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## EMERGENCY CONTACTS

### DIAL 000

POLICE – MT BEAUTY .....(03) 5754 4244  
POLICE – FALLS CREEK .....(03) 5758 3424  
MEDICAL – FALLS CREEK .....(03) 5758 3238  
MEDICAL – MT BEAUTY .....(03) 5754 4000  
FIRE ..... 000  
S.E.S. .... 1300 842 737  
POWER FAILURE ..... 131 799  
FALLS CREEK RESORT MANAGEMENT & SKI PATROL ..... (03)5758 1200

## ALBURY SKI CLUB COMMITTEE CONTACTS

FALLS CREEK BOOKING OFFICER: ..... Joel Harris  
0419 583 334  
bookingofficer@alburyskiclub.com.au  
FALLS CREEK CATERING OFFICER: ..... Kate Martin  
0479 113 155  
FALLS CREEK BUILDING OFFICER: ..... John Percy  
0427 686 506  
PRESIDENT: ..... Sally Louw  
0439 020 190  
CLUB SECRETARY: ..... Roslyn Frawley  
0407 100 611  
secretary@alburyskiclub.com.au

## **FIRE ORDERS**

1. **ASSIST PEOPLE IN IMMEDIATE DANGER – ONLY IF SAFE TO DO SO.**

2. **RAISE THE ALARM**

Activate the break glass alarm located outside Room 5 or the Fire Panel in the Foyer. Automatic heat and smoke detectors are installed throughout the building. Bells will operate throughout the building on detection of fire.

**NOTE! THIS ALARM DOES NOT AUTOMATICALLY CALL THE FIRE BRIGADE**

3. **NOTIFY THE FIRE BRIGADE**

Telephone the fire brigade on **000** stating the fire is at ALBURY SKI CLUB, Corner. Falls Creek Road and Sitzmark Street, Falls Creek VICTORIA

4. **EVACUATE ALL OCCUPANTS**

On receipt of an alarm, all occupants should move to the assembly point via designated exits. The assembly point is **MARKED X ON THE Plan**. The assembly point is on the road on the corner of Falls Creek Road and Sitzmark Street. The Trip Leader shall attempt to account for all occupants – please assist. A Fire Office will liaise with the Trip Leader to evacuate all occupants to a neighbouring lodge for shelter in extreme weather conditions.

5. **IF SAFE TO DO SO, CONTROL THE FIRE**

Firefighting equipment is located at various points throughout the building, care should be taken not to place your life at risk. Maintain a line of retreat at all times. Close doors on retreat.

6. Trip Leader to ensure Fire Brigade is met and briefed. If possible, collect bed bunk plan from Notice Board to assist with accounting for occupants.

## ALBURY SKI CLUB

### CODE OF CONDUCT FOR MEMBERS / HOUSE RULES

#### INTRODUCTION

The purpose of this Code is to provide members and associates with guidance on the standards of behaviour that are expected of them while they are on the club premises, to ensure everyone can enjoy the amenities provided by the club in a safe, enjoyable and responsible manner.

**“BEHAVIOUR** - it is expected that Members and Associates will:

1. Follow instructions given by:
  - a. The Trip Leader or
  - b. The Booking Officer or a Committee Member if no Trip Leader is in attendance
  - c. Instructions given by a Committee Member will over-rule the directions of the Trip Leader in relation to safety, behaviour and the Member Code of Conduct.

The Trip Leader shall have the primary responsibility for managing the lodge, but their authority is subject to the direction of a member of the Committee of Management, who is subject to the direction of the President, but all are subject to the resolutions of the Committee in force at the relevant time. Each has the authority to expel from the Lodge any Member or Associate who has breached the Code of Conduct, and who is deemed to have negated their right to be on Club premises. “

2. Theft, illegal and fraudulent activity, including drugs, will not be tolerated. Members are asked to be vigilant and report any breach to the Trip Leader or committee member immediately.
3. Not harass, bully or discriminate against other Members and Associates.
4. Contribute to promoting a safe, harmonious and enjoyable environment.
5. Treat other Members and Associates with respect, courtesy, honesty and fairness, and have proper regard for their interests, rights, safety and welfare, including but not limited to:
  - a. *Personal* – excessive alcohol consumption, loud noise and bad language which will disrupt the enjoyment of the facilities by other residents will not be tolerated.
  - b. *Quiet Lounge & TV Room*-Members are asked to respect the right of others to use these rooms.  
They are not to be used as a nursery or play area for children.
  - c. *Furniture*-Please respect the furnishings of the Lodges.
  - d. *Children*- Parents please respect other Members and make sure your children are effectively supervised at all times.
  - e. *Nappies*-Are not acceptable in any public areas of the Lodges. Soiled nappies are to be sealed in plastic bags and placed in Lobby Garbage Bin at Falls Creek and in the Garbage enclosure at the front of the Thredbo Lodge.

