

R.A.N. SKI CLUB BY-LAWS

In accordance with the provisions of Clause 154 of the Constitution of the R.A.N. Ski Club, the Board makes these By-Laws for the management of the Club's affairs.

By-Law 1

Duties and Responsibilities of the Board and Directors

The Board

1. The powers, duties and responsibilities of the Board are contained in Clauses 106 to 143 of the Constitution of the R.A.N Ski Club. Broadly they can be stated to be:
 - a. Primary management of the Club and its affairs in accordance with the Constitution and such directives as are issued from general meetings;
 - b. Determination of policy and By-Laws for management of The R.A.N. Ski Club; and
 - c. Development and implementation of proposals for furthering the objectives of the Club
 - d. Ensuring RAN Ski Club activities comply with Statutory and contractual obligations.
 - e. As detailed in clauses 99 to 101 and 144 to 148 of the Constitution, should any Director be absent or ill, or neglect or refuse to do anything required by the By-Laws, the Board shall have power to invite and appoint any other member of the Club to act in that capacity.

President

2. The President will normally chair meetings of the Board of Directors. In the absence of the President, Directors are to elect one of their number to chair the meeting.
3. The President is responsible to Club members for governance of the RAN Ski Club.

Secretary

4. The Secretary shall:
 - a. Keep all such books and records as may from time to time be required by the Act, or any amendments thereof and furnish all necessary returns or information to ASIC.
 - b. Keep a faithful record of the business transacted at all meetings, issue notices of all meetings connected with the Club, and keep a list of members and their addresses.
 - c. Receive all correspondence and reply thereto as the Board may direct. The notice calling the Annual General Meeting shall have attached to it the Club's Annual Report.

Treasurer

5. The Treasurer shall:
 - a. Keep a record of all receipts and expenditure, keep correct accounts and books showing the financial affairs of the Club and the particulars usually shown in the books of account of a like nature, report the financial position of the Club at each meeting of the Board. The treasurer must also submit to the Annual General Meeting an audited statement of accounts for the preceding year.

- b. Present a written report (MYOB P&L and Balance Sheet) regarding such activities to each meeting of the Board.
- c. Annually (in- cooperation with the appropriate VP) review and ensure the correct insurances are held.
- d. Administer the contract for administrative and booking officer support to the Club.

Vice President Membership, Marketing and Communications (VP MMC)

6. VP MMC shall manage the Membership, Marketing and Communications affairs of the Club, including:

- e. Approval of Club Membership applications in accordance with the Club Constitution and these By-Laws.
- f. as delegated by the Board
- g. Devising recruiting strategies;
- h. Development of policy proposals required by the Board;
- i. Club Public Relations, in particular liaison with Navy News.
- j. Management of Club Communication e.g. Website, electronic bulletins, Newsletters, computer systems and telecommunications.
- k. Hold meetings and direct the activities of the Membership, Marketing and Communications Committee as necessary
- l. He/she must also advise the Board of any unfinancial members.
- m. Assist the Club Booking Officer with interpretation of Club ByLaws concerning member and membership queries and extraordinary booking requests.

Vice President Perisher Lodge

7. VP Perisher Lodge shall manage the Perisher Lodge behalf of the Board, including:

- a. Management of the Perisher Lodge including the general management, upkeep, maintenance and development of the lodge(s) and adjacent grounds, subject to and in accordance with policies and directions of the directors
- b. Prepare for Board approval annual budgets to give effect to Item 1.
- c. Conduct an annual review of the Standard Operating Procedures of Perisher Lodge;
- d. Conduct an annual muster of the Asset Register for Perisher Lodge;
- e. Manage expenditure of funds on upkeep, maintenance, and development not exceeding the budget approved by the Board;
- f. Liaison with the Booking Officer for the provision of lodge managers for the Perisher lodge;
- g. Liaison with ACT & NSW skiing organisations in relation to Perisher;

