

TAUPO SKI CLUB

GENERAL INFORMATION

Lodge Phone: 07 892 3847
Ruapehu Alpine Lifts Phone: 07 892 3738

Online Bookings: www.tauposki.org.nz/bookings
Booking Officer: Vicki Moss OR Custodian
Post: 39 Kotare St, Taupo 3330
Phone: 027 316 5004 (leave message)
Email: bookings@tauposki.org.nz

All other correspondence should be addressed to:
The Secretary
 P O Box 67
 TAUPO 3351

Committee Meetings are held on the second Tuesday of each month except January.

The names of the Committee members and the sub-committees on which they serve are listed below. If you have a query or a problem please do not hesitate to call on any member. They are there to represent and help you. committee@tauposki.org.nz

JOB DESCRIPTION	NAME	PHONE	EMAIL
PATRON	Rod MacFarlane		
PRESIDENT	Marty Staines	378 5755	president@tauposki.org.nz
SECRETARY	Maggie M ^c Caughan	378 5755	secretary@tauposki.org.nz
TREASURER	Marion Fournier	378 3447	treasurer@tauposki.org.nz
BOOKINGS	Vicki Moss Custodian	027 7400225	bookings@tauposki.org.nz
CATERING	Marty Staines	0800347482	catering@tauposki.org.nz
WORKS	Ian Chamberlain	377 3123	works@tauposki.org.nz
CLUB CAPTAIN	Simone MacFarlane	378 3185	clubcaptain@tauposki.org.nz
NEWSLETTER	Greg Bennett		newsletter@tauposki.org.nz greg@tauposki.org.nz
IMMED. PAST PRES	Stu Hutchings		pastpresident@tauposki.org.nz
LOCKERS	Marion Fournier	378 3447	lockers@tauposki.org.nz
	Thomas Schwarz	376 7992	Thomas@tauposki.org.nz
	David Rankilor	0274 769450	david@tauposki.org.nz
	Nick Staines	021 588056	nick@tauposki.org.nz

ENTRANCE FEES

(All rates are inclusive of GST)

		\$
Senior:	Aged 18 years and over on 31 March	345.00
Intermediate:	Aged 13 years and over but under 18 years on 31 March	172.50
Junior:	Under 13 years on 31 March	86.25

ADVANCEMENT:

Junior Members on advancement to Intermediate Members paying one half of the then Intermediate Members' entrance fee and with Intermediate Members on advancement to Senior Members paying one half of the then entrance fee for Senior Members and shall also be required to attend one official work party prior to being accepted as Senior Members.

New members are able to spread entrance fees. Three payments of one third each. To be invoiced 3 monthly by arrangement with the Treasurer. An administration fee of \$10 will apply.

ANNUAL SUBSCRIPTION FEES & LEVIES

Family	123.00
One parent with 1 Jnr or Int	108.00
Senior	82.00
Mid-week Member	62.00
Mid-week Couple	92.00
Associate	50.00

Annual Work Party Levy:

Family	112.00
One parent with 1 Jnr or Int	72.00
Senior	72.00
Mid-week Member	56.00
Mid-week Couple	72.00

Leave of Absence:

Annual retainer per person	26.00
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The annual subscription along with the appropriate work party levy and any locker fees is invoiced in March and is to be paid in full. A 5% discount applies to subscriptions and work party levies if paid before 31 March. The work party levy will be refunded by the Treasurer after a work party has been completed for that year.

2016 Work partys: 7th/8th May and 12th/13th November

Membership **application forms** are available at: www.tauposki.org.nz/fees
View our **Constitution** for criteria: www.tauposki.org.nz/records

ANNUAL SUBSCRIPTION/LEVY TYPES

Family: A couple OR 2 parents and one or more child (Junior or Intermediate)

1 Parent & 1J or Int : One parent with 1 child (Junior or Intermediate)

Senior: Aged 18 years and over on 31 March

Midweek or Midweek couple: Membership shall be limited to those 18 years of age and over on 31 March in each year (Senior). Use of the Club lodge shall only be Sunday to Thursday nights inclusive outside school holiday periods and Statutory Holidays during the ski season.

Associate: Available to an existing member of the club. Designed for Members who are no longer active skiers, due to personal circumstances, but wish to retain an interest in the Club and its activities. Limited to 10 at any one time.

