

The Handbook

Rules

General Regulations

and

Codes of Conduct

(Amended February 2014)

***Including Duties of Committee Members & Water Keepers
Health & Safety Policy & Disciplinary Procedures***

www.sussexpiscatorialsociety.co.uk

The Sussex Piscatorial Society Ltd
Company Limited by Guarantee. Registered in England No 07943367
Registered Address: 56 Broadwater Street East, Worthing, West Sussex, BN14 9AP



INTRODUCTION AND INDEX

In 2008 a new Handbook containing the Rules and Regulations of the Sussex Piscatorial Society was written and an updated version was sent to Members at the start of the 2009 season.

It was hoped that future changes would usually be of a minor nature and could be drawn to Members attention on the website as they arose. The cumulative changes would then be published in a reprint of the Handbook perhaps once every five years.

However the change in status of the Society adopted by Members at a Special General Meeting in November 2011, from an association of friends to a Company Limited by Guarantee means that changes to the Rules have had to be made. These reflect the change of the name of the Society and details of changes to the liability of Members. There are also a number of changes to the Regulations and Members attention is drawn particularly to those which affect the individual Sections in 5a (Coarse), 5b (Trout) and 5c (Easton).

Some further changes are reflected in this reprint of the Handbook i.e. Section 1, Section 4, Section 5a 5b 5c, Section 8 and Section 9.

As stated in the first edition the Committee hopes that Members will find the information here useful with regard to understanding how the Society regulates its affairs.

Section 1 Rules 1-21

Section 2 Membership Classification

Section 3 General Regulations

Section 4 Regulations Governing & Responsibilities of Committee Members

Section 5a Code of Conduct – Coarse Section

Section 5b Code of Conduct – Trout Section

Section 5c Regulations for Trout & Grayling fishing at Easton

Section 6 Disciplinary Procedures

Section 7 Water Keepers' Duties

Section 8 Health & Safety Policy

Section 9 Society Trophies

Section 10 Website

The Committee, February 2014

Section 1

THE SUSSEX PISCATORIAL SOCIETY RULES

1. The persons whose names are inscribed in the Register of Members shall be Members of a Society, to be named "The Sussex Piscatorial Society Limited" which shall be governed by the Rules set out below, together with the Regulations and Codes of Conduct of the Sections of the Society.

2. The objective of the Society shall be to provide for its Members facilities for legitimate Fresh Water Angling in all its branches and for such purposes to own, rent, manage and stock suitable Waters, to establish Fish Hatcheries, to promote fair angling and a spirit of good sportsmanship among its Members and to assist generally in the improvement and preservation of the sport of angling.

Members are expected to conduct themselves in a sporting and responsible manner mindful of the welfare of fellow anglers and to observe the Rules and Regulations of the Society and the Environment Agency at all times.

MEMBERSHIP

3. The Criteria for admission to each Section of the Society shall be decided by the Committee, who shall also have sole and absolute right to accept, defer or reject nominations or applications under this Rule, without explanation. The Committee may also terminate the membership of a new Member within the first two years of membership, and reserves the right to do so without explanation.

The entrance fee and subscription are payable by newly elected Members immediately upon notification of acceptance. The Committee shall have the authority to decide on the level of entrance fee applicable to each Section of the Society. Members may be required to attend an interview.

4. The Committee shall have power to confer privileged membership, subject to ratification at the next Annual General Meeting in the form of Life Membership, upon any person whom it may consider to have bestowed substantial benefit upon or to have rendered valuable service to the Society.

Details of other categories of membership are given in Section 2 of the Society's handbook.

COMMITTEE AND OFFICERS

5. The business of the Society shall be conducted by a Committee consisting of a Chairman and eight Honorary Officers who being members of the Society shall be the Directors of the Company. They shall be elected each year and by virtue of their election shall occupy the named office to which they have been elected and thus form the Committee. The offices of the Committee are those of Chairman, Secretary, Treasurer, Co-ordinator Trout Section, Co-ordinator Coarse Section, Trout Curator, Coarse Curator, Trout Membership Secretary and Coarse Membership Secretary.

It is the duty of the Members of the SPS Committee to initiate and carry out the policies of the Society as representatives of the Members, in full compliance with the Rules and Regulations.

All officers shall retire at the Annual General Meeting but may be eligible for re-election after due nomination as required by Rule 7.

The Trout Section shall be managed by the Co-ordinator Trout Section, the Trout Curator and the Trout Membership Secretary. The Coarse Section shall be managed by the Co-ordinator Coarse Section, the Coarse Curator and the Coarse Membership Secretary.

Should a Member of the Society be co-opted to serve on the Committee during the course of the year as allowed by Rule 7, the co-opted Member shall retire at the Annual General Meeting along with all other

Members of the Committee. At Committee meetings, five shall form a quorum. Should it be necessary the Committee may appoint Members with particular expertise to working groups to deal with specific issues as they arise.

The Committee may remit at its discretion, all or any part of the annual subscription of any Honorary Officer or other Member of the Society in consideration of his or her services without prejudice to his or her status as a Member, the amount to be reviewed annually at the time of Membership renewal.

6. In addition to the Committee as described above, the Society may elect at the Annual General Meeting, or at a Special General Meeting, a President and Vice-Presidents, the number of Vice-Presidents at any one time to be decided by the Committee. The President and Vice-Presidents by virtue of their office shall hold the status of Member of the Society. The Committee may also appoint solicitors or other professional advisors to represent the Society or its Member's interests as required.

7. The election of a President, Vice-Presidents and Members of the Committee shall be made at the Annual General Meeting or a Special General Meeting, from amongst those who have been nominated in writing to the Secretary not less than 21 days before the Meeting. Voting shall normally be by a show of hands but will be by ballot if so ordered by the Chairman or requested by any three Members, who must advise the Secretary in writing not less than 21 days before the meeting that this is their wish. The Committee shall have the power to co-opt members to the offices of the Committee should no appointment be made at a General Meeting or if a vacancy should arise during the course of the year.

TROPHIES

8. The Society's trophies shall at all times remain the property of the Society, unless otherwise determined by the Committee in agreement with the donors if they are available. Details of the conditions relating to the award of trophies are given in Section 9 in the Society's handbook.

SUBSCRIPTIONS, FINANCE AND ACCOUNTS

9. The Committee shall decide the Membership Fee for each Section following submission by the respective Section Committees and for each category of membership where applicable. Annual subscriptions for membership of the Trout Section shall be payable by 31st March (the due date) for the ensuing year, and the Coarse Section shall be payable by 31st March (the due date) for the ensuing year, or by such other date as the Committee shall determine.

10. Upon any Member's subscription remaining unpaid at the due date, notice in writing shall be sent by the Membership Secretary requesting immediate payment and if, notwithstanding this reminder, the subscription remains unpaid one month after the due date the defaulting Member's name shall be removed from the list of Members. No Member whose subscription is unpaid after the due date is entitled to exercise his rights as a Member.

11. The Society's financial year shall commence on 1 January. The Accounts of the Society made up from 1 January to 31 December each year, shall be examined by an accountant and duly certified before presentation to the Members at the Annual General Meeting. Notification of the Annual General Meeting together with accompanying documents will be forwarded to Members by electronic means to all those who have notified the Society of their e mail address and by post to those who do not have access to such form of communication

12. The Committee may exercise all the powers of the Society to purchase or sell property, to borrow money and to mortgage or charge its property or any part thereof, and to appoint trustees in whose name any property, lease or licence may be registered.