- h. Liaison with NSW National Parks & Wildlife Service in relation to Perisher;
- i. Liaison with the NSW Department of Planning in relation to Perisher;
- j. Liaison with NSW Fire Brigade in relation to Perisher;
- k. Hold meetings and direct the activities of the Perisher Lodge Committee as necessary.
- l. Representation on the "Ski Lodges Organisation of Perisher, Smiggins and Guthega" (SLOPES);

Vice President Thredbo Lodge

8. VP Thredbo Lodges shall manage the Thredbo Lodge behalf of the Board, including:

- a. Management of the Thredbo Lodge including the general management, upkeep, maintenance and development of the lodge(s) and adjacent grounds, subject to and in accordance with policies and directions of the directors
- b. Prepare for Board approval annual budgets to give effect to Item 1.
- c. Conduct an annual review of the Standard Operating Procedures of Thredbo Lodge;
- d. Conduct an annual muster of the Asset Register for Thredbo Lodge;
- e. Manage expenditure of funds on upkeep, maintenance, and development not exceeding the budget approved by the Board;
- f. Liaison with the Booking Officer for the provision of lodge managers for the Thredbo lodges;
- g. Liaison with ACT & NSW skiing organisations in relation to Thredbo;
- h. Liaison with NSW National Parks & Wildlife Service in relation to Thredbo;
- i. Liaison with the NSW Department of Planning in relation to Thredbo;
- j. Liaison with NSW Fire Brigade;
- k. Hold meetings and direct the activities of the Thredbo Lodge Committee as necessary.

Vice President Mt Buller Lodge

9. VP Victorian Lodges shall manage the Victorian Lodges behalf of the Board, including:

- a. Management of the Club's lodge(s) in the Victorian snowfields including general management, upkeep, maintenance and development of the lodge(s) and adjacent grounds, subject to and in accordance with policies and directions of the directors.
- b. Prepare for Board approval budgets to give effect to Item 1.
- c. Conduct an annual review of the Standard Operating Procedures of Victorian Lodges;
- d. Conduct an annual muster of the Asset Register for Victorian Lodges;
- e. Manage expenditure of funds on upkeep, maintenance, and development not exceeding the budget approved by the Board;

- f. Liaison with the Booking Officer for the provision of lodge managers for the Victorian lodge during winter;
- g. Manage Bookings for the Victorian lodge(s) during the summer period;
- h. Liaison with Victorian skiing organizations, including representation on the Victorian Ski Association
- i. Liaison with Mount Buller Management;
- j. Liaison with the Victorian Department of Planning;
- k. Liaison with Victorian Fire Brigade;
- l. Hold meetings and direct the activities of the Victorian Lodges Committee as necessary.

Financial Management and Conflicts of Interest

10. Directors are to ensure that any known or potential conflicts of interest are disclosed prior to any decision involving club resources.

Fraud control (improper use of Club resources and authority of office holders)

11. Decisions involving the use of club resources are not to be made by one director or one committee member acting alone, as this could leave that director or committee member exposed to claims by an external party, person or club member that the director or committee member may have acted improperly to obtain a benefit.

12. Disbursement of club monies. Directors and authorised Club Members (designated Lodge Managers and Lodge Representatives) may only commit the club to expenditure for the purposes and no greater than the amounts specified in the current Club Annual Budget or otherwise as authorised by the Treasurer and at least one other Director.

13. Winter Lodge managers must not expend club Funds or commit the Club to expenditure (including for consumables and engagement of trades people) without approval of the appropriate VP or, in an emergency when the VP cannot be contacted, another Director.

Club Badge.

14. The Club badge is a pentagon surmounted by the Naval crown. Within the pentagon is a field divided horizontally into sky blue and white, a crossed pair of skis and the letters "RAN" in the upper three spaces around the skis.

15. The Board will determine use of the badge.



By-Law 2

Membership

Ordinary Members

1. Ordinary Membership of the R.A.N. Ski Club is restricted to present and past members of the Permanent Navy or the Naval Reserve. Only Ordinary Members may vote and hold elective office.

