

Turnak Cooperative Ski Club Ltd

Club Policies

Last Revised 21 October 2010

TABLE OF CONTENTS

| | |
|---|-----------|
| <i>DOCUMENT PURPOSE</i> | <i>3</i> |
| <i>POLICIES</i> | <i>4</i> |
| <i>1 GENERAL</i> | <i>4</i> |
| <i>2 FINANCIAL</i> | <i>4</i> |
| <i>3 MEMBERSHIP</i> | <i>5</i> |
| <i>4 LODGE BOOKINGS</i> | <i>6</i> |
| <i>RATES</i> | <i>7</i> |
| <i>CANCELLATIONS</i> | <i>7</i> |
| <i>5 LODGE USAGE</i> | <i>8</i> |
| <i>6 LOCKER HIRE AND USE</i> | <i>9</i> |
| <i>7 TURNAK LOCKER ACCESS</i> | <i>10</i> |
| <i>8 LODGE MAINTENANCE</i> | <i>11</i> |
| <i>9 PRIVACY AND COMMUNICATION</i> | <i>12</i> |
| <i>10 POLICIES IN PROGRESS</i> | <i>12</i> |
| <i>APPENDIX A - LODGE DEPARTURE CHECKLIST</i> | <i>13</i> |
| <i>APPENDIX B - LIST OF LODGE PROVISIONS</i> | <i>15</i> |

DOCUMENT PURPOSE

This document sets out the policies of Turnak Cooperative Ski Club Ltd. The term “policy” is synonymous with the term “by-law”.

[Clause 8, By-laws], in the rules of Turnak Cooperative Ski Club Ltd, states that the “Board shall have power to make by-laws...relating to the conduct of members on the premises of the Co-operative or to the operations of the co-operative”.

[Clause 66, Board of Directors], in the rules of Turnak Cooperative Ski Club Ltd, authorizes the directors to create, alter or delete by-laws during the course of duly appointed board meetings.

The policies apply to all members of the club and their guests.

Policies covered in this document include:

- General
- Financial
- Membership
- Lodge Bookings
- Lodge Usage
- Locker Hire & Use
- Lodge Maintenance
- Privacy and Communication

POLICIES

1 GENERAL

- 1.1 As per Rule 66, the business of the co-operative is managed by the Board of Directors and to this end the board may exercise all the powers of the co-operative that are not required to be exercised at a general meeting.
- 1.2 The board will create, alter or delete policies in the future as the need arises.
- 1.3 A general meeting may also determine policies. Sometimes such policies may not be altered without a further resolution from a general meeting. Generally these will be ordinary resolutions but occasionally they will be special resolutions.
- 1.4 A strict non-smoking policy is applicable to the lodge and club meetings.
- 1.5 The club supports the charter of the National Parks and Wildlife Service with its policies on the protection of flora and fauna and preservation of the natural heritage.

2 FINANCIAL

- 2.1 Annual levies are set by the directors in November each year and must cover the budgeted overhead costs of the lodge.
- 2.2 Annual levies will be invoiced by the 30th December and are due to be paid in full by the 1st February
- 2.3 Failure to pay by the due date will result in membership status becoming 'inactive' and could lead to the cancellation of membership.
- 2.4 The winter accommodation rates for members are set by the directors in November each year and must cover the budgeted variable costs of the lodge including repairs and maintenance.
- 2.5 The winter accommodation rates for non-members will be set such that the weekly accommodation cost to a non-member will exceed the sum of the weekly accommodation cost to a member plus half the cost of the annual subscription.
- 2.6 The board is currently authorised to borrow money by Bank loan to a limit of \$50,000. (This policy can only be determined and altered by a special resolution at a general meeting).
- 2.7 Funds raised from the sale of new memberships will be used for capital expenditure, not current expenses.
- 2.8 The board will take out indemnity insurance to cover officers of the club.
- 2.9 The board is required to insure the lodge at market replacement value and provide adequate public risk insurance.

3 MEMBERSHIP

- 3.1 The maximum number of members is 70. (This policy can only be determined and altered by a special resolution at a general meeting).
- 3.2 Whenever a vacancy in the membership list occurs, the board will seek membership applicants in the following priority:
- a) Junior members
 - b) Family of existing members
 - c) Other applicants
- 3.3 Each membership consists of 125 shares. This parcel cannot be split.
- 3.4 The board sets a premium price on shares of new memberships as defined under membership categories below.
- 3.5 The categories of membership, and the rights attached to them are as follows:

3.5.1 Original Members

Original members are those who were members of the club prior to 31st December 2001. They own 125 shares at \$2.00 per share. They may transfer shares to a family member at any time. They may sell shares on the open market at any time subject to the rules.

