



**NEW  
ONLINE  
BOOKINGS  
PORTAL**



**UNIVERSITY SKI CLUB**

**2019 Bookings and Club Handbook**



**CELEBRATING 90 YEARS**

*since 1929*



UNIVERSITY SKI CLUB

# 90 YEARS GALA DINNER

SATURDAY 19 OCTOBER 2019 • 7PM  
RACV CLUB ROOFTOP BALLROOM  
ATTIRE: JACKET & TIE, COCKTAIL DRESS  
WITH A TOUCH OF RED  
\$130 EARLY BIRD BY 30 AUGUST 2019  
\$150 PP THEREAFTER

TO BOOK: [WWW.TRYBOOKING.COM/BAADB](http://WWW.TRYBOOKING.COM/BAADB)

Early Bird bookings now open:

[trybooking.com/BAADB](http://trybooking.com/BAADB)

GET A TABLE TOGETHER WITH FRIENDS!

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**Visit the members' online resource centre, a hub for documentation.**  
**<http://usc.com.au/member-resources/>**



# Welcome

University Ski Club was founded in 1929 by a group of Melbourne University students who shared a passion for promoting skiing. This year we proudly celebrate our 90th anniversary as one of Australia's most successful ski clubs with around 700 members, three lodges in Australia and one in Japan.

This milestone provides a wonderful opportunity to reflect on the history of our club and to be thankful for the amazing vision and volunteer contribution of our past members. We kick off the celebrations with a cocktail party on 17 May in Melbourne at the Botanical South Yarra to open the season and culminate with a Gala Dinner for over 300 on Saturday 16 October on the Rooftop of the RACV Club. Put the dates in your diary as we will be celebrating in style.

We are pleased to announce the following key new initiatives for our members this year.

- Online booking portal
- Reworked Club Website
- Club e-Newsletter - Four Peaks
- Lodge Dinners to celebrate 90 years
- Gala Dinner in Melbourne
- Commemorative Merchandise
- Members' Affiliates ability to stay in lodges with guests, unaccompanied by the member
- We now have an additional booking round, so four rounds in total. The table on page 13 details this.

**Please ensure your current email and mobile phone details are current as both will be an important means to communicate with members in the future.** Postal charges mean mail is a significant cost for our Club and online documentation will allow for more efficient and flexible communication with members.

Have terrific Winter. Happy Birthday USC!

Regards

**Chris MacPherson**  
**President, and on behalf of The Committee**



## CONTACT DETAILS FOR BOOKING

Online (preferred): <https://usc.lodge.guru/login>

Mail: USC BOOKINGS, Melissa Parsons, PO Box 93, Sandown Village Vic 3171

Fax: 03 8786 7899

Email: [bookings@usc.com.au](mailto:bookings@usc.com.au)

Phone: 03 8786 7899 9am to 5pm weekdays only after 1 June.

**The office is closed on weekends.**

# Bookings Introduction

## 1. Bookings Policy Objective

The aim of the USC Bookings Policy is to:

- a) **Provide equitable access** - to Club accommodation for all members.
- b) **Encourage member involvement** - in Club races.
- c) **Allow members to bring family and friends** - to the lodges without prejudicing the access to other members.
- d) **Ensure the use of the lodges and Club revenues are maximized** - so that the Club remains viable and prosperous into the future.
- e) **Maximise bed occupancy** - for each lodge.

### Important Changes to the Bookings Conditions and Club Operations for 2019

Please note the following changes to the bookings policy.

- 1. Use the new online bookings system** - this is a new custom designed system and the preferred system to use for bookings. Please contact the bookings officer for assistance. (see link below)
- 2. Unaccompanied guests** - Unaccompanied guests (except those booked with a Member's nominated Affiliate) are no longer permitted to stay in any USC lodges.
- 3. Visitors need to be signed in** - to lodges as per Club requirements and this is a condition of booking. Up to three visitors in total per Member, Associate Member or Provisional Member and their guests are allowed while staying in a lodge.
- 4. All lodge occupants are the responsibility of the member** at all times when in the lodge . Occupants are required to comply with the *Club Code of Conduct* and *Illness Policy* which are available online at [www.usc.com.au](http://www.usc.com.au).
- 5. There are four booking rounds this year with new names.** Please see page 18 for more details.

**NEW**

**Online bookings portal**  
**<https://usc.lodge.guru>**

# Bookings Process

**1. Book Online** - There is one Booking Officer for all lodges. The new online bookings system called 'The Lodge Guru' should be used by members this year. Please contact the bookings office if this is not an option for you or download a manual form off the website members resource page.

**2. Booking details** - all dates, names of occupants and payment methods should be entered into a booking to be submitted. We also need the date of birth of all children please.

**3. No phone bookings period** - please note no bookings are accepted by phone until after 1 June 2019 to allow the bookings office to process the thousands of bed nights of requests.

**3. No answering machine bookings** - the office doesn't take bookings detailed on the answering machine. You can however leave a message for the bookings officer to call you to discuss a request for a booking.

**4. Financial member** - You must be financial to book (ie. membership fees are fully paid up and this can also be done on the online system under 'invoices'). Only members are able to make bookings. In exceptional circumstances a member may duly authorise another person to place a booking by writing to the Club, but the member accepts all the responsibility for the person in the process.

**5. Guests unable to book** - guest are not able to contact the booking office unless the bookings officer has made contact with them for good reason. The member is the conduit for all guest bookings.

**6. Book in one go** - You can place all your seasons bookings on the system in one go when the bookings open. However all bookings are considered and processed in accordance with the booking round rules on page 13. You can also submit additional bookings. You cannot change your booking online once it has been submitted.

**7. Payment Conditions** - Members are responsible for all payments including guest bookings. The preferred method of payment is by credit card (MC or Visa), however you can pay by direct deposit by arrangement with the bookings office. You will need to supply your credit card to secure a booking even if you wish to pay by direct deposit. The new member portal also has a "pay now" option members can use once their bookings invoice is sent. This is the preferred method of payment.

**8. Follow the booking rules** - There are bookings rules are summarised in the table on page 13. There are four bookings periods and each period has a different name, date range, ability to use earned points, bed rates and restrictions on who you can book.

