



Code of Conduct for University Ski Club 2 July 2018

Purpose

To maintain a Club with a safe, collegiate and sustainable environment.

Scope

This Code of Conduct has been developed to provide clear guidelines on the expected conduct of people who utilise University Ski Club's facilities and attend Club events.

Full Members, Associate Members and Provisional Members of University Ski Club ("**Members**") are responsible for ensuring their affiliates, children, guests and visitors (including children of visitors) ("**Guests**") comply with the Code of Conduct.

Obligation

The current version of the Code of Conduct will be posted on the Club Website under the Members' Resource Centre (usc.com.au) and in the Club's Lodges. The Members are obliged to ensure both themselves and their Guests are familiar and comply with the Code of Conduct.

Members are ultimately and entirely responsible for the behaviour of their Guests at all times. The Committee will seek to resolve breaches the Code of Conduct with the Member. A Member may be subject to disciplinary action, including the loss or suspension of membership rights, should the Member or their Guests breach the Code of Conduct.

Delegation of Authority

The Committee has delegated its authority to resolve breaches of the Code of Conduct to Lodge Managers and Senior Party Leaders (**SPL**). Deputy Party Leaders and Party Leaders have important coordination roles, however they are not responsible for dealing with breaches of the Code of Conduct.

Managing Breaches

Members agree to accept and abide by the Code of Conduct when they join the Club and when making bookings. Procedures for dealing with breaches are outlined in the Code of Conduct and the Club's Constitution (available on the Club website).

Minor issues should be resolved in a collegiate manner between those involved. Assistance may be sought from the Lodge Manager (at Mt Buller and Falls Creek) and SPL (at Mt Hotham and Hakuba) to resolve an issue and ensure the general amenity of the Lodge. The Lodge Manager or SPL may, in extreme situations, ask a Member or Guest to leave the Lodge. Any unlawful conduct will be referred to the Police.

Matters concerning Members or Guests which cannot be resolved in the Lodge may be escalated to the Committee by a Member using the Complaint Form. The Lodge Manager or SPL can provide guidance on completing the Complaint Form.

The Committee requests that formal complaints are factual and will not consider complaints of a frivolous, vexatious or slanderous nature. Complaints will be considered in the context of the Code of Conduct and submissions should follow the same logical approach. The Complaints Form is available in the Members' Resource Center on the Club website, in Lodges and by contacting the booking officer.

No person will be disadvantaged or prejudiced if he or she, in good faith, reports a suspected breach. All reports will be kept confidential and acted upon in accordance with the Code of Conduct and the Club's Constitution.

Thank you for your cooperation and for upholding our Code of Conduct.

We hope you enjoy your stay.

The Committee

University Ski Club

UNIVERSITY SKI CLUB - CODE OF CONDUCT

Section 1: Safety

The Club strives to provide a safe environment for its Members and Guests.

1.1 Move safely around the inside and outside of the Lodge.

- Running and Climbing in or around the Lodge is prohibited.
- Do not walk or play close to the building rooflines as snow, ice and debris may fall from the roof and cause injury or death. Please observe danger signs.
- Tobogganing is not allowed around Club perimeters.

1.2. Proper use of Club facilities

- Use of Club assets which is reckless, causes damage or is unsafe is prohibited. Items should only be used for their intended purpose. The Club reserves the right to recoup the cost of damage to Club assets or facilities from a Member.
- Emergency items such as fire hydrants, first aid kits and defibrillators should only be used in medical situations or emergencies.

1.3. Lodge Security

- Members should always maintain Club security.
- On arrival at the Club's Lodges, Members and their Guests are expected to introduce themselves to the Lodge Manager or SPL.
- Lodge access codes are not to be provided to anyone other than paying registered occupants.
- Members are to meet all visitors at the front door, sign in and out and supervise as per Club policies.
- Visitors are not to be given Club access codes.
- If a visitor is suspected to have an access code, it should be reported immediately to the Lodge Manager or SPL who will have the code changed.

1.4 Illness

- The Club has an Illness Policy which Members are expected to observe. The Illness Policy is displayed in Lodges and is available on the Club website under the Members' Resource Centre.

1.5. Food handling and hygiene

- Food should be stored in Club fridges as per signage instructions or as directed by the Lodge Manager or SPL. The Club may be obliged to comply with commercial food handling regulations.
- Food which is past its use by date should be disposed of as per *Australian Food Standards*.
- Food handling areas should be kept clean and left clean immediately after use. Leaving dirty dishes and food remnants on surfaces is a hazard and prevents others from using the area.

1.6. Bathrooms and toilet hygiene.

- Bathroom areas should be cleaned and kept fresh immediately after use.
- Sanitary items and nappies are not to be placed in toilets or left in bins. Paper bags are available in bathrooms for used nappies which can be disposed of directly in the disposal hut which is located outside each Lodge.

1.7. Alcohol and Drugs

- Illegal drug substances are prohibited.
- The Club has a BYO permit at each Lodge which authorises the consumption, possession and control of alcohol. Members and Guests must comply with the obligations under the *Liquor Control Reform Act 1998*. It is important to be aware that children are often present in the Lodge.
- Excessive consumption of alcohol, bringing excessive amounts to the Lodge and drinking games are prohibited. The Club will not permit a person in a state of intoxication, or permit a drunken or disorderly person to remain in the Lodge. A person is in a state of intoxication if his or her speech, balance, coordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of liquor.
- Occupants who are considered to be intoxicated by a Lodge Manager or SPL will be in breach of the Code of Conduct and asked to remain in their bedroom or leave the Lodge.