3.5.2 New Members

New members are those who joined the club after 31st December 2001. They own 125 shares at \$2.00 per share purchased at \$7,500. They may transfer shares to a family member at any time. They may sell shares on the open market at any time subject to the rules.

3.5.3 Concessional Members

Concessional members are former associates who existed before 31st December 2001. They own 125 shares at \$2.00 per share purchased at \$3,000. They may transfer shares to a family member at any time. They may sell shares on the open market but not for a period of 10 years from becoming a Concessional member.

3.5.4 Junior Members

Junior membership is available to children of Original Members (refer Clause 3.5.1) from age 18 to age 25.

Junior membership is to be paid off in three (3) annual installments of \$1,000 each year, at which point, the membership is considered to be a "Concessional Membership" (refer Clause 3.5.3). Junior membership rights commence from receipt of first payment and continue until final payment. Junior membership rights are equal to membership rights of other members, including booking and utilisation of the club. The one exception is that Junior Members are limited to booking accommodation to four (4) people, that being themselves plus three non-members at any one time. Annual levies apply.

3.5.5 Senior Members

Senior members must be over 60. They must have been a full member and they must have ceased to own shares. They have no vote. They must pay annual levies at a rate of 25% of the annual levy. They may not book in winter but may use the lodge in summer at member's summer rates.

3.5.6 Honorary Members

Two honorary memberships exist that were established at the time of the club's inception. There will be no further honorary members.

4 LODGE BOOKINGS

- 4.1 Members must be fully paid up with respect to annual subscriptions and past accommodation charges before a new booking can be accepted.
- 4.2 Members must book a stated number of beds for a stated number of nights.
- 4.3 Accommodation fees are to be paid in advance, in full. Payment is to be made by the Member only, as one payment for the total accommodation fees. Individual payments from Guests cannot be accepted.
- 4.4 Booking requests will be taken by the booking officer on a "first in, first serve" basis. The act of contacting the booking officer does not automatically secure a booking. At the point of contact, a member has made a 'request' for accommodation only, not a booking. This 'request' will be held for no longer than **7 days** without receipt of full payment and a booking form. **Only upon receipt of full payment and a booking form is the booking confirmed.**

All Winter Bookings can be registered from **1st February** and allocated as per the following priorities:

 - a) Member's bookings for a minimum stay of 5 nights, maximum stay of 7 nights, commencing Sunday 11am will be given first priority and allocated from 1st February.
 - b) Member's guests bookings for a minimum stay of 5 nights, maximum stay of 7 nights, commencing Sunday 11am will then be considered and allocated from 1st March.
 - c) All bookings for less than 5 nights will be considered and allocated from 1st April.
- 4.5 Non-members cannot stay at the lodge unless accompanied by a sponsoring member.
- 4.6 A member or members guest who has attended an approved work-party day will be credited one night's accommodation. Work party credits are valid for a period of 2 years from the year of issue.
- 4.7 Due to maintenance only being able to be done over the "summer" period, bookings for maintenance will take preference over accommodation bookings during this time.

RATES

- 4.8 The accommodation rates shall be set by the board and reviewed annually.
- 4.9 The current accommodation rates can be found on the accommodation booking form available from the club secretary or booking secretary.
- 4.10 Members rates apply to Members, a member's spouse or partner or friend and to member's children less than 18 years old. Children reaching 18 years of age may take up junior membership or must revert to non-member status.

CANCELLATIONS

- 4.11 Bookings for lodge accommodation may be cancelled, subject to the following conditions:
- 4.11.1. Cancellations can only be made by the member who made the original booking. The member is responsible for family and guest cancellations.
- 4.11.2. Cancellations must be in writing and must be posted or emailed to the Booking Secretary.
- 4.11.3. Notice of a cancellation will be deemed to have been received by the club on the date that the cancellation is received by the Booking Secretary.
- 4.11.4. Upon request, refund of accommodation fees will be determined at the discretion of the Board. Directors will consider the circumstances surrounding the cancellation and will be guided by the following table with regards to the amount of notice given.

| Time of Booking | Amount of notice given | Refund available |
|---------------------|------------------------|---------------------------|
| *Winter Season | Less than 14 days | Nil |
| | 2 - 5 weeks | 50% of Accommodation fee |
| | Greater than 5 weeks | 100% of Accommodation fee |
| **Non-Winter Season | Less than 7 days | 50% of Accommodation fee |
| | Greater than 7 days | 100% of Accommodation fee |

*Commences on the Queen's Birthday weekend in June and ends on the 8hr day, long weekend in October.

