

PEMBROKE COLLEGE · CAMBRIDGE

*Postcode CB2 1RF Telephone (01223) 338100*

## College Punting Protocol - Procedures

These provisions relate specifically to the use of the Pembroke College punt. Overall responsibility for the College punt policy rests with the Bursar who has passed the day-to-day control of the College punt to the Head Porter.

The punt will be available between 9am until dusk 7 days per week.

Punting season is normally 1st April to 1st November

Users must book using the online College booking system via the RMS.

It will not be possible to use the punts without booking via this system.

Booking slots are for a period of 60 minutes duration. There is a maximum punting period of 120 minutes duration. This is to allow all the opportunity to use the facility. There will be a 30-minute buffer between bookings to permit the equipment and keys to all be returned as required prior to the next booking.

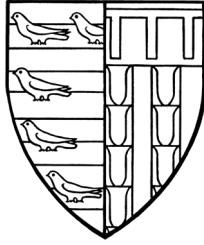
The Head Porter will keep track of bookings and usage, and may apply restrictions to users who are found to be abusing the punt or booking system.

The duty Porter/s will only hand over the key if you have a booking on this system. If the punt is not in use but booked, in the first instance the Porter will if able to contact the person with the booking and get them to cancel it such that you can rebook. If this doesn't work, contact the Head Porter in office hours to report the lost use / booking.

Your mobile phone number needs to be given when you book a punt so that you can be contacted in case of an unforeseen event or if you are late return the punt keys. Please note that it will be displayed on the signed booking form for that day.

### **Darwin College Punt Mooring:**

- Access to the Pembroke College moored punt at Darwin College will be subject to the same rules, regulations and restrictions as apply to Darwin punts. There may be up to 5 days per punting season when Darwin's grounds may be closed for access (e.g. May Ball, Masters Garden Party etc). These days will be communicated by Darwin at least 1 month in



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advance to the Head Porter and those days will be blocked out once known on the RMS booking system.

- Pembroke are responsible for all maintenance, upkeep, insurance, licensing, equipment, baling out and general management of the booking system (keys, locks, etc)
- The Pembroke punt must be moored in the correct berth on return, and should not obstruct the river or the Darwin punts at any time. The mooring will have a sign on the railing showing it is Pembroke mooring.
- Any damage to Darwin grounds or equipment will be the responsibility of the respective College members. So please respect Darwin College property / grounds / members and staff.
- Pembroke students will be expected to behave quietly, soberly and respectfully at all times whilst in Darwin grounds. Failure to do so will be reported to the Pembroke Head Porter.

### **Users must:**

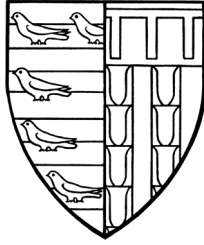
The person booking is deemed to be the “Master of the Punt” and is responsible for all their passengers to abide with the punt rules and regulations. The person booking, must actually go in the punt and remain with it at all times.

The person booking and all others using the punt do so entirely at their own risk. Pembroke College accept no responsibility for any injury, or loss of or damage to property of any person using the punt, however caused. The Policy – Procedure document has tips on punting that should be applied. If you have had no / little punting experience you are required to view the short video link attached so that you know what you should be doing to operate this vessel.

<https://youtu.be/E7X0cnTR7zk>

The person booking and all others using the punt will not act in a way that would place the College in breach of their duties under the Conservators of the Cam code of practice. You are advised to view their web site to understand the rules of the River.

[www.camconservancy.org](http://www.camconservancy.org)



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A sober person shall be in control of the punt at all times. Please be well behaved on the punt! Those on the river and those properties that are river backed will report misbehaviour to the College. Also punts make terrible getaway vehicle!

### **Points to Note:**

Any accidents or incidents must be reported to the Porters' Lodge immediately if serious or on the return of the keys after use if not deemed serious.

**Maximum capacity of 6 people** in the punt at any one time. Please do not exceed that number.

Ensure the punt and punt equipment left in a clean and tidy condition. Report any problems / defects.

No bottles / cans or litter of any kind must be left on / in the punt or the mooring area at Darwin College. The person booking the punt is responsible to bail out any water that accumulates in the punt before and after use.

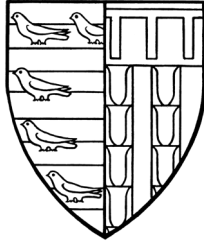
Punting is on the right-hand side of the river, please remain within an area that allows the punt to be back on time for the next user to use the punt within their allocated time slot.

The Punt key is to be collected and returned at the Pembroke Porters' Lodge within that time frame of your booking, so in peak times please factor in the time to walk back to the Pembroke Porters' Lodge within the time booked. Remember you will only be able to obtain a set of punting keys after leaving your Cambridge ID card with the porters.