GENERAL MEETING

13. The Annual General Meeting (of which at least 28 days notice together with a copy of the Annual Report and Statement of Accounts shall be sent to each Member) shall be held not later than the month of May. A call for nominations of those willing to stand for election to the Committee will be sent by the Honorary Secretary with the notification of the meeting.

14. Any Member wishing to submit a proposal for discussion at an Annual General Meeting must give 21 days notice in writing to the Hon. Secretary, giving full details of the matter. The Hon. Secretary will then arrange for the item to be added to the Agenda at the meeting.

15. A Special General Meeting may be called by the President or Chairman at any time or upon submission of a Requisition calling for a Special General Meeting duly signed by not less than seven Members, this Requisition being presented to the President or Chairman, or in their absence another appropriate official of the Society. The Requisition must state the reason for requesting the Special General Meeting. No business shall be transacted at a Special General Meeting other than that for which it shall have been specifically summoned as detailed on the Agenda. Members shall receive at least seven days notice together with the Agenda for such a Meeting.

CONDUCT OF MEMBERS

16. Any Member who violates the Rules or the Regulations and Code of Conduct of the Society may be the subject of disciplinary action.

If after enquiry giving the member an opportunity to explain his or her actions and based on a balance of probabilities, misconduct is judged to have taken place, the Committee will decide what sanction it wishes to impose on the Member taking into account the severity of the misdemeanour which it considers has occurred.

The sanctions available to the Committee are set out below:-

- The Committee may issue a written warning to the Member describing the wrongdoing that it considers has occurred and warning that any further transgression may lead to a more severe sanction being imposed.
- The Committee may suspend Membership, by giving written notice within seven days of its decision, for a given period the length of which may be decided at its discretion.
- In circumstances where it is considered that conduct is not in the best interests of the Society and is of such severity that a written warning or suspension would be inappropriate, the Committee may expel the Member from the Society.
- The Member will be given an opportunity to appeal against expulsion providing he or she notifies the Hon. Secretary of the Society of a wish to appeal within 14 days. Before an appeal is heard the Member will be suspended from Membership.
- Any remaining portion of the Member's annual subscription for the year in which the misdemeanour occurred shall be forfeit.

Full details of the Society's Disciplinary procedure are given in Section 6 in the Handbook of the Society.

17. No appeal or list of any kind asking for donations or subscriptions shall be circulated among Members at any Meeting, unless it has been authorised by the Committee.

The Society requires all Members to hold an appropriate current Environment Agency Licence when fishing the Society's waters. Failure to possess such a licence when fishing could lead to disciplinary or

legal action.

ALTERATIONS TO THE RULES

18. No alteration shall be made to the Rules other than by Resolution passed at an Annual General Meeting or at a Special General Meeting which has been called for in accordance with Rule 15. Notice in writing of the proposed alteration shall be given to the Members by the Hon. Secretary at the time of notification of the Meeting.

REGULATIONS & CODES OF CONDUCT

19. The SPS Committee may make and alter Regulations and Codes of Conduct relating to all Sections as circumstances require. Such Regulations and Codes give details of matters not fully covered in the Rules, impose conditions under which the waters of the Society may be fished and deal with procedures concerning the conduct and duties of Members.

DISSOLUTION OF THE SOCIETY

20. The Society shall not be disbanded so long as ten (10) Members are willing to continue to administer its affairs. Should it be decided at a General Meeting that the Society should be disbanded any assets, after the discharge of all liabilities, shall be donated to any registered charity or other organisation that the majority of the Members deem fit.

LIABILITY

21. The liability of each member of the Society is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up whilst he or she is a member or within one year after ceasing to be a member.

The Committee of the Society shall maintain Public Liability Insurance Cover which provides protection for the Society, its Officers and Committee Members against claims of negligence which may be brought by a third party. The Committee shall also maintain Employer's Liability Insurance to cover the activities of unpaid volunteers. The limit of Indemnity will be reviewed annually and will be set at such a level as is considered appropriate at the time the policy is renewed.

Section 2

MEMBERSHIP CLASSIFICATION

1. MEMBER

Those persons who have satisfied the requirements for membership as described in Rule 3 of the current Rules of the Society, who are Members of either the Coarse or Trout Sections or both, and who have paid the appropriate membership fee or fees. All membership fees are set by the SPS Committee in consultation with the Section Committees.

2. DUAL MEMBER

Members who belong to both Coarse and Trout Sections, such Members being entitled to a discount on each Section fee. The discount for each Section will be agreed annually by the SPS Committee.

3. LIFE MEMBER

The Committee shall have power, subject to approval at the next Annual General Meeting by the Members, to confer the privilege of Life Membership upon any person whom it may consider to have bestowed substantial benefit upon or to have rendered valuable service to the Society over a long period. Life Members enjoy the same status as Members and have free lifelong Membership of both Sections. Life Membership is the highest Honour the Society bestows.

4. HONORARY MEMBER

Honorary Membership may be granted by the SPS Committee to any person considered to have provided valuable service to the Society. It is granted for a period of one year and is subject to renewal or withdrawal by the Committee at the Annual General Meeting.

Honorary Members shall have equal rights and privileges with Members as regards fishing the Society's waters but shall not have a right to vote or exercise any voice in the direction or management of the Society, unless elected to the Committee. They will be required to pay any additional fees which may be required when fishing waters such as Easton or elsewhere where the Society has negotiated specific arrangements.

5. SENIOR MEMBER

This category applies to those Members of the Coarse Section only who are above the age of 65 years. The fee for Senior Members shall be set at two thirds of the rate for Members. There is no Senior Member category in the Trout Section.

6. ASSOCIATE MEMBER

The spouse or partner of a Member who wishes to fish and whose name has been added to their Membership without payment of a further joining fee. A reduced subscription rate applies to Associate Members and is set by each Section Committee annually. Associate Members must be accompanied by a Member at all times when fishing or when present at Society waters and when fishing require an Environment Agency Licence. They may not apply for guest tickets. Associate Members do not have a right to vote or exercise any voice in the direction or management of the Society.

Spouses or partners who accompany Members to the water but who do not fish, are not required to

become Associate Members.

Spouses or partners who do not fish but accompany paying Members are not permitted to enter any Society location where a membership restriction exists.

7. PROVISIONAL MEMBERSHIP

As stated in the Rules (Section 1 para 3) the Committee may terminate the membership of a new Member within the first two years of membership, and reserves the right to do so without explanation. During this period the Member holds Provisional Membership of the Society.

If, after interview, the applicant is accepted for membership, this will be therefore on the basis of a two year probationary period. They will be asked to pay a single joining fee and an annual subscription the level of which is reviewed by the SPS Committee at intervals. The applicant will be invited to renew their subscription on an annual basis.

The applicant will be asked to agree that they will abide by the Rules, General Regulations and Codes of Conduct of the Sussex Piscatorial Society Ltd as laid down in the current Handbook of The Society. They will also be asked to grant permission to an Honorary Officer of the Society to take up references with regard to former angling activity.