Leave of Absence: Granted at Committee's discretion upon receipt of written request and good cause shown. Subject to review after 3 years. Limited to 20 at any one time but Committee discretion applies.

SPECIAL MEMBERSHIP CATEGORIES

Life: Long membership and outstanding service to the club over a significant period of time (e.g. at least 10 years, not necessarily continuously with at least one significant period providing special service on the committee). OR A major financial benefactor to the club (i.e. a significant donation) could also be worthy of life membership.
Not required to pay annual subs or levies.
This is a committee recommendation to be voted on at AGM, per Constitution clause 4.3.4. Limited to 15 at any one time.

Honorary: Elected by Committee by unanimous vote for a term not exceeding two years. Limited to 5 at any one time.

ACCOMMODATION FEES

Members (13 years and over) Sunday - Friday:	\$18.00
Members (13 years and over) Saturday:	\$28.00
Members (13 years and over) Fri & Sat OR Sat & Sun:	\$39.00
Members (under 13 years) Sunday - Friday:	\$11.00
Members (under 13 years) Saturday:	\$21.00
Members (under 13 years) Fri & Sat OR Sat & Sun:	\$25.00
 Associate Members:	 \$28.00
 Non Members (adult):	 \$60.00
Non-Members (pre-school and school children):	\$35.00

Out of Season (Members):	\$11.00
Out of Season (Non Members)	\$25.00
Out of season – lodge fully booked-out for exclusive use	\$255.00
(Please note: - There must be a Senior member present)	
(- The Club does not provide food during this period)	

Non Members: Linen can be hired at a cost of \$5 per person, per stay

Call the Catering Officer to arrange to deliver grocery supplies to the club. 0800 347 482.

Breakfast and dinner are supplied.

You may use club facilities to prepare lunches, but not use club food.

Provision has been made for storage of Member's personal equipment. Storage and ski lockers are available for hire by applying in writing to:

The Secretary
P O Box 67
TAUPO 3351

Locker Fees: \$18.00 Rental per annum (incl. GST)
Plus non refundable fee \$10.00 (Incl. GST) each key

CASUAL MEAL for DAY TRIPPERS:

	Dinner
Members/Associate Members	\$8.00
Non Members	\$13.00

Fees are to be paid to the Custodian or Hut Officer

Summer catered accommodation – priced on application

BOOKING PROCEDURES AND RULES

The Booking Officer (Vicki Moss) OR Custodian (Julie Forsyth) can be contacted for enquiries on bookings@tauposki.org.nz or use the online booking form: www.tauposki.org.nz/bookings. The Custodian (midweek) and the Hut Officer (weekend) can be contacted on 027 316 5004 (messages only).

Note: Messages will be checked each evening. For an urgent enquiry phone the Custodian or Hut Officer direct at the lodge 07 892 3847 before 8am or after 5.30pm

WHO CAN BOOK?

Senior Financial Members only.

Intermediate must have a senior sponsor staying in the lodge.

Junior Member's bookings must be made by a Senior Financial Member who must also undertake to accompany the child for the period of their stay at the Lodge and be responsible for them, or have formal arrangement with another member.

WHO CAN STAY AT THE LODGE?

Senior Financial Members at any time.

Intermediate Financial Members at any time.

Junior Financial Members (3 years and over) at any time. Children under 14 years may NOT be in the lodge unaccompanied by a Senior Member at any time.

Members aged under 3 years may be booked during the winter season: midweek and school holidays only. (But not on the weekends)

Notes:

No Financial Member may stay in the lodge without previously advising the Booking Officer, Custodian or Hut Officer. This is for safety reasons and **must** be adhered to.

Non-members: Thursday to Sunday either accompanied by a member or hosted by the Custodian. Friday and Saturday are solely at the discretion of the Booking Officer/Custodian.

Non- member groups: By arrangement with the booking officer.

Non-member non-skiing groups are not allowed to stay during the ski season.

Specified events – i.e. Ladies/Men's/Toddlers, are NOT exclusive to that group, although qualifying members do get priority and other members who wish to stay will be advised that it's a special week and should be prepared to accept the focus of the group.

