

The ANUMC Handbook

At ANU Mountaineering Club's (ANUMC) Annual General Meeting in 2022, it was decided by vote to update the ANUMC Constitution to include reference to a 'Handbook' which outlines Club policies.

This Handbook is how the Club consolidates policies to be read and referred to by ANUMC Members. The Handbook is created and maintained by the ANUMC executive to reflect changes and additions to Club policies and processes.

If any member has a query about the policies outlined in this Handbook, they are encouraged to reach out to the Executive at anumountaineeringclub@gmail.com .

Table of Contents

Table of Contents **1**
Club Safety Policies and Procedures **2**
Member Protection Policy **3**
Club Ethics **4**
Practising social and cultural safety 4
‘Leave No Trace’ 5
Club Policy regarding Aboriginal Sacred and Significant Sites 5
List of key resources 6
Gear Store Policies **8**
General Gear Hire 8
Free Hire 8
Late Returns and Extended Hires 8
Damaged Gear 9
Member Appeals 9
Membership Reimbursement Policies **11**
Executive and Committee Member Reimbursements 11
Life Members 11
Training Course Reimbursement Policies 13
Climbing Wall Policies **14**
Climbing Wall Fee 14
Use of Club Gear 14
Route Setting 14
Version Control **15**

Club Safety Policies and Procedures

ANUMC's Club Safety Policies and Procedures is a separate document created to consolidate and standardise club safety procedures. Please read these policies and procedures prior to attending or leading any club trips.

Please click here to read the ANUMC Club Safety Policies and Procedures document. It is also linked on the Club website pages: Participating in a Trip; Leading a Trip.

Member Protection Policy

ANUMC's Member Protection policy is in the process of being developed. The Club currently follows ANU Sport's Member Protection Policy, which is available here.

The ANUMC takes the protection and support of its members very seriously, if you are having or noticing any issues in the club and would like to speak to us directly please do, the avenues through which you can do so are detailed on our contact page.

If you have a concern but would like to learn more about your options for pursuing a resolution without contacting the whole executive, you are welcome to contact our current Member Protection Information Officer (MPIO) Terence (his details can be found here). He is also Vice President of the club, but in his role as MPIO he acts separately to the executive to provide members with the information they need to pursue a suitable resolution to a complaint. There are a few things worth noting about the MPIO role:

- The role exists to provide you, our members, with full information regarding your options pursuing complaint resolution. You can provide as little or as much information as you would like about a complaint while talking to the MPIO.
- The information you provide about your complaint will not be relayed to the rest of the executive committee and can be kept in confidence unless the matter is one which is required to be reported.
- The MPIO can help you to identify formal, informal, internal and external paths to resolution. What the MPIO cannot do is actively investigate your complaint or advocate for either party in a complaint.

The ANUMC currently follows ANU Sport's Member Protection Policy, which is available here.

We are also currently seeking an additional Member Protection Information Officer that is not a member of the club's executive committee. We would love to hear from anyone who would like to help keep the club safe and healthy by helping in this role. There is some training involved, but it's a really valuable way to contribute to this club and community.

Club Ethics

The ANU mountaineering club acknowledges the Traditional Owners of this land, Ngunnawal and Ngambri peoples, who are caretakers of this Country on which this club and the ANU reside and operate on. We pay our respects to Country, to custodians, Elders, knowledge-holders and their kin, and we acknowledge all Aboriginal and Torres Strait Islander peoples of Australia as having strong and continuing connections to land, culture, and Country. We acknowledge that mountaineering and related activities have a colonial history, which has enabled participants to benefit and enjoy these activities based on a history of land being taken without free, prior and informed consent. We acknowledge that First Nations people continue to be sovereign people, and continue to hold knowledge about the environment around us, which has been passed on for thousands of generations. We thank Country for nurturing and holding us.