**9. Application Confirmation** - You will receive an immediate acknowledgement receipt of your booking request when you submit your bookings. **This is not a confirmation of your bookings.** Please check this and immediately contact the bookings office if you have made an error. Members have 24 hours to do this otherwise the bookings will be considered accurate.

**10. Booking Confirmation** - For Rounds 1 and 2 confirmation of bookings will be distributed to members by early May. For rounds 3 and 4 confirmation will take place within a few working days. No booking is confirmed until payment is received in full (cheques cleared, deposits received and credit cards approved). Bookings cannot be held without payment as per invoice terms and will be released without notice if payment is not received. At peak times, people not belonging to your party may be allocated beds in your room. SMS text messages are used to alert members to available beds and any special offers.

# Bookings Process (cont.)

**11. Code of Conduct and illness policy compliance with bookings** - With the submission of a bookings and payment confirmation a Member, Associate Member and Provisional Member agrees that they have read and will abide by USC's *Code of Conduct* and the *Illness Policy* during their stay. They also agree that they are responsible for their guest and affiliate at all times, including making sure they understand and comply with Club rules and policies. Special attention should be given to The Code of Conduct, and Illness Policies . Please read these policies on pages 21 - 24.

**12. No waiting lists** - If a member has not received their preferred dates they applied for, they will need to make a new application to book. Please use the 'available beds list' that is advertised on the Club website as a guide. Please note that the Club does not maintain waiting lists.

**13. Option to nominate a second lodge** - Some members may have the flexibility to move to another mountain if you don't receive your first booking choice. If you would like to take up this option please email: [bookings@usc.com.au](mailto:bookings@usc.com.au) It may be worth considering for peak times e.g. second week of school holidays and weekends in August. Please note that the online booking system does not allow for a 2nd preference Lodge. Multiple bookings for the same period can be submitted and an email should be sent to the bookings officer alerting them to your preference. This can be done during booking rounds 1 and 2. Please clearly indicate this intention on your follow up email.

**14. Bookings during the Winter season (from the 1 June 2019)** - Phone and email bookings during the season are usually confirmed immediately if space is available and the office is open. Please note that during peak times it may take up to three days. Please follow up with a phone call if no response is received in this time. Bookings are accepted in the order they are received during the season and confirmed.

**15. Fall Creek Flats** - Flat bookings are for the entire flat, to a maximum of 5 adults, or 6 people with children under 18. Additional occupants incur the Additional Person Charge set out in the rate table at the back of this book.

**16. Guests** - Guests may be booked at any time, including during the Priority Booking Period. Unaccompanied guests are no longer permitted to be booked into any USC lodge. A member's affiliate may accompany guests without the member. The member making the booking is always responsible for his/her guest(s) and affiliate's behaviour and this is a condition of booking. Guests are not entitled to invite visitors (non-paying guests) onto USC premises.

Reduced accommodation rates are available for large groups during midweek periods. The current policy for the minimum size of an accompanied group to attract a discounted rate is ten (nine guests plus the member). We recommend you email the bookings office to discuss this before booking.

**17. Long Term Bookings** - Subject to the Priority Booking period, low season accommodation rates may be available for members who book more than 60 consecutive nights during a season. This works out to a discount of approximately 10% of the Early Bird high season rate.

Both Group and Long Term bookings are subject to the discretion of the Booking Officer or the Committee in consideration of the proportion of lodge capacity involved and demand from other members.

# The Points System

## 1. Earning Points

To encourage volunteer involvement in the Club, Priority Points are earned for volunteer activities undertaken by Members which benefit the Club. They are not available to Provisional Members.

Priority Points are earned by members during the calendar year 1 January - 31 December that precedes the current booking as set out in the table on page 10. Other valuable tasks may also attract Priority Points at the discretion of the Committee and you can register your interest in helping off mountain or outside the below roles with the Bookings Officer.

## 2. Using Priority Points

During booking rounds 1 and 2 Priority Points can be applied to a booking, to increase the likelihood of members being able to ski (particularly in peak periods). The decision of the Booking Officer is final. In exceptional circumstances if a member has a grievance with the booking procedure they may write to the Committee. You must use your priority points in rounds 1 and 2. Priority Points expire at the advertised date and at the end of Round 2. They cannot be used in rounds 3 and 4. They do not carry over from year to year and are therefore only valid for the next priority period after the year in which they were earned.

## 3. Application of Points to Bookings

At the end rounds 1 and 2, the Booking Officer will review all the bookings received during this period. When there are more bookings that have been requested than beds available during rounds 1 and 2 each member's priority points will be used to allocate the successful bookings. Priority points can only be applied to bookings which include a member. Each Priority Point can ONLY BE USED ONCE.

During rounds 1 and 2 Priority bookings, points will be divided and priority given as set out below.

- a) Weekends- divide priorities applied by the number of people in the booking (i.e. the invoked priorities will be on a per-person, per-bed-night basis).
- b) Lodge - full week and midweek booking priorities applied are not divided (i.e. the invoked priorities will cover the group without being split, for example a group of three people with three priorities would be rated at three). This will be the same whether the group booked for one or five days, although generally longer bookings rank ahead of shorter ones. For Flats, priorities are applied per flat.

Additional priority is given to the following.

- c) Members who volunteer for Senior Party Leader, Party Leader and Deputy Party Leader roles.
- d) Adult members who are involved in Club Race weekends, inter- and intra- Club races
- e) Flats - whole week only bookings for flats and lodges are allocated before consideration of part-weeks and midweek and weekend bookings are allocated after whole week bookings.

Finally, all other things being equal, the Booking Officer will give priority to a booking made earlier during the Priority Period.

# Points Awarded

ROLE	POINTS
<b>Senior Party Leader - Hotham</b> Mon - Fri (mid-week) Part of mid-week or two day weekend	4 2
<b>Party Leader - Falls Creek &amp; Buller</b> Mon - Fri (mid-week) Part of mid-week or two day weekend	2 1
<b>Deputy Party Leader - Hotham</b> Mon - Fri (mid-week) Part of mid-week or two day weekend	2 1
<b>Membership of USC</b> Every 10 years of membership	1 2
<b>2 day work party</b> - Mt Buller - Falls Creek - Mt Hotham	4 6 6
<b>Membership of a Sub-Committee</b> per 4 hours of agreed work	1



## The Thistlethwaite Scholarship

The club lost a valued member in Dale Thistlethwaite (& her husband Stuart Holloway) in late December 2015. In Dale & Stuart's memory, the Committee has established an annual scholarship to aid members and member children aged up to age 25 in the pursuit of skiing/snowsports excellence.