HOW TO BOOK

Dates

Seasons Bookings	Open May 4 and close May 31 Advised of bookings you have received by June 14
School Holidays	Open 23 May and close June 7
Friday 3 July – Sun 19 July	Advised of bookings you have received by June 14.
School Holidays	Open 24 Aug and close Sept 4
Friday 25 Sept – Sun 11 Oct	Advised by 11 Sept

Seasons Bookings

All members who know what accommodation they will be wanting for the winter season (school holidays excluded) please advise the Booking Officer (dates advised in newsletter and above) please follow the procedure below.

- Advise booking officer using winter booking form www.tauposki.org.nz/bookings
- Please note in the **Comments Section** “Seasons” and also any particular dates that are important to you or other information.
- The booking officer will allocate bunks (Please note: – you may not get all the nights you have requested). You will be waitlisted for any dates you missed out on.
- 6 bunks are kept free for casual bookings.
- If these are not booked by Tues 10pm prior to the weekend the booking officer will advise those on the waitlist.

Payment for Seasons bookings – Once seasons bookings have been processed you will be advised which nights you have been allocated and payment instructions will be given.

Casual/Standard Bookings - Members

Members may make a booking at any time throughout the season subject to availability.

- Please use the Members Winter Booking form www.tauposki.org.nz/bookings
- **Payment** must be made before your booking will be confirmed. If your account is in credit your booking will be able to be confirmed promptly. Payment can be made by internet banking, or deposit to ANZ 010427-0009522-00. Be sure to identify yourself on your deposit. You may wish to keep your booking account in credit to speed up the booking process.
- If the booking is for the coming weekend, the Booking application **and** payment must be received by **Tuesday (10pm)**.

- **Weekend Bookings for Non-member** guests - Members booking for Non Member Guests and Associates are reminded that a senior member must book and accompany these people. Please see Non members –bookings following.
- If payment or communication has not been received by Tuesday 10pm or 3 days prior to your booking, your booking will be cancelled and beds will be offered to those on the waitlist.

School Holiday Bookings - members

- Bookings for school holidays will be open 4 weeks prior to the holidays or dates as advised above and in newsletter.
- Due to increased demand for school holiday bookings the maximum number of nights that may be booked in advance will be **five** nights. Further nights may be requested in a separate booking. Extra nights will depend on demand and will be at the discretion of the booking officer. These nights will be advised as soon as practicable.
- Please include alternative dates (in comments section) for school holiday bookings if at all possible so we can try and accommodate everyone.
- Non member guests may be booked in for the school holidays but their bookings will not be confirmed until the week prior to the school holidays.

Payment for School Holiday bookings Payment must be made before your booking will be confirmed. If your account is in credit your booking, will be able to be confirmed promptly. Payment can be made by internet banking, or deposit to ANZ 010427-0009522-00. Be sure to identify yourself on your deposit. You may wish to keep your booking account in credit to speed up the booking process.

Non Member Bookings.

Non-members can only be booked for up to 5 nights (Sunday – Thursday) or a weekend (Friday – Saturday) but not both, i.e. they must move out and reapply if they want to stay longer

Midweek Non-member bookings: Non-members may book any time Sun –Thursday nights subject to availability. The custodian will act as host.

- Please use the Winter booking form – non-members www.tauposki.org.nz/bookings
- Please make payment to Taupo Ski Club account - ANZ 010427-0009522-00. Be sure to identify yourself on your deposit.
- Mid week bookings can generally be confirmed reasonably promptly depending on availability and club events being held
- Queries to bookings@tauposki.org.nz

Weekend Non-member Bookings

Non-members may stay during the weekends but a senior member must book and accompany these people. The member must book via the TSC website using the non member booking form.

ON BOOKING: Make a separate payment for non-member bookings. The booking for non-members will be held and confirmed if bunks are available three days before the required booking. This protects members wishing to book. If no bunks are available for non-members the payment will be refunded to the member making the application

Please use the non members winter booking form.

Non Member Group Bookings: A deposit is required for confirmation with the balance due when numbers are confirmed.

If a group booking is cancelled 1 month or more prior, a refund of 50% is made. If within a month, the deposit is lost. Please email the booking officer for further information bookings@tauposki.org.nz

Members Cancellations/Refunds:

To qualify for a full refund:

Weekend bookings: Cancellation notice must be given to the Booking Officer by **Tuesday 10pm** prior.

Weekday bookings: Cancellation notice must be given to the Booking Officer by **10pm three days prior** to the booking date.

Cancellation after cut-off will lose all funds except if bed/s is on-sold, then a \$5 fee only to apply. Any variation to this rule is on application to the committee.