- f. *Snowballs*- Please don't throw snowballs in the vicinity of the Lodges – they can cause serious injury to others and damage to windows and property.
- g. *Drinks*-Please respect other members personal property stored in common areas.
- h. *Mobile Phones*- Please leave the company of others immediately if you wish to converse on a mobile phone.
- i. *Alcohol*- Is not allowed anywhere upstairs within the Lodges.
- j. *Smoking*-Is not permitted anywhere within the Lodges.

## **SECURITY**

For your safety and the protection of your possessions, security locks have been installed on external doors. Exit doors are to be properly closed at all times. The security code is no longer available on the Web Site under "My Booking History", the door code will be emailed to the booking member 4 - 7 days before the arrival date at the lodge. Please have the code before journeying to the mountains as there may not be other residents and the Booking Officers are not available 24/7. The **security code must not be divulged to anyone not staying at the lodge.**

## **LINEN**

The Trip Leader has the authority to exclude members and associates from use of the Lodges if they fail to provide and use their own linen. Linen includes bottom sheet, doona cover or top sheet and pillow case. In the case where a member or associate accidentally forgets to supply their linen, a request can be made to the Trip Leader to hire the appropriate linen (Falls Creek only) at a rate of \$5 per person. Before departure, the hired linen must be laundered and returned to the Trip Leader. A further charge of \$25 will be incurred if linen is left unwashed. It should be remembered that linen already on beds is for decor only.

## **REPAIRS/FAULTS**

If you see anything that needs repair, however minor, advise the Trip Leader immediately.

Any suggestions for improvements to the Lodges or units are welcomed – advise the Trip Leader or write to **secretary@alburyskiclub.com.au**  
**P O Box 120 ALBURY 2640.**

## **ASSOCIATES**

**Members must introduce your associates to the Trip Leader and other members.** It is your duty to explain to your associates how the roster works, to see that they do their rostered jobs, to demonstrate how the dishwasher and washing machines work, etc., and where all the cleaning equipment is kept. Members are also responsible for notifying their associates of the security code for their time of residency, stressing that the code must not be divulged to anyone. Members will also be responsible for jobs not carried out by their associates.

## **LATE BOOKINGS**

**Under no circumstances should you stay at the lodge without notifying the relevant booking officer first, they have a mobile phone. If unanswered, leave a message. This is a fire and safety requirement.**

If you make a booking on the website which is within the next 7 days, you must contact the relevant booking officer on the appropriate mobile phone number (Falls Creek 0419 583 334 & Thredbo 0408 576 151) to enable catering and bookings to be amended. On-line bookings at late notice must be confirmed by the Booking Officer.

### **VISITORS MEALS**

To be paid by member at the time of the meal.

### **VACATING THE LODGE**

If rooms are not vacated by 1.00pm then one extra night's accommodation fee may be incurred. Residents must pack up, empty rubbish bins and vacuum rooms. At Falls Creek, items not taken off the mountain must be stored in lockers, or skis in the ski storage room. Skis cannot be left in the tunnel when owners are not in residence. Associates gear is not to be stored in the Lodge.

### **PENALTIES**

Any breaches and/or disregard of the Code of Conduct/House Rules may result in disciplinary action.

### **MAINTENANCE OF OUR LODGES**

THE CARE AND MAINTENANCE OF OUR LODGE IS THE RESPONSIBILITY OF **ALL MEMBERS** – PLEASE REPORT ANY PROBLEMS TO YOUR **TRIP LEADER**

**TRIP LEADERS** ARE TO DOCUMENT ANY PROBLEMS ON THE TRIP LEADER'S REPORT SHEET, WHICH MUST BE RETURNED TO THE TRIP LEADER MANUAL.

FOR PROBLEMS REQUIRING **URGENT ATTENTION** YOU ARE ASKED TO PLEASE CONTACT ONE OF THE FOLLOWING PEOPLE:

**THE BOOKING OFFICER**                      Joel Harris                                      0419 583 334

**OR THE MAINTENANCE OFFICER** John Percy                                      0427 686 506

### **TRIP LEADER REPORT**

DATE:

NAME:

DATES FOR WHICH YOU WERE TRIP LEADER:

REPORT:

SIGNATURE:

# **GUIDELINES FOR TRIP LEADER – FALLS CREEK**

## **Summary of Trip Leader Duties**

- SECTION A - Write up Daily Roster Sheet.
- SECTION B - Ensure extended accommodation payments are processed Complete Trip Leader Report Sheet and include accommodation irregularities, money collected, accidents and incidents.
- SECTION C - Trip Leader to check food supplies and contact Catering Officer when necessary.
- SECTION D - Security and general running of the Lodge
- SECTION E - Unit Occupants.
- SECTION F - Initiate repairs etc. when equipment breaks down.
- SECTION G - Open or close Lodge as applicable.