Full details and how to apply will be posted on the Club website under the member resources area.

Applications are open and close 30 June 2019. Please contact the bookings office for further information.



# Booking Rounds

ROUND	POINTS USAGE	PURPOSE OF THE BOOKINGS PERIOD
<b>1. EARLY BIRD</b>  <b>Members</b> <b>Associate Members</b>	Points can be used.	<ul style="list-style-type: none"> <li>• <b>To give Full and Associate Members priority access to winter bookings.</b></li> <li>• To allow families (with their immediate family members) to book 'as a whole'.</li> <li>• Unaccompanied Affiliate Member bookings allowed.</li> <li>• To allow Members without a full immediate family, to book themselves, a Member's Affiliate (MA) or other family members and guests with the total being no more than (4) persons.</li> <li>• Additional priority is given to members who have earned points during the year at work parties, for volunteer roles or tasks and they can apply these points to their bookings.</li> <li>• Limits to the number of weekends and weekdays have been applied to allow fair and reasonable access for all these members. This is 2 weekends and 1 midweek booking</li> <li>• These members are also able to enjoy a discount for securing their bookings early in the year. Typically used to secure premium weekends (second week of school holidays and weekends in August). Except for race weekend when extra priority is given to members who wish to race.</li> </ul>
<b>2. EARLY BIRD EXTENSION</b>  <b>Members</b> <b>Associate Members</b>	Points can be used.	<ul style="list-style-type: none"> <li>• <b>Access to beds remaining after early bird bookings are processed.</b></li> <li>• The bookings officer will look at your bookings not secured in round 1 and see if there are remaining beds in round 2 that align with your request.</li> <li>• Members can still enjoy discounted early bird rates during this time.</li> <li>• There are no limitations to the number of weekends or mid-week bookings.</li> <li>• Unaccompanied Affiliate Member bookings allowed.</li> <li>• There are no limitations to the number of guests.</li> <li>• There is no need to reapply for bookings as they become part of your initial application.</li> <li>• This period is typically used to book in guest families and additional guests and for members to secure extra weekends and weeks on top of the round 1 bookings secured.</li> </ul>
<b>3. GENERAL ACCESS</b>  <b>Members</b> <b>Associate Members</b>	No points	<ul style="list-style-type: none"> <li>• <b>Unable to apply points as they have expired.</b></li> <li>• Full and Associate members can book any of the available beds for themselves, their family and guests.</li> </ul>
<b>4. PROVISIONAL MEMBERS</b>  <b>Provisional Members</b> <b>Full Members</b> <b>Associate Members</b>	No points	<ul style="list-style-type: none"> <li>• <b>Opening of available beds to Provisional Members.</b></li> <li>• Email notification from the Committee provides notification of the period start and offer.</li> <li>• Rates for Members apply and Provisional members are welcome to book guests.</li> <li>• No discount rates apply.</li> </ul>

# Accommodation Rates

Please note the following when making your bookings.

- 1. Unaccompanied guests** - are no longer accepted. Members' Affiliates may accompany guests without the member.
- 2. You can only book two nights on weekends** (ie Friday and Saturday nights must be booked together).
- 3. Any changes to an Early Bird booking** - during the season will be at normal rates.
- 4. Midweek Discount** - available (Sunday-Thursday)- \$5 night
- 5. Early Bird Rates (Rounds 1 and 2)** - accommodation rates in the high season discounted to the Shoulder Rates.

Category	Code	Rates		
		LOW SEASON	SHOULDER	HIGH SEASON
		ORDINARY RATE/MIDWEEK RATE		
Members	ME	\$61/ <del>\$56</del>	\$67/ <del>\$62</del>	\$77/ <del>\$72</del>
Associate Members	AS	\$61/ <del>\$56</del>	\$67/ <del>\$62</del>	\$77/ <del>\$72</del>
Member's Children (3-23yo), Full time students	MC	\$61/ <del>\$56</del>	\$67/ <del>\$62</del>	\$77/ <del>\$72</del>
Member's Spouse/Affiliate	MA	\$61/ <del>\$56</del>	\$67/ <del>\$62</del>	\$77/ <del>\$72</del>
Member's Child Midweek Note: excludes school hols. Intervarsity and Interschools	MCOP	\$43	\$47	\$53
Guests Accompanied	GA	\$63/ <del>\$58</del>	\$113/ <del>\$106</del>	\$125/ <del>\$120</del>
Guests Accompanied Children (3-18 y.o./ Full time students, midweek only for > 18 y.o. ) Note: excludes school hols., Intervarsity and Interschools	GC	\$63/ <del>\$58</del>	\$76/ <del>\$71</del>	\$84/ <del>\$89</del>
Group Accompanied Guests	GG	\$54	\$99	\$110
<b>OPENING WEEKEND RATES</b> (8, 9, 10 June 2019)				
Opening Weekend Member	OW	\$131		
Opening Weekend Guest	OWG	\$215		
<b>RACE WEEKEND SURCHARGES</b>				
Mt Buller, 10 - 11 August	CB			\$65
Mt Hotham, 3 -4 August	CH			\$44
<b>FALLS CREEK FLATS (MAX 5)</b>				
Flat 2	-	\$317/ <del>\$292</del>	\$344/ <del>\$319</del>	\$370/ <del>\$345</del>
Flat 3	-	\$328/ <del>\$303</del>	\$364/ <del>\$340</del>	\$396/ <del>\$361</del>
Flat 4	-	\$349/ <del>\$324</del>	\$386/ <del>\$361</del>	\$397/ <del>\$372</del>
Additional person in flat	-	\$63/ <del>\$58</del>	\$115/ <del>\$108</del>	\$127/ <del>\$122</del>