Refunds will be in the form of credits held to be used during the season. These may be returned at season end if not used.

The cancellation cut-off enables those on waiting list to be notified on Wednesday prior to weekend bookings and three days prior for weekday bookings. Earlier notice is always appreciated.

Residents wishing to extend their stay may do so only at the discretion of the resident Hut Officer in consultation with the Booking Officer/ Custodian.

Handy Hints

- **Use the seasons booking form on the website.**
- **In the comments field please note any dates that are of particular importance to you or any other information.**
- **Please make payment to Taupo Ski Club Account so the booking officer can confirm your booking.**

WORK PARTIES

Work parties are carried out by our members over Summer/Autumn for cleaning and maintenance of our Lodge. These work parties consist of a two-day weekend commencing 9:00am Saturday. Reminders are published in the newsletter giving at least a month notice: Book online using workparty booking form www.tauposki.org.nz/bookings. There is no accommodation charge for workparty weekends.

The Annual Work Party Levy is invoiced as part of our Annual Subscription. This levy will be refunded by the Treasurer once a work party has been completed that year.

To qualify for a refund, Members must attend at least one work party in that year. Only one senior member of the family (those qualifying for the family subs) need attend one of these work parties.

ALL NEW MEMBERSHIP SENIOR & INTERMEDIATE APPLICANTS **must** do one official work party within the year of their application to join the club. Any exception to this is at the discretion of the committee.

INTERMEDIATE ADVANCING TO SENIOR **must** do one official work party.

Members may bring guests, who are not applicants, on work parties providing there's space available in the Lodge, but no credit is issued for their guest's attendance.

TAUPO SKI CLUB RULES

1. The number in residence at the lodge must not exceed 29, except in the case of an extreme emergency.
2. Double bunking is not allowed and overnight sleeping on divans is not permitted.
3. Sheets and Pillowslips – Members must provide sheets, sleeping sheet or sleeping bag and a pillowslip. Please make sure your guests are aware of this rule.
4. The removal of club property from the building is forbidden. This includes bedding, tools, crockery etc.
5. Visitor's rights – Members who are not in residence but visiting the lodge to collect gear or see friends must introduce themselves to the resident Hut Officer. Visiting members may use club tea, coffee etc. BUT must provide own food and clear up their own dishes. Non-resident members may have meals at the lodge provided there is sufficient food and the cook's approval is sought. Dinner will be \$8.00 per person. All visitors' rights also apply to Associate members.
6. Vacating the Lodge – Please pack up your belongings and tidy your bunk area prior to going skiing on the morning of your departure as there will be others coming into the room later the same day.

Courtesy to other members:

7. Quiet must be observed in the foyer area and bunkrooms when members are likely to be sleeping. Please consider other resident's musical tastes when playing music/TV.
8. Smoking is not permitted in the Lodge except in the downstairs foyer.
9. Duty Roster – All members and guests will be set a duty each day by the Hut Officer. Please read the duty list every night to see which task you have been allocated. Make sure you read the instructions on what the duty involves. **Senior members are responsible for ensuring that their children and any guests complete the duty in a satisfactory manner.**
10. Power and Water – The water supply is limited to the tank capacity. Power is a major operating expense; please remember to turn off heaters if they are not needed.

Fire Safety

11. The Lodge has a fire detection system, however, to help prevent fires please remember:
 - Familiarise yourself with the Fire Alarm Procedures for Fire Warden - see laminated card on the notice board
 - There is no smoking in the Lodge (see rule 8)
 - Keep clothing off heaters and a reasonable distance from them.
 - Observe where the emergency exits are and the location of the fire extinguishers.
 - Remember to keep warm clothing, shoes and car keys by your bed at night in case you have to evacuate the lodge.
 - Anyone found tampering with the fire safety equipment will face expulsion from the lodge.

General

12. Drugs – Any person caught using or sharing illegal substances within the confines of the Lodge will be dealt with by the Committee.
13. Lunch, tea, coffee etc. dishes must be cleared away by the person who used them.
14. Wet clothing must be placed in the drying room, but remember to take it out when dry so others may use the room.
15. Skis and equipment are not allowed to be carried through the lounge area; they shall be brought in through the downstairs entrance and stored downstairs.
16. Security – Everyone, on leaving the lodge must ensure that the front and back doors are locked to prevent any unauthorised persons gaining access to our lodge. Everyone should place their valuables in a secure place when in residence.
17. If you intend to be late in from skiing or plan to go out after the evening meal, please notify the Hut Officer of your plans so we do not organise an unnecessary search party.
18. Lodge Telephone – All toll calls are to be collect or transfer charge.
19. Parents are advised that Children under 14 years may NOT be in the lodge unaccompanied by a Senior Member at any time.
20. Members who work for RAL are not permitted to stay in the lodge full time unless they are employed as the lodge custodian.

