



2021-22 BOOKING RULES, RATES & DATES

1. Introduction

- These Booking Rules form part of the By-Laws as described in the Club Rules of Brindabella Ski Club (BSC).
- These Bookings Rules take effect from Sunday 18 April 2021 or as otherwise advised.
- The main changes to previous bookings rules 2020 are:
 - *A return to Bookings Rules that are familiar to members. These rules are aligned with bookings rules from Winter 2019 rather than the special bookings rules necessary for the Club to operate in Winter 2020.*
 - *Lodge guest capacity may increase if the COVID-19 situation continues to improve.*
 - *Arrival and departure times are adjusted to avoid interaction between guests.*
 - *Arrival time is from 5.00 pm.*
 - *Departure time is before 2:00 pm. Members are expected to pack up, complete their chores and vacate the lodge by 2:00 pm on departure date.*

2. Reciprocal Club Bookings

- BSC has reciprocal booking arrangements with the University Ski Club (USC) in Victoria. USC has lodges in Falls Creek, Hotham and Mt Buller (<http://www.usc.com.au/>). BSC Members may request a booking in USC lodges by contacting the BSC Administration Manager via email. The BSC Administration Manager will forward your request to USC with verification that you are a BSC member.
- USC members who wish to book with Brindabella Ski Club should contact the USC Bookings Officer directly.

3. Membership Class

- Adult, Life and Junior Members may be booked as described below for "Full Members".
- **During Winter:** Christie and Summer Members may book from Round 3 described below, under the same conditions and rates that apply for "Associates" (ie non-members) except unlike associates, they do not need to be accompanied by a Full Member. **Christie Members and Summer Members may not bring Associates during Winter.**
- **During Summer:** Summer Members and Christie Members may book under the same conditions and at the same rates as the corresponding Adult, Life and Junior Member rates.
- **Associates** may be booked by Members following the rules and limits described below. A Member must accompany a non-member during their stay.
- **Juniors** must be accompanied and supervised by a responsible adult.



4. Room Allocation Guidelines

A room sharing policy has been developed to improve the accommodation experience for Members. The following guidelines will be used to guide room allocation decisions:

- Due to the COVID-19 pandemic, the Administration Manager will use best efforts to allocate a single guest their own room:
 - In some circumstances this may not be possible, and the Administration manager will then contact guests to try to identify an acceptable room share.
 - If a sharing arrangement cannot be agreed, bookings may then be cancelled on a “last in first out” basis.
- Adult males share with adult males (if required).
- Adult females share with adult females (if required).
- Children share rooms with family members or, with parent consent, other adults on the same booking. If necessary, parents will be split up to share a room with their children.
- Member room sharing preferences will be given consideration where possible.

Due to restrictions associated with the Club’s COVIDSafe Plan, changes to room allocation will generally not be possible. If there is a problem with the published room allocation, please discuss this with the Lodge Manager or Lodge Leader if the Lodge Manager is not present.

5. Booking Methods

- On-line: The online booking system, Clubman, is the only method of booking. Online bookings are processed immediately.
- Last-Minute: Online bookings are not possible within 7 days prior to the bookings start date. Last-minute bookings may be made by contacting the Administration Manager via email or phone.

6. Booking Periods (for rates)

Summer 2020-21	to Thu 10 Jun 2021
Winter Shoulder	Fri 11 Jun 2021 to Thu 24 Jun 2021
Winter Peak	Fri 25 Jun 2021 to Sat 4 Sep 2021
Winter Shoulder	Sun 5 Sep 2021 to Thu 16 Sep 2021
Summer 2021-22	Fri 17 Sep 2021 to Thu 9 Jun 2022

7. Accommodation Rates & Payment

- The Club accepts payment using your debit or credit card.
- Accommodation rates for each lodge and bookings periods are included at the end of these procedures.
- Your online booking must be paid in full within one hour. If a booking remains unpaid one hour after it is submitted, it will automatically expire.
- Where payment for a booking is outstanding, the member concerned cannot make any further bookings.
- A whole lodge booking requires a 25% deposit when the booking is made.