Associate Membership

2. There is provision in the Club's constitution for certain other persons not eligible for Ordinary Membership to be elected to Associate Membership.

a. Australian Army and RAAF members/ex-members and Department of Defence (APS) civilian staff may be accepted as Associate members upon 'proof of service' i.e. ID card, discharge Certificate or similar.

b. Widows/widowers, former spouses and children (having attained the age of 21 as at 1 January) of Honorary Life, Ordinary, and Associate Members, are also eligible to seek Associate Membership.

c. Applications for membership from civilians who do not meet the conditions in para 2 a or b above may be considered from prospective members who meet the constitutional provision that they

'have rendered special service to the Club or who, in the opinion of the directors, would be in a position to render service to the Club'.

The manner in which this applies should be identified by the applicant in some detail and supported by the proposer.

Foreign Military Members

3. Foreign Military personnel who are assigned temporarily for duty in Australia and their families will be accepted as temporary members upon 'proof of service' i.e. ID card and posting order. Because of the short term of their assignment in Australia, the annual subscription is payable, and the joining fee is waived.

Family Membership

4. The spouses and children (under 21 years of age) of Ordinary and Associate Members may join as Family Members.

Membership Nominations

5. Applicants who meet the conditions for Associate Membership under Sub paras 2 a & b need only provide proof of service (e.g. copy of Service ID card, letter from unit CO or copy of discharge certificate). Nomination and seconding by Ordinary Members of the Club is preferred but not essential.

6. All other applications for Associate Membership must be proposed in writing by one Ordinary or Honorary Life Member and seconded by another and must be accompanied by a written reference from the proposer which details how the applicant meets the conditions of Associate Membership.

Membership fees

7. Joining and Annual Subscription rates are determined at the Annual Budget Board meeting in November and are published in the website at <http://www.ranskiclub.com.au/Membership/Membership.html>.

By-Law 3

Accommodation Booking Policies and Fees

Contact for Bookings

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| The Booking Officer The R.A.N. Ski Club PO Box 3484 MANUKA ACT 2603 Tel: (02) 6295 6634 0930-1430 Tue to Fri, only. Fax: (02)62951791 all hours. We do not take bookings by email |
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1. Accommodation bookings shall be made through the Club Booking officer as described on the Club website. Short notice accommodation bookings during the winter ski season may be made direct with the resident Lodge manager as described below.

Accommodation Rates

2. Current accommodation rates and the periods they apply are determined at the Annual Budget Board meeting and are published in the Club's website at <http://www.ranskiclub.com.au/Home/Bookings.html> and on the reverse of the booking form. With the approval of the appropriate Area Vice President, Summer Rates will apply whenever there is insufficient snow for skiing. As a basic rule Winter rates will apply when the ski lifts are operating.

Booking Periods

3. The standard booking periods are:

Weekly:

Seven Nights – Sunday PM to Sunday AM
Five Nights – Sunday PM to Friday AM

Weekends:

Two Nights -Friday PM to Sunday AM

Making a Booking

4. Only currently financial members may make accommodation bookings.
5. The Club's approved Booking Form is to be used for all accommodation requests.
 - a. Separate forms and separate payment are required for each booking period.
 - b. For bookings at Perisher in 2019, the online system (Club System) may be used in lieu (not for Work Party Priority bookings).
6. The Booking Form must show the name of each person requiring accommodation and the ages and gender of all persons must be shown. The Bookings and Administration Officer is authorised to return any incorrect application which could delay the processing of your request. Booking Opening Dates are shown in the following table:

| Booking Band | Dates | Applies to |
|---------------------|--------------------|--|
| Band 1 | 1 March-15 March | Bookings for weekends, 5 day and 7 day for members with work party priorities open. All WP Priorities will be handled off line |
| Band 2 | 16 March- 31Mar | Bookings for 5 and 7 day bookings for members without a work party priority open. |
| Band 3 | 1 April – 15 April | Weekend bookings for members without a work party priority open |
| Band 4 | 16 April – 31 May | Weekend, 5 and 7 day bookings for guests open |
| Band 5 | 1 June | Bookings for non-standard periods (ie not full week) |