**Any period not falling within the *Winter Season.

- 4.11.5. If a booking is cancelled within the penalty time frame and the vacancy is refilled, the board may, at its discretion, refund the accommodation fees. The onus for filling a vacancy brought about by a cancellation is on the member making the cancellation. The booking secretary may provide reasonable assistance with this.

5 LODGE USAGE

5.1 **ON ARRIVAL -**

- 5.1.1 Members and guests of Turnak are required to place the Turnak Parking Authorisation Notice on the inside of their vehicle's windscreen providing the lodge name, driver's name, contact number and vehicle registration number.
- 5.1.2 Oil fired central heating instructions must be followed on start up.
- 5.1.3 If the lodge has been left in a dirty state the incoming members are expected to file a report with the booking secretary. The matter will be brought to the attention of the offending member/s and repeated offences may restrict booking rights.

5.2 **ON DEPARTURE -**

- 5.2.1 Members and guests are responsible for cleaning the lodge in preparation for incoming guests. All tasks outlined in the *Lodge Departure Checklist - Appendix A* must be carried out before 11am on the morning of departure.

5.3 **GENERAL USE**

- 5.3.1 Change over time for bookings at the lodge is 11am.
- 5.3.2 Entry to the lodge in winter should be by the lower entrance only.
- 5.3.3 Fire exits are to be used for emergency exit only. Members and guests should familiarise themselves with the exits, the fire hose, the position of fire extinguishers and the fire alarm system.
- 5.3.4 Ski boots must be removed in the lower entrance area and then stored in the drying room. They must not be worn on the wooden stairs or anywhere else in the lodge.
- 5.3.5 Opening of bedroom windows should be avoided as extensive loss of central heating results in higher fuel bills. If members or guests must have a bunk window open please ensure their bunkroom door is shut at the same time.
- 5.3.6 Cooking of meals to be taken in turn when there are several groups.
- 5.3.7 Each cooking group must wash up any used dishes, pots, pans and utensils at the end of each meal by either hand-washing them in the sink or placing them in the dishwasher. Subsequently, members must assist with the packing away of washing up and unloading of the dishwasher.
- 5.3.8 Rubbish is to be placed in the bins provided in the back kitchen area and separated as marked. Tins should be crushed, bottles separated and dry rubbish burnt.

- 5.3.9 Care must be taken with the open fireplace on retiring at night. The fire should be extinguished due to the risk of a log rolling out whilst unattended.
- 5.3.10 If a member considers any property of the club to be damaged, missing or stolen it must be reported to the club maintenance officer as soon as possible.
- 5.3.11 Exhaust fans are to be used when cooking to prevent activation of the smoke detector alarm.
- 5.3.12 Snowdrifts blocking the lower entrance must be cleared to achieve safe entry and exit to the lodge.
- 5.3.13 Plastic mattress protectors must be used on beds for children under 6 years old.

6 LOCKER HIRE AND USE

6.1. Purpose:-

The purpose of this policy is to manage availability, accountability and clearance of lockers at Turnak Cooperative Ski Club to assist in ensuring responsible use of property and for the health and safety of Members and their guests.

6.2. Agreement/Acknowledgement:-

Turnak establishes guidelines and procedures to ensure responsible use of its lockers. By utilising Turnak's lockers the Hiring Member acknowledges and agrees that locker use is a privilege and subject to termination (at the Directors' discretion) if such guidelines and procedures are not followed.

6.3. Availability:-

Lockers are available for Members to hire upon payment of the following, current fees, (as at Feb 2009):

- a) 'Full Size' (350mm wide x 450mm deep x 2300mm high)
Initial registration/ administration fee of \$150.00, plus an annual fee of \$20.00
- b) 'Half Size' (320mm wide x 450mm deep x 1000mm high)
Initial registration/ administration fee of \$100.00, plus an annual fee of \$10.00

Hire duration is measured roughly in 12 month periods, beginning and ending at the time of the Official Annual Work Party (usually the Easter Long Weekend).