# Rules of Booking Rounds

## WINTER BOOKINGS OPEN 11 APRIL 2019

BOOKING ROUND	BOOKINGS OPEN CATEGORY	DATES	RESTRICTIONS	RESTRICTIONS
<b>USE POINTS AWARDED IN 2018. THE EARLY BIRD DISCOUNT PERIOD. NO PHONE BOOKINGS</b>				
<b>1. Early Bird</b>	Full Member Associate Member	11-23 April	2 weekends & 1 midweek booking  Long term bookings allowed family bookings allowed but no additional guest bookings for the same dates	No guest bookings with 'whole' immediate family bookings (no limit on the number) <i>And/or</i> Member only (1) plus a combination of; the Member Affiliate, some family members and guests. No more than four to be booked in total.
<b>2. Early Bird Extension</b>	Full Member Associate Member	29 April - 5 May	No restrictions	No restrictions
<b>3. General Access</b>	Full Member Associate Member	20 May - 30 May	No restrictions	No restrictions
<b>POINTS EXPIRE 5 MAY 2019. NO FURTHER EARLY BIRD DISCOUNTS. NO PHONE BOOKINGS</b>				
<b>4. Provisional Members and General Access</b>	Full Member Associate Member Provisional Member	31 May - end of season	No restrictions	No restrictions
<b>PHONE BOOKINGS OPEN 31 MAY 2019</b>				

# Cancellation and Refunds

## 1.Cancellation Policy

A booking must be paid in full when it is invoiced. As such, the following refunds are available if you cancel a confirmed booking depending on when you contact the Booking Officer:

<b>Time from first night's stay</b>	<b>Lodge beds</b>	<b>Flats</b>
Greater than 14 days	90%	90%
Between 7 to 14 days	80%	0
Less than 7 days	no refund	no refund

However, if less than 14 days notice is given but the Booking Officer is able to re- book the cancelled beds, a 90% refund will be given for those beds which are re- booked. Cancellations can be made at any time by phone, email or fax, up to 6pm as per the above table. Please give the following details when cancelling:

- Member's name and telephone number.
- Names of people in party requiring cancellation.
- Dates of nights being cancelled.

Refunds from cancellations made in the prescribed manner are held as credit during the season. This credit can be used for further bookings during the season at any mountain. Refunds are not normally paid until November/December following the ski season. Members may submit a written request for an earlier refund.

The introduction of the fee for all cancellations was introduced because it deters the practice of speculative booking which deprives others of the opportunity to make skiing plans early in the season.

The Committee believes it is equitable to make a nominal charge for early cancellation notice, progressing to higher penalties the later the cancellation, as this encourages early notice of any changes thus giving others the chance of making a booking on the cancelled beds.

## Cancellation based on activation of the Illness Policy

A full refund will be made for the unwell person's bed nights (and bed nights for one parent/guardian if the unwell person is 16 years of age or less), minus a 10% cancellation fee (to cover administration costs ) as per the current illness Policy available on the Club website and as outlined on page 26.



# Lodge Management

## 1. Lodge Roles and Responsibilities

To reflect the different management of Lodges the following structure applies. Role descriptions are posted on the Club website.

### Senior Party Leaders

Senior Party Leaders represent the USC Committee in “on-mountain” situations and receive priority booking points in return for volunteering their time and energy while on holiday.

The Senior Party Leader is appointed at Mt Hotham, Hakuba Lodges and during the Summer Season at any lodge where there is no resident Lodge Manager. The Senior Party Leader has ultimate authority in the lodge, as representing the Committee and must be supported by all residents.

### Party Leaders

The Party Leaders support the Lodge Managers at Falls Creek and Mt Buller and are required to coordinate the Saturday night dinner volunteers and the duty rosters.

### Deputy Party Leaders

Deputy Party Leaders are appointed at lodges with Senior Party Leaders and with no resident Lodge Manager. They coordinate food deliveries and assist the Senior Party Leaders.

### Lodge Managers

Lodge Managers live in residence at the lodge. They are responsible for managing the lodge and are important ambassadors for the Club.

## LODGE MANAGER IN RESIDENCE

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ROLE	APPOINTMENT	RESPONSIBILITY
Lodge Manager	Richard Smith	Manage the Lodge, Mt Buller
Lodge Manager	Stephen Elliott / Clare-Louise Brumley	Manage the Lodge, Falls Creek
Party Leader	Volunteer Members	Coordinates duties and Club Dinners. At Falls Creek also assists with food provisions.

## NO LODGE MANAGER IN RESIDENCE

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ROLE	APPOINTMENT	RESPONSIBILITY
Senior Party Leader	Volunteer Member	Manage the Lodge and duties roster
Deputy Party Leader	Volunteer Member	Coordinates food deliveries, Club Dinners and supports the Senior Party Leader

# Lodge Management

## 2. Arriving before the 5pm check in.

All luggage should be placed out of the way in the luggage room at Mt Buller or basement at Mt Hotham and Falls Creek and as directed by the Lodge Manager or Senior Party Leader until changeover at 5pm. Early arrivals should report to the Party Leader as soon as practically possible. Early arrivals are entitled to only tea/coffee and toast/biscuits (as opposed to meals from the lodge providing stock). At all times, consideration for the comfort and amenity of existing lodge occupants is a primary requirement.

## 3. Members visiting the lodge for the day

Notwithstanding a long tradition of hospitality extended by residents to fellow Club members, any member who is not a current resident in the USC lodges should not assume they are welcome to visit on any given day. The impact of such visits on the incumbent residents depends on a number of factors such as the number of visitors (potentially in separate groups), the number of residents indoors, the time of day, et cetera and what may be perfectly acceptable under one set of circumstances may become an imposition under another.

As far as possible, members who are visiting should attempt to avoid putting the Senior Party Leader or Lodge Manager (who, as stated elsewhere, is the final arbiter in on-mountain situations) in the position of having to decide whether or not their visit is acceptable. Accordingly, members intending to visit should contact either the Booking Officer or the Party Leader prior to their visit to get the access code and preferably at least the day before.

## 4. Lodge Dinners

Please note the different arrangements at lodges for dinners. Falls Creek and Mount Buller hold a Saturday evening Club Dinner in Winter and members contribute to the preparation of the meal. There is a fully stocked Club pantry available in the Australian Lodges

**Hotham** - people travelling to Mt. Hotham must inform the Booking Officer if they want dinner at the lodge on the first night of their arrival. Dinners are provided for each night at Hotham in Winter due to the size of the kitchen.