8. JUNIOR MEMBERS

- A Junior Member is defined as any young person below the age of their 17th birthday in line with the Environment Agency licence rules.
- A child under the age of 12 years may share a rod of either a Member of the Coarse or Trout Sections. The name of the person sharing the rod must be entered in the record book.
- No subscription is payable for a child under 12 years. An Environment Agency Licence is not required under current legislation for a child under the age of 12 years.
- A child under 12 is not permitted to enter any Society location where a membership restriction exists.
- Junior Members must at all times be accompanied at Society waters by a parent or responsible adult Member of 21 years or over. Buoyancy aids must be used by all Juniors under 17 years of age. The Member or parent must provide them as necessary. The Society does not provide such aids.
- Between the ages of 12 and the end of their 16th year, that is their 17th birthday, if they wish to continue to fish other than on a guest ticket applied for by a Member, they must apply for Junior Membership and will pay a reduced subscription which will be set as a proportion if the Members subscription on an annual basis. They also require an EA Junior Licence. As from the start of the 2010 season this category of Membership applies to both the Coarse Section and the Trout Section.
- Junior Members may not apply for guest tickets.

9. LIABILITY INSURANCE FOR JUNIOR MEMBERS

The insurance policy of the Society provides cover for Junior Members as follows:-

- All Juniors Members under 17 years of age must be supervised by an adult of 21 years or over.
- When a Junior Member reaches their 16th birthday they are covered under the terms of our policy as it relates to all adult Members.

- All Junior Members under the age of 16 are covered for accidents, however caused, if they are a victim, providing that they are supervised as stated above and providing they can prove negligence by the Society, it's Officers or any other Member.
- If a Junior Member is not supervised and perpetrates an act of negligence that leads to Third Party injury, or damage to Third Party property, they will not be covered by the Society's Insurance and they or their parents will be liable for their actions.
- The Insurance Policy of the Society does not provide cover for any Abuse or Molestation of Juniors at any time or by any person.
- Qualified Instructors are insured independently by virtue of their membership of the Game Angling Instructors Association or other professional organisation if they belong to one. Parents or other responsible adults may wish to confirm that such cover is in place before allowing Juniors to participate in instruction sessions. The policy held by the Society does not provide any form of Professional Indemnity cover.

10. CRITERIA FOR MEMBERSHIP

Any person who wishes to join the Society should arrange if possible to be proposed by a person who has been a Member of the Society for at least two years and who should be well acquainted with the applicant. Applications should be made in writing to the Membership Secretary of either the Coarse or Trout Sections using the form which will be provided on request. This form can be downloaded from the Website. The application, to be sent to the Membership Secretary of the appropriate Section, should be accompanied by a letter from the proposer supporting the application. In due course the applicant may be asked to appear before a Membership Committee for interview.

Existing Members of the Coarse or Trout Section alone may apply for Dual Membership and such applications will be considered before those of other applicants for Membership. The appropriate Section's subscription shall be paid immediately upon notification of election.

A Member may nominate his wife/partner for Associate Membership of the Society without paying a further joining fee. For Junior Members, when they reach their 17th birthday, Junior Membership ceases and at that time an application must be made for adult Membership if they wish to continue fishing. Neither an entrance fee to the Society nor interview will normally be necessary for Associate or Junior Members who wish to become Members. Associate Members are not eligible to become Dual Members.

The Society has no specific category for Members with disability. As the SPS does not own its waters the provision of structures and access pathways can only be done with the agreement of owners. However the Committee is always prepared to consider providing assistance for those with a disability who would like to fish and an approach to the Chairman or Hon. Secretary by such Members will be considered sympathetically. By taking into account the particular needs of individuals, where possible, suitable arrangements may be made.

The Committee shall have sole and absolute right to accept, defer or reject nominations or applications under these criteria without explanation.

Section 3

GENERAL REGULATIONS

We rely on all Members of the Society to uphold the standards of honesty, integrity and unselfishness that are essential for keeping this Society special and attractive to its Members thus ensuring its survival. These standards are set out in the Codes of Conduct for each Section as described in Section 5.

The adherence to high standards of behaviour and consideration towards riparian owners and other Members is essential to ensure the maintenance of our leases and the continued enjoyment of fishing on our waters by the Membership as a whole.

There is no place for individuals who do not make themselves aware of, or who fail to comply with, the expected standards of behaviour. Any such failures will be dealt with in accordance with the disciplinary procedures as laid down in Section 6.

1. ENVIRONMENT AGENCY LICENCES & ACCESS TO WATERS

- Each Member must carry at the waterside a valid Environment Agency rod licence.
- Membership cards must be carried at all times when fishing.
- Members must also display their car park disc on the dashboard or on the windscreen of their car when at Society Waters.
- Every Member should be in possession of a current set of maps of the Society's fishing waters. Water sheets are available from the Curators or Secretary if required. These give clear details of authorised entrances, car parking arrangements and rights of way for Members. These instructions must be observed by Members at all times.
- Members must keep to the vicinity of the Society's waters and not encroach upon adjoining private property.

2. SIGNING IN AND OUT AND RECORDING CATCHES

- Members and Guests must enter their name, date and time of arrival at a water in the record book and state which lake they are fishing where applicable, in the record book, before starting to fish.
- To assist with stocking Members must record all catches, including blanks and their time of departure from the water. They should take note before fishing of any notices which have been posted in the locker in which the Record Book is kept.

3. CONSERVATION OF RIPARIAN OWNER'S PROPERTY.

- Members must use only the authorised access to each water.
- Gates must be closed at all times and those secured with a Society padlock must also be locked.
- In all cases the privacy of the Owner must be scrupulously respected.
- Dogs must not be taken to the Society's waters by Members or their companions when fishing.
- No bathing or camping is allowed.
- No radios, musical instruments or devices used without headphones are allowed and mobile phones should be used discreetly.

- No fires are to be lit.
- Standing crops, game reserves, game and other wildlife must be strictly respected.
- Do not smoke near farm buildings, haystacks or growing crops.
- Litter, waste paper and other refuse must be taken home.
- Waste nylon must be taken home and not discarded to become a hazard to wildlife.
- No boats (except those provided by the Society for fishing) may be used on Society waters.

4. WORK PARTIES & WATERKEEPERS

- We employ no staff and are entirely dependent on the participation and willingness of Members to carry out necessary maintenance and repair work on our waters and equipment. Water Keepers are selected for each water and Members are provided with a list of names and telephone numbers of the Water Keepers. The names are also available on the web site.
- Problems relating to a particular water should, in the first instance, be referred to the Water Keeper concerned or to the Section Curator.
- Members must not undertake any major work on a water, such as the removal of branches or bank side cover without the consent of the Water Keeper or Curator.
- Coarse Section Members may undertake minor work such as trimming twigs or raking a swim if it is done with care.

5. UNAUTHORISED FISHING

- Members, always mindful of their own safety and that of others nearby, are asked to challenge persons suspected of unauthorised fishing or who appear to be intending to damage property, and request them to stop and leave. However Members should not get involved in arguments and if threatened should walk away, and notify as soon as possible a responsible Officer of the Society, or if necessary the police.
- Members and guests must when asked, show current membership cards or a guest ticket and a current E.A. rod licence or give names and addresses with proof of identity.