If complaints are received in writing regarding any abuse of lodge rules they will be dealt with by the Committee!

TAUPO SKI CLUB CHAMPIONSHIPS

The following lists the events that members are eligible for, the criteria and eligibility for each event, the trophy that is awarded for that event, and general rules of the Club Championships.

Event HANDICAP WOMEN
Trophy Ladies Handicap Trophy (plate) - Don & June Cage
Eligibility All female members
Criteria Handicap event (NZSA handicap structure), fastest time, which is then handicapped

Event MASTERS WOMEN
Trophy Masters Cup – Hendon and Kim Gillies
Eligibility Women 35 to 49 years as at 1 July
Criteria Fastest time

Event VETERAN LADIES
Trophy Veteran Ladies Trophy - Jean Frost
Eligibility Senior Women 50 years and over as at 1 July
Criteria Fastest time

Event WOMEN'S OPEN
Trophy Ladies Championship Cup - T. Wildbore
Eligibility All female members
Criteria Fastest time

Event SENIOR WOMEN
Trophy Women's Slalom Cup - B. van den Burgh
Eligibility Senior Women 18years and over as at 1 July up to Veteran
Criteria Fastest time

Event WOMEN'S OPEN SNOWBOARD
Trophy Girls Snowboard – H Spencer
Eligibility All female members
Criteria Fastest time

Event GOLDEN OLDIES WOMEN
Trophy Golden Oldies Trophy - Emma Kersten
 (Originally male and female event - split 2013)
Eligibility Senior female member 60-70 years as at 1 July
Criteria Handicap event (NZSA handicap structure), fastest time, which is then handicapped

Event SENIOR MEN
Trophy Slalom Cup - F. Harrington
Eligibility Senior Men
Criteria Fastest time

Event HANDICAP MEN
Trophy Men's Handicap Trophy (plate) - Don & June Cage
Eligibility All male members
Criteria Handicap event (NZSA handicap structure), fastest time, which is then handicapped

Event MASTERS MEN
Trophy Masters Cup – Hendon and Kim Gillies
Eligibility Men 35 to 49 years as at 1 July
Criteria Fastest time

Event VETERAN MEN
Trophy Veteran Men's - Lake Dispensary Cup
Eligibility Senior Men 50 years and over as at 1 July
Criteria Fastest time

Event: MEN'S OPEN
Trophy: Presidents Trophy (cup) - Gillies Smith
Eligibility: All male members
Criteria: Fastest time

Event GOLDEN OLDIES MEN
Trophy Golden Oldies Trophy (silver tray) – Marty Staines (Originally male and female event - split 2013)
Eligibility Senior male member 60 to 70 years as at 1 July
Criteria Handicap event (NZSA handicap structure), fastest time, which is then handicapped

Event ONE FOOT IN THE GRAVE
Trophy One Foot in the Grave Trophy – Harry Keys
Eligibility Senior members over 70 years as at 1 July
Criteria Handicap event (NZSA handicap structure), fastest time, which is then handicapped

Event: GROMMETS GIRLS
Trophy: Grommet Girls Trophy - Vicki and Anthony Moss & family
Eligibility: Junior girls under 9 years as at 1 July
Criteria: Fastest time

Event: GROMMETS BOYS
Trophy: Grommet Boys Trophy - Vicki and Anthony Moss & family
Eligibility: Junior boys under 9 years as at 1 July
Criteria: Fastest time

Event: JUNIOR GIRLS
Trophy: Wooden trophy with ski boot mounted on top - Unknown donor
Eligibility: Junior girls under 13 years as at 1 July
Criteria: Fastest time

Event: JUNIOR BOYS
Trophy: Junior Boys Cup - Ray Zander
Eligibility: Junior boy under 13 years as at 1 July
Criteria: Fastest time