**Ensure all occupants are acquainted with the Fire Orders (which are located on the notice board and on the rear of every bedroom door)**

## SECTION A – ROSTER

1. Write out daily roster and display on notice board before dinner of preceding day.
2. Check menu - Ensure that the meat for dinner is out of the deep freeze in time for thawing in the refrigerator. Ensure that the cooks use the meat and vegetables indicated on the food list unless drastic alterations of numbers makes this impracticable. It is the cook's prerogative to decide how to cook the meals.
3. Check that the cooks and those washing up are not waiting for latecomers. Late eaters get their own food and wash their own dishes, glasses etc.
4. Ensure that jobs have been done by the nominated people, encourage and remind those who have not done their jobs. Record on Trip Leader's Report the name of any person refusing to do a nominated duty.

**N.B. – IF AN ASSOCIATE DOES NOT DO HIS/HER ROSTERED DUTY, THEN HIS/HER SPONSORING MEMBER IS RESPONSIBLE FOR THAT JOB AS WELL AS HIS/HER OWN.**

5. Ensure that the Lodge occupants have a variety of jobs over their stay, as some jobs take more time and effort than others. Jobs may be swapped but the Trip Leader should be advised. Please utilize weekly Job Allocation Sheet.
6. Power Failure  
Power is usually restored after 3-4hours at most.  
Falls Creek has above ground and underground power on 2 separate grids. In the event of a tree bringing down a powerline, the Village can be switched to underground power but the process takes about 3 hours.

In emergency blackouts there are;

Re-chargeable torch in kitchen mounted on the wall to the right of the fridge  
2 X Gas Lanterns in the upstairs utility room

Candles -      First Aid cupboard in kitchen  
                    Upstairs Utility Room  
                    Laundry  
                    Both Units

**PLEASE DO NOT ALLOW CANDLES TO BE LEFT UNATTENDED IN BEDROOMS**

The electric solenoid will stop all gas flow in the event of a power failure. This can be by-passed. Call for instructions;

Maintenance Officer	John Percy	0427686506
Booking Officer	Joel Harris	0419583334



## **SECTION B – MONEY COLLECTION**

1. In the event of a decision made on the mountain to stay, or extend a stay, the Booking Officer must be contacted on 0419 583 334 who will then confirm the booking and arrange for payment.
2. Payments for visitor's meals are the responsibility of the members and must be paid at the time of the meal. – Lunch - \$6.00 Dinner - \$12.00. Meal money is to be kept on the mountain in the cash box in the Trophy Cabinet.
3. Note any lunch and dinner money on the Trip Leader's Report Sheet.
4. Notify the Booking Officer 0419 583 334 if large amounts of money accumulate in cash tin.
5. Complete the Trip Leader's Report Sheet and return to sleeve in Trip Leader Manual.
6. DO NOT accept membership fees or other monies on the mountain.

## SECTION C – FOOD SUPPLIES

### PERISHABLE FOODS CO-ORDINATOR - TRIP LEADER

The catering Officer is responsible for ordering food supplies in consultation with the Trip Leader.

- Check the menu daily and make sure that the meat required is being thawed for the next evening's meal.
- Ensure that old food and vegetables are used before the fresh food.
- Check menu for vegetables to be used.
- Replenish the fresh fruit in fruit bowls.
- Suggest to cooks to use up what needs to be cooked.
- Check refrigerator and make sure it is properly packed and throw out old leftovers and out of date food.
- Restock upstairs freezers with frozen desserts, ice cream and frozen vegetables for the week, from the downstairs freezer
- Complete perishable food audit by Sunday at 7.00pm and fax to catering officer. Please see Perishable Order Form in plastic sleeve. **Please provide a comprehensive audit** as the Catering Officer will use this information for the next week's orders.
- Check all fridges, freezers upstairs and downstairs and the cool room when doing the audit. **CALL THE CATERING OFFICER IF UNSURE.**
- Phone the Catering Officer if you are running short on supplies prior to Thursday's delivery.
- Weekly food delivery arrives on Thursdays. Unpack and store appropriately. Use the down stairs freezer for overflow of desserts, bread, ice cream and frozen vegetables only. Weekly meat supplies to remain upstairs.
- Please do not freeze the vacuum-packed meat. It has a 3-week shelf life.
- Mince and chicken can be frozen but must be removed from the freezer the previous day and thawed in the fridge overnight. Please thaw in baking trays.

Additional supplies can be delivered if required. The Trip Leader is to consult with the Catering Officer about any shortages. If it is urgent, these can be obtained directly from the Supermarket at Falls Creek following discussions with the catering officer or she will have an extra delivery organized for the following day.

All dockets must be kept with the Trip Leader Report sheet.

The Trip Leader is to supervise the unpacking and putting away of deliveries. Meat must be labeled clearly and stored according to weekly menu and storage instructions in the Menu Guide.

The trip Leader is to co-ordinate perishable goods usage and disposal (again referring to weekly menu) in pantry, fresh vegetables store-room, refrigerators and freezers. All leftovers (soup, vegetables, meat etc.) are to be kept no longer than one (1) day.

