

## Appointing the Party Leader

Whenever there are several groups staying at either of the Club lodges, one member will be appointed to the position of Party Leader. If there is only one booking, the Party Leader is the person who has made the booking. The person appointed will generally be an adult member of long-standing, a regular user or a Committee member.

Party Leaders for both lodges are appointed by the Admin Officer and notified in the bunk lists. The Admin Officer will rely on booking information to appoint a Party Leader and, as necessary, consult with the Committee. During the Winter at Perisher, the Lodge Manager is available to assist Party Leaders with their duties.

The Club relies on the co-operation and willingness of members to act as Party Leaders for the smooth and safe operation of both lodges. A Party Leader will have the Club's authority to carry out their duties as is necessary.

## COVID-19 Requirements

Party Leaders are required to read the Club's [COVID-19 Essential Information](http://www.cac.org.au/?p=1161) [http://www.cac.org.au/?p=1161] and be ready to respond, as necessary.

The duties during the COVID-19 pandemic will require some additional effort and monitoring, and reference is made to these duties in the following sections. Party Leaders should call on other members to assist with these duties.

## Host to Other Members & Guests

The Party Leader's main role is to act as Host to those staying in the lodge. This role involves:

- welcoming members and guests on arrival,
- showing around members and guests new to the lodge,

- explaining and promoting compliance with lodge rules and procedures, particularly the Club's COVID-19 Management Plan,
- organising communal activities (on hold during COVID-19 pandemic),
- ensuring that children are properly supervised by a responsible adult,
- reminding members and guests of their community responsibility so the lodge functions smoothly,
- discouraging excessive rowdiness, especially late at night,
- mediating in any disputes,
- encouraging social interaction (but COVID-19 appropriate) between the various groups, and
- generally promoting the harmony and fellowship that is the established culture of the Club.

## Liaison with The Committee

The Party Leader also acts as the link between those staying at the lodges and the Committee. The duties of this role include:

- ensuring that the current bunk list is clearly displayed, and that members and guests comply with it,
- immediately reporting any discrepancies between the bunk list and arrivals to the Admin Officer,
- liaising with the Admin Officer in the event of late cancellations and if necessary, reminding members and guests that those on the accommodation waiting list have priority over those turning up 'on spec' (refer to COVID-19 Management Plan requirements),
- coordinate responses to emergencies (e.g. fire, major injury or incident) or infectious disease incidents in a lodge,
- escalation of unresolvable issues in relation to a response to an emergency to the Club President.
- reporting any shortages of lodge supplies (kitchen and bathroom supplies, BBQ gas bottles, light globes etc) to the Admin Officer or, if Perisher, the appropriate Lodge manager,

- reporting any breakdowns or urgent maintenance required to the appropriate Committee Member or to the emergency contacts on lodge notice boards, as necessary,
- alerting members and guests to forthcoming Club events, including any imminent work parties,
- relaying any comments and/or suggestions from members and guests to the Committee, and
- reporting any other problems experienced at the lodge to the Committee.

## Lodge Housekeeping

The Party Leader should also ensure that members and guests understand the shared duty of keeping the lodge clean and secure at all times, and in compliance with the Club's COVID-19 Management Plan. In particular:

- reminding everyone to keep their rooms clean during their stay and to clean on departure,
- reminding everyone of COVID-19 social distance requirements in the common areas and, if necessary, stagger use of kitchen and dining rooms,
- ensuring that everyone participates in maintaining the cleanliness of the common areas (kitchen, bathrooms, storage, and recreation areas),
- reminding everyone that children are not allowed in the kitchens,
- ensuring that everyone participates in the communal jobs required (e.g. in Perisher, putting the kitchen garbage in the switch room, mopping the ski room, and clearing snow from the decks and entrances;),
- reminding everyone that heaters should be turned off when not required,
- ensuring that the last person going to bed each night checks that the lodge is securely locked, and
- ensuring that the last person to leave a lodge each day checks the doors and windows are securely locked,