate, and delegate training responsibilities based on trainer suitability and club needs.
- (iv) Regularly report to the Committee with regard to current and proposed training along with any associated issues.