6. PUBLICITY.

- No Member or guest may publish or report details of any catch or photographs of any fish caught at the Society's waters.
- Information relating to catches of fish, stock records and the Society's waters must remain confidential to the Members of the Society.
- No Society matters are to be discussed or advertised on the Internet other than on the Members' Section of the Society's website. Further information regarding this is given in Section 10.

7. DATA PROTECTION POLICY.

- As a small Society which is not for profit it is understood that registration with the Information Commissioner is not required (NAFAC Information Sheet 14/04).
- However with regard to Members' personal information such as names, postal and email addresses, telephone and contact details the following policy will be observed:-
- The use of Members' personal details for any commercial purposes is forbidden.

- Personal information will only be used for the purposes of managing and administering the activities of the Society.
- Such activities involve keeping lists of Members and Membership categories. Such records will not be divulged to any other agencies.

Section 4

ROLE OF THE COMMITTEE AND THE HONORARY OFFICERS

In accordance with Rule 5 it is the duty of the Members of the SPS Committee to initiate and carry out the policies of the Society as representatives of the Members in full compliance with the Rules and Regulations. Committee Members are expected to act in an open and democratic manner at all times taking notice of the views and wishes of the Members whilst at the same time providing leadership of the Society on the Members' behalf. The SPS Committee supervises the activities of the Section Committees and monitors their conformity with stated policy. It is responsible for the general direction of the Society.

The roles of the Coarse and Trout Section Committees are to run the Sections on behalf of their respective Members. Each Committee will be required to set its budget for the year and present an Annual Management Action Plan to the SPS Committee.

The individual Sections will be represented on the Main Committee by the three Honorary Officers from each Section who are elected by the Members at the Annual General Meeting. All Honorary Officers will reserve the right to attend meetings of either Section Committee if necessary and may be called upon to do so.

ROLES OF THE INDIVIDUAL OFFICERS

<u>POST</u>	<u>RESPONSIBILITIES</u>
Chairman	Overall responsibility for the Society Chairs Society meetings Liaises with Riparian Owners
Secretary	Main contact with all Members and Riparian Owners Deals with all Society correspondence Responsible for renewal of Society Insurance Policies Records minutes of Society meetings and issues newsletters. Arranges Society Meetings and AGM
Treasurer	Supervises all financial affairs of the Society Responsible for producing annual audited accounts at the AGM Arranges payments of rents for Society waters Receives all subscriptions and other payments due to the Society and makes such disbursements as necessary on behalf of the Committee.
Co-ordinator Coarse/Trout Section	Chairs Section Committee meetings Overall supervision of Section activity Responsible for budget control and planning
Curator	Shares responsibility for maintenance of the waters

Coarse/Trout Section	Assists Section colleagues with fish stocking policies Ensures Health and Safety Policy is followed interacting with the Society's Health & Safety Officer.
Membership Secretary Coarse/Trout Section	Maintains Register of Members of the Section Responsible for Subscription renewal and collection of fees Deals with New Membership applications and arranges interviews.
Society Health & Safety Officer/s	Appointed by the SPS Committee to oversee all matters concerning Health & Safety.

Members of the Section Committees who are not Honorary Officers of the Society are appointed to assist the Hon Officers of their respective Sections to manage the Section, contribute to Committee discussions and help to maintain the ethos of the Society for the benefit of its Members.

They are expected to undertake specific tasks, such as assisting at work parties if possible, when requested to do so by their Section Officers.

Members of the Coarse Section and Trout Section Committees are appointed by the members of the committees with guidance from the respective duly elected three Directors of the Company i.e. the Coordinator, Curator and Membership secretaries who have been elected at the Annual General Meeting by the SPS members at large. Members of the section committees may be drawn from those members of the section who are willing to serve and have the necessary aptitude for the post.

SECTION 5A

COARSE SECTION CODE OF CONDUCT

1. THE COARSE SECTION CONSTITUTION

The Society's Constitution is set out in the Society's Rules. An elected Committee manages the affairs of the Society. Responsibility for managing the Coarse Section and its waters is delegated by this Committee to the Coarse Section Committee. Coarse Section Honorary Officers (Directors of the Company) are elected annually at the Society's AGM. The remaining Members of the Coarse Section Committee are co-opted by the Coarse Section Honorary Officers as necessary should vacancies occur, their co-option to be confirmed annually by the CS Committee following the Society's AGM.

The Coarse Section Committee will decide the subscription rate for its Members each year in accordance with its budgetary requirements and will submit its recommendations to the SPS Committee for final approval.

The Coarse Section Committee therefore will consist of the three Honorary Officers of the Society, namely: The Coarse Section's Co-ordinator, Curator, and Membership Secretary and up to four other Members.

- At Committee meetings (normally chaired by the Co-ordinator) a quorum will consist of four Members in addition to the Chairman of the meeting.
- The Chairman will normally not vote unless required to make a casting vote.
- If the Co-ordinator Coarse Section is unavoidably absent from a meeting, the Chair will be taken by an Officer of the Coarse Committee.

2. COARSE FISHING OPEN SEASON

- The Members will be notified annually as to which waters are to remain open for the full year.
- Open season on all other waters is from the 16th June until the 14th March inclusive.
- Members must not go to the waters outside these dates unless on an authorised working party.

3. PERMITTED HOURS OF FISHING AND PARKING

- Access to all waters is permitted from 1 hour before sunrise. All localities must be vacated by midnight.
- Members must not remain within the confines of the Society waters outside these times.
- Members are reminded to arrive at and leave all fisheries quietly, so as not to disturb the local residents.

4. RESTRICTIONS ON PARTICULAR WATERS

Pond Lye

- Angling from the punts must terminate 1 hour after sunset, whereas angling from the bank is permitted thereafter from the dam bank. The locality of Pond Lye must be left by midnight. Refer to the record book for sunset times.
- Members **MUST NOT** fish or moor punts within 15 metres (four punt lengths) of the perimeter of this lake from 15th March until 15th June inclusive. This is to protect nesting birds. The dam

bank end is excluded from this restriction.

Plashett Park

- Plashett middle lake car park opens on 16th June and can be used until 15th October inclusive. The bottom car park however is open throughout the year.
- Ten (10) cars **MAXIMUM** are permissible in the middle lake car park. If full, Members **MUST** use the bottom car park. Both car parks and the vicinity of the Estate must be vacated by midnight. After periods of heavy rain when ground conditions soften the middle lake car park should not be used.

5. PERMITTED METHODS OF FISHING.

- By rod and line only. Members must not use more than 2 rods. In accordance with Environment Agency (EA) byelaws rods must not be left unattended. This offence may lead to a fine. Neither alarm remotes nor alarms set at full volume are an acceptable excuse.
- Members **MAY** use 'micro-barbed' hooks from size 12 or larger. However barbless and flattened-barb hooks are still encouraged. Para. 8 (bullet1) below still applies to Pike trebles.
- Members **MUST** use an unhooking mat for all fish placed on the bank or brought into a boat.
- Members must not use excessive amounts of any bait, ground bait or particles.
- Braided lines may be used provided the last metre is suitably sheathed.
- Landing nets appropriate to the size of the fish which may possibly be caught must be used.
- All nets and slings should be air dried thoroughly or washed in a diluted Dettol solution between visits to reduce the risk of transmission of disease.

