BRINDABELLA SKI CLUB

LODGE OPERATIONS GUIDE – Winter 2026

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. 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 pantry list at the end of this document.
- 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 prior to your stay, you will receive a ‘Trip list’ email containing:
    - links to Important Information on our website for lodge users
    - lodge access codes
    - bed allocations
    - Lodge Leader responsibilities and link to the Lodge Leader’s Report
    - the Guthega overnight parking slip

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 or the respective lodge manager on:

Waragun: Manager.thredbo@brindabellaskiclub.org.au

Kyilla and Tiobunga: Manager.guthega@brindabellaskiclub.org.au

- 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 in section 6 of this document.
- 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.

- **It is a health requirement for you to provide the listed items.** Rooms will be checked to ensure guests have brought and are using appropriate linen.
- 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.
- If you forget to pack your sheets/sleeping bag and pillowcases, there are supermarkets in Cooma and Jindabyne. **The Club does NOT provide or rent out linen.**

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 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

- **Room 1** has three single beds and a split queen size bed. The two halves of the split queen bed can be pushed together to form a queen size bed or used separately *(L203 cm x W77cm).* When used separately normal single sheets do not fit. Your long single, king single sheets or flat double sheets will fit.
- **Room 2** has two singles and a bunk with a small single on the top *(L184cm x W72cm)* and a wider single underneath *(L176 x W100cm).* Single sheets will fit the top bunk and king single, double or queen sheets will fit the lower bunk.
- **Room 3** has two singles and a bunk with a longer single on the top *(L197cm x W78cm)* and a larger single underneath *(L193 x W103cm)*. Long single sheets or larger will fit the top bunk and king single or queen sheets will fit the lower bunk.
- **Room 4A** has a double bed (w/ QS doona) and a small single bed *(L188cm x W76cm).*
- All other beds are singles.

Waragun

- In Waragun (Thredbo), ***Rooms 3 and 4 each accommodate 3 people*** *(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 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.

Lodge	Telephone Number	Email
Tiobunga	(02) 6457 5329	
Kyilla	(02) 6457 5577	
Waragun *(Thredbo)*	(02) 6457 7370	
Guthega Manager - Winter Only -	0481 527 440	manager.guthega@brindabellaskiclub.org.au
Thredbo Manager	0439 444 116	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.

1.6 INTERNET AND EMAIL

There is WiFi available at Thredbo and Guthega. The password is displayed around the lodge.

1.7 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:
    - located in the 'Authorised Car Park' just down the road from the day carpark.
    - in the 'Touring Car Park' several hundred metres down the road.
    - in a limited number of spaces between the Nordic Centre and Kyilla Lodge.
    - 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:
    - Space for twelve (12) cars is provided and it is important that these be used.
    - There are three (3) 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 (6) 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.

- **Electrical Safety and EV Charging**

    - Charging electric vehicles (EVs) at a lodge is not permitted.

    - For security and safety reasons, members and guests must not connect EVs to any power outlets within or around club lodges.

    - The club has a **22 kW 3 phase Type 2 to Type 2 EV charging cable** available for use by members at the EV charging station in the public carpark in Thredbo. See the lodge managers to borrow the cable.

    - There is currently no dedicated EV charging infrastructure at any Brindabella Ski Club lodge. Members and guests are advised to use **public EV charging stations** available in nearby locations:
        - Thredbo
        - Bullocks Flat
        - Jindabyne
        - Perisher

1.8 SHOPPING

- There are no shops in Guthega that sell food to prepare in our lodges. Guthega Inn is open daily from 3pm. 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.
- Basecamp Café in the Guthega Mountain Centre 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 2026, the check-in time is 1700 hrs (5.00pm).

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

Do not place food in the kitchen fridge or pantry freezer until after 1700 hrs (5.00pm).

- 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.
- If you wish to ski on the day you arrive, you may enter the lodge **prior to 5pm** to collect gear from your locker and to store luggage in the Day Storage room. **Please do not put food in fridges and luggage in rooms until 5pm.**
- You may use the loungerooms prior to 4pm, but luggage and food are not to be stored there.
- Please check your name off the triplist on the Noticeboard so the Lodge Leader knows you arrived safely.
- Check the jobs list to identify which lodge job has been allocated to your room.
- The check out time is **3.00pm** on the day of your departure. You may be in the lodge after that time so long as you have vacated your room and pantry and fridge space.

3. TRANSPORT FROM CAR PARK TO GUTHEGA LODGES

During the Winter season Mt Tate Road is closed from just beyond the day car park. The options for 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 OSV licence. Otherwise, another member who is licenced may be able to assist but do not rely on that.