7. Bookings will be processed on a first come first served basis within these time frames. Members with priorities may only exercise those priorities before 16 March. Only standard bookings will be taken during booking bands 1 – 4 as detailed above. Bookings for non-standard periods will not be taken before 1 May.
8. However, every effort will be made to satisfy members' requests while endeavouring to achieve maximum utilisation of the lodges. To maintain an equitable allocation of accommodation, applications for bookings of more than 7 days will be considered as multiple bookings and thus treated as separate applications.
9. Members may only have 5 live bookings at any one time, regardless of whether they are weekend or longer periods. Where members seek Bookings for more than 28 days in each lodge per season, the first 28 days (up to 5 bookings) will be processed as above, and the remainder will not be processed until the beginning of the season (i.e. June Long Weekend).
10. Further, persons booked for the maximum continuous stay (28 days) must be absent from the lodge for a minimum of two days before being eligible for a further stay. Note, under NSW and Victorian Public Health Regulations, the maximum continuous stay at any lodge is 28 days.

Priorities

11. If there is insufficient accommodation to meet the demands of advanced bookings, the following priorities will apply to the allocation of accommodation:
 - Priority 1 Members in sea postings and members who have participated in work parties.

- Priority 2 members in shore establishments with fixed leave periods
- Priority 3 Other Ordinary and Associate members
- Priority 1 & 2 bookings can only be made before 16 March

Children

12. There are no restrictions on accommodation of children at Thredbo and Mt Buller lodges. Because of the remoteness of Perisher lodge, for safety reasons, children under four years of age cannot be accommodated in the Perisher Valley Lodge in winter.
13. Accommodation will be charged at Member or Guest rates dependent upon the classification of the child (i.e. whether the child has a family membership). There is no special rate for children - They are either a member or a guest.

Confirmation of Bookings

14. The Booking Officer will confirm bookings as soon as all details are finalised and payment has been received. Should the requested accommodation not be available, the Booking Officer will contact the member to offer alternatives.

Credit Cards

15. The Club accepts MasterCard and Visa cards only and PayPal payments for online bookings. Should 'over-card limit' response require the Booking Officer to request a cheque be sent by the Member, the requested booking will not be held should others have requested the same period.

Family Member Bookings

16. Family Members 18 years and over may stay in the lodges without their related Ordinary or Associate Member. Family Members under 18 years must be accompanied by an adult member (ie a Member aged 18 or over).

Last-minute Bookings

17. Lodge Managers control accommodation from the time the booking sheets are finalised, normally Thursday of the prior week. Accommodation charges for these bookings are to be paid direct to the Manager, by cash, cheque or Credit Card authorisation on arrival, or prior to extending if already staying in a lodge. Once made, these bookings are subject to cancellation and alteration fees which will be charged to the member's account and will need to be cleared before future bookings will be accepted. Phone numbers for the Lodge Managers are:

- Mt Buller: 03 5777 6363
- Perisher: 02 6457 5151
- Thredbo: 02 6457 6305

Payment for Bookings

18. Full payment must be made by either an Ordinary, Honorary Life, Associate or Temporary Member at the time of booking. Offline bookings can be paid using MasterCard or Visa facilities, or the Member's crossed cheque made payable to The R.A.N. Ski Club. Online bookings can only be made using PayPal facilities.
19. Payment by credit card can only be accepted with the Member's written authorisation or by telephone, and must include the card's expiry date.

Single Members/Guests

20. Members making a booking in winter for one person who is not prepared to share a room will be required to pay for all the beds in the room at the applicable rate. Adult single members and guests will not be forced to share with someone of the opposite sex or a child but may be required to share with a person of the same sex and age category (ie adult or child).