DO NOT take the punt keys directly from returning punt user (who need to exchange them for their ID card at the Porters' lodge).

The punt must be locked and secure when returned, the punting pole returned to the storage area within the grounds of Darwin College and the cushions, paddle and bilge pump returned to storage box located next to the pole storage area at Darwin College. A key to the storage box will be issued with the key to the punt padlock. A map will be provided to those that do not know the location. Life vests if issued must be returned with the keys to the Porters' Lodge (Pembroke College).

For urgent problems, please phone the **Porters' Lodge 01223 338100** or advise them on returning them key.



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By signing below, you have declared that:

I HAVE READ AND AGREE TO ABOVE RULES AND REGULATIONS AND UNDERSTAND THE PRINCIPLES OF PUNTING.

NAME.....

SIGNATURE.....

.....

Contact Mobile Number

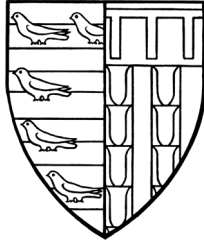
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DATE.....

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**Charging Rates:** College members and staff: £ 10 per hour paid to the Porters' Lodge via debit or credit card.

There is no refund for an early return.



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## Punting Tips

**Before you go Punting for those that have not done this activity before YOU MUST have viewed the Punting Video and remember the below Punting Tips.**

- Simple Punting tips: Use the pole as a rudder in between pushes, and twist it at the end of each push to dislodge it.
- The angle of the top of the pole relative to the bottom of the pole affects your steering. Keeping the pole parallel to the punt as you push this will assist / maintain the punt in a straighter line.
- Don't try and fit in an extra push if you're close to a bridge - if you wedge the pole against the bridge you're sure to lose the pole or get wet!

Please remember that if you travel in a punt you are likely to get splashed with Cam water. If you are punting, water will probably be running down your arm into your clothes. Please wear sensible and appropriate clothes including footwear.

*If your pole sticks in the mud in the bottom of the river then it is better to release your grip of the pole rather than your contact with the punt! You can use the paddle to go back to collect the pole.*

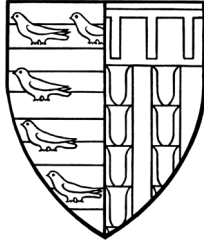
Video link details below.

<https://youtu.be/E7X0cnTR7zk>

### **Lost / Damage Punt Equipment**

#### **Restrictions on Passenger use (rollers near The Graduate Hotel)**

**Under NO circumstances are passengers allowed to be in the punt when taking the punt up or down the rollers to Grantchester Meadow section of the Cam.  
This causes extensive damage to the underside of the punt.**



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### Damage

The person booking the punt will be responsible for any damage. Should it be considered that the damage is not 'fair wear and tear' a charge and possible replacement cost for the damage may be imposed by the College.

*It is possible to step through the floor of the punt by jumping onto it, or by not using the gratings (duckboards). Jumping in, is not deemed a suitable option as it puts the punt out of action for the rest of the season.*

### Loss

Loss of punt poles, paddles, life vest/s, general punt equipment, padlock / keys will be charged to the person booking the punt.

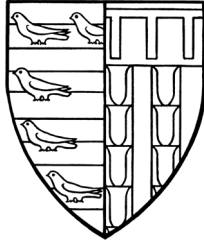
### Safety

Punting is very safe providing you know what you are doing, you do go punting **at your own risk**. Basic punting instructions are provided above and on request from the Porters' Lodge for steering and propelling the punt. Young persons should wear life vests whilst on the river or at the riverbank. Sitting in a punt is very safe, but do not jump into the punt, or stand up in the punt unless you are punting with the pole. Make sure that the contact / connection between the punt and the river bank / mooring is firm before getting into, or out of, the punt.

Punting is safe, but the person actually punting should be capable of swimming in case they fall in. In addition, you should not take a punt out on your own.

Punting while drunk is not safe. The Porters are instructed not to allow punting if they believe it would be unsafe from person showing the appearance of intoxication.

There is also a College Risk Assessment in place for this activity and vessel / equipment and all users should refer to that risk assessment before they use / operate this vessel and equipment. Copy of the RA is attached.



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### **Care for the Punt - Equipment**

Check the punt, cushions, pole etc. and report to Pembroke Porter/s anything damaged or missing before you set off. Otherwise, it will be assumed that everything was OK when you started the hire period.

- Pembroke Punt will be removed by respective parties from both the mooring and from Darwin College for the Winter period. Ensure the Punt is moored at both end of the punt so it can not drift out into the river at an angle when left after use at the Darwin College mooring.

### **Private Belongings**

Please beware that if you drop phones/cameras etc into the Cam, this is not the College's problem.