6. PROHIBITED PRACTICES.

- The retention of any live fish in keep nets, carp sacks, tunnels etc. is prohibited.
- The use of any nut bait is prohibited.
- No fixed or semi fixed leads or any fixed feeders are allowed.
- No bait boats to be used.
- Enclosures and umbrellas with or without storm sides are permitted.

7. CARP FISHING.

- A maximum lead weight of 2.5oz is permitted.
- Lead must fall free in the event of a main line breakage, i.e., running leads only.
- Lead core, shock leaders or any leaders that are secured with a knot or fusing loop are not permitted. This prohibition also applies to Bent Hook Rigs.
- When fishing close to snags, lily pads or heavy weed, 15lb main line is recommended.

8. PIKE FISHING.

- Only dead bait fishing is permitted. 1 barb per treble hook may be retained for bait retention.
- Lure fishing. All hooks must be barbless or flattened barbs.
- A wire trace must always be used. Minimum advised length is 16 inches (400mm).

- 12 inch (300mm) Forceps and wire cutters must always be carried, along with an un-hooking mat.
- Members may use fish caught from their chosen venue for dead bait fishing in accordance with Size Limits (see below) and EA byelaws.
- Unsheathed braided lines may be used solely for lure fishing.
- 15 lb minimum line strength is recommended.
- No gags or gaffs are permitted.

9. SIZE LIMITS.

- Members may take a minimum number of Rudd, Roach and Bream under six inches in length for the sole purpose of dead bait fishing.
- Under no circumstances must they remove and kill any other fish, including eels.
- All other fish must be carefully unhooked and returned immediately to the water.

10. USE AND CARE OF PUNTS

- Punts belonging to the Society are intended for fishing purposes only or fishery management work authorised by the Society's Committees or Officers.
- Only one child allowed per punt accompanied by a parent or responsible adult aged 21 or over.
- No child below 8 years old is permitted in a punt.
- It is strongly advised that the child and the responsible adult wear a life jacket.
- Furthermore it is strongly recommended that all members using punts dress appropriately and are advised against wearing waders in punts.
- Members known to have health issues e.g vertigo or giddy spells are advised not to use punts.
- All members are strongly advised to cease fishing in a thunderstorm.
- If insufficient punts are available Members are asked to share a punt with others up to the permitted number in each boat.
- Punts must be left in a clean and dry condition and securely padlocked to their moorings. Removable accessories must be left in a clean and usable condition in the places provided.
- Fishing huts and boat houses must be left tidy and securely padlocked. Accidental breakages and losses should, where possible be rectified by the Member who finds them and must always be promptly reported to the Curator, Water Keeper or Hon Secretary.

11. GUESTS.

- Provided that they have obtained in advance and paid for a Guest ticket for a specified date, named guest and water, Members may take one guest only to fish with them on any of the Society's waters except those which have a membership restriction imposed. From time to time waters may be excluded by order of the Committee.
- Members will be notified at the beginning of each season regarding the cost of tickets and arrangements for obtaining them.
- No more than one Guest ticket per water per day will be issued.
- The holder of a guest ticket may only use a punt if accompanied and shared with the introducing member.

- Each Member is allowed 3 guest tickets per season on the lakes. On the Coarse Section rivers there is no limit on the number issued to each Member per season.
- A non member is not permitted to fish Society waters as a guest more than six times in each season.
- No Member may take as a guest any person who has been expelled from the Society or who has been refused membership.
- Guests are bound by the Rules Regulations and Code of Conduct of the Society. They must be accompanied always by the introducing Member, who is responsible for the behaviour of the guest. The name of the guest must be entered on the Guest ticket and in the record book.

12. JUNIOR MEMBERS

- Under 12s may share one of a Members' two allocated rods but must share the chosen swim. A Junior Member between the age of 12 and their 17th birthday, who has paid a reduced subscription must be in possession of their own landing net and un-hooking mat while fishing in a separate swim from the accompanying Member. If they do not possess such equipment or are not competent to handle all species of fish on their own, they must share the swim of the Member. Common sense should dictate as to whether a Junior Member has the ability to handle two rods although two rods are permitted under Society Regulations.

Section 5b

TROUT SECTION CODE OF CONDUCT

1. TROUT SECTION CONSTITUTION

The Society's Constitution is set out in the Society's Rules. An elected Committee manages the affairs of the Society. Responsibility for managing the Trout Section and its waters is delegated by that Committee to the Trout Section Committee. Trout Section Honorary Officers (Directors of the Company) are elected annually at the Society's AGM. The remaining Members of the Trout Section Committee are co-opted by the Trout Section Honorary Officers as necessary should vacancies occur, their co-option to be confirmed annually by the TS Committee following the Society's AGM.

The Trout Section Committee will decide the subscription rate for its Members each year in accordance with its budgetary requirements and will submit its recommendations to the SPS Committee for final approval.

The Trout Section Committee therefore will consist of the three Honorary Officers of the Society, namely: The Trout Section's Co-ordinator, the Curator and Membership Secretary and up to four other Members.

- At Committee meetings (normally chaired by the Co-ordinator) a quorum will consist of four people in addition to the Chairman of the meeting.
- The Chairman will normally not vote unless required to make a casting vote.
- If the Co-ordinator Trout Section is unavoidably absent from a meeting, the Chair will be taken by an Officer of the Trout Committee.

2. TROUT FISHING OPEN SEASON

- The Trout still waters, apart from Colin Godman's Farm, are open throughout the year unless Members are notified otherwise. Colin Godman's season is from April 1st until 31st October inclusive.
- Cheriton Mill on the River Itchen is fished from the first Sunday in April to the last Sunday in September inclusive.

3. PERMITTED FISHING TIMES

- Fishing times are one hour before sunrise to one hour after sunset.
- Members must not remain within the confines of the Society's waters outside these times.

4. FREQUENCY OF FISHING

- The number of times each Member may fish the waters in any one week will be advised before the start of each season. The same information will be posted in the lockers on the front of each Returns Book. These arrangements may have to be varied by the Committee during the course of the season depending on the state of the water.
- Part of a day counts as one visit.
- Days missed in any particular week may not be made up later.

5. PERMITTED FISHING METHODS

- By artificial fly using fly rod and line.
- Lures, trolling and spinning are not allowed.
- No more than two flies to the cast.
- Members must use either barbless or de-barbed hooks.
- Maximum hook size 12.
- Maximum hook length half an inch.
- Maximum dressing length one inch including the hook for wet fly or nymph.
- Maximum dressing for a dry fly may exceed one inch to match natural form.
- Sight indicators may be used and may be placed at any position on the leader.

The following methods of fishing for Sea Trout apply on the Society's rivers:-

- Single or double hooked, barbless or flattened barbed flies. No treble hooks are allowed.
- Single or double hooked, barbless or flattened barbed spinners or lures.
- Spinners only to be used with one set of hooks and a wire trace.
- Strictly no wading as deep holes exist in the rivers.
- Fish over 28" in length must be returned and Members must carry an EA license or migratory fish.
- Great care should be taken when handling and returning pike, should such a fish take a lure as these fish are particularly susceptible to rough handling.

6. RECORDS

- Members must enter name, date and time in the record book BEFORE starting to fish
- On leaving, details of all fish caught and killed and time of departure must be entered. Comments are optional but may be of help to other Members.