Special Parties

21. Members wishing to take special parties to the lodges (eg Adventurous Training) are to forward their requests to the Booking Officer for consideration by the Directors. The Booking Officer will advise the outcome of the request.

Telephone Bookings

22. Booking enquiries may be made by phone at any time (see paragraph on hours of contact), however accommodation will normally only be reserved if a written application is made (it may be faxed). However, telephone bookings will be accepted in the two weeks prior to the required booking date if MasterCard or Visa telephone authorisation is given to the Booking Officer at the time of booking.

Summer Bookings

23. Members and their guests may use any of the three Club lodges during summer. Requests for summer bookings, including Christmas, open after the October long weekend.
24. Summer Bookings for all lodges are handled by the Booking Officer and requests should be made to (02) 6295 6634.
25. Mt Buller and Perisher lodges are only available in summer on 'Whole of Lodge' basis. At least one of the members present must be certified by the appropriate Lodge VP to operate the lodge.
26. Thredbo is open with a resident Manager for designated periods such as Christmas and New Year, Jazz Festival weekends as determined by VP Perisher Lodge. Otherwise the lodge is available on 'Whole of Lodge' basis provided at least one of the members present has been certified by VP Thredbo to operate the lodge.

Whole Lodge Bookings

27. Members may book to have exclusive use of a lodge for a period at special discount prices.
28. Whole of lodge bookings can only be made in summer and a set price will apply regardless of the number of people or the mix of members and guests. At least one of the persons must be a member who is deemed competent by the Lodge VP and they must ensure compliance with the rules for the use of lodges in summer. Whole of lodge bookings may not be available in popular periods (eg Christmas, Jazz Festival weekend) where other members may wish to use the lodge.
29. The rates applicable for having exclusive use of a lodge during summer are published in the Club's website.

Cancellations

30. The Club's cancellations policy is as follows:
- Cancel with more than 42 days' notice – Full refund.
 - Cancel with 14 to 42 days' notice – 50% refund.
 - Cancel with less than 14 days' notice – No refund.

31. Members wishing to cancel a booking are to advise the Bookings and Administration Officer in writing. Requests for refunds will be processed by the Bookings and Administration Officer as they are received.
32. In exceptional circumstances, the Board of Directors may approve a full refund for bookings cancelled with less than 42 days' notice. Exceptional circumstances are defined as those of a compassionate nature only e.g. hospitalisation, injury, illness or death, where the reasons for the cancellation could not have been foreseen and/or are outside the member's control. Members seeking a full refund on exceptional or compassionate grounds are to submit documentary evidence with their request e.g. a doctor's certificate.
33. Changes in work and family commitments are not considered exceptional or compassionate circumstances. Members are encouraged to consider taking out travel insurance to protect themselves against these types of events.

Transfers

34. Bookings are not transferrable from one period to another i.e. booking dates cannot be altered. Members unable to fulfil a booking at one time but able to fulfil it later are to cancel the first booking and re-book at the later time.
35. All transfers of bookings from one member to another for the same period must be handled by the Club's Bookings and Administration Officer. Members are not to transfer bookings between themselves. Such transfers may be rejected by the Club's Bookings and Administration Officer where there is a waiting list or where the proposed change cannot be accommodated because of bedding allocation limitations.

By-Law 4

Establishment of, and Regulation of Proceedings of Committees

1. Club Committees are advisory bodies that assist the relevant VP to discharge his/her responsibilities.
2. Where a VP determines that Committee meetings are required, the VP shall chair the meeting, ensuring appropriate notice of the timing and venue of the meeting is provided to Committee members and that the deliberations of such meetings are recorded and lodged with the Club Secretary. Minutes of meetings shall include but are not limited to, the time and venue, attendance, a synopsis of the matters discussed and the VP's decision in relation to each matter. Minutes are to be signed by the VP and seconded by another Committee member. Where a VP determines that Committee meetings are not required or practical, the VP shall ensure that Committee members are consulted with regard key initiatives. An annual summary of Committee consultation shall be signed by the VP and lodged with the Club Secretary.