The following vegetables are to be stored in the downstairs cold room; pumpkin, butternut pumpkin, potatoes, tomatoes, avocados, onions & fruit.

Salad vegetables and carrots should be stored in the fridge upstairs.

Catering Officer

Kate Martin

0479 113 155

**TO ALTER SETTING ON PANTRY FRIDGE**

This fridge should be set at 3 degrees Celsius

To re-set or alter:

Push Select - dial then reads current setting

Push “*up*” or “*down*” to change setting

Push Select again to resume at new setting.

**DO NOT ALTER TEMPERATURE ON DRINK FRIDGE IN DINING ROOM WITHOUT FIRST CONSULTING THE MAINTENANCE OFFICER JOHN PERCY on 0427 686 506**

## SECTION D – GENERAL LODGE

1. The Trip Leader is in charge and responsible for the security and smooth running of the Lodge but should be unobtrusive but firm in carrying out his/her role.
2. Instructions given by a Committee Member will over-rule the directions of the Trip Leader in relation to safety, behaviour and the Member Code of Conduct.
3. The Trip Leader shall have the primary responsibility for managing the lodge, but their authority is subject to the direction of a member of the Committee of Management, who is subject to the direction of the President, but all are subject to the resolutions of the Committee in force at the relevant time. Each has the authority to expel from the Lodge any Member or Associate who has breached the Code of Conduct, and who is deemed to have negated their right to be on Club premises. “
4. The Trip Leader is to stress the importance of security at the Lodge, particularly during school holidays.
5. It is suggested that where members and associates do not know other residents, the Trip Leader should facilitate introductions via the Member.
6. Visitors may only have access to lounge/dining area and TV Room. NO VISITORS ARE PERMITTED UPSTAIRS. NO VISITORS ARE PERMITTED DOWNSTAIRS (Locker Rooms, Ski Tunnel or Drying Rooms.)
7. **Telephone requests by Day Trippers for security code** – The security door code can only be supplied to **MEMBERS** who must identify themselves by giving their name. This name must then be checked with the computer listing of current members in the Trip Leaders Folder before the code can be supplied.
8. **Some requests and actions are unreasonable and the Trip Leader does have the duty to refuse or stop them.** For example;
  - The use of illegal substances within the Lodge will not be tolerated. Any member or associate found participating in such use will be banned from the Club;
  - Nappies must not be changed in public areas – soiled nappies are to be sealed in freezer bags and placed in the lobby garage bin;
  - Being rough on furniture, equipment etc., is unreasonable. If children are the culprits, then it is wise to enlist assistance from parents first;
  - Throwing snowballs is dangerous and is not allowed on club premises;
  - Drying clothes in the lounge areas or on balconies will not be allowed, similarly, repairing ski equipment in lounge room is not permitted;
  - Offensive language and offensive behavior will not be tolerated.
  - No skis/snowboards or ski boots are to be left in the entrance lobby/foyer area.
9. No alcohol will be allowed in bunk rooms at any time. Any resident found consuming alcohol in bunkrooms will be cautioned. Liquor Licensing Laws must be observed at all times.
10. No smoking – Lodge and Units are smoke free areas.

11. When vacating the Lodge, residents must pack up, empty rubbish bins and vacuum rooms. An extra night's accommodation may be charged for rooms not vacated by 1:00pm. Items not taken off the mountain must be stored in lockers. Skis/Snowboards cannot be stored in the tunnel when member is not in residence.  
**N.B. – ASSOCIATES GEAR IS NOT TO BE STORED IN THE LODGE.**
12. The Trip Leader should check regularly that exit doors are secure and not blocked by snow.
13. Unscheduled changes of security door codes – Should the Trip Leader consider it necessary to change the security code, due to breach of security, he/she must contact the Booking Officer 0419 583 334.

## **SECTION E – UNIT OCCUPANTS**

### **WINTER**

Unless otherwise requested or advised, Unit Occupants are NOT catered for within the Lodge.

### **SUMMER**

Self catering in Units

## **SECTION F – TROUBLESHOOTING**

1. Entrance Slab Heating - Check that it is switched on or off (as required) at switch in Foyer (on CBUS System)
2. Hot Water, Heating and Gas are on Auto Control –NO ONE IS TO ALTER THE SETTINGS – if there is a problem please contact the Booking Officer Joel Harris 0418 583 334 or John Percy on 0427 686 506
3. Ensure that all exterior doors, including the upstairs doors are kept free of snow
4. Ensure that outside stairs are kept free of snow

## **SECTION G – OPENING AND CLOSING OF LODGE PROCEDURE & INSTRUCTIONS**

### **UNITS**

All food removed  
Fridge Off, unplugged and door open  
Microwave unplugged  
Windows in bathroom and toilet closed  
Front Windows Closed  
Doors shut