7. RETURNING FISH

Members are encouraged to return trout which will survive, and the following must be observed when releasing fish:-

- Bring the fish to the boat or bank as quickly as possible.
- Unhook in the water if possible keeping handling to a minimum.
- If using a net is unavoidable, a knotless net is mandatory and preferably a shallow net to allow quick unhooking.

8. TAKING FISH

- Brown trout are NOT to be dispatched other than for humane reasons.
- Rainbow trout over 12" may be taken for the table subject to the limits below. No fish over 17" are to be taken at any time.
- Fish that are damaged, diseased or if there is any doubt as to their survival, should be dispatched quickly and humanely. This also applies to undersized fish and brown trout. There is no point in

returning fish that are unlikely to survive. This is particularly important when the water temperature is high.

- All anglers are expected to carry a priest for this purpose.

9. WEEKLY LIMITS

- Six fish may be caught on each visit with a total of twelve per week.
- These figures include all fish whether they be returned or killed.
- When the limit is reached, the Member must stop fishing.
- A limit of two fish killed per week applies. Members will be notified if the Committee decides that this number should change to reflect water conditions.
- For Members guidance, 90% of trout caught on our waters are returned. The stocking policy is based on this assumption.

10. USE AND CARE OF PUNTS

- Punts belonging to the Society are intended for fishing purposes only or fishery management work authorised by the Society's Committees or Officers.
- Only one child allowed per punt accompanied by a parent or responsible adult aged 21 or over.
- No child below 8 years old is permitted in a punt.
- It is strongly advised that the child and the responsible adult wear a life jacket.
- Furthermore it is strongly recommended that all members using punts dress appropriately and are advised against wearing waders in punts.
- Members known to have health issues e.g vertigo or giddy spells are advised not to use punts.
- All members are strongly advised to cease fishing in a thunderstorm.
- If insufficient punts are available Members are asked to share a punt with others up to the permitted number in each boat.
- Punts must be left in a clean and dry condition and securely padlocked to their moorings. Removable accessories must be left in a clean and usable condition in the places provided.
- Fishing huts and boat houses must be left tidy and securely padlocked. Accidental breakages and losses should, where possible be rectified by the Member who finds them and must always be promptly reported to the Curator, Water Keeper or Hon Secretary.

11. GUESTS

- Each Member will be able to purchase Guest tickets for the nominal amount printed on the ticket. Members are encouraged to use the Guest tickets where appropriate, as this is a very modest sum for a days' fishing. Additional Guest tickets are available.
- Introducing guests is a useful way of recruiting new Members.
- Prior booking and payment for Guest tickets is required and is to be made through the Curator, or in his absence, the Membership Secretary. Details are printed on each Guest ticket.
- Only one Guest ticket is issued per water per day.
- Guest tickets must be used strictly in accordance with the conditions printed on them. A condition of issue is that the guest and the Member must share the same boat.

- A non-member is allowed to visit Society waters as a guest no more than 6 times in each season.
- No Member may take as a guest any person who has been expelled from the Society or who has been refused membership.
- Juniors under 17 years of age must be supervised at all times. (For further information on Junior Members please see Section 2 of this Handbook).
- These privileges will be withdrawn from all Members if they are abused. It is essential that each Member accepts full responsibility for the conduct of their guests.
- Any changes to the above Trout Section Regulations and Code of Conduct will be decided by the Trout Section Committee before submission to the Society's Committee. Members will be notified of any changes in whatever way is most appropriate and immediate. Members should ensure that their correct contact details are available to the Trout Section Membership Secretary and should be aware that any changes to the Trout Section Regulations and Code of Conduct may also be posted on the Society's website - www.sussexpiscatorialsociety.co.uk

SECTION 5c

EASTON FISHING

REGULATIONS AND CONDITIONS FOR GRAYLING & TROUT FISHING FOR THE SUSSEX PISCATORIAL SOCIETY

- 1.1 Renewal of Grayling and Trout rods is not automatic. Renewal is by annual agreement between Easton Fishing and the SPS and may be subject to change. Anglers are fully responsible for making sure they are acquainted with these changes. These Regulations cover day rod rentals. Rods are subject to availability. Members should be aware that an additional levy is required from those Members who fish at Easton for Trout. Further details are available on the SPS website. This also applies to honorary and life members.
- 1.2 The Sussex Piscatorial Society (SPS) shall hold current Public, Personal and Employers Liability Insurance and provide evidence of this to the owners of Easton Fishing as required. Members of the Society and their guests shall be responsible for their own property, including vehicles, should any damage or loss occur whilst the owner is fishing. It is the responsibility of the Officers of the SPS to bring to the attention of SPS members and their guests who may fish at Easton the Regulations as detailed in this Schedule and to make sure that they are followed.
- 1.3 Fishermen and their guests are required to take normal precautions for their personal safety on the river and be aware of changing conditions; the owners of Easton Fishing and their contractors take no responsibility for the actions of fishermen and their guests.
- 1.4 All regulations are for the current season and may be subject to change if conditions change or external restrictions are applied by the Authorities.
- 1.5 Members will make their bookings through a designated Society officer. Trout fishing is two rods on a Monday only. A third rod may be purchased through the Society. Please note other fishermen may be present as SPS does not have exclusive use of this water. Grayling fishing is two rods only either two members or one member and guest. Members must make themselves aware of weed cutting periods and be aware that cut weed may float down the river. These dates will be notified to members prior to commencement of the season.

Refund of any fees paid will only be made if cancelled two weeks before commencement of the season. A member may offer his rod to another should he need to cancel but must notify the designated SPS officer giving name of member taking the rod. Only those members who have booked fishing are allowed on the fishery.
- 1.6 Children are not allowed on the fishery unless over 17 years of age and supervised by a Rod who is present all the time.
- 1.7 Under no circumstances will guns be permitted anywhere on the fishery.
- 1.8 Dogs are not permitted.
- 1.9 Persons working in the interests of the owners are not to be given instructions and should be afforded due respect at all times. The SPS has no control over the management of the fishery as we only purchase rod days.

- 1.10 Wading is not permitted; it is unnecessary and can be dangerous.
- 1.11 All Rods are required to follow the etiquette of chalk stream fishing and to that end should observe as far as possible the following principles:
- a) Not to fish within 150 yards of another angler without first obtaining his/her consent. Please make as wide a detour as possible from the river bank if you need to pass another Rod using the field if necessary.
 - b) When not actually engaged in fishing, avoid disturbing the fish by standing or walking too near the river bank.
- 1.12 Nylon mono filament waste or other leader material must not be left on the ground. It should be destroyed away from the banks or by cutting into very small pieces.
- 1.13 Fishing is limited to daylight hours only. Fishing should not commence before dawn and not continue beyond sunset.
- 1.14 There are overhead power lines on the fishery which must be avoided – the cables are well signed on the bank fences.

SEASON

- 2.1 The Trout season will normally run from 1st April until 30th September and bookings taken from the 1st of March each year. However, it may be necessary to vary these dates in response to prevailing river or other conditions. The society's designated day is a Monday, other days are paid separately at the full rate.

Grayling season start and finish date will be confirmed in September each year, normally between first week of October and Christmas and no bookings before September 1st allowed. There is no fishing after Christmas until the following October.


However, it may be necessary to vary these dates in response to prevailing river or other conditions.