4. YOUR DEPARTURE

You should complete your room cleaning and lodge duties and vacate your room by 3.00pm.

- 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.
- **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 *(i.e. do not leave your food from one weekend for the next weekend).*
- On departure you should take your ski or boarding equipment 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 lights, heater, towel rail and close windows and curtains.
- 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.

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 is the responsibility of each member to check upon arrival what job has been allocated by the Lodge Manager. A roster is posted on the lodge notice board.
- **Garbage & recycling removal is a shared task among lodge users.**
- 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.
- Immediately after use, all lodge guests are expected to wash any pots, pans, crockery, glassware & utensils after use and put through the sanitising machine as per instructions posted on the wall. You are also expected to clean up your areas of preparation, dining table, kitchen counters and appliances *(i.e. coffee machine).*

5.2 GENERAL RESPONSIBILITIES

In addition to the rostered duties, all lodge users are expected to assist with other lodge necessities ensuring:

- External doors are always CLOSED and locked where applicable. This is to ensure in particular that upstairs sliding doors in Tiobunga are locked.
- 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 trays.
- The steriliser tray 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. During WINTER, please put food scraps in the compost bucket.
- 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 or anything else over your room heater as it poses a fire hazard. This also applies to the heaters in the Kyilla drying room.
- 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 if 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.
- Choice of music is alternated with that of other lodge users.
- Excessive noise 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 or vaping
- 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. Parents 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 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 behind or on the roof of 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 maintenance and / or 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.
- 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.
- Allocate lodge duties.
- 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.
- 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 up after guests' meals.
- Cleaning individual rooms.
- Shovelling snow.
- Taking the garbage to the hoppers.

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

The nominated **Lodge Leader** for each lodge will assist lodge guests and the Lodge Manager *(when in residence)* to do what is expected. Lodge Leaders will be contacted before the start of their bookings to ensure they understand their role.

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 when possible.
- Act as a point of contact for any concerns when Lodge Manager is not available.
- Liaise with the resident Lodge Manager about any issues.
- Ensure guests complete their lodge duty.
- Complete the online Lodge Leader's report. The Administration Manager checks these reports in case further action is needed.
- 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.
- The Lodge Leader role is considered a duty itself, so Lodge Leaders are not required to undertake an additional duty from the roster.
- 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 Administration Manager (admin.mgr@brindabellaskiclub.org.au)

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 distribution board is located in the short corridor to the workshop on your right-hand side after you have passed through both glass doors. Follow the instructions on the distribution board.
3. The upstairs distribution board is in the pantry, opposite the kitchen. Follow the instructions on the distribution board.
4. Do NOT touch the switchboard found outside the lodge.

5. **MAINS WATER**

To turn on, go to the Plant/Boiler room on the ground floor opposite the Lodge Manager's room.

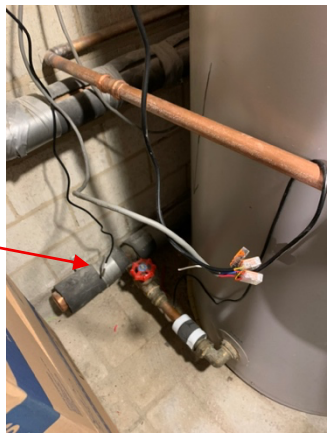
Turn on the main **BLUE** handled tap at the far end of the room as per instructions on the wall.

Repeat steps to turn off the water supply when closing the lodge if there are no guests arriving on the day of your departure.

ARRIVAL: ON Anti-Clockwise DEPARTURE: OFF Clockwise.

***** Please DO NOT crank the tap when you turn it on and off.**

The tap is a *'gate valve'* that is fully closed when turned all the way in and does NOT need to be tightened. *If you tighten the handle, the next person may have difficulty turning the handle.* It takes about 7 full rotations to turn it on or off.



6. **HOT WATER SYSTEM**

There are 2 hot water tanks in the Plant/Boiler room on the left side.

Tank 2 is located behind tank 1 as you walk in – both taps on tank 2 to stay turned ON.

Half Full Lodge

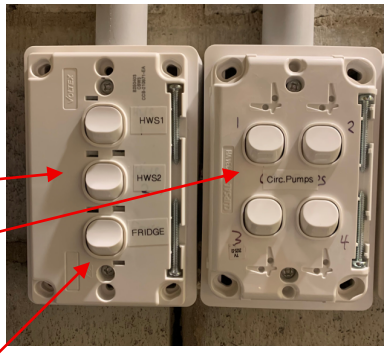
- Use only hot water TANK 2.
- Turn OFF the cold water *(bottom)* inlet tap of TANK 1.