By-Law 5

The Management of Board Meetings

1. Board meetings shall be conducted as described in the Club constitution. Directors may be reimbursed for reasonable costs associated with travel and accommodation to attend Board meetings on application.

By-Law 6

The Admission of Visitors to Club Lodges

1. Visitors to Club Lodges, whether occupying accommodation or as a casual visitor, shall remain under the supervision of the sponsoring Club member who shall be responsible for the conduct and actions of their visitor.

By-Law 7

The circumstances under which visitors may enjoy some or all of the benefits conferred on Members of the Club

1. Visitors shall only be accommodated at a Club Lodge as guests of a member who is concurrently accommodated at the Club Lodge (this may be as a guest of the resident Lodge Manager subject to his/her concurrence).

By-Law 8

The terms as to payment or otherwise by Members in consideration for allowing such Members and their guests to enjoy the use of Club property or privileges

1. Members shall be charged for accommodation of their visitors at guest rates as promulgated on the Club web site.

By-Law 9

The payment of all moneys (other than the Guarantee and Annual Subscription Fee) payable by Members including the charging and payment of interest on overdue accounts

1. Awaiting Development by Treasurer

By-Law 10

The conduct of Members, guests and visitors in relation to one another and to the servants of the Club

1. Members and Guests are required to observe the following Club "House Rules" :
 - In all areas, consideration of other occupants is essential. Foul language, shouting, or lewd/obnoxious behaviour is not appropriate. The Managers have the duty and the full authority of the Directors to take necessary action, which could involve calling of the Police if unruly behaviour is upsetting to other residents. The Directors will take action to suspend membership privileges or to expel members from the Club if members persist and do not heed the directions of the Managers. Overindulgence of alcohol is not an excuse.
 - Footwear is to be worn in communal areas – that is lounges, kitchens, dining rooms and TV rooms.
 - Headwear (i.e. hats, caps, hoodies etc.) is to be removed in communal areas.
 - Quietness is required in the Accommodation corridors at all times
 - Parents are responsible for the safety and supervision of their children. Running on stairs is particularly dangerous.
 - Members are responsible for the behaviour of their guests.
 - All Chores are to be completed BEFORE occupants go out skiing / boarding or seek an alternative arrangement with the manager.
 - Occupants are to clean up their own mess in the Kitchen, Dining Room and Lounge and Ski room. Plates etc. are not to be left on draining racks or in the sinks overnight.
 - No Smoking in the Lodge.
 - The entrance doors shall be fully closed for security.
 - On arrival, rooms are generally not available for occupation before 1300. Departure time is 1000 and rooms are to be cleaned and clear of luggage by this time. Arriving/Departing guests may place

luggage in downstairs Rumpus Rooms (Perisher/Thredbo) or in the luggage racks near the front door (Buller).

Club Property

2. No Club property or equipment shall be removed from the Club premises, nor shall it be loaned or hired to any person or body without the written approval of a Board Member or the Lodge Manager.

Personal Property

3. The Club shall not be held responsible for the loss, theft, or destruction of, or damage to, personal property on Club premises.

By-Law 11

The duties and functions not defined by the Constitution of any officer of the Club Returning Officer.

1. The Board may appoint a Returning Officer whose duties are to control counting of votes at the Annual General Meeting and Extraordinary General Meetings. He or she must also collate proxy votes sent by mail or electronic media to the Secretary
2. The Returning Officer will enlist the assistance of such number of scrutineers as required to conduct the ballot. The Returning Officer or any scrutineer must not be a candidate in such ballot.
3. The Returning Officer must advise the Chairperson of the meeting the result of the scrutineer's count and the Chairperson must announce the result to the meeting.