VEHICLES

- 3.1 There is parking space for 2 cars at the bottom of the field before the M3 tunnel but this track can be difficult for cars in wet weather. There is a 100 yard walk to reach the hut from the parking space. Cars should not be taken into the tunnel. Care should be taken not to obstruct the farm track used for access. If cattle are present in the field it is sensible to enclose the cars by closing the Pattinson gate. Access on foot is available at the Easton Bridge public footpath with a parking area on the road near the bridge. Society members are recommended to park at Easton Bridge as the field is too soft for cars in winter conditions. Please make sure all gates are left closed at all times as cattle will be in the field.

THE HUT

- 4.1 The hut may be used but it is not secure for storage. As it is old and not lit please exercise care. Heaters or cooking appliances/stoves should not be used.
- 5.1 Fishing is with fly or nymph and for trout, upstream only. The use of barbless hooks will minimise damage to the fish.
- 5.2 Trout under 13 inches and all wild trout and salmon must be returned and every care should be taken to minimise the amount of handling of the fish. Trout under 13 inches so returned



are excluded from the rod's total catch limit (see 5.4). A rod's kill is limited to one trout or grayling during any one day. Fish caught after this must be returned to the river regardless of size. When fishing with a guest, both rod and guest will have a kill limit of 2 trout or grayling in total.

- 5.3** Fishing returns should be completed by email or post to the SPS designated officer at the end of each day's fishing, who will forward consolidated returns to Easton Fishing. Both fish killed and returned should be included.
- 5.4** It is the responsibility of all Rods to ensure that they are familiar with these rules, the beats and conditions of fishing.
- 5.5** Additional days may be available but must be booked and paid for in advance. The Society's Designated Officer will arrange this with the owner. Both Honorary and Life Members are required to pay fees applicable at Easton.
- 5.6** An EA fishing licence is required.

Section 6

DISCIPLINARY PROCEDURES

1. The Committee resolves to suspend, at its discretion, any Member of the Society on any allegation of wrongdoing, misconduct or breach of the Rules or Codes of Conduct.
2. On receiving a complaint the Committee will allocate to two Honorary Officers of the Society, the duty to investigate the alleged wrongdoing or misconduct and decide whether there is a case to be made. If there is then the Hon. Secretary will send a letter to the Member suspending their Membership and the investigation will proceed.
3. The Member will be sent a letter inviting attendance at a meeting held before two Honorary Officers who will report back to the Committee after the meeting. The letter will specify why the Member is invited to the meeting and warn them of the possible consequences if the allegations are upheld. The sanctions available to the Committee are stated in the Society's Rules, Section 1, paragraph 16.
4. The Member shall have the opportunity to make representations at the meeting and may bring with them a Member of the Society as a witness. The witness shall act only as an observer to see fair play and shall not participate otherwise in the proceedings. The Member must tell the Hon. Secretary of the Society the name of the witness in advance of the meeting.
5. A written record of the decision of the Committee, after they have considered the report of the two Honorary Officers, shall be sent to the Member within fourteen days of the meeting, where reasonably practical, by the Chairman or Hon. Secretary of the Society. This letter shall contain details of any sanction imposed upon the Member and the reasons for that sanction. The Member shall be informed of the right to appeal against the decision of the Committee.
6. If the Member wishes to appeal the Grounds of Appeal must be sent by the Member, in writing, to the Hon. Secretary of the Society within fourteen days of receiving the written decision by the Committee.
7. The Member shall then be invited to attend an Appeal Meeting which shall be held before the full SPS Committee. This meeting will be held within fourteen days where reasonably practical. In the interval before the Appeal is heard the Member shall remain suspended from Membership and shall be informed accordingly.
8. The Member may be accompanied at the Appeal Meeting by a Member of the Society as a witness, having informed the Society who the witness will be in advance (see paragraph 4 above).
9. After the Appeal Meeting, the Member shall be informed of the Committee's decision in writing within fourteen days when reasonably practical. The decision letter shall state that the decision is the final conclusion of the Committee unless a decision is made to proceed to a Final Appeal.
10. The Committee may decide after hearing the Appeal that there should be a Final Appeal before all Members of the Society at a Special General Meeting. Should the Committee decide to call such a meeting, the Membership as a whole will decide by a show of hands at that meeting whether the Appeal should be upheld or not.

Section 7

WATER KEEPERS DUTIES

The Water Keepers play a most important role in looking after the Society's waters and when carrying out their duties must at all times consider what is in the best interest of the water they look after as well as the Society. They are responsible for their actions and those who work with them.

SPS waters have diverse and in some cases rare and protected flora and fauna, and an assessment of this needs to be made before any work is carried out to avoid any harmful effects on wildlife or unnecessary and sometimes unforeseen long term damage.

It is essential on many of our waters first to seek permission or advise the owner/landlord or farm/estate manager or tenant as a matter of courtesy before undertaking any major works. This may well include work on trees - gates - footpaths - bridges - dams - fires - netting/stocking, etc. Such permission will usually be obtained by the Section Curator or Hon. Secretary of the Society when it is required. On many occasions the Water keeper will be working with another responsible Officer who will be in charge of a work party and who will be responsible for the Health & Safety issues which have to be considered whenever such activity is undertaken.

Below is a list of duties which a Water Keeper will undertake from time to time:-

1. Carry out instructions from the Section Curator or Coordinator as may be required.
2. Periodically to inspect their designated waters and carry out routine maintenance.
3. To send written Water Check Report forms to the Curator no later than the 1st Thursday of each month so that the Society can fulfill its obligations regarding Health & Safety monitoring as required under the terms of its liability insurance.
4. To notify the Curator immediately of any instances of damage, pollution, fish death or Health and Safety issues.
5. To inform the Curator of any major works which may be required.
6. At work parties to assist the person in charge regarding Health and Safety matters, and to complete all work party information forms.
7. When instructed to do so, to insert approved notices to Members within signing in boxes.
8. To keep good relations with Members and to actively encourage them to adhere to the Rules Regulations and Code of Conduct of the Society.
9. To report to the Curator or Hon. Secretary any instances of misconduct, vandalism or other offences, by a Member or others.
10. To keep good relations with landowners and their representatives or guests at the waterside. Contact at other times on behalf of the Society should only be undertaken following discussion with an Honorary Officer of the Society.
11. To attend Section Management Committee meetings as required.

EXPENSES

The Curator should approve all expenditure in excess of £20, in advance. The Curator holds a float to cover Water Keepers expenses and approved expense will be immediately reimbursed upon presentation of a receipt or invoice. If monies are required in advance of purchases the Curator should be advised,

and this will be arranged. An invoice or receipt must always be obtained and should if possible be made out to the SPS.

EQUIPMENT

Where specific or special equipment is required a request should be made to the Curator. When equipment is taken from the store container it must be signed out in the Register and signed in when it is returned. Any damaged equipment should be brought to the attention of the Store Keeper so that it can be taken out of service if necessary or repaired.

WORK PARTIES

Details of all work carried out should be reported to the Curator on the monthly Water Check Report form. Where work parties are required the request form should be completed and passed to the Curator, who can then arrange for equipment and personnel as required. At work parties the organizer of the work party shall assume the role of Officer in Charge of Safety, ensuring that Members are given appropriate tasks based on their skills and ability. The Water Keeper is expected to assist the organizer with regard to these duties. Water Keepers must ensure that there is a first aid kit and hazard warning tape available. The work party information form must be completed by the Water Keeper and passed to the Curator. At work parties Members must be given a Health & Safety briefing either by the work party organizer or the Water Keeper and be advised of the restrictions detailed in the work party risk assessment form.