Full Lodge

- Use both Hot Water tanks 1 & 2.
- Turn ON the BOTTOM tap on Hot Water TANK 1.
- Check that the TOP (*hot water outlet*) tap is ON.
- When you vacate the lodge, turn OFF the cold water *(bottom)* inlet tap of TANK 1.

** The top *(hot)* water outlet taps on TANK 1 & TANK 2 SHOULD REMAIN ON.

<u>The hot water electrics are remotely controlled and you should not need to touch it.</u>



If you discover the hot water is NOT on when you arrive, go to the Plant/Boiler room on the ground floor opposite the Lodge Manager's room.

- Turn the **Manual Override** switch labelled HWS2 <u>ON</u> *(for part full lodge)* and HWS1 *(if lodge is <u>full</u>)*.
- Also, turn on the 4 circulation pumps *(the manual override switches on the right).*
- **If you turn on any of the HWS or circulation pump manual override switches, you <u>must</u> ensure you turn them OFF when you leave.**
- Contact the Admin Manager or Lodge Manager to advise them that you have turned them on.

7. <u>FRIDGE</u>

On the same panel as the HWS switches inside the Plant/Boiler room, there is also a switch to turn the FRIDGE On and Off. **DO THIS ON ARRIVAL AND ON DEPARTURE** - Ensure fridge doors are propped OPEN when you depart.

To Close Tiobunga *(if there is no-one staying on the night of your departure):*

1. Ensure the lodge is clean.
2. Ensure all doors and windows are locked and the curtains are closed.
3. FRIDGES & FREEZER:
    a. Fridges are left **OFF** and doors left **OPEN**.
    b. Freezer operates on a separate isolator switch and is to remain **<u>ON</u>**.
4. Follow the switch instructions found inside the switchboards. First turn off the switches as directed in the Pantry distribution board. **Then do the same in the distribution board just near the entry to the laundry/workshop room.**
5. Turn OFF water supply when closing the lodge. Go to the boiler room and turn OFF the **BLUE** main valve as described on the previous page. **<u>(DO NOT TURN OFF THE FIRE SERVICE VALVE).</u>**
6. Ensure all of the manual override switches located adjacent to the light switch in the Plant/Boiler room are turned **OFF**. Under normal circumstances they will already be off.
7. 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. Follow the instructions on the switchboard for turning on switches.
4. Check HOT WATER switch is ON – located outside the power board on its right-hand side.

To Close Kyilla (if there is no-one staying on the night of your departure):

1. Ensure the lodge is clean.
2. Turn off gas heater in the lounge.

3. Fridge to be switched OFF and doors left OPEN.
4. Turn off switches as per instructions on the switchboard.
5. Take all recycling and garbage to the dumpsters at car park.
6. Do not leave ANY of your unused food in the lodge.
7. 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 internal lights are turned OFF.
6. Place all recycling and garbage in the BSC Bin Enclosure *(adjacent to the Car Park on the river side of the lodge).*
7. Do not leave ANY of your unused food in the lodge.

7. Available Pantry Items All Lodges – As a back-up, you may wish to bring your own in case supplies have run out.

Coffee – Ground, Beans, Instant and Decaf
Tea – Leaf, Tea Bag Selection, Regular Tea Bag
Tea – Herbal Selection
Drinking Chocolate, Cocoa
Jam – Various
Honey, Vegemite
Peanut Butter – Crunchy and Smooth
Cereals – muesli, oats, Weetbix and Cornflakes
Margarine
Oil – Olive, Vegetable and Spray
Vinegars - Various
Oven Bags
Plastic Wrap
Alfoil
Baking Paper
Greaseproof paper
Freezer bags, small
Toothpicks and matches

Pepper – Ground
Salt – Cooking and Ground
Spices - Star Anise, Allspice, Bay Leaves, Cardamom, Chilli Hot, Cayenne Pepper, Cloves, Chinese 5 Spice, Coriander Ground, Cumin Ground, Dill, Fennel Seeds, Ginger Ground and Minced, Garlic Minced, Mixed Spice, Nutmeg, Paprika Sweet, Tarragon, Turmeric, Thyme, Cinnamon – Ground And Quills
Vanilla – Essence & Imitation
Gravy Granules – Chicken, Roast Meat, Vegetable
Bicarb Soda, Baking Powder
Stock Cubes – Beef, Chicken, Vegetable (Some GF)
Mustard – Dijon, Seeded, and Hot English
Sauce – BBQ, Sweet Chilli, Soy, Tomato, Worcestershire, Tabasco, Mint
Flour – Plain, Self Raising, Corn
Sugar – Brown, White, Icing, Raw, Cast