Lodge Managers

4. Before the commencement of each ski season, the VPs NSW & VIC Lodges (on behalf of the Board) shall appoint Lodge Managers to manage each of the lodges during the season. The roster is to be provided to the Board prior to promulgation. The period(s) of appointment shall be at the discretion of the Board but where possible will normally be for a minimum of 4 weeks duration. Lodge Managers must complete appropriate training in equipment and management systems and procedures relevant to the lodge they are to manage prior to appointment. Lodge Managers are to comply with the Standard Operating Procedures approved and promulgated for each lodge by the relevant VPs. The Board shall issue such other directives for the performance of the Lodge Managers' duties as it sees fit.
5. Free accommodation will be provided for the Lodge Manager plus spouse / partner OR one member of the Manager's immediate family. Because of Lease restrictions on occupancy of the lodges, any additional family members or other guests MUST be paid for at appropriate rates by the Manager.
6. Summer Lodge Managers will be similarly appointed as required.
7. The Lodge Manager has the full authority of the Directors to ensure that Club lodges are managed in accordance with the provisions of the RAN Ski Club Constitution and applicable By-Laws and Standard Operating Procedures.
8. Only one Lodge Manager can be appointed per lodge at any one time, though it is acceptable that the Lodge Manager may have an assistant (eg partner) to help with the day to day running of the lodge. Notwithstanding this, only the appointed Lodge Manager should exercise the Directors' authority in terms of expenditure of funds and the enforcement of behavioural standards of members and guests.
9. Where a Manager identifies a procedure to be inadequate or the need to provide another procedural definition, the Manager should contact the respective Vice President for advice.
10. The Lodge Manager is to ensure that the total number of members and guests accommodated in the lodge per night does not exceed the total number allowable in accordance with the Occupancy certificate or equivalent.

11. The Manager must only expend funds associated with the routine running of the lodge and not expend Club funds or commit the Club to expenditure (including for consumables and to engage tradesmen) without reference to the relevant VP. Procedures for accounting for the petty cash account are to be adhered to and the Manager is to ensure consumable lists, defect lists and petty cash forms are updated on his/her departure.

12. Most importantly, the Lodge Manager is to ensure standards of behaviour of members and guests are in accordance with Club protocols and take action as necessary to immediately rectify any detraction from these standards. The respective VP is to be notified of any significant issues in this area.

Work Parties

13. From time to time the Lodge VPs will arrange Work Parties to maintain and refurbish the lodges.

Limitations of skills/ licenses.

14. All members acting as volunteers must be employed within their areas of competence and not asked to carry out work which is beyond their technical or physical capability.

Over 70s

15. The RAN Ski Club's insurance cover does not cover volunteer workers over the age of 75. As there is no means available to the club for insuring volunteer workers over the age of 75, any member affected must accept that it is their responsibility to arrange their own cover.

Environmental Management System Manager

16. Each Lodge in the Perisher Range is required to report on an annual basis the environmental performance of that Lodge. The R.A.N. Ski Club Board through the VP Perisher Lodge appoints club members to act as its representative year round, to monitor and report environmental performance of the Perisher Lodge to the NSW NPWS.

By Law 12 Safety Policy

1. Workplace Health and Safety (WHS) legislative arrangements exist in each state and territory. Because the RAN Ski Club is a not-for-profit organisation and does not employ people, the various WHS legislative arrangements in the ACT, NSW and Victoria do not apply to the RAN Ski Club. However the club nevertheless has a duty to take reasonable and practicable measures to ensure the safety of its volunteer workers and its members and their guests while working or staying at the club's lodges. The RAN Ski Club meets its obligations in this regard through its compliance with NSW and Victoria state fire and safety legislation.

2. This also means that all members acting as volunteers must be employed within their areas of competence and not asked to carry out work which is beyond their technical or physical capability.

3. The RAN Ski Club's insurance cover does not cover volunteer workers over the age of 75. As there is no means available to the club for insuring volunteer workers over the age of 75, any member affected must accept that it is their responsibility to arrange their own cover. This situation applies to both Volunteer Lodge Managers over the age of 70 and any other members over the age of 70 who are volunteer workers at working parties etc.