### **TV ROOM**

Windows closed  
TV & Video Off and unplugged

### **UPSTAIRS**

All windows closed, dowel inserted and curtains drawn  
All doors closed  
Windows in bathrooms and toilets closed

Fans Off  
Heaters Off

## **BASEMENT**

Driers Emptied and Unplugged  
Ski Tunnel doors closed and locked  
Tool Room Locked  
Lights Off  
Heater in Drying Room Off  
All food removed from downstairs pantry  
Lights in wood room, pantry etc., off

## **GROUND FLOOR**

Driers and washing machines off and unplugged, water taps to machines turned off  
Laundry Window shut and locked  
All garbage bags to be taken out to garbage hutch on street  
Oven Exhaust Fans off  
Ovens off and empty  
Hot Water Urn Off and unplugged  
Fridges empty – all food removed  
Windows Shut including top windows in dining area  
Curtains Drawn

## **STOVES AND BBQ GAS SUPPLY SWITCH IS TO BE TURNED OFF IN LOBBY. SUMMER START UP**

- Turn 'GAS ON' at keypad in the entrance foyer. This turns on the gas solenoid.
- Turn 'HEAT ON' if heating is required

## **SUMMER SHUTDOWN**

- Ensure all doors and windows are locked.
- Close all blinds in living area.
- Close curtains upstairs.
- Turn off all lights.
- Empty, clean and turn off fridges 1, 2 and freezer 3 peg their doors open with hook and eye latch.
- Freezer 4 and fridge 5 are to remain on.
- Turn off hot water urn at the power point.
- Ensure that all rubbish bins are emptied.
- Turn 'GAS OFF' at keypad in the entrance foyer. This turns off the gas solenoid.
- Turn 'HEAT OFF' if the heating has been used.

## **UNITS**

When vacating the units empty, clean and turn off unit fridge then follow the 'SHUTDOWN PROCEDURE' above.

	MON	TUES	WED	THURS	FRI	SAT	SUN
1.Pre-breakfast Wash-up							
2. Breakfast Wash-up (2)							
3. Kitchen tidy (2) By 4pm							
4.Stoves (2) By 4pm							
5. Snow Clearance (2)							
6. Fire and Garbage							
7. Main Lounge and Dining (2) By 2pm							
8. Entry Lobby and Toilets (2)							
9. TV Lounge (2) by 4pm							
10. Ski Tunnel and Locker Rooms							

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
11. Ladies Bathrooms (2)							
12. Men's Bathrooms (2)							
13. Quiet Lounge and stairs (1)							
14. Pre-dinner wash-up (1)							
15. Dinner table setting (2)							
16. Dinner cooks (4)							
17. Dinner wash-up (4)							

**DUTY ROSTER - JOB DESCRIPTION**

ALBURY SKI CLUB - PO Box 120 Albury NSW 2640 Email: [secretary@alburyskiclub.com.au](mailto:secretary@alburyskiclub.com.au)

ABN: 86 632 921 354



### **PRE BREAKFAST WASHUP & CONTINENTAL BREAKFAST PREPARATION.**

START PRIOR TO 7: 15am - FINISH 8:00am

PEOPLE REQUIRED: 1

Frequency: Daily

- Fill dishwasher and turn on.
- Wash glasses, mugs etc. and put them away.
- Clear tables and set up bench for breakfast with toaster, breads, cereals, milk, fruit, jams, butter, margarine, cutlery etc.
- For catering numbers refer to Bunk Plan on Notice Board

### **BREAKFAST WASHUP**

CAN START IMMEDIATELY BREAKFAST IS SERVED. FINISH AT 8.30 am

PEOPLE REQUIRED: 2

Frequency: Daily

- Wash dishes, clear and wipe down all tables, coffee area and sink.
- Dishwasher should have been filled by pre-breakfast wash up person. If very few people in lodge both jobs can be allocated to same person.
- Ensure that dishwasher is emptied when dish washing is completed and that outside surface is wiped down.
- Those who want a cooked breakfast must prepare their own and clean up afterwards. If other guests are also requesting a cooked breakfast they must assist the cook and help clean up afterwards.
- Those arriving for breakfast after 8.30 am must do their own and clean up afterwards.

### **KITCHEN**

AFTER BREAKFAST WASHUP BUT BEFORE 4:00pm

PEOPLE REQUIRED: 2

Frequency: Sunday. Done by cleaners (July and August only) on Thursday.

- Sweep and mop kitchen and pantry floors ~~daily~~. Mops and buckets are stored in the laundry.
- Wipe any food spills from refrigerator and pantry shelves.
- Wash tea towels, clean inside microwave and wipe down kitchen benches.

### **STOVES**

CAN BE DONE ANYTIME BEFORE 4:00pm

PEOPLE REQUIRED -1

- Clean out ovens and drip trays under the hotplate and stove. Replace foil as necessary.
- Wash Gas Burner drip bowls and pan supports - can be done in dishwasher and wash all parts of the stove tops, walls and bench tops.
- Cleaning aids are stored in the marked draw under the bench in kitchen and in the laundry.