8. Administration Manager Contact Details

- Email: admin.mgr@brindabellaskiclub.org.au (Preferred)
- Phone: 0401 677 584

9. Booking Rounds

Round	Opens 9am	Associate	7 night	Weekend	5 night midweek	2-4 night Midweek	1 night midweek extension	Total nights
1	18 April	No	Yes	Yes	Yes	No	No	7
2	2 May	No	Yes	Yes	Yes	No	No	19 12 consecutive
3	9 May	Yes max 2	Yes	Yes	Yes	No	No	No limit
4	16 May	Yes max 5	Yes	Yes	Yes	Yes ¹	Yes ²	No limit
Summer 2021-22	16 May	Yes No limit	Yes	Yes	Yes	Yes	Yes	No limit
Last minute	7 days prior	Yes No limit	Yes	Yes	Yes	Yes	Yes	No limit

WINTER BOOKINGS ROUND ONE	Opens Sun 18 April at 9:00am
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- Only **FULL MEMBERS** may book in Round One:
 - **NO INDIVIDUAL MEMBER can secure more than 7 nights accommodation in the winter bookings periods.**
 - Bookings are available for weekend, 7 night full week (starting Friday or Sunday) and 5 night midweek stays.
 - A single night stay is not allowed.
 - The online booking system will not accept bookings starting after Friday 11 June 2021 until 9:00am on Sunday 18 April.

¹ You may book a 2-4 night midweek stay through the online booking system.

² Single night stays are not allowed. Please contact the Administration Manager to extend an existing booking by a single night.



WINTER BOOKINGS ROUND TWO	Opens Sun 2 May at 9:00am
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- Only **FULL MEMBERS** may book in Round Two
 - **NO INDIVIDUAL MEMBER can secure more than 19 nights in total or 12 consecutive nights in the winter bookings periods.**
 - Bookings available for weekend, 7 night full week and 5 night midweek stays
 - A single night stay is not allowed.

WINTER BOOKINGS ROUND THREE	Opens Sun 9 May at 9:00am
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- **FULL MEMBERS** with up to **2 ACCOMPANIED ASSOCIATES, SUMMER MEMBERS** and **CHRISTIE MEMBERS** may book in Round Three.
 - There is no limit on the total number of nights accommodation that can be booked in the winter bookings periods.
 - Bookings available for weekend, 7 night full week and 5 night midweek stays
 - A single night stay is not allowed.

WINTER BOOKINGS ROUND FOUR	Opens Sun 16 May at 9:00am
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- **FULL MEMBERS** with up to **5 ACCOMPANIED ASSOCIATES, SUMMER MEMBERS** and **CHRISTIE MEMBERS** may book in Round Four.
 - there is no limit on the total number of winter nights accommodation that can be booked.
 - Bookings available for weekend, 7 night full week and 2-4 night midweek stays
 - A single night stay is not allowed.
 - Contact the Administration Manager to extend an existing booking by a single night.

SUMMER 2021-22 BOOKINGS ROUND FOUR	Opens Sunday 16 May at 9am
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- **FULL MEMBERS, SUMMER MEMBERS** and **CHRISTIE MEMBERS** and unlimited **ACCOMPANIED ASSOCIATES** may book in this period.
- Bookings available for weekend, 7 night week (starting on a Friday or Sunday) and 2-4 night midweek stays
- A single night stay is not allowed.
- Contact the Administration Manager to extend an existing booking by a single night.



LAST-MINUTE BOOKINGS	Opens Seven Days before first night of booking
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- Electronic bookings are disabled seven days before the start of a booking. Last-minute bookings may be made with the Administration Manager.
- Even though it appears that beds are available, it may not be possible to accept a last-minute booking. This may relate to bed allocation requirements such as gender and age of members and guests already booked into the lodge.
- Your last-minute booking request is not confirmed until you receive notification from the Administration Manager.
- You will be required to complete a COVID-19 Health Check, a Lodge Operations knowledge test and acknowledge a waiver before your booking is confirmed.
- **Do not head off to the snow without confirmation of your booking.**

10. Whole of Lodge Bookings

Winter:

- From Round 4 **FULL ADULT MEMBERS** may make Whole of Lodge bookings for Winter booking periods.

Summer:

- From Round 4 **FULL ADULT MEMBERS, SUMMER ADULT MEMBERS** and **CHRISTIE ADULT MEMBERS** may make Whole of Lodge bookings for the Summer booking period.
- The intent of the Whole of Lodge booking process is to encourage members to fill the lodge at discounted rates at times of low booking demand.
- Please contact the Administration Manager to process your request for a Whole of Lodge booking.
- Whole of Lodge bookings may be made at any time for most dates except for the circumstances described below:
 - Work party weekends and any date specified by the Committee.
 - The club has two lodges in Guthega. A Whole of Lodge booking may be made for either Tiobunga or Kyilla at any time, except where there is already a Whole of Lodge booking for one Guthega lodge on the desired date. In this case, the Whole of Lodge booking for the other lodge may be made **four weeks** prior to the desired date.
 - To give all members access to popular mountain events or holiday weekends each year, some dates are excluded from availability for Whole of Lodge bookings until **four weeks** prior to the date.
 - Excluded event dates (such as the Jazz festival or Peak music festival) may change through the year as events are announced. The list of event dates is published on the Booking Procedures page of the Club’s website. **If in doubt, please email the Administration Manager to discuss your requirements.**
 - Excluded holiday dates are listed in Section 14 below.
- The Administration Manager has the discretion to ensure empty lodges are used.
- To confirm a Whole of Lodge booking, a payment of a 25% deposit is required through paying an invoice raised to the member’s account. Payment of this first invoice will secure your booking. A second invoice for the balance of the booking is due one month before the booking date. Contact the Administration Manager by email to confirm final payment.