## 5. Lockers

A limited number of lockers may be available. Lockers are only allocated to active members of the relevant Lodge. A waiting list is maintained and allocation is in order of receipt. A \$100 deposit is taken for lockers and the key should be returned with a locker in good condition to receive a refund. An annual fee is charged for each locker currently set at \$25. If a member has not been a paying occupant of the Lodge at which their locker is located at more than two seasons they will be required to empty the locker for use by another member. The Club is not obliged to maintain or return the contents of lockers. The Club will make their best effort to have the contents returned to owner. Any contents not collected by the start of the following Ski Season despite a request to do so, will be given to a charity.

## 6. Transport

Members are responsible for their own transport. The Booking Officer will try to help people who require transport by seeking if any other members might have a spare seat available. It is then the member's responsibility to make appropriate arrangements. The Club cannot guarantee transport.

# Lodge Management

## 7. Visitors (non-paying guests) coming into lodges

USC has a tradition of residents welcoming visitors into the Club for a drink. If you wish to invite them in for a Club Dinner, it must be booked and prepaid (\$25 per visitor) with the bookings officer prior to the dinner commencing. The Committee is keen for this practice to continue, not only because extending hospitality accords with the ethos of the Club but also because it is an opportunity to place both our facilities and members on display. The number of visitors in the lodge however does need to be limited.

Visitors are non-paying guests of the lodge and their collective numbers across members, often without realising, can impact on the enjoyment of current residents. The number of visitors is therefore, limited to three guests in total per paying Member, Associate or Provisional Member and all people staying in the lodge under their booking at the time. Member's are asked to use their discretion where it is clearly apparent that the number of guests in total, invited into the Club by residents is adversely affecting the enjoyment of the residents. There may be 'one-off' exceptional circumstances in a season where an additional person(s) may be allowed eg special occasion, a family and this is strictly at the discretion and prior approval of the Lodge Manager or Senior Party Leader. This privilege should not be abused. Visitors are welcome to visit between 7am - 10.30pm only. They must be signed in on the visitors register as per the instructions provided at the entrance and be hosted in communal lounge and dining areas. Visitors not signed in may be deemed trespassers.

Members should bear in mind, however, that they are inviting guests on behalf of all those in residence at the time and should ensure that the visit will not unduly inconvenience others. Ideally, the Senior Party Leader or Lodge Manager should be consulted and approve the visit prior to the arrival of the guests or, if that is not practical, they should be introduced to the Senior Party Leader or Lodge Manager at the earliest opportunity.

Although there may be one off exceptions like the Club Dinner nights, as a general rule, members should not expect their guests to be provided with a meal from Club provisions or allow them to cook in the kitchen. Tea/coffee, cordial and biscuits are able to be offered. All visitors must vacate the lodge by 10.30pm.

## 8. Falls Creek Flats and Use

Configuration and use of the wider lodge.

- The flats have a single bedroom containing a double bed and three single bunks and are comfortable for four people.
- Cooking equipment includes hot plates, microwave oven and electric frying pan.
- Flat occupants have access to the lodge pantry and communal refrigerator for foodstuffs.

**Cleaning Flats and vacating** - Occupants are required to keep flats clean and tidy. Check out is strictly 5pm. Regular commercial cleaning is no longer able to be provided for the Falls Creek flats. It is the member/guest responsibility to ensure the flat is clean upon departure for the next guests. Contact booking office for a cleaning quote if self-cleaning is not practicable.

- A surcharge will be charged should your flat not be left in a suitably clean state. A cleaning checklist will be in each flat which will need to be signed and returned to the booking office upon completion of your booking.

### Duties for Flat occupants

As users of the flats are entitled to, and usually do use, communal facilities as well as their flat, the Party Leader will assign lodge duties to all flat occupants. Names of all flat occupants should be confirmed to the Party Leader. If flat occupants do not complete assigned duties, a fee will be levied against the member making the booking.

# Lodge Management

## 9. Club Security Systems and Lodge Access

Members and guests must never convey door codes to people other than Members and their accompanied, staying guests. Members and guests are to assist in maintaining safety and security by ensuring that all doors and ground floor windows are secured (locked) to prevent unwanted access by strangers. Lodges may have security surveillance systems installed. If cameras are installed there will be signs erected in lodge entrances to notify you.

### Mt Buller

The building has a security access number keypad that operates in winter. This number is for use by members and paying guests only. The number is changed on Sunday night. Door codes are distributed with preferential booking confirmations. There is a year-round security and fire system installed. There is also a camera system installed in the communal TV/Movie/Pool room areas. Codes will no longer be displayed though out the Lodge for security purposes. Members MUST ensure they have the code and are not reliant on obtaining it from the Lodge Manager or other members to access the lodge. In an emergency situation only, they can call Richard Smith the Lodge Manager or Melissa Parsons (during office hours).

### Mt Hotham

The building has a keypad security system, which is operated during the ski season. Members will be advised of the door code with their booking confirmation.

### Falls Creek

There will be a separate keypad code allocated to each flat and for Club lodge access. Members will be advised of this with their booking confirmation.

## 10. Internet Access

Wireless broadband internet connections are available in all lodges. The Club endeavours to maintain a working internet in communal areas but it may be limited by the quality of on mountain connections and the number of users drawing on applications. The internet at Mt Buller can be inadequate in peak times, despite extensive attempts to resolve. Bringing your own connection device is advised if you need a more reliable service. For this reason the Club reserves the right to limit access to movie and gaming applications. Details to connect to the internet are provided with the door codes and in the lodge.



# Club Race Program

The Club has a longstanding history of encouraging a flourishing race program and appoints a volunteer Race Director each year. Preference is given to bookings for those members who wish to book for Club race events. Ski racing is a great way to get to know other members and have a fun. Please come along and join in the fun. Everyone is welcome and we have many generations of families of all abilities who give it a go!

USC ski race events are posted on the Club Calendar of events. If you would like to get involved in racing, please contact the Bookings Officer who will arrange for our Race Director Rob Walker to get in contact with you.