### **SNOW CLEARANCE**

PRIOR TO 8:30am & AS NECESSARY DURING DAY

PEOPLE REQUIRED 2

Frequency: As needed

- Cut steps at front and ski tunnel doors.
- Knock snow overhang from above upstairs front verandah - ensure that any persons on the ground are well clear - **especially watch for children.**
- **Clear all fire exit doors upstairs and downstairs.**

### **FIRE AND GARBAGE**

AS REQUIRED DURING DAY

PEOPLE REQUIRED 1

Frequency: Throughout the day as required.

- Empty garbage and recycle bags as required.
- Tie bags and place in ski club garbage box on the street outside front door.
- **Load wood box** - Please ask for help from other people to form wood chain upstairs.
- Remove old coals (if necessary) and build fire for lighting.

### **MAIN LOUNGE & DINING AREA**

BEFORE 2:00pm

PEOPLE REQUIRED 2

Frequency: twice a week. More frequently if lodge is full.

- Remove rubbish, clean any food and liquid spills from carpet and lounge before vacuuming both.
- Sweep or vacuum stairs down to ski storage.
- Sweep dining room floor including drinks area and wash floor Sunday and Wednesday and as necessary.
- Tidy and dust bookshelves, Trophy Cabinet Shelf and Sound System Shelf

### **ENTRY LOBBY, TOILETS & LAUNDRY**

ANYTIME PRIOR TO 4:30pm

PEOPLE REQUIRED: 1

Frequency: Sunday. Done by cleaners on Thursday

- Clean Male Urinal).
- Tidy Laundry & Storage Shelves.
- Remove lint from lint filters in dryers.
- Remove rubbish daily and wash floors as necessary.
- Wipe down baggage shelves and remove unclaimed items.
- Tidy broom cupboard.
- Tidy coat rack.
- Remove marks from front door and adjacent window.

### **T.V. LOUNGE**

ANY TIME PRIOR TO 4:30pm

PEOPLE REQUIRED 1

Frequency: Twice a week. Parents of children using the TV lounge please clean and tidy after use.

- Remove rubbish, clean any food and liquid spills from carpet and modular lounge before vacuuming both on Sunday and Wednesday and as necessary.
- Place furniture back in correct place.

### **SKI TUNNEL, LOCKER ROOMS AND DRYING ROOMS**

ANY TIME DURING DAY

PEOPLE REQUIRED 1

Frequency: Twice a week.

- Empty bins - Remove rubbish bags to Garbage Shed on Street.
- Sweep lobby stairs and sweep all other floor areas.
- Tidy Drying Room and if there is an excessive amount of dry clothing ask at meal times for people to remove whatever they can to their rooms.
- Tidy Ski Waxing Table and locker area
- Empty Ducted Vacuum System Monday & Thursday (in lost property cupboard)

### **UPSTAIRS LADIES' BATHROOM**

AFTER BREAKFAST, BEFORE 4:30pm

PEOPLE REQUIRED: 1 or 2

Frequency: Sundays and as needed. Done by cleaners on Thursday.

- Remove rubbish.
- Clean basins, mirrors and bench areas.
- Clean toilet bowls and surrounds.
- Wash floors Sunday and Wednesday.
- Wipe down shower cubicles
- Stand wooden bath mats against wall to dry.
- Replenish soap and toilet paper if required.

### **UPSTAIRS MENS' BATHROOM**

AFTER BREAKFAST, BEFORE 4:30pm

PEOPLE REQUIRED: 1 or 2

Frequency: Sundays and as needed. Done by cleaners on Thursday.

- Remove rubbish.
- Clean basins, mirrors and bench areas.
- Clean toilet bowls and surrounds.
- Wash floors Sunday and Wednesday.
- Wipe down shower cubicles.
- Stand wooden bath mats against wall to dry.
- Replenish soap and toilet paper if required.

### **STAIRS, UPSTAIRS QUIET LOUNGE AND PASSAGE**

ANYTIME PRIOR TO 4:30pm

PEOPLE REQUIRED: 1

Frequency: Twice a week.

- Remove rubbish from bins.
- Vacuum carpet, lounges **and stairs** down to notice board.
- Dust tables and chairs and window ledges.
- Tidy Utility Room

### **PRE-DINNER WASH UP**

BETWEEN 5:30pm AND 6:30pm

PEOPLE REQUIRED: 1

Frequency: Daily if lodge is busy

- Wash glasses and cups etc., clear and wipe sinks benches and tables.
- Ensure that dishwasher is emptied when washing completed and that the outside surface is wiped down.

### **DINNER TABLE SETTING**

BY 7: 00pm

PEOPLE REQUIRED: 2 children or 1 adult

Frequency: Daily if lodge is busy

- Wipe down Tables.
- Place tablecloths on tables.
- Refill salt and pepper shakers if necessary
- Set tables for dinner with cutlery, glasses, table cloths, serviettes, etc.
- Wash table cloths after dinner if required.