Practising social and cultural safety

We acknowledge that for settlers in the ANUMC, there is a lot of unlearning of previously harmful practices to be done. We believe that we can all work towards this goal of better understanding and will actively try to do so in our actions and activities as a club. We also recognise that the situation is ever evolving, and mistakes will be made, but we must be committed to moving forward in the best ways possible with the information available to us. To First Nations members of the club, we hope that we are contributing to working towards a better world in which your voices, knowledges and experiences are heard and platformed. This club policy is hopefully one step that strives towards the recognition of your rights as owners and caretakers of these lands, skies and waters. For those identifying as being a part of marginalized communities in Australia or under the umbrella term BIPOC (Black, Blak, Indigenous, People of Colour), we hope the club each year is making actions and contributions towards a safer and more inclusive environment for you to enjoy the great activities and experiences the club can provide. This is from warm and heartfelt campfire chats, faff that leads to night time descents, to having the opportunity to see and experience beautiful Country. This has been written by someone identifying from this community, and I hope you get to experience the sense of community and many great things each Country in Australia has provided me as a settler.

In regards to general social and cultural safety and wellbeing of the club, everyone is expected to act respectfully to each other at all times and contribute to creating a safe and inclusive space for all peoples, no matter a person's ability, class, gender, ethnic identity, sexuality, and age. If you have been subjected to discrimination or have witnessed discrimination occurring we encourage you to report it. The following are current options to be contacted:

- Anonymous feedback form here
- Getting in contact with someone on the executive or committee. More information and contacts can be found here.
- Contacting the current Member Protection Information Officer. More information found here.
- Contacting ANU Sport

'Leave No Trace'

The ANUMC reiterates a 'leave no trace' attitude that we must bring with us wherever we go. It is important that we do our best to make sure we are considerate of others, leave as minimal impact as possible, and be respectful to local ethics as much as possible.

Cliffcare from the Victorian Climbing Club has provided great and simple posters regarding this! Please visit their site for more information: https://www.cliffcare.org.au/education-posters.

Other Great sources of information include:

- REI '*Leave No Trace Climbing Ethics*'
- NSW National Parks and Wildlife Service Blog's 'How to leave no trace'

Feel free to contact us and add resources if you have any good ones!

Club Policy regarding Aboriginal Sacred and Significant Sites

The ANUMC does not condone climbing on sacred and important sites to First Peoples. Australian Federal and States laws are often behind in recognising First People's law and cultural authority. A lack of Australian laws or restrictions is not a reason for us as a

club to be irresponsible in recognising this custodianship. To realize that these places are as important as any mosque, church and significant building to settlers.

Gibraltar Peak in Tidbinbilla Nature Reserve has been identified as a sacred site to Ngunnawal peoples, therefore the ANUMC will not hold club trips at this location. If you are made aware, and have the cultural authority to do so, please feel free to share further information you have on important places the club is not yet aware of. We respect, however, that one way of protecting sacred and important sites is by not making details and their location public information, and as a club we will be patient and respectful in dealing with these matters, listening to Indigenous voices first and foremost.

List of key resources

Each member of the club, new, old, intermittent, are encouraged to familiarize themselves with the following key documents and understand that these documents should help guide our practices as recreationists.

- *Decolonising Solidarity in the Outdoors* by The Affinity Initiative is an extensive spreadsheet that has a number of resources from information sources to guides and instagram accounts to follow. Please take note that there are multiple tabs at the bottom and a guide on the first tab regarding how to navigate the document.
- *Inclusive Workplace toolkit* by HUE
- *More than a word – Reconciliation takes action* by Gariwerd Wimmera Reconciliation Network (GWRN) in regards to Gariwerd (Grampians National Park) and Dyurrite (Mt Arapiles). Check out the rest of their website for more great resources.
- *How to support First Nations communities in Australia: resources, donation links and more* by NME
- Ed Wensing's paper "Unfinished business: Truth-telling about Aboriginal land rights and native title in the ACT" 2021, is an extensive paper on the situation of the ACT and land rights.