Event: INTERMEDIATE GIRLS
Trophy: Intermediate Girls Combined Cup - T Wildbore
Eligibility: Intermediate girl under 17 years as at 1 July
Criteria: Fastest time

Event: INTERMEDIATE BOYS
Trophy: Kirby Trophy (cup)
Eligibility: Intermediate boy under 17 years as at 1 July
Criteria: Fastest time

Event NOVICE
Trophy Novice Trophy - M Zander
Eligibility Any member new to the sport with a major accomplishment that season
Criteria Selection by Committee

Event OPEN
Trophy Snowboard Trophy – B Hayden
Eligibility Any member
Criteria Fastest time

Trophy Captains Choice Trophy – Slight Family
Eligibility Any member
Criteria Club Captain awards to any member either on the field or off, for “The Most Memorable Moment” during the day of the Club Champs.

1. A normal day consists of one race being held, consisting of one or two runs per member, assuming weather permits. The fastest time counts. If two runs are not completed, the first run only will count. The course is normally set by the RAL Race Department, following a booking made sometime before by the Club Captain.
2. Any member may win any event more than once.
3. A member (depending on age and sex) may win more than one trophy/award in any one Championship (see eligibility rules – i.e. a junior may also win an open and handicap, a senior can win a senior, open, handicap, veteran and golden oldie).
4. Trophies will be presented to the winners at the Club Champs. The trophies will then be taken away for engraving and returned to the Lodge for display in the trophy cabinet.
5. The Championships are run on a Saturday usually late in September with the following Sunday being a contingency day for bad weather. If both days are bad then the event should be held on the following Saturday or Sunday. If unsuccessful even then, they may be cancelled for that year.
6. Handicaps are based on the NZSA Handicap structure.
7. A junior is eligible to win a junior or open award if he/she has the fastest time, and an intermediate is eligible for intermediate or open.

OTHER TROPHYS

Event	SUE STRAWBRIDGE AWARD
Trophy	Sue Strawbridge Trophy
Eligibility	Female members
Criteria	For services to the club Selection by the Committee

LANDL CERTIFICATE

This certificate was created as a memorial to William Landl (past club member) and is presented to club members who have **climbed to the Crater Lake and skied back down.**

To receive your certificate please advise the Club Captain once you have completed (and recovered from) your climb.

This certificate is usually presented at the AGM.

JUNIOR SAFETY AWARDS

OBJECTIVE

The aim of the scheme is to improve all members' awareness about mountain safety and the rules and regulations of the Club and Lodge. Each junior member is to be given a "Whakapapa Trail Map" and to be taught and then tested by parents or senior members.

AWARDS There are three grades of qualifications.

Bronze: Recognise all trail markings
Recognise other signs e.g. first aid etc.
Identify 10 trails and 5 lifts

Silver: Recognise all trail markings
Recognise other signs e.g. first aid etc.
Identify 20 trails and 10 lifts.

Gold: Recognise all trail markings
Recognise other signs e.g. first aid etc.
Identify all trails and 15 to 20 lifts.

The following questions must be answered for all three grades. See the Custodian or a Committee member for the mountain safety DVD and question sheet.

1. What should you do if you hear a siren on the ski field?
2. Why should you ski/board in control at all times?
3. Where are the Club Rules and Duties displayed in the Lodge?
4. Why should you look before you leap?
5. Where are the directions for opening and closing the water taps and pumps?
6. If Mt. Ruapehu erupts, name three unsafe areas
7. When skiing/boarding does the person downhill have the right of way?
8. What is the summit hazard zone?
9. Why should you obey all ski area signage?

ENTRY

Please enter the junior members name and award qualification and show the date of examination on the sheet provided on the board in the children's corner.

Certificates will be presented at the AGM in November/December.

FIRE ALARM AND EVACUATION PROCEDURES

In the event of fire alarm activation the following steps SHOULD be taken:

