

# BRINDABELLA SKI CLUB



## LODGE OPERATIONS GUIDE – WINTER 2023

The success of day-to-day lodge operations and the enjoyment of people staying in our lodges rely heavily on members co-operating to get things done. The following guide provides information that is important to your stay.

If you need help or advice, please contact the Administration Manager by emailing [admin.mgr@brindabellaskiclub.org.au](mailto:admin.mgr@brindabellaskiclub.org.au). Contact details for Committee members are available in Christie or from the Club website.

### 1. BEFORE YOU LEAVE FOR THE MOUNTAINS

#### 1.1 FOOD

- You must bring ALL the food you require for the duration of your stay with the exception of items shown on the attached pantry list.
- There are no shops in Guthega where food can be bought. In Thredbo there is a small supermarket and many restaurants. Items in pantries labelled as “Club Use Only” must not be used except in conjunction with Club events and with the approval of the Lodge Manager.
- Alcohol in pantries must not be used except in conjunction with Club events and with the approval of the Lodge Manager.
- If the pantry is locked, please consult the Lodge Manager or Lodge Leader.

If you note shortages of any supplies including paper or cleaning products, please advise the Lodge Manager or Lodge Leader during your stay and/or the Admin Manager on your return from the mountains.

#### 1.2 TRIP LISTS

- By Thursday morning prior to your stay, you will receive a ‘Triplist’ email containing lodge access codes. The email will contain a link to the Club website to look up the bed allocations for your lodge, access the Lodge Operations Guide and guide for the use of the Oversnow Vehicle, access to the Guthega overnight parking form and Lodge Leader’s report.
- The ‘Triplist’ email will also contain any special information relevant to your booking.

### 1.3 LODGE ACCESS

If you do not receive notification by email, to obtain the current door code, please contact the Administration Manager on [admin.mgr@brindabellaskiclub.org.au](mailto:admin.mgr@brindabellaskiclub.org.au) or the respective lodge manager on

Waragun: [Manager.thredbo@brindabellaskiclub.org.au](mailto:Manager.thredbo@brindabellaskiclub.org.au)

Kyilla and Tiobunga: [Manager.guthega@brindabellaskiclub.org.au](mailto:Manager.guthega@brindabellaskiclub.org.au)

On Friday or over the weekend, please send an SMS requesting the door code to the respective Lodge Manager. Mobile numbers noted below.

- Please DO NOT rely on other people to let you into the lodges.
- Please DO NOT assume the door code is the same as the last time you used the lodge.
- Specific information relating to opening/closing each of our lodges is provided below.
- To reduce the risk of theft, please always keep external doors CLOSED.

### 1.4 BED LINEN & TOWELS

Please bring your own towels, sheets and pillowcases as they are not provided.

- Two pillows, a doona and mattress protector are supplied for each bed.
- If you are bringing a sleeping bag you must also bring sheets and pillow slips.
- It is a health requirement for you to provide the listed items. Bunkrooms will be checked to ensure guests have brought and are using appropriate linen.
- If you forget to pack your sheets/sleeping bag and pillowcases, please inform the Lodge Manager or Lodge Leader immediately, who will be able to rent some to you.

#### Tiobunga

- Room 13 has a queen bed
- Room 5 has a queen bed and a thin king single (L203cm x W92)
- All other beds are thin king singles (L203cm x W92cm) so normal single sheets do not fit. Your king single sheets or flat double sheets will fit.

Note that two thin king single beds zipped together are the same size as a king size bed (203cm x 184cm) - you may have difficulty finding a sheet to fit so flat sheets are recommended.

#### Kyilla

- In Kyilla Room 4A has a double bed (w/ QS doona) and a single bed.
- Rooms 2 and 3 have a bunk with a 7/8<sup>th</sup> single on the top and a king single underneath, and two singles that may be joined.
- All other beds are singles.