## **Buller Race Weekend**

The USC Alpine Ski Races will occur over the weekend of Saturday 10th August and Sunday 11th at Mt Buller (booking nights 9th & 10th August). All the usual races will be on – Saturday: Slalom, Giant Slalom and Sunday: Jumps and Moguls. Snowboarders are also able to participate. Even if you are not staying in the Lodge you are welcome to participate and you just need to book on the online system link sent to members in July. Please book early for this weekend, as it is always extremely popular.

## **X-Country Weekend and Pub to Pub Race**

The USC Cross Country Race weekend will occur over the weekend of Saturday 3rd August and Sunday 4th August (booking nights 2-3rd August) at Mount Hotham. Events will include Langlauf, Telemark Slalom and Telemark Style. As in the past, the Cross Country Weekend will be combined with the Hotham Pub to Pub race from Hotham to Dinner Plain on the Saturday.

This will be a popular weekend so please book early to ensure your place.

## **Osborn Week**

The traditional Osborn race has been suspended, and it is hoped a suitable new course can be identified to maintain the original character of the race (flat out, for the longest possible distance).

For now, "Osborn Week" will continue, as a week where people of a like mind are able to get together to enjoy the Hotham Lodge, convivial company & continue some of the wonderful traditions of Osborn Week. This year Osborn week is the 29 July to the 2 August.

## **Kangaroo Hoppet**

The Kangaroo Hoppet is an international cross country race run annually at Falls Creek (24th August, booking nights 23th & 24th August). Events staged are 42km, 21km and 7km, all "freestyle".

While there is no surcharge for the weekend, beds at the Falls Creek lodge are reserved for Members who are Hoppet racers.

## **Inter Club Races**

Mt Buller Team challenge is expected to be held on Saturday 17 August (booking nights 16 and 17 August).

USC enters teams of 3+ competitors in various classes to take on other ski Clubs and alpine management. With a history of over 75 years this is the event to win and bring home the cup for USC. If any member is interested in participating in Inter Club on any of the mountains, please contact the bookings office.

# Mountain Information

The Club website will contain current links to mountain information. The following information may be helpful as a quick reference.

## **Snow reports: 1902 240 523**

Web: [www.vicsnowreport.com.au](http://www.vicsnowreport.com.au) or link to each mountain's website via:

[www.falls creek.com.au](http://www.falls creek.com.au) [www.mtbuller.com.au](http://www.mtbuller.com.au) [www.mthotham.com.au](http://www.mthotham.com.au)

## **Mt Hotham**

Great Alpine Road report (daytime recorded service) 03 5759 3531.

VicRoads 24 hr Emergency Road Conditions

13 11 70.

The road via Harrietville can be closed due to blizzards, so before leaving Melbourne, it is wise to check the road conditions.

Alternative access is the Gippsland route via Omeo. Entry and Parking fees are pre-paid on the Mount Hotham web site or at the administration office in the village during working hours. Late arrivals may arrange payment the next morning.

Short term parking to unload is available on the road above the Club lodge - observe the signage. Overnight parking is from below the Davenport sub-division to Slatey's Cutting or beyond. The Mt Hotham Alpine Resort Management provides free bus transport between car parks and the village. USC is at bus stop number 4.

## **Falls Creek**

Entry and parking fees are now paid online. Proceed to the Falls Creek parking/overland transport depot on arrival. Unload and arrange over snow transport if required. If the parking space provided is some distance from the over snow transport, complimentary transport back to the over snow depot is provided by the Rangers. Ride or walk uphill to the USC lodge.

If the driver is unaware of the location of the Club, ask for Geelong Ski Club in Parallel Street. USC is next to the the Geelong Ski Club site.

## **Mt Buller**

Resort entry is paid at Mirimbah and parking is controlled by Resort Management some distance below the village. For day visitors, a free bus service is available (no luggage permitted) to complete the journey and for overnight visitors a taxi service is available. Costs can be found on the Mt Buller website.

Club onsite parks are allocated to the Lodge Manager and Committee members in the first instance. Additional sites are allocated at the discretion of the Committee and to members who make an exceptional contribution to the Club and are high frequency users of the Mt Buller Lodge. Members must apply through the Club Secretary for roadside carparks. Club approval is required for permits or they will be denied by Mt Buller.

## **Seasons Passes, Lift Passes and Mountain entry offers**

Don't forget that all resorts offer discounts for early purchases on lift tickets & gate entry, with particularly good rates for passes purchased before Christmas. Early Bird Specials Closure Dates:

Season Gate Entry Applications must be received PRIOR to 30th April. Season Lift Tickets Falls & Hotham must be purchased PRIOR to 30th April. See resort websites for how to apply and to learn more about new EPIC passes.

# Reciprocal Rights

**Brindabella Ski Club** - USC has reciprocal rights with the Brindabella Ski Club in NSW and Akademischer Ski Club, Tübingen (ASCT).

If you would like to make a booking with either Club please contact the Bookings Officer, Melissa Parsons.  
The Brindabella Ski Club

This is a Canberra/Sydney based Club with a skiing history dating back to 1957. Until 1997 the Club was called the YMCA Ski Club. The Club currently operates two lodges in Guthega, Kyilla and Tiobunga, and a NEW lodge in Thredbo. (The Club's original Thredbo lodge, Carinya, was swept away in the July 1997 tragedy that killed 18 people, including one YMCA Club member.) First contact must be done via USC bookings office to allow confirmation to BSC of membership status. Bookings are made offline using the form found under "Bookings" at [www.brindabellaskiClub.org.au](http://www.brindabellaskiClub.org.au) which can be scanned and emailed or faxed to their booking office. Information on availability, BSC bookings procedures can also be viewed at the above site.

**ASCT** (Altherrenverein des Akademischen SkiClubs Tubingen e.V. ) - Owns lodges in Stuben (Austria between Lech and St. Anton) and Kneibis (Black Forest, Southern Germany). For further information (in German) go to [www.asct.de](http://www.asct.de)



# Code of Conduct

University Ski Club has a Code of Conduct that has been developed to provide clear guidelines on the expected conduct for everyone who attends University Ski Club's facilities to promote safe, fair and appropriate behaviours for a Club.