1. Hut Officer or Custodian is the Fire Warden
2. All occupants immediately evacuate outside to carpark across road from main entrance – above Matamata Club. If anyone is upstairs or downstairs they can use inside route only if clearly safe to do so, otherwise use external route (fire escape and ladder or around outside of building.)
3. Fire Warden MUST account for all people staying in Hut (using booking sheet) and check that Hut is cleared on all floors either personally or by delegation.
4. Adult to collect fire extinguisher to take outside if safe to do so.
5. **Dial 111 for fire service**
6. Call Chubb Ph:06 3547091 or 0800 803040 to notify of alarm activation.
7. Fire Warden to check fire alarm panel from outside building (in window of first six) to find which level has been activated.
8. Immediately check around building for signs of fire or smoke, especially on the level indicated.
9. If fire small and can be approached safely attempt to extinguish with extinguisher, blankets or water.
10. If no signs of fire then Fire Warden or delegated adult to check all levels inside, starting with the one shown on panel.
11. If no fire (or is contained), then get fire alarm key from inside of power meter box (in the lounge on wall above the printer) and open the fire alarm panel inside Room No. 3 (first six bunk room).
12. Deactivate alarm and reset – press black reset button and lock panel and return keys. Call 111 and Chubb Ph 06 3547091 or 0800 20 30 40 to cancel call out.
13. If alarm continues then contact Chubb and have them talk through deactivation process for particular alarm box not automatically reset.
14. Fire Warden can then allow people back into Hut.

15. HUT OPERATION - ON ARRIVAL AT LODGE

To turn taps and valves **OFF** (closed) - turn **CLOCKWISE**
To turn taps and valves **ON** (open) - turn **ANTI-CLOCKWISE**

- 1) Turn **ON** main power switch painted red on the switchboard in lounge beside the trophy cabinet.
- 2) Go downstairs to basement.
- 3) Turn **OFF** tap H - between lockers on end wall by pump.
- 4) Turn **OFF** tap B - by workbench.
- 5) Turn **ON** valve D- by workbench.
- 6) Turn **ON** valve C- between lockers on end wall by pump.
- 7) Turn **ON** pump switch - between lockers on end wall by pump.
- 8) Turn **OFF** all taps in basement - bathrooms, shower and toilet basins (behind doors) Remember lower taps in shower in room with wash tub.
- 9) Go upstairs to ground floor.
- 10) Turn **OFF** all kitchen taps, including drinking water filter.
- 11) In cupboard under staircase, in passage by lounge door, turn **OFF** valves O and P.
- 12) Turn pump switch **ON**.
- 13) Go to passage by bunkrooms 3 & 4.
- 14) Turn **OFF** both showers and taps of basins in shower rooms and toilets.
- 15) Go upstairs to top floor.
- 16) Turn **OFF** shower and taps of basins in shower room and toilet.
- 17) Empty all dehumidifiers. (usually located in drying room and TV room.)

NOTE:

If water is not flowing as expected shut down the water by following ON LEAVING LODGE procedure and reopen following ON ARRIVAL AT LODGE procedure. If still experiencing a problem call the WORKS OFFICER.

HUT OPERATIONS- ON LEAVING THE LODGE

To turn taps and valves **OFF** (closed) - turn **CLOCKWISE**
To turn taps and valves **ON** (open) - turn **ANTI-CLOCKWISE**

On leaving, turn taps on one turn only
Otherwise they may freeze open.

- 1) Go downstairs to basement.
- 2) Turn **OFF** pump switch - between lockers on end wall by pump.
- 3) Turn **OFF** valve C - between lockers on end wall by pump.
- 4) Turn **OFF** valve D -by workbench.
- 5) Turn **ON** tap B - by workbench, bleed into bucket and leave **ON**.
- 6) Turn **ON** tap H -between lockers on end wall by pump, bleed into bucket and leave **ON**.
- 7) Turn **ON** all taps in the basement and leave **ON**, showers, basins in showers and toilets, including lower taps in shower in room with wash tub.
- 8) Check outside basement door is locked.
- 9) Return upstairs to ground floor.
- 10) Turn **ON** all kitchen taps, and leave on.
- 11) Go to cupboard under stairs by lounge door, turn **ON** valves O and P to drain-leave **ON**.
- 12) Turn pump switch **OFF**.
- 13) Go to passage by bunk rooms 3 & 4.
- 14) Turn **ON** and leave **ON** showers and taps to basins in shower rooms and toilets.
- 15) Go upstairs to top floor.
- 16) Turn **ON** and leave **ON** shower and taps to basins in shower room and toilet.
- 17) Turn **OFF** main power switch, painted **red** on switch board in lounge beside trophy cabinet.
- 18) Ensure all windows are locked and curtains closed.
- 19) Lock and bolt door onto the deck.
- 20) Open beer fridge door.
- 21) Ensure front door locks behind you.