*Literature and resources specifically identifying sacred and important sites, as well as the wishes of Traditional Owners, are limited. They are limited for a reason. We have a responsibility to educate ourselves on the matter as much as possible and to not burden First Peoples. Please keep this in mind when wanting to obtain more specific

information. The matter, especially in the ACT, is complicated! So let's be respectful and patient.

Gear Store Policies

General Gear Hire

- Gear is available on a first-come first-served basis. Only pre-organised club trips may pre-book gear.
    - It is the trip leader's responsibility to notify Gear Store Officers of the gear they need to pre-book, prior to the hire sessions for the week of interest.
- Hiring outside of gear store hours may be arranged with a Gear Store Officer, but it is not a right. Gear Store Officers can refuse hires out of hours.
    - Out of hours hires should be pre-arranged, ideally before the last session of the week.
    - Club members should endeavour to hire gear during gear store hours. If they cannot, they may have to source gear elsewhere.
- Club trips have priority over private trips as follows:
    - club members on club trips,
    - then club members on private trips, and
    - then non-club members.
- Club members may hire gear for other club members, provided that the secondary club member has notified a GS Officer of this prior to hiring.
    - The gear will be hired out under the secondary members name (the person who will be using it).
- Club members are not permitted to hire gear for use by non-club members.
    - Non-club members may be permitted to hire gear directly at the discretion of the exec in consultation with the Head Gear Store Officer.
- By hiring gear a person accepts responsibility for returning it, and for any damage or late fees. If they pass the gear to another club member on a trip, or to return to the gear store, they acknowledge they are still responsible for the gear and their deposit may be held if the gear is returned late or intentionally damaged, regardless of who had the gear at the time.
- If a club trip is cancelled, hire fees will be refunded.

Free Hire

- The current Executive and Gear Store Officers are entitled to a $0 hire fee, but must still pay a normal deposit.

Late Returns and Extended Hires

Late return of gear can cause significant inconvenience to future Club trips.

Hired gear is expected to be returned to the Gear Store within one week. Extended gear hire may be approved at a reduced rate at the discretion of the responsible Gear Store Officer.

Deposits will not be reduced. Extended gear hire will only be considered during semester/year breaks, and periods of low demand. Extended gear hire will not be approved during periods of high demand.

If a member is unable to return gear within the agreed timeframe, they are required to inform a Gear Store Officer prior to the expected return date. This ensures that gear stock is accurately accounted for when planning hiring for future Club trips.

Gear returned late (without approval of a Gear Store Officer) will be charged at the hire fee for each additional week. Members with lost or late returns forfeit their deposits and may have borrowing privileges suspended.

Gear which is more than one month overdue will be considered stolen. Hirers who steal gear will have their borrowing privileges suspended and will be reported to the Club Executive for further action.

Damaged Gear

Non-reported damage to Club gear can become an inconvenience and potential danger to other Club members.

Any damage to Club gear must be brought to the attention of a Gear Store Officer as soon as possible. Officers will discuss how the damage occurred or was discovered. Members will not be charged for damage unless it occurred due to wilful negligence.

If negligence is suspected, gear store officers will discuss the matter further with the relevant activity officer. In this event, member deposits will be kept by the gear store until a conclusion is reached. Further action may be taken at the discretion of the relevant Activity Officer and Head Gear Store Officer, including retaining deposits or suspension of borrowing privileges.

Gear must be inspected for damage before hiring, otherwise the damage may be attributed to the hirer. If gear is discovered to be damaged and not reported, gear store officers will investigate who hired the item last.

The hirer is responsible for the care and return of gear. Gear must be used in accordance with manufacturer's instructions or guidance provided by a gear store officer or trip leader. Gear must be returned complete, clean, dry, and ready for use. Hirers forfeit their deposit or may have borrowing privileges suspended if gear is returned incomplete, wet or damaged.

Member Appeals

All club members have the right to appeal any decision made by a Gear Store Officer or Activity Officer. This includes non-return of deposits and suspension of borrowing rights.