- **The organiser of a Whole of Lodge booking assumes responsibility for compliance with the club's COVIDSafe Plan and the safety of guests.**
- The lodge capacity for a Whole of Lodge booking may be greater than the restricted COVID capacity for normal bookings. The organiser of a Whole of Lodge bookings should perform their own risk assessment of the COVID-19 situation and limit the number of guests in their group accordingly.
- The number of people aged 5 years or more staying in the lodge must not exceed the licenced bed numbers for the lodge. This must include an allowance for the lodge manager(s) where appropriate. Details are available from the Administration Manager at the time of booking.
- Where a Whole of Lodge booking appears to be not possible due to a small number of existing bookings, with consent of all parties, a group may make a booking for the remaining beds under similar conditions to a Whole of Lodge booking with an adjusted accommodation rate. Please contact the Administration Manager to discuss your request.
- Should the lodge be left in an unsatisfactory state of cleanliness, the person responsible for the booking may be charged the full cost for professional cleaning. The cost for this cleaning may exceed \$500.

11. Cancellation Policy

- Members must consider the safety, health and welfare of all members and cancel bookings in the case of contracting an infectious disease. Those at higher risk of developing complications of disease should consider avoiding booking when known infectious diseases are circulating.
- Cancellations cannot be made on-line. Please contact the Administration Manager by email or phone.
- Please notify the Administration Manager as soon as possible of any cancellations. If you need to cancel your booking at the last-minute, please also contact the Lodge Manager as a courtesy. If you are unable to contact the Lodge Manager, please contact someone in the lodge. This will eliminate any concerns that people in the lodge may have for the safety of people who do not show up, as well as allowing the possibility of last-minute bookings.
- Cancellation fees are as follows: (unless cancelled under the COVID-19 Illness Policy -below)
 - 20% fee if notified more than 28 days before booking start
 - 50% fee if notified between 28 and 7 days before booking start
 - 80% fee if notified less than 7 days before booking start
 - (subject to 5% minimum cancellation fee)
- Special consideration will be given for cancellations made for medical or other special reasons. Please forward a medical certificate or other information to the Administration Manager with your cancellation request.

COVID-19 Illness Policy - Refund of booking fees

- The club has introduced measures to prevent the spread of infectious diseases such as COVID-19 and influenza.
- Members are required to cancel or postpone their visit to a club lodge if:
 - a member or a member of their party develops an acute respiratory illness in the 7 days prior to the commencement of a booking.
 - A member or a member of their party are subject to a relevant Health Order (for example, a travel restriction).

- a member or a member of their party has come in close contact with a known or suspected case of COVID-19 within 14 days prior to the commencement of a booking.
- a member or a member of their party has recently visited a known COVID-19 hotspot within 14 days prior to the commencement of a booking.
- Under these conditions, the booking will be cancelled and fully refunded. A cancellation fee of the lesser of 5% of the original booking or \$30 will be invoiced to the booking member.
- Should a member, or member of their party, become unwell with symptoms of an infectious disease during their stay and volunteer to cancel their stay and return home, or are directed to do so by a medical practitioner, Lodge Manager or committee member, a pro-rata refund of up to 90% of the original booking fee will be offered.
- It may be necessary to close a lodge for the safety and health of members due to an outbreak of infectious disease. Affected members will be eligible for a pro-rata refund of up to 90% of the original booking fee.

12. Booking Changes

- Contact the Administration Manager to discuss your request.
- A booking change processing fee of 5% of the value of the booking, with a minimum of \$30 applies. This fee will be applied per booking on each occasion that a new change is requested.
- Special consideration will be given for changes made for medical or other special reasons. Please forward a medical certificate or other information to the Administration Manager with your change request.