**Members, Provisional Members and Associate Members of University Ski Club are responsible for ensuring their Affiliate and/or Guests, including children uphold the Code of Conduct.** It is the Member, Associate Member and Provisional member's responsibility to ensure they are familiar with the current version. It will be available on the Club website member resources centre and posted in Lodges. Hard copies are available from the Bookings Officer. It forms part of the terms and conditions of booking and entry to lodges. Members should ensure their guests are familiar with this Code of Conduct before entering Club premises or events.

Lodge Managers and Senior Party Leaders, manage lodges and compliance of lodge occupants to the Code of Conduct with the support of the Committee.

The current version and the Club Illness Policy is available on our member resource centre at [www.usc.com.au](http://www.usc.com.au). Both documents are monitored and reviewed regularly.



## SAFETY, FAIRNESS AND RESPECT

# Code of conduct (cont.)

## 1. Respectful Behaviour in Lodges

USC lodges operate on a cooperative basis and everyone's input and collegiate conduct is essential. We ask that everyone behave with consideration for other people and their property to make it a pleasant stay.

- **Quiet times** - between 10.30pm to 7.00 am in communal areas and 7.30pm to 7.00am in bedroom areas.
- **Arriving or returning during quiet times** - When arriving or returning to the lodge in quiet times, you are requested not to disturb occupants. Forgetting a code and waking up others to obtain it, is not well received.
- **Please clean up as you go** - please ensure communal areas are cleaned immediately after use so the facility is available for another member eg. Kitchen, Bathrooms, Lounges and Dining areas. Please don't leave areas for other to clean up. Speak to the Lodge Manager or Senior Party Leader if you have any concerns.
- **Duties** - all Members, Associate Members, Provisional Members and their Affiliate and/or guests are required to perform an allocated duty and ensure the area is maintained in a useable state during their stay. Children over the age of 12 are encouraged to take on age appropriate roles with guidance from their parent or nominated member.
- **Duties are posted on Club notice boards.** Seek help from lodge leaders if you need assistance.
- **Facilities to be used for the intended purpose** - all lodge facilities should be used for their intended purpose. Anything otherwise is not acceptable. Running, climbing and causing damage is not tolerated. Report any damage or accidents immediately to the Lodge Manager or Senior Party Leader.
- **Inclusive use** - lodge facilities should not be used in a way that excludes other members and occupants enjoying. 'Taking over' spaces unreasonably in communal areas including entrance, lounge, bathrooms, drying room, corridors, cinema rooms, pool table rooms, ski racks, kitchen and dining areas is not allowed. Television viewing must be inclusive, cordial and age appropriate as per Australian standards ratings. All paying occupants should be able to readily enjoy Club facilities first and foremost.
- **Responsibility for guests and visitors** - At all times the member making the booking is responsible for his/her guests.
- **Any serious cases of unacceptable behaviour** - either by a Member, Associate Member, Provisional Member or their Affiliate or guest including rude, irresponsible or inappropriate behaviour will be reported by the Lodge Manager or Senior Party leader to the Committee. The Manager or Senior Party Leader has support of the Committee to ask the offender to leave the lodge, if need be. The Member, Associate Member or Provisional Member may be subject to disciplinary processes including for behaviour of their Affiliate and/or guests. Bookings and membership privileges may be denied. In cases of serious misconduct the individual (s) (Member, Associate Member, Provisional member or their Affiliate and/or guest(s)) may be instructed to leave the lodge.
- **Supervision of children** - the presence of another adult or a security camera does not constitute adequate supervision of children. Supervision from a distance or offsite is unacceptable if the child is unable to comply with the Code of Conduct. Children must comply with the Code of Conduct and failure to do so is taken very seriously. Leaving children under the age of 10 in the lodge without supervision is not allowed. Babysitters need to be 18 years and older unless it is a member's child who should be 15 years and older. Babysitters who are not lodge occupants, should be signed in as a visitor, introduced to the Lodge Manager or Senior Party Leader and be given full details of your destination and mobile contact.
- **Responsible drinking of alcohol** - the Club holds a BYO liquor license. All lodge occupants are obliged to comply with all regulatory requirements associated with this and ensure their behaviours are appropriate, as we have children in our lodge. Unacceptable behaviours should be brought to the attention of the Lodge Manager or Senior Party Leader in the first instance who will assist.

# Code of conduct (cont.)

- **Attire** – Casual dress is the dress code of lodges. Ski boots or dirty shoes are not to be worn in carpeted areas. They can be placed in drying rooms.
- **Conduct awareness** - Conduct that reinforces inappropriate stereotypes based on gender, race, age, ability, sexual orientation or other discriminatory ground is not tolerated. Harassing, bullying and victimising behaviours are prohibited. Reasonable direction from the Lodge Manager, Senior Party Leader or Committee members to ensure the general amenity of members and a safe environment should not be interpreted as such.
- **Authority** – The Lodge Manager, Senior Party Leader or Committee member in the absence of Lodge Manager or Senior Party Leader, has the authority to issue directions with regard to any behaviour in breach of the above. Directions must be complied with.

## 2.Safety

Your safety check list on arrival

- **Members and Guests should know before arrival how the security system operates** at each mountain and bring the access code provided with them. (see section 32). Never give your security code to anyone other than your paying guests. Do not provide to visitors.
- **Members and Guests are expected to introduce themselves** to the Senior Party Leader or Lodge Manager who is in charge at all times.
- **All members and guests should familiarize themselves with the operation of the building** fire alarm system and emergency exits.
- **Carry chains and know how to fit them to your vehicle before heading up the mountain.** Use alpine diesel (in diesel vehicles only) and carry a shovel and be ready to dig your car out if need be. Some mountains have snow tyre specifications for entry to the village, please check on resort websites.
- **Areas around the perimeter of the lodge and near the roof line of the lodge are out of bounds.** Death or serious injury can result from snow and ice falling and snow may be deep in these areas. Children should NEVER be allowed play in these areas.
- **The kitchen is out of bounds for children under 7. Supervise children over 7 at all times,** if in the kitchen.
- **No bare feet are allowed in the kitchen.**
- **Don't let strangers into the lodge.**
- **Sleep walking children need to be supervised.** Emergency Exit doors near bedroom areas are not locked
- **The Club's linen** provided in rooms on arrival (fitted protection sheets, pillow cases and doona covers) is not to be directly slept on. It must be protected by sheets, pillowcases or sleeping bags at all times. If the Club linen is soiled please wash and replace on beds.
- **Everyone must bring their own sheets or sleeping bags, towels and pillow cases.**
- **Smoking and illicit drugs are prohibited** in Lodges and Flats at all times.
- **Lodges have commercial kitchens and are obliged to comply with any food handling regulations.** Please follow all signage directions provided and seek assistance if needed.
- **Keep the lodge clean and neat and tidy** at all times.