#### Waragun

- In Waragun (Thredbo), **Rooms 3 and 4 each contain 3 beds** (1 bunk and one single).
- All other rooms contain two split king beds (L203cm x W93cm) so normal single sheets do not fit well (flat double sheets are better).
- Two thin king single beds can be placed together (and fastened with a Velcro strip) to form a bed that is just larger than a king size double bed (L203cm x W186cm). You will have difficulty finding a sheet to fit so flat sheets are recommended (no fitted sheets).

### 1.5 TELEPHONE (AND FAX)

- There is NO OUTGOING LONG-DISTANCE TELEPHONE SERVICE. All mobile, ISD and STD calls are barred from telephones in the lodges.
- Please limit your calls to ten minutes to give people trying to ring in a chance to get through.

Lodge	Telephone Number	email
<b>Tiobunga</b>	(02) 6457 5329	
<b>Kyilla</b>	(02) 6457 5577	
<b>Guthega Manager - Winter Only -</b>	(02) 6457 5511 TBA Winter Only	manager.guthega@brindabellaskiclub.org.au
<b>Waragun (Thredbo) - Winter Only -</b>	(02) 6457 7370	
<b>Thredbo Manager</b>	(02) 6457 7369 0439 444 116 – Summer 0481 527 440 – Winter only	manager.thredbo@brindabellaskiclub.org.au

- In Guthega village, mobile phone coverage is variable depending on carrier and precise location. Coverage is good for Optus and Optus resellers, however if you are a Telstra, TPG or Vodafone customer, do not rely on your mobile phone whilst inside the Guthega lodges!
- At Thredbo, mobile phones work well both inside and outside the lodge.

### 1.9 VEHICLES

- Chains are compulsory items of luggage for 2WD vehicles within the designated 'snow - ice risk' sections of the Kosciuszko National Park between 1 June and mid-October. Have the correct size chains and know how to fit them.
- 4WD & AWD vehicles: the RTA recommends carrying chains - especially if drivers are inexperienced driving in snow/ice risk sections, as there is a high rate of accidents in this area involving these vehicles.
- A shovel, groundsheet, work gloves, torch and jumper-leads are highly recommended items of equipment for your car.
- Antifreeze is essential to prevent the coolant in your radiator and engine from freezing.
- Guthega Parking is in the 'Authorised Car Park' just down the road from the day carpark, in the 'Touring Car Park' several hundred metres down the road and in a limited number of spaces between the Nordic Centre and Kyilla. Please display a Parking Permit (attached to the trip list e-mail or available from the lodge) on your front windscreen. The permit details your registration number, the lodge you are staying at and the period of your stay. You may also like to include your mobile phone number in case the snowplough operators need to contact you to move your vehicle. If snow clearing is required, you may be asked by the Lodge Manager to move your vehicle during your stay. You are NOT permitted to park in the Day Car Park overnight. (If you do, you may be fined, or worse still, you could find your car "modified" by the snowplough!).
- Thredbo Parking for twelve cars is provided and it is important that these be used. There are three spaces on the northern side of the lodge adjacent to the front door and three spaces under the main western deck (if you want to use these, please drive as far forward as you can). There are also six spaces on the eastern (river side) edge of the public car park. Please use the key hanging on the coat rack in the entrance area to unlock a car park rather than park in the public overnight car park. Relock the chain when you leave.

## 1.10 SHOPPING

- There are no shops in Guthega that sell food to prepare in our lodges. Guthega Inn is open daily from 3pm for apres drinks and snacks but no longer provides a lunch menu for the public (house guests only). There is a supermarket in the Ski Tube terminal at Perisher Valley, so you can ski over to Blue Cow and get the Ski Tube to Perisher.
- Since 2021, a new café opened in the Guthega Mountain Centre called Basecamp Café and opens from 7.30am. The Snowy Mountains Backcountry store sells and hires backcountry gear also located in the Guthega Centre.
- Thredbo Village has a small supermarket and several shops, restaurants, bars and nightclubs for your entertainment within a 10-minute walk of the lodge.
- To avoid crowding and long queues associated with shopping at Woolworths Jindabyne, we recommend members should shop in larger supermarkets at home or in Cooma.