1.8. Fireplaces, Fires and Evacuation procedures

- Fire hydrants are regularly serviced and located around Lodges and should only be removed from their brackets in an emergency.
- Please use fire screens on open fire places.
- During an evacuation, Members and Guests must follow the direction of the Lodge Manager or SPL.

1.9 Surveillance Cameras

- Lodges may have surveillance cameras installed and notices will be posted in Lodges to advise accordingly. The Committee may use footage to investigate complaints.

Section 2: Respect

The Club respects all people regardless of age, gender, sexual preference, race or religion and discrimination in any form will not be tolerated.

2.1. Inclusive use

- The Club and its facilities are to be used in an inclusive way. Using areas, items or behaving in a manner that excludes others from reasonably using Club facilities is not allowed.

2.2 Lodge duties

- All paying occupants 12 years and older may be expected to complete an age appropriate Lodge duty during their stay. Duties will be ability appropriate and should be completed in a timely manner to maintain the area in a clean, safe and useable condition. On weekends, all duties should be completed by 12.00pm.

2.3 Quiet times

- Quiet time in proximity to bedroom areas is between 7.30pm and 7.00am and in communal areas is between 10.30pm to 7.00am so as not to disturb others. Members and Guests should always be considerate of their noise levels to ensure the general amenity of all.

2.4 Communication

- Inappropriate or offensive communication items or behaviors are not tolerated. This includes but is not limited to language, attire, presentations, notes and signage

2.5 Use of the Club by Visitors

- All visitors including visiting children need to comply with the sign-in procedures of each Lodge. This may include being signed in by a Member and carrying a visitor pass

- during their stay.
- Visitors are not allowed to consume Club pantry items or cook in kitchens. Adult visitors are able to assist with cooking if staying for a meal with the Member.
- Visitors are welcome to tea, coffee, water, cordial and biscuits or to attend a Club dinner by prior paying arrangement with the Club. If Members intend to entertain visitors with their own food and drink they need to inform the Lodge Manager or SPL. This privilege should not be abused.
- Visiting times are 7am to 10.30pm. Visitors should vacate the Lodge outside these hours.
- Visitors should only use communal lounge, television and dining areas. Visitors should not occupy or be in bedrooms.
- Visitors wishing to take a Lodge tour should see the Lodge Manager or SPL.

2.6 Use of television areas

- If children are present, items screened in the television rooms between 7.00am - 6.30pm are to be rated PG. Occupants should not be intimidated by anyone to change their viewing, if what they are watching is reasonable. They should be allowed to finish watching the show and not have to change it to simply accommodate the personal preferences of others. Polite and cordial use of TV areas is expected.
- Program ratings for children under 15 are PG and G only and aged 15 to 17 other ratings are under parental guidance and as per Australian Television rating standards. Members and Guests may be barred from using television rooms if they cannot comply with these provisions.

2.7 No food or drink in theatre or pool table rooms (Mt Buller only)

- No food or drink is allowed in the theatre room or pool table room as it causes damage to the soft furnishing and attracts rodents. Members and Guests may be barred from using television rooms if they cannot comply with these provisions.

2.8 Attire

- The Club has a casual dress code.
- Outdoor wear such as après boots, jackets, helmets, ski equipment and/or bikes which are wet or muddy should not be brought into carpeted areas. Drying and ski rack rooms are available to store these items.

Section 3: Supervision

The Club proactively seeks to protect children and ensure their safety. Appropriate supervision of children is important. Simply being in the presence of an adult other than parents or an older child does not constitute adequate supervision.

3.1 Children Generally

Children should be supervised by a parent/guardian or appropriate adult (who has formally agreed to supervise the child) as follows:

- **under the age of 10 – directly and at all times**
- **between 10 years and 15** – applying supervision using good judgement to ensure children of this age group are at all times complying with the Code of Conduct and Lodge rules.
- **over 15 years old** – by ensuring these young adults are informed of and comply with the Code of Conduct.

3.2 Kitchen areas

- **Children under the age of 7** should not be in the kitchen area at any time.
- **Children over the age of 7** should be directly supervised in the kitchen by a designated adult. The supervision should be to the extent that the child can readily identify the supervising adult if asked.

3.3 Parents leaving children in the lodge

- If parents/guardians are required to be absent from the Lodge and their children remain in the Lodge, they must ensure that they have arranged for the child to be supervised by an adult. This may include a babysitter who is over the age of 18 unless it is a Members' child of at least 15 years of age. The parent/guardian must also notify the Lodge Manager or SPL of their intended absence times and provide a mobile phone number so they can be contacted.
- The presence of security cameras in any Lodge is not a substitute for **adequate supervision of children**.

3.4 Visitors

- Members are responsible for supervising their visitors in the Lodge.

3.5 Children in television and pool table rooms

- Members should ensure all children using television and pool rooms do so safely, cordially and responsibly.

3.6 Members' Children and visiting friends

- Members' children can bring friends back to the Lodge. However, there is a limit of 3 visitors per Member at any one time and they must comply with this Code of Conduct. This includes rules pertaining to Use of the Club by Visitors noted above such as:
 - Sign in procedures
 - Visiting hours
 - Remaining in communal areas
 - Not consuming Club food
 - Supervision
- This privilege must not be abused and if their behaviour is inappropriate or the number of visitor children in the Lodge collectively is impacting the general amenity of other paying guests they may be asked to leave by the Lodge Manager or SPL.