# Illness Policy

**The illness policy is designed to ensure that;**

- a) the occupational health and safety of occupants in the lodge is protected and,
- b) the general amenity of paying members and their guests is not impacted. .

Members and guests staying in the lodge are at risk of spreading and acquiring infectious diseases. This is particularly important in winter when there are high rates of viral illnesses and the lodge is full, with close proximity of beds and the communal living environment.

USC encourages members and guests to cancel or postpone their booking, or leave the lodge early if they become unwell with a viral illness.

A full refund will be made for the unwell person's bed nights (and bed nights for one parent/guardian if the unwell person is 16 years of age or less), minus a 10% cancellation fee.

If you have gastroenteritis or influenza-like symptoms such as:

- Fever      - Cough      - Sore throat      - Body aches
- Headache - Chills      - Fatigue

or needing to stay in bed and/or vomiting and/or diarrhoea,

please consider the health and safety of other lodge users and refrain from staying at USC.

Help prevent the spread of colds, influenza and gastroenteritis in the lodge:

- Cover your mouth when you sneeze or cough
- Keep hands away from your eyes, nose and mouth
- Use tissues to blow your nose and throw them in the bin after use
- Wash your hands thoroughly with soap and warm running water for 30 seconds after using the toilet, blowing your nose, before eating and before preparing food.

## **Cancellation Due to Illness**

USC encourages members and guests to cancel or postpone their booking, or leave the lodge early if they become unwell with a contagious / infectious illness. Infectious diseases such as influenza, gastroenteritis or other viral or bacterial illnesses can easily spread to others in the lodge given the close proximity of beds and communal living environment. USC strongly discourages unwell persons from spending days in bed in the USC lodge if unwell or whilst recovering from a contagious illness. If you are unwell enough from an infectious illness to need to be in bed, then you are requested to refrain from staying at USC.

A full refund will be made for the unwell person's cancelled/unused bed nights (and cancelled/unused bed nights for one parent/guardian if the unwell person is 16 years of age or less), regardless of the duration of notice and proximity to the first booking night, minus a 10% cancellation fee.

In order to obtain a refund, the following conditions apply:

- a. USC will refund members for the unwell person's cancelled/unused bed nights (and cancelled / unused bed nights for one parent/guardian if the unwell person is 16 years of age or less) if they provide the booking officer with a medical certificate for the unwell person.
- b. The medical certificate must include all of the dates in the booking for which the member is seeking a refund.
- c. The booking officer must be notified of the illness and refund request both via telephone and via email at the time of the illness, not in retrospect after the event. This should be as soon as possible prior to arrival should the person become unwell before their first booking night, or immediately upon becoming unwell should the unwell person need to leave the lodge early. If the booking officer does not answer the phone, please leave a voicemail message.
- d. The medical certificate must be provided to the booking officer either as a hard copy in the post or as a scanned copy via email within two days of the initial notification of the illness.
- e. The refund will be a full refund minus a 10% cancellation fee, regardless of the duration of notice and proximity to the first booking night.



**UNIVERSITY SKI CLUB**

# OPENING SEASON COCKTAIL PARTY

FRIDAY 17 MAY 2019 • 7 - 10 PM  
THE BOTANICAL HOTEL  
169 DOMAIN RD, SOUTH YARRA  
SMART CASUAL  
\$50 EARLY BIRD BY 1 MAY 2019  
\$70 PP THEREAFTER  
BUBBLES, BEER, WINE AND CANAPES

**Celebrating 90 years**

**BOOK NOW <https://www.trybooking.com/BBRVM>**

**EARLY BIRD PRICE UNTIL THE 1 MAY \$50 PP**

# Club Calendar - 2019

## Japan Opening Bookings Dates (Winter)

Open to Members, Associate and Provisional Members

18 March

## Bookings Australia Opening Dates (Winter)

*please note: no phone bookings, rounds 1-3*

Round 1 Early Bird (points, discount rates, limited weekends)

11 - 23 April

Round 2 Early Bird Extension (points, discount rates, no limits)

29 April - 5 May

Round 3 - General Bookings (No points)

20 May - 30 May

Round 4 - Provisional Members Open & **all members can now book by phone from 1 June.**

31 May - end of season

## Seasons for Accommodation Rates

Low

7 June - 6 July

8 September - Close

Shoulder

7 July - 27 July

High

28 July - 7 September

## Work Parties

Mt Hotham

27 - 28 April, 25-26 May

Falls Creek

25-26 May

Mt Buller

27-28 April, 25-26 May

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## Social Events in Melbourne. 90th Anniversary Celebrations

Pre-season drinks celebration, The Botanical South Yarra, 7pm

Friday 17 May

Gala Dinner- 90th birthday celebration, RACV Club Ballroom, City

Sat. 19 October

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## Summer Events

Mountain Biking, Mt Buller

Next event 2020

Walking Weekend, Falls Creek

Next event 2020

Oktoberfest

TBA

Please note: Summer bookings are currently taken all year.

## Guaranteed Lodge Openings

Mt Buller

Next event 2020

Mt Hotham (Labour Day Weekend)

Next event 2020

Falls Creek

Next event 2020

## Racing

Buller Race Weekend

9- 10 August

Cross Country Weekend

2 - 3 August (tbc)

Osborn Week (Hotham)

28 July - 1 August

Kangaroo Hoppet (Falls Creek)

23 - 24 August

Mt Buller Inter-Club Team Challenge

23 - 24 August (tbc)

Victorian Interschools (Buller)

19 - 25 August

Australian Interschools (Buller)

4-8 September