## 2. YOUR ARRIVAL

**For winter 2023 you should plan to arrive at the lodge after 16.00 (4.00pm).** Please do not plan to access the Lodge before 16.00 (4:00 pm).

**Do not re-arrange the trip list. (Only the Lodge Manager may do this).**

**Do not place food in the kitchen fridge or pantry freezer until after 16:00 (4.00pm)**

- Guests are asked to sanitise their allocated pantry storage spaces and bunkrooms before using them.
- Special conditions will apply to kitchen usage. As well as physical distancing requirements, guests are expected to minimise the amount of time they spend in the kitchen. Members may consider the use of pre-prepared meals to minimise kitchen time.
- Please check the roster and ensure your jobs are completed to a high standard. Posters in each bunkroom and in common areas will provide specific cleaning instructions for guests. Appropriate sanitisation and cleaning supplies will be provided.
- Specific information relating to opening each of our lodges is provided below.

### **3. TRANSPORT FROM CAR PARK TO GUTHEGA LODGES**

During the Winter season Mt Tate Road is closed from just beyond the car park. The options of moving gear and food the next 150-200 metres to the lodges are:

- carry in all items
- use Club toboggans as available
- make use of the Club's Over Snow Vehicle (OSV) if available.

**Please note:** Self-drive of the OSV is only possible if you hold a current licence. Otherwise, another member who is licenced may be able to assist. Refer to the separate document on the Club's Lodge Operating Procedures and Information webpage for more detailed information about the OSV and about obtaining a licence.

The day storage room has been reinstated in Tiobunga. Guests can store luggage in the room prior to the 4pm check-in.

### **4. YOUR DEPARTURE**

If you are skiing on the day of your departure, please leave your packed bags on your bed and clean your room before hitting the slopes.

**You should complete your room cleaning and lodge duties and leave the lodge by 2pm.**

- Cleaning instructions will be displayed in each bunkroom. Lodge duties have been adjusted accordingly and where special instructions are warranted, signage is provided in the appropriate space.
- It is expected that each guest will spend about half an hour to complete their cleaning duties before departure.
- **Do not leave food of any kind. Please take it home with you or dispose of it.**
- Food left in the fridge or freezer at the end of the booking period will be disposed of unless it belongs to guests staying on for the next booking period.
- Fridges and freezers must NOT be used for long term food storage (ie don't leave your food from one weekend for the next weekend).

- On departure you should take your skis, boots and luggage with you even if you are returning later in the season. There is not enough room in our lodges to store your personal ski gear or equipment.
- Switch off bedroom heater and towel rail.
- Specific information relating to opening and closing each of our lodges is provided at Point 6.

## **5. DURING YOUR STAY**

- Our more experienced members are encouraged to warmly welcome newer members and associates and help them settle in.
- The way our lodges run varies a little depending which lodge you stay in and who you share the lodge with. If you are new to a lodge, please take a little time to familiarise yourself with how things work. If in doubt, ask. Don't worry too much if you do something a little differently from the way it is normally done. You may be introducing a better way!

### **5.1 ROSTERED DUTES**

Rostered duties enable our lodges to run smoothly and keep your accommodation costs down.

- EVERYONE staying in the lodge is to do a fair share of lodge duties. It's the responsibility of each member to check upon arrival that they have a job that may or may not be allocated by the Lodge Manager. A roster is posted on the lodge notice board.
- Parents may have to complete duties for their children if the children are unable to complete duties satisfactorily.
- In addition to your rostered duties, you are also required to clean your bedroom and en-suite. Please utilise the sanitiser for all surfaces and handles.
- Immediately after use, please clean up after yourself and including areas used for meal preparation, dining table, kitchen counters, and appliances (i.e. coffee machine).