Appeals will be reviewed by the Club's Executive team and further action will be decided by the Executive team after discussion with all available parties. Any conclusion reached by that Executive team will be considered final.

Membership Reimbursement Policies

Membership Fees

Executive, committee, and life members are eligible for annual membership reimbursement. Members of these categories can apply to have the non-SRA portion of their membership fee for the preceding year reimbursed around the time of the AGM.

The SRA portion of club membership is ANU's mandatory insurance fee. SRA fees *may* be reimbursed by the Club at the discretion of the executive.

Executive and Committee Member Reimbursements

Executive and committee members can apply for membership reimbursement near the conclusion of their role. The executive will review whether each member in question fulfilled their role adequately and are therefore entitled to reimbursement. The SRA fee may not be considered as part of this reimbursement process.

As it would be difficult to have objective rules around what "fulfilling a role adequately" entails, the executive will make a judgment call based on whether the member in question demonstrated reasonable effort throughout the year to complete their responsibilities and participate in relevant activities. The executive is not making a judgment based on performance, but will mainly be ensuring that people who had a role *in name only* do not get reimbursed at the club's expense. For example, a gear store officer who never showed up to their rostered shifts may not be eligible for reimbursement.

Members who had to leave before the completion of their role will be eligible for partial reimbursement, up to the discretion of the executive and with the proportion to be reimbursed being roughly equivalent to the proportion of time served.

Life Members

Life members applying for membership reimbursement will automatically be reimbursed (excluding the SRA fee) .

Unfortunately it is not feasible to reimburse all life members the annual SRA fee as this could represent a significant cost to the club. However, the club may choose to give a life member the cost of the previous year's fee as a way to thank them for outstanding service to the club in the last year. This decision is at the executive's discretion, keeping in mind the club's current financial position.

Alternatively, a life member who plans to be active in the club over the course of a particular year but who will not be using ANU Sport facilities (e.g. someone who runs trips but doesn't climb at the wall) does not need to pay the SRA fee at the beginning of the year. Life members can choose this option with the understanding that they will not be covered by ANU Sport's insurance in the case of an accident.

Training Course Reimbursement Policies

Members from the club may be reimbursed for courses that improve or advance skills related to club activities. This is only the case if recipients of such club funding have run at least 2 trips prior related to the activity, and can assure that they will run a sufficient amount of trips after the course. This threshold can be handled with discretion on a case by case basis, and exceptions are made for safety/first aid courses - courses which do not require prior experience and knowledge but will still benefit the club and the club's members.
The Executive may require members to lead or co-lead trips for the Club prior to being reimbursed for training.

Climbing Wall Policies

Climbers must be ANUMC members and have a current belay pass to use the climbing wall. For new climbers, passes are provided after completing a belay course under supervision of a climbing wall officer. New club members with climbing experience also need to get a belay pass, and are encouraged to come along to belay courses where they can be checked off by a climbing wall officer, even if they don't need to be taught from scratch.

Climbing Wall Fee

A fee of $25 per year currently applies to use the wall. This helps to offset the cost of running and hiring the wall from ANU Sport.

Use of Club Gear

The club has shoes and harnesses available for members to use for free. These are put out on climbing evenings when gear store officers are available. There is no guarantee that gear will be brought out every night, and when the last wall officer goes home, they will lock all the gear back in the cupboard.

Route Setting

Route setting by means of marking the holds of a route with tape, chalk, or paint marker, is permitted at any time, and by anyone within reason. Moving holds and stripping walls to reset them should only be undertaken in planned sessions with the approval of the Head Climbing Wall Officer. This is to ensure that no wall is left unfinished for an unreasonable amount of time, and that a reasonable spread of difficulties can be maintained without the setting of personal projects interfering.

Version Control

Version	Date updated	Description	Updated by
V1.0	Jul 2023	Initial posting of the Handbook	Executive
V1.1	March 2025	Updated the table of contents as it did not seem up to date.	Lachlan Knoke