### **DINNER COOKS**

SERVE BETWEEN 7:30pm AND 8:00pm

PEOPLE REQUIRED: Up to 4, depending on number in the lodge

Frequency: Daily

- Food supplies may be stored in the freezer in the basement.
- For catering numbers refer to bunk plan.
- For menu refer to Notice Board in Kitchen.
- Do not deviate from the menu as food for each day is ordered according to numbers in the lodge.
- Consult with Menu as to what meat needs to be thawed in readiness for following evening's meal preparation - **meat must be thawed overnight in the refrigerator and not on the bench**
- All children will receive the same meal as adults and at the same time. Parents can cater for their own children's needs should they require something different or at an earlier time. They are responsible for their own set up and clean up.
- **After a BBQ the BBQ Cooks are responsible for cleaning the BBQ.**

### **DINNER WASH UP**

PEOPLE REQUIRED:-Up to 4, depending on number in the lodge

Frequency: Daily

- Wash dishes, tidy and wipe tables, benches, and ovens, sink and drinks areas.
- (Consult with Trip Leader for instructions to fill and heat dishwasher if unsure).

- Ensure that dishwasher is emptied and **switched off** when washing completed and outside surface is wiped.

## **LUNCH**

- Self-serve.
- Wash your own dishes and put away what you have used.
- In case of bad weather and a crowded Lodge, a Lunch Team is to be elected.

## **ROOMS**

- **BEFORE DEPARTURE, PLEASE VACUUM YOUR ROOM AND THE PASSAGE OUTSIDE YOUR DOOR (AS FAR AS THE DOORS ON EITHER SIDE OF YOUR DOOR).**
- **ROOMS MUST BE VACATED BY 1:00PM SHARP ON THE DAY OF DEPARTURE.**
- **THIS MUST BE STRICTLY ADHERED TO, OTHERWISE, ANOTHER NIGHTS' ACCOMMODATION WILL BE CHARGED.**

## **ALBURY SKI CLUB BOOKING GUIDELINES**

The preferred method of booking is via the website on-line facility at [www.alburyskiclub.com.au](http://www.alburyskiclub.com.au)

FALLS CREEK BOOKING OFFICER: 0419 583 334

THREDBO BOOKING OFFICER: 0408 576 151

[bookingofficer@alburyskiclub.com.au](mailto:bookingofficer@alburyskiclub.com.au)

### **1. BOOKING CONDITIONS**

- Bookings will only be accepted from Financial Members who have paid all fees and annual subscriptions in full. The preferred method of payment for subscriptions is online via the Albury Ski Club website.
- Subscriptions are renewable on 1 December but may be renewed online up to 180 days before they are due to enable members to book summer accommodation ahead of the 1 December renewal date.
- Winter bookings for members attending a working bee for not less than 6 hours in the current year will be eligible to book the following ski season for a period of 1 week, three weeks prior to booking being available to other members.
- Winter bookings for all other members open at 00.01 am on 1 December.
- Winter bookings for associates open at 00.01 am on 1 April.
- All accommodation must be paid for in full at time of booking. Deposits or part payments will not be accepted.
- On-line booking with payment by credit card (Mastercard or Visa) is the preferred method of booking.
- CHILDREN AT THREDBO IN WINTER: Member children 5 years and under and Associate children 7 years and under – A primary booking without children will have the right of veto over later bookings which include young children. Later bookings will be advised as soon as possible if their booking is vetoed and a full refund will be provided.
- UNACCOMPANIED MINORS: All persons under the age of 18 years at the commencement of their stay who are not accompanied by a parent must have a Child Responsibility Form signed, appointing a guardian. The appointed guardian must be an adult Member staying for the duration of the minor's booking. The form is available on the Albury Ski Club website.
- ROOM ALLOCATION: Members may request a particular room but the room cannot be guaranteed. Room allocation may be changed at the Booking Officer's discretion.
- Rooms must not be changed without notifying the relevant Booking Officer.
- The Thredbo Booking Officer will inform the booking member if they are forced to make any alterations to the Thredbo bunk plan.
- Booking Officers are happy to keep a waiting list for cancelled beds.

### **2. WINTER BOOKINGS**

- WINTER START DATE: The official Albury Ski Club Winter Season is from the commencement of the June/July school holidays (NSW or VIC), or as otherwise determined by the Committee.
- WINTER END DATE: The official closure of the Winter Season will be as advertised by the Resort, or as otherwise determined by the Committee.

- WINTER SCHOOL HOLIDAY BOOKINGS: Bookings for Thredbo and Falls Creek must be in blocks of mid-weeks (Sunday to Friday), weekends (Friday to Sunday) and combinations thereof.
- LATE BOOKINGS: Bookings made after Tuesday at 7.00 pm for the next 10 days are considered late bookings and the relevant Booking Officer must be informed. Late bookings will be accepted on the understanding that they will not have been included in the catering. There will be pantry items to assist them with preparing meals.
- Winter bookings may not start or end on a Saturday.