### **5.2 GENERAL RESPONSIBILITIES**

In addition to the rostered duties, it is expected that you will assist the easy operations of the lodge by acting in a way that ensures:

- External doors are always CLOSED.
- Washing up, drying up and putting away are completed in a timely manner. The steriliser/ dishwasher is for sterilising crockery and cutlery. It is not efficient at removing food scraps so scrub those items before placing on the steriliser/ dishwasher trays.
- The steriliser/dishwasher is unpacked when it has completed its cycle.
- Common areas including kitchen, lounge room, ski room, drying room and workshop are maintained in a tidy state.
- Bathrooms have liquid soap and adequate supplies of spare toilet rolls.
- Bottles, cans, and plastics are sorted for recycling.

- Food is clearly labelled, and food is not left on benches or tables.
- Leftover food is taken with you when you leave.
- SHOES: Outside shoes are removed at the entrance area and changed for soft inside shoes.
- DO NOT drape any clothing over your room heater.
- Supplies in need of replenishment and equipment in need of repair or replacement are identified. Please do not assume someone else has reported something, instead speak to the Lodge Manager, or there is no Lodge Manager in residence then to the Lodge Leader or make a note on the Lodge Leader's report.
- Details of any proposed ski tours are notified to responsible people who will be staying in the lodge on your return and who are not in the touring party (such as the Lodge Manager) and recorded on the notice board. Complete the NSW NPWS [Trip Intention Report](#).
- Choice of music is alternated with that of other lodge users.
- Noisy activity ceases at 11pm.
- Skis and snowboards are not to be taken into the bunk rooms - if you are worried about security, bring a lock and cable.

#### NOT ALLOWED IN THE LODGES

- Smoking
- Loud or offensive behaviour
- Any other behaviour that adversely affects the use or enjoyment of the lodge by other users.
- Refer to the Club's Code of Conduct '10 Commandments' on website and in Lodges for further information about appropriate lodge behaviour

#### 5.3 FIRE SAFETY

The Club's Fire Evacuation Plan is located next to the fire system control board, on the notice board in each lodge and other strategic positions.

#### 5.4 SMALL CHILDREN

Children are welcome in our lodges and are expected to behave in a manner that does not adversely impact on the enjoyment of others. There is a shared responsibility to ensure a convivial atmosphere is maintained when children are staying in the lodge. Should an issue arise, please approach the child's parent or guardian or the Lodge Manager or Lodge Leader directly.

Please DO NOT put dirty nappies in the rubbish bins in the lodges. Hygienic nappy storage systems are provided in the Guthega lodges. Parents using the nappy storage system should ensure the dirty nappies are removed from the lodge before departure. In Waragun (Thredbo), nappies should be tied in a plastic bag and placed in the outside rubbish bin.

#### **WARNING – EXTREME DANGER**

Please advise children that they must not leave a lodge unless accompanied by an adult. To comply with fire regulations, it is made extremely easy to exit our lodges. If your child exits a lodge alone, will they be able to re-enter? Will they know where the door chime is?

During winter, please do NOT allow children (or adults) to play on the roof or behind Tiobunga within the protective fence. When a 15cm slab of snow slides from the roof it does so with great force and instantly creates a pile of snow and ice over 180cm deep. It is extremely dangerous!

## 5.5 SAUNA

The Sauna will be operational subject to repairs made prior to Winter season starting.

## 5.6 LODGE MANAGER

The Lodge Manager will promote a friendly and cooperative atmosphere in the lodges and enhance the smooth running of the lodges.

The Lodge Manager is your first point of contact for assistance.