All locker hire and associated correspondence is to be recorded by the Turnak Secretary. Lockers must not be hired, lent or given to a third party by the Hiring Member.

6.4. Clearance:-

Lockers must be left in a clean, "as-new" state, ready for the next Member to hire. Lockers not left in an acceptable condition will be charged a cleaning and/or repair fee.

Items found in a locker that is available for hire will be removed and put in either a charity or refuse bin.

6.5. General:-

Lockers cannot be used to store harmful, offensive or inappropriate items. Also, please ensure regular checks on expiry dates of foods – perishables are not to be stored here.

Turnak will not be held responsible for any items stored within its provided lockers. All personal effects are the responsibility of the hiring Member.

Marking, altering in any way, screwing or nailing into either the interior or exterior is not acceptable. Repairs for any type of damage will be an additional cost, charged directly and immediately to the Hiring Member.

If you require any additions/ alterations/ etc, please apply in writing to the Secretary. These applications will be dealt with at the next scheduled Directors' Meeting.

6.6. Cleaning

1.6.1. Members are required to maintain their locker's interior and exterior in a clean, neat and undamaged condition. Please note that "Spray & Wipe" or "Jif" are the best choice for cleaning the melamine surfaces.

1.6.2. Please note it is advisable to ensure your skis are dry before storing them in the locker as the water/moisture from wet equipment could damage the locker floor.

6.7. Keys:-

Each locker has 2 KEYS ONLY, both of which will be given to the Hiring Member. This Member is responsible for these keys and their safe return to Turnak at the end of the hire period. Keys remain the property of Turnak Cooperative Ski Club. They cannot be copied, sold or lent to another person.

If a hirer reports their locker key is lost, Turnak will, after the appropriate fees and expenses have been paid, arrange for the lock to be removed, another lock to be fitted to the locker and two new keys to be issued to the hirer.

6.8. Locker Searches/Inspections:-

Turnak may, in its discretion, carry out or authorise locker searches/ inspections, without notice, for any reason (eg Locker abandonment, Unregistered locker, Physical damage to or defacing of the locker, Odours (spoiled/rancid food, garbage or smelly contents), Risk to the general good of Turnak Ski Club or its Members and/or guests.

7 TURNAK LOCKER ACCESS

Turnak Locker Access Policy aims to protect all members interests and clarify the Boards responsibility in this matter.

This policy aims to clarify the issues of providing security, safety, privacy and 'quiet enjoyment' for Members and their guests who are visiting the Club, while at the same time clarifying conditions of entry to members seeking access to their locker during the season.

The Boards Policy in respect to access the Club outside of a booking period is as follows:

Definitions:

'Occupier' means Member who has residence in the Lodge at the time of the locker access request.

'Notifier' means Member who notifies an 'Occupier' via the Booking Officer that they will be accessing their locker whilst not booked in for accommodation.

- 7.1. Notification for access to a locker must be first lodged by the Notifier by contacting the Booking Officer.
- 7.2. The Notifier is to seek access between the hours of 8.00am and 6.00pm
- 7.3. The Notifier is to seek access with the Booking Officer allowing a reasonable time for the Booking Officer to contact the Occupying members.
- 7.4. The Booking Officer will inform Occupiers either prior to their stay or during their stay that a Member intends to access their locker.
- 7.5. Access by the Notifier to the Lodge will be limited to the lower levels of the Lodge where lockers are located. Notifying Member must not proceed further into the Club unless invited by Occupying member.

We trust this updated policy outlines clearly the responsibility of members and guests to each respect one another's use of Club facilities.

8 LODGE MAINTENANCE

- 8.1. The Maintenance Officer will have authority to purchase goods and services to the value of \$1000 without board approval in a manner that the Maintenance Officer sees fit for the general upkeep and maintenance of Turnak.
- 8.2. The board must approve any proposed maintenance expenditure exceeding the amount outlined in section 8.1.
- 8.3. Funds for the maintenance of Turnak will only be drawn from the Turnak current account, not from the capital account.
- 8.4. The Maintenance Officer will solicit suggestions from all members regarding upkeep of the lodge and report to the board.
- 8.5. The Maintenance Officer must report to the board any repairs, alterations, or purchases that have been undertaken.
- 8.6. An official work party day is either the days over Easter (Good Friday to Easter Monday) or any other day/s as determined by the board.
- 8.7. All members are to take reasonable action within their capabilities to rectify any maintenance problems that arise during a stay at the lodge.