### **3. ASSOCIATES**

- Associate's bookings will only be accepted from the Sponsoring Member.
- Thredbo and Falls Creek Winter Bookings must comply with a ratio not exceeding five (5) Associates to 1 Adult Member. Group bookings (schools/children) will only be accepted if there is a ratio of 1 adult per five (5) children. The Booking Officer can use discretion in adjusting this ratio if appropriate. The committee will consider group bookings outside this ratio at Falls Creek outside of school holidays.
- Members are liable for their Associate's fees, however Associates credit card payments are accepted.
- Associates must be accompanied by the sponsoring Member for the entire duration of their booking.
- Sponsoring Members are responsible for ensuring that their Associates are aware of and perform their duties within the Club.

### **4. SUMMER BOOKINGS**

- Advance summer bookings can be made by renewing your subscription online from the preceding July.
- Consecutive bookings by the same member/s for the same period (e.g. Easter, Christmas, New Year or festivals) can only be made six months in advance and must be paid for in full at the time of booking.

### **5. ALTERATIONS TO BOOKINGS**

- The appropriate Booking Officer must be advised of any alterations to a confirmed booking. You will then be advised of the procedure for action.
- You may not substitute a person on your booking for another without prior approval of the relevant Booking Officer.
- Any changes, cancellations, or additions to a booking must be notified to the Booking Officer on the day by 7pm.

### **RACE WEEKEND**

- Intra-Club ski races are held on a weekend in August each year.
- Accommodation at the lodge on this weekend is reserved for members and all members staying in the lodge and units on this weekend are expected to participate in the race activities.
- However, if the lodge has vacancies 14 days prior to Race Day then members may book in immediate family associates for the Race weekend. These associates are also expected to participate in the race activities.

### **WHOLE OF LODGE BOOKINGS**

- Members may book an entire Lodge for their exclusive use, provided booking conditions are met. The booking member must provide the appropriate Booking Officer with a list of attendees.
- THREDBO. For whole of lodge bookings at Thredbo during winter & summer all 14 beds must be paid for in full at the time the booking is made. No discount is given for unused beds.
- FALLS CREEK. For exclusive Whole of Lodge bookings at Falls Creek during summer a flat rate of \$880 per night applies. For a Whole of Lodge Booking for over 25 people where exclusive use of the lodge is not required a 20% discount will apply.
- Please note that a whole of lodge booking at Falls Creek does not include either of the two units. A whole of lodge booking including both units can be made for \$1,000.

#### **ANIMALS**

- Animals are not allowed in either of the lodges or units.

#### **FALLS CREEK LODGE AND UNIT RATES AND THREDBO LODGE RATES**

Current Lodge Rates and Unit Rates (2018) including GST are as follows:

##### **SUMMER NIGHTLY RATE**

Member Adult	\$25.00	Associate Adult	\$40.00
Member Junior	\$1	Associate Junior	\$10.00

##### **WINTER NIGHTLY RATE**

Member Adult	\$55.00	Associate Adult	\$110.00
Member Junior	\$30.00	Associate Junior	\$60.00

**NOTE:** A minimum occupancy per night of 2 adults applies to **UNIT BOOKINGS** in the winter season.

Accommodation is free for a member's child under the age of 1 year.



**PERISHABLE FOODS CO-ORDINATOR**  
**PEOPLE REQUIRED - TRIP LEADER**

- Check the menu daily and make sure that the meat required is being thawed for the next evening's meal.
- Ensure that old food and vegetables are used before the fresh food.
- Check menu for vegetables to be used.
- Replenish the fresh fruit in fruit bowls.
- Suggest to cooks to use up what needs to be cooked.
- Check refrigerator and make sure it is properly packed and throw out old leftovers and out of date food.
- Restock upstairs freezers with frozen desserts, ice cream and frozen vegetables for the week, from the downstairs freezer
- Complete perishable food audit by Sunday at 7.00pm and fax to catering officer. Please see Perishable Order Form in plastic sleeve. **Please provide a comprehensive audit** as the Catering Officer will use this information for the next week's orders.
- Check all fridges, freezers upstairs and downstairs and the cool room when doing the audit. **CALL THE CATERING OFFICER IF UNSURE.**
- Phone the Catering Officer if you are running short on supplies prior to Thursday's delivery.
- Weekly food delivery arrives on Thursdays. Unpack and store appropriately. Use the down stairs freezer for overflow of desserts, bread, ice cream and frozen vegetables only. Weekly meat supplies to remain upstairs.
- Please do not freeze the vacuum packed meat. It has a 3 week shelf life.
- Mince and chicken can be frozen but must be removed from the freezer the previous day and thawed in the fridge overnight. Please thaw in baking trays.