REPORTING DISCIPLINARY MATTERS & VALIDATING MEMBERSHIP.

If you have doubts as to whether an angler on Society waters is a Member of the Society or not, ask politely to see their membership card. If they are unable or unwilling to produce their card, or satisfy you that they are a Member, ask them to leave the water. Do not get involved in an argument or scuffle with the persons concerned under any circumstances.

Incidents of threatening behaviour from anybody should be reported as soon as possible to a Society Officer or if serious, to the police.

Incidents of trespass or vandalism should be reported as soon as possible to the Curator or Coordinator.

All breaches of Society Rules, Regulations or Code of Conduct by Members of the Society should be reported in writing to the Section Co-coordinator or the Hon Secretary who will undertake further investigation as necessary.

Section 8

HEALTH AND SAFETY

POLICY STATEMENT

The Committee of The Sussex Piscatorial Society is fully committed to a policy which seeks to prevent accidents on and around its waters and to limit their consequences to persons and the environment. The Society will manage its affairs so as to ensure, so far as is reasonably practical, that:-

All Committee Members and those with delegated roles within the Society fully understand their role and responsibilities for the management of hazards.

- Members with delegated roles are competent in those roles.
- Processes are used to identify hazards and risks.
- Procedures and instructions are in place for safe operation.
- The implementation of this policy is audited and reviewed.

The Committee will ensure that this policy is understood, implemented and maintained in such a way that all Members and guests (where permitted) are fully aware of the policy and of the need to take due care when in and around the water environment.

The safety policy is of direct concern to all Members of the Society. The Water Keepers are accountable to the current Curator of their particular Section for its implementation. It is the duty of the Curator to ensure that working parties are adequately supervised and that any training or special skills required are exercised by those with proper training. In particular only professional contractors will be used to operate chain saws and other powered equipment. It is the duty of the person in charge of the work party to promote the safety of all persons present and where an interface with the public occurs to make sure the area is safe.

GENERAL RESPONSIBILITIES

The Water Keepers are responsible for day-to-day safety matters on all the waters, reporting to the Curator, who shall coordinate monthly checks and implement any remedial work or new safety system. The Curator in cooperation with the Society's Health and Safety Officer, if there is one in post shall also be responsible for carrying out risk assessments and producing method statements where needed. The Curator will report periodically to the main SPS committee on Health and Safety matters.

Overall, responsibility for implementing safety issues shall lie with the SPS Committee, to whom the Curators will report annually or more frequently if appropriate.

Following changes in the way insurance companies manage liability claims, our insurers require the Society to advise them immediately following incidents in which they may have an interest, particularly incidents involving personal injury. In order to comply with these changes any Member who is involved in an incident whilst angling or when present on any fishery must immediately report the circumstances to the relevant Section Curator and the Hon. Secretary of the Society. It is particularly important that Curators take note of any incidents occurring during work parties.

ALL MEMBERS MUST AT ALL TIMES TAKE REASONABLE CARE FOR THE SAFETY OF THEMSELVES AND ANY OTHERS WHO MAY BE AFFECTED BY THEIR ACTIVITIES. MEMBERS SHOULD TAKE NOTE OF THE PARTICULAR REGULATIONS WHICH APPLY TO THEIR SECTIONS OF THE HANDBOOK I.E 5A, 5B AND 5C.

Section 9

TROPHIES & NOTABLE CATCHES

THE CHALLENGE SHIELD AND TROPHIES

The Challenge Shield is awarded at the Winter Social each year for what is judged by the Committee to be the best freshwater fish of any species, including trout but not pike, when compared to the Society Record and which is taken from the Society's waters by a legitimate method.

The Hasted Trophy is awarded at the Winter Social by the Committee for the best Pike over 12 lbs taken from a Society water.

The Malcolm Rippin Memorial Trophy is awarded at the Winter Social on the recommendation of the Trout Committee to any Member of the Society for special achievement.

The Junior Challenge Shield is awarded at the Winter Social for what is judged by the Committee to be the best fish caught by a Member under 17 years of age. The age of the Member will be taken into consideration.

The Robin Dainty Trophy is awarded at the Winter Social by the Committee for the best Tench caught by a member as recorded in the catch returns from a Society water. The award, donated by Roger Cooter in memory of his friend, will be available for the first time at the Winter Social 2014.

CONDITIONS RELATING TO THE ABOVE AWARDS.

Any fish, details of which are put forward for consideration, must have been taken from the Society's waters using permitted methods of fishing. Entries should be promptly notified to the Secretary and should include all details as set out below under 'Notable Catches'.

The closing date for submission of entries is 31st August. The Committee may decide in any year not to award the Challenge Shield because of a lack of outstanding entries, or for any other reason.

All Shields and Trophies may be held in the winners personal possession for one season but shall thereafter be returned to the Secretary not later than 31st August of the following year.

All Trophies remain the property of the Society unless the Committee, following discussion with the donors when possible, determines otherwise.

In all matters which may arise with regard to the award of Society Trophies the decision of the SPS Committee is final.

NOTABLE CATCHES.

Members are requested to report details of notable catches from the Society's waters to the Hon. Secretary or appropriate Curator, whether witnessed or not, who will then enter details in a book to be kept for that purpose which will be made available at Committee meetings. Notable fish should whenever possible be weighed in the presence of another Member or witness. Details notified in writing to the Curator or Hon. Secretary should include the species of fish, weight, date caught, location and, method used. If possible a photograph should be taken and submitted. Names, addresses and signature of the Member and witness should be included. Only fish catches that have been properly witnessed are eligible for Society Trophies.

Section 10

THE SPS INTERNET & WEB SITE

The following information concerning publicity refers in particular to the SPS web site (www.sussexpiscatorialsociety.co.uk) and is an addition to that in Section 3, paragraph 6, General Regulations, which will be found in this Handbook.

- The SPS shall maintain a web site and may, from time to time, advertise on the internet and in print.
- The purpose of the web site is to provide general information about the Society and its activities and to enable those who wish to become Members to apply for Membership from the appropriate Section Membership Secretary. It will also be used to inform Members on Society matters through the Members' Section which will be accessible only to current Members of the Society.
- All published material will be activated and monitored by the SPS Committee.
- No Member shall refer to the SPS on any web site, chat room or message board or in any other form online other than on the Members' Section of the Society's web site without first obtaining the written permission of the Committee.
- No Member shall publish pictures online or anywhere else taken on SPS waters or showing SPS property or fish.
- Access to the Members' Section of the web site will be by password which will be changed annually. Members are expected to regard this as confidential, for the use of Members of the Society only. Misuse of the password may lead to its withdrawal and hence closure of the Members' section of the web site.
- The Committee of the SPS may send information to Members in print, by email or by posting on the Members' Section of the web site. All such information is SPS copyright and access is restricted to current Members.
- The SPS will seek all means to maintain security on line and will investigate any possible breaches of these regulations.
- For Members convenience the space below may be used to record the SPS password which changes each year after the AGM.

2014/15

2015/16

2016/17

2018/19