- 8.8. All members departing the lodge must report any maintenance requirements or recommendations to the Maintenance Officer.
- 8.9. The Cooperative will provide basic provisions as per Appendix B - List of Lodge Provisions.

9 PRIVACY AND COMMUNICATION

- 9.1. The only personal information kept by the board about a member is the member's name, address, telephone number and email address if provided.
- 9.2. If a member wishes their personal information to be available then they must inform the secretary via the appropriate form.
- 9.3. No club member's details will be made available to parties outside the club, unless required to by law.
- 9.4. Members reserve the right to see all personal information held about them if so requested.

10 POLICIES IN PROGRESS

- Updating Appendix A

APPENDIX

APPENDIX A - LODGE DEPARTURE CHECKLIST

Checkout time is 11am on the day of your departure. The following procedures must be completed before that time. If you choose to ski on the day of your departure the following procedures must be completed **before** 11am and your bags placed on the lower levels (locker room or bottom room), out of the way of incoming guests.

BEDROOMS

1. All blankets to be folded
2. Windows shut (If ice is preventing window closure, melt ice with hot water)
3. Floor and sloping floor vacuumed
4. Rubbish bins emptied

BATHROOMS

5. Toilet to be cleaned
6. Floor mopped
7. Showers scrubbed
8. Hand basins & bench tops clean & dry.

KITCHEN

9. ALL FOOD to be removed (Food left behind by well intending or forgetful people is one of the biggest headaches of lodge management)
10. Rubbish & empty cardboard boxes to be removed down the hill to large bins located in the car park
11. Cupboards cleaned and emptied.
12. Close windows (If ice is preventing window closure, melt ice with hot water)
13. Put electric kettle and (clean) sandwich toasters away in cupboards with cords neatly wrapped
14. Fridges and fridge door seals to be wiped down. Fridge doors to be left open upon departure
15. Ovens and microwaves cleaned
16. Sweep and mop floors
17. Clean stove tops, bench tops
18. Draw curtains closed
19. Dishwasher emptied & filter cleaned (dishwasher filter located inside dishwasher where the water drains out)
20. Tea towels are to be washed, then boiled in a small amount of disinfectant, and then dried in the drying room. Put out fresh tea towels.

LOUNGE ROOM

21. Vacuum carpets & dust furniture
22. Remove all ash from fireplace to ash cans in locker room
23. Reset the fire ready for next guests
24. Draw curtains
25. Close windows (If ice is preventing window closure, melt ice with hot water)

APPENDIX A - LODGE DEPARTURE CHECKLIST (Cont):

DRYING ROOM

26. Remove all clothes from drying room
27. Mop Floors

LOCKER ROOM

28. Vacuum carpet tiles
29. Sweep & tidy wood chopping area

LOWER ROOM

30. Vacuum carpet
31. Leave tidy

GENERAL

32. Vacuum halls & stairs
33. Sweep & mop bottom stairs, boot fitting areas and ski room
34. Remove the heater air filter (located on the wall between the drying room and locker room)
35. Vacuum then rinse the sponge in warm water (The shower is best for this)
36. Replace after drip-drying

HEATER

37. Turn off the heater, following the heater instructions carefully
38. Instructions are located next to the thermostat dial. (Thermostat dial is located on the wall near the internal entrance to kitchen)

POWER SHUT DOWN

39. Turn off main power located in locker room
ONLY AFTER HEATER SHUT DOWN PROCEDURE HAS BEEN FOLLOWED.

LOCK FRONT DOOR

40. If you have not met the next group of guests by the time you are ready to leave, please lock the front door upon departure

Thank you for keeping TURNAK the way you would like to find it.

APPENDIX B - LIST OF LODGE PROVISIONS

| | | |
|------------------|-------------------|--------------------|
| Salt | Sugar | Buckets |
| Pepper | Light Bulbs | Dishwashing Powder |
| Flour | Paper Towel | Cling Wrap |
| Olive Oil | Toilet Paper | First Aid Kit |
| Mop | Garbage Bags | Rubber Gloves |
| Broom | Cleaning Products | Tissues |
| Fly Spray | Toilet Spray | Aluminum Foil |
| Coffee (Instant) | Paper Napkins | |