The duties of the Lodge Manager are to:

- Oversee the smooth and safe operation of the Lodge(s).
- Perform the role of Fire Evacuation Warden.
- From 12.00 midday Friday, act as the point of contact for members seeking short notice bookings for the following Sunday to Saturday.
- Post trip lists on lodge notice board as late as Saturday morning taking into consideration any last minute bookings. Trip lists provided to members by email are indicative only. In consultation with impacted persons the Lodge Manager may change bed allocations to maximize safety. Remember, you book a bed, **not a room**.
- Perform basic lodge maintenance, arrange access for tradespeople and manage maintenance issues as required.
- Establish and revise job rosters to meet changing needs.
- Confirm that lodge duties are performed.
- Perform a limited number of regular cleaning & housekeeping duties – The specifics vary between lodges.
- Perform or arrange additional cleaning duties, as necessary.
- Maintain lodge phone/Internet communications.
- Control the pantry inventory and liaise with the Provisioning Officer to ensure agreed food and other supplies are available.
- Manage lodge security and lodge energy requirements.
- Represent the Club in any discussions with resort management and other lodges on local issues. For example, Guthega car-parking.

The following is a list of jobs which do NOT form part of the Lodge Manager's duties:

- Cooking meals.
- Cleaning individual rooms.
- Shovelling snow.
- Taking the garbage to the hoppers.
- Bringing up supplies from the car park and packing it away.



Please understand that the position of Lodge Manager is a part-time one. While your Lodge Manager is generally happy to be of assistance whenever required, they would appreciate consideration in relation to their personal time.

## **5.7 LODGE LEADER**

They will assist lodge guests and the Lodge Manager to do what is expected this year. Lodge Leaders will be contacted before the start of their bookings to ensure they understand their role.

### **If Lodge Manager is in residence**

The Lodge Leader's responsibility is to work with the Lodge Manager to ensure the lodge operates smoothly and to facilitate your enjoyment of a happy, relaxed atmosphere in the lodge. The Lodge Leader role includes:

- Introduce themselves to all guests.
- Act as a point of contact for any concerns when Lodge Manager is not available.
- Liaise with Lodge Manager about any issues.
- Complete and return the Lodge Leader's report to the Lodge Manager.

### **If Lodge Manager is NOT in residence**

The Lodge Leader is responsible for the management of the lodge for the period indicated on the trip list. The Lodge Leader will assist you by answering questions and addressing concerns.

The Lodge Leader reports to the Committee by completing the Lodge Leader form (included on trip list webpage) and submitting it to the Administration Manager at

[admin.mgr@brindabellaskiclub.org.au](mailto:admin.mgr@brindabellaskiclub.org.au).

### **The role of the Lodge Leader includes:**

- Confirm the safe arrival of guests.
- Introduce themselves to all guests.
- Is not authorised to change bed allocations shown on the trip list except with the agreement of the Lodge Manager. This is a safety issue in case of lodge evacuation.
- Ensure lodge duties are performed. According to specific requirements at the time, Lodge Leaders may adjust lodge duty roster or request additional duties. The Lodge Leader role is considered a duty itself, so Lodge Leaders are not required to undertake an additional duty from the roster.
- Complete the Lodge Leader report and email it to addresses above
- Perform the role of Fire Evacuation Warden (only if Lodge Manager is not in residence).
- Address situations involving unsuitable behaviour or where lodge rules are contravened. Report these situations to the Committee via the Secretary ([secretary@brindabellaskiclub.org.au](mailto:secretary@brindabellaskiclub.org.au)).
- Is responsible for the lodge being left clean and secure

## **6. OPENING & CLOSING OF LODGES**

### **6.1 TIOBUNGA**

#### **To Open Tiobunga:**

1. Gain entry via the main southern door that has a combination lock fitted.
2. The downstairs switchboard is located in the short corridor to the workshop on your right-hand side after you have passed through both glass doors. Follow the switch instructions found inside the switchboard. If required, use the torch nearby.
3. The upstairs switchboard is in the pantry, opposite the kitchen. Follow the switch instructions found inside the switchboard.
4. Do NOT touch the switchboard found outside the lodge

#### **To Close Tiobunga:**

1. Ensure the lodge is clean
2. Ensure all doors and windows are locked and the curtains are closed 3. Fridges are left ON
3. Follow the switch instructions found inside the switchboards. First turn off the switches as directed in the Pantry switchboard. Then do the same in the switchboard in the workshop area.
4. Leave the HOT WATER switch ON unless trip list instructs otherwise. *Please note that isolation of the electricity shuts down the water supply to the lodge.*
5. Take all recycling and garbage out and dump at dumpsters at car park. 6. Do not leave ANY of your unused food in the lodge.