13. Other Important Information

- The Club is putting its trust in members and guests to do the right thing to **stop the spread** of COVID-19!
- Members **must complete a Pre-stay Questionnaire** which includes health-related questions aimed to help minimise the risk of the virus spreading within the lodge.
- You **must watch the [COVIDSafe video](#)** before you complete the Pre-stay Questionnaire. You will need to confirm you have watched the video when you sign the Waiver as you enter the lodge.
- When first entering the lodge you (and members of your group) **must take your temperature** then complete and **sign the Waiver**.
- **The Admin Manager issues Trip lists** to members by Thursday morning before the start of their stay.
- **Change over Times: For ALL Lodges**
 - You **must arrive after 5.00pm** on the start date of your booking. Upon arrival before being allowed access to the lodge you will need to complete a COVID-19 Temperature Check and sign a waiver to confirm you have no COVID-19 health issues and you understand COVIDSafe Lodge Operations.
 - You **must depart by 2:00pm** on the last day of your booking (having completed all required sanitising and cleaning activities).
- **Bookings:**
 - The club **does not maintain a wait list** for bookings. Members wanting to make bookings into any last-minute vacancies that may occur are encouraged to watch the lodge availability graphs on the club web site.



- The **lodge availability graphs** show information that is accurate up until the close of on-line bookings for the relevant period. Bookings and changes made after this time may not be reflected on the lodge availability graphs.
- The Club does not allow booking priority to any person over any other person other than providing priority by Membership Class during the booking rounds, for beds reserved for work parties, and for racing and training and other special events.
- The booking system includes a section for members to provide the Administration Manager with additional Information that may assist in room allocations, such as which members of a party are partners and wish to share a room. Please do not enter requests for specific rooms as these requests cannot be facilitated.
- **Juniors, Sub-Juniors and Infants**
 - Must be accompanied and supervised by a responsible adult.
 - Must only be booked to share a room with their parents or a responsible adult.
- **Bookings for Junior and Sub-Junior members**
 - Membership By-Laws define a Sub-Junior as a person who is a Junior and is also less than 3 years of age on 1 January within the membership year.
 - There is no specific limit on the number of Junior or Sub-Junior members that can stay in our lodges at any time.
 - Members may join their children as a Junior member from any age and at any time by contacting the Membership Officer and paying the appropriate joining and annual subscription fee.
- **Bookings for Infants**
 - The Infant bookings category allows children of members who are not Junior members and are less than three years old on 1 January of the year of the booking, to be booked under the conditions of a Junior member and without the requirement to pay membership joining or renewal fees. If the Infant does not require a bed allocation, no accommodation fees apply.
 - Members may register their children for the Infant bookings category by sending details of the child (name, gender, and date of birth) to the Administration Manager. There is no membership joining or renewal fee associated with registering your child in the Infant booking category.
 - The number of infants in our lodges should not result in our total lodge occupancy (all ages and membership classes) exceeding the following limits:
 - Waragun – number of licensed beds + 3 = 28
 - Tiobunga – number of licensed beds + 3 = 29
 - Kyilla – number of licensed beds + 2 = 25
 - The bookings system is configured to allow an Infant to be booked into the lodge as follows:
 - The number of infants is limited to 3 in Waragun, 3 in Tiobunga and 2 in Kyilla (this ensures the previous limits are not exceeded)
 - **Infants must be included on your booking.** The booking page allows you to specify if an infant will occupy (and pay for) a bed. If a bed is not required, there is no accommodation fee.
 - Upon contacting the Administration Manager, during periods of low occupancy, additional Infants may stay in the lodges either free of charge (without a bed) or at junior rates (with a bed).
 - A family wishing to book more than one infant will need to consider whether it is possible to accommodate their requirements within the configuration and size of our



rooms and the number of guests in the lodge for the booking period. Please contact the Administration Manager if you are considering booking more than one infant.

- **The Club may reserve beds**
 - For Members organising or participating in specifically identified Club sponsored Winter weekend events. Recent examples include ski development camps and the Balmain Cup weekend.
 - For Members participating in work party activities.

14. Race and Excluded Dates

Race dates:

[BSC Race Dates 2021](#)

Excluded holiday dates:

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|---------------------------|-----------------------------|
| • Friday 1 October 2021 | to Sunday 3 October 2021 |
| • Sunday 19 December 2021 | to Sunday 2 January 2022 |
| • Sunday 23 January 2022 | to Thursday 27 January 2022 |
| • Friday 5 March 2022 | to Sunday 7 March 2022 |
| • Thursday 14 April 2022 | to Sunday 17 April 2022 |
| • Friday 22 April 2022 | to Sunday 24 April 2022 |



15. Booking Rates

The booking rates are per person per night.

[BSC Booking Rates 2021 - 2022](#)