### **6.2 KYILLA**

#### **To Open Kyilla:**

1. Gain entry via the main door that has a combination lock fitted. It helps to pull the door towards you when turning the latch (as it takes pressure off the bolt).
2. The switchboard is located above the bench (to the left) in the ski area
3. Turn on the two MAIN SWITCHES at the top of the switchboard
4. Check HOT WATER switch is ON – located outside the power board on its right-hand side

#### **To Close Kyilla:**

1. Ensure the lodge is clean
2. Turn thermostat in lounge to OFF position
3. Leave fridges ON and closed
4. Leave HOT WATER switch ON unless trip list cover sheet instructs otherwise
  - a. Ensure all circuit breakers are left ON
  - b. Ensure entrance and ski room lights are ON
5. Turn OFF electricity at the MAIN SWITCHES at the top of the switchboard
6. Take all recycling and garbage out and dump at dumpsters at car park

7. Do not leave ANY of your unused food in the lodge.
8. Please physically check all five external doors are closed and latched. We have had cases of some of these doors being left open.

### 6.3 WARAGUN (THREDBO)

#### To Open Waragun:

1. Gain entry via the main door that has a combination lock fitted.

#### To Close Waragun:

1. Ensure the lodge is clean
2. Ensure all doors and windows are locked
3. Ensure all towel rails are switched off.
4. Leave fridges ON and closed
5. Ensure all lights (and even the entrance light switch) are turned OFF. (The entrance light will still turn on for arrivals as it has a motion detector)
6. Place all recycling (except paper) and garbage in the BSC Bin Enclosure (adjacent to the Car Park on the river side of the lodge).
7. Ensure paper recycling is removed from the lodge and taken for recycling. 8. Do not leave ANY of your unused food in the lodge.

## 7. Available Pantry Items All Lodges

### AVAILABLE PANTRY ITEMS - ALL LODGES 2023

Coffee – Ground, Beans, Instant and Decaff	Oven Bags
Tea – Leaf, Twinings Tea Bag Selection, Regular Tea Bag	Plastic Wrap
Tea – Herbal Selection	Alfoil
Drinking Chocolate, Cocoa	Baking Paper
Cordial	Greaseproof paper
Jam – Various	Freezer bags, small
Honey	Toothpicks and matches
Vegemite	Pepper – Ground
Peanut Butter – Crunchy and Smooth	Salt – Cooking and Ground
Cereals – muesli, oats, weetbix and various others	Spices - Star Anise, Allspice, Bay Leaves, Cardamom, Chilli Hot, Cayenne Pepper, Cloves, Chinese 5 Spice, Coriander Ground, Cumin Ground, Fennel Seeds, Ginger Ground and Minced, Garlic Minced, Mixed Spice, Nutmeg, Paprika Sweet, Tarragon, Turmeric, Thyme, Cinnamon – Ground And Quills
Margarine	Vanilla
Oil – Olive, Vegetable and Spray	
Vinegar – Balsamic, White Wine, Cider, Malt	

Gravy Granules – Chicken, Roast Meat  
Arrowroot  
Bicarb Soda  
Baking Powder  
Stock Cubes – Beef, Chicken, Vegetable  
(Some GF)

Mustard – Dijon, Seeded, and Hot English  
Sauce – BBQ, Sweet Chilli, Soy, Tomato,  
Worcestershire  
Flour – Plain, Self Raising, Corn  
Sugar – Brown, White, Icing