



EARLY CONFIRMATION GUIDELINES

1. These guidelines are intended to set out the circumstances under which authorisation for early confirmation of Saturday night accommodation is normally given. Early confirmation in these guidelines refers to an exemption from by-law 7.1 of the Booking Rules¹, or a booking under by-law 7.2, 7.3 or 7.4 of the Booking Rules².

GENERAL GUIDELINES

2. The following are the general guidelines for early confirmation of accommodation:

- 2.1. All early confirmation is at the discretion of the Committee.
- 2.2. Early confirmation is available only to members.
- 2.3. Early confirmation entitlements are not transferable, other than under Rule 7.4.
- 2.4. Where early confirmation is for a junior member, confirmation may also be granted for an accompanying adult. This will normally be at a ratio of one adult for each two juniors in a family.
- 2.5. Early confirmation for event organisation and formal programs will be reported in the Annual Report.
- 2.6. Approval of early confirmation does not constitute a booking. Members are responsible for ensuring that a booking is finalised with the admin officer as per normal booking procedures.

¹ Booking Rule 7.1 reads: "Unless provided for under this rule or otherwise authorised by the committee, a person may be confirmed for accommodation for no more than two Saturday nights in the Winter or Peak season more than one month in advance"

² Booking Rule 7.2 reads: "A booking for a Saturday night made with authority of the committee by a Club team member, a race official or a participant in a skiing development program is not to be counted for the purposes of this Rule."

Booking Rule 7.3 reads: "The Committee may authorise accommodation for a total of up to 12 persons each Saturday night at either lodge (but not more than 6 persons at Jindabyne) beyond that permitted by Rule 7.1, for persons who apply in writing and who will be participating in an organised ski development programme on the Saturday and Sunday or are a parent of such a person."

Booking Rule 7.4 reads: "A member who has participated in a work party during the previous Summer is entitled to one additional Saturday night booking (beyond that permitted by Rule 7.1) for each work party – up to a maximum of two additional Saturday nights per member each season. An entitlement under this rule is transferable to another member, but cannot be carried forward to another winter."

Canberra Alpine Club

3. The following sections detail the reasons that early confirmation may be granted and application procedures. These applications will be processed at the earliest convenience of the relevant sub-committee.

4. If an applicant's circumstances change after their application is submitted or approved, so that they no longer meet criteria for early confirmation on any or all of the weekends for which early confirmation was applied for, they must notify the snowsports sub-committee as soon as possible. Confirmation of existing bookings, beyond those that would have been confirmed if the application had not been approved, may be withdrawn at the discretion of the sub-committee.

SPORTING AND SOCIAL EVENT ORGANISATION

5. This section covers early confirmations for organisers of major external sporting events and Club social events.

6. Applications should be in writing and submitted to the relevant sub-committee before the 1st of March. Applications must set out what event(s) the applicant is organising, what role the applicant has, which dates are being applied for, and who the accommodation is for (i.e. who is covered by the application). Applicants will be notified of the confirmation or rejection of their application as soon as possible after the 1st of March.

7. Applications may be lodged after the 1st of March, and will be considered if the bed limit for early confirmation has not already been reached.

8. Additionally, there is a standing decision to grant early confirmation of accommodation for the organisers of the Club Championship and Brumby Cup Dinners. This standing arrangement allows for up to one night for one event organiser per event.

FORMAL DEVELOPMENT PROGRAM PARTICIPANTS

9. There is a limit of 12 beds per Saturday that may be used for early confirmation for participation in programs specified within the Ski Development Guidelines, as well as additional formal programs at the discretion of the snowsports sub-committee. This early confirmation is available to adult members as well as Junior and Youth members.

10. Applications must be in writing, and submitted to the snowsports sub-committee before the Tier 1 Cut-off Date (as set out in the By-Laws) . They should set out what formal development program the applicant is enrolled in or intends to enrol in, which dates are requested for early confirmation, and who the accommodation is for (i.e. who the application covers). Applicants will be notified of the confirmation or rejection of their application as soon as possible after the Tier 1 Cut-off Date.

Canberra Alpine Club

11. Each applicant is eligible for early confirmation of up to eight Saturday nights for formal development program participation if there are twelve Saturdays in Peak season, or up to nine Saturday nights if there are thirteen Saturdays in Peak season (in general, four less than the number of Saturdays in Peak season). These are in addition to early confirmation for work party participation and the normal two Saturdays available under Booking Rule 7.1. This is to allow for an applicant to receive early confirmation of all Saturday nights in Peak season only if they have attended two or more work parties.

12. If applications exceed the 12 bed limit, the snowsports sub-committee will give approval to early confirmations in the manner that is seen in the best interests of the CAC. Preference will be given to members participating in programs that require attendance on both Saturday and Sunday.

13. Applications may be lodged after the Tier 1 Cut-off Date, and will be considered if the bed limit for early confirmation has not already been reached. These applications will be processed at the earliest convenience of the snowsports sub-committee.

14. The snowsports sub-committee (or social sub-committee for social events) has authority to approve early confirmation of Saturday nights according to policy, where these fall within guidelines. Where applications are or may be outside guidelines, the sub-committee should make a recommendation to the Committee.

WORK PARTIES

15. If a member has attended one or more work parties in the past 12 months, that member may be granted early confirmation for **one** extra Saturday night for each work party attended, up to a limit of **two** extra nights (i.e. a total of four Saturday nights). No application is required.

16. Work parties attended before being admitted to membership are not counted for the purpose of this guideline.

OTHER CONTRIBUTIONS

17. From time to time, members contribute significant time and effort to the club other than at work parties. Examples of contributions could include:

- Developing and maintaining the club website
- IT development work on the booking system or club database
- Managing club construction work
- Organising and leading a club bush walk
- Organising a special club event

18. Members performing such work may receive an entitlement for early confirmation for an extra Saturday, if the time and effort is at least equivalent to work

Canberra Alpine Club

party attendance and participation. Any such entitlements count as a work party towards the limit of two extra Saturday nights.

19. Committee members are not excluded from these extra entitlements but, in order to qualify, the contribution must exceed the level of responsibility accepted upon election to the committee.

20. All extra entitlements must be approved by the Committee on a case-by-case basis.

Document Control

| Version | Date | Changes | Updated by |
|---------|--------|---|--------------|
| 3.2 | Jul 11 | Added "Other contributions" section | Jenny McLeod |
| 3.3 | Aug 11 | Formatting changed to standard. | Jenny McLeod |
| 3.4 | Aug 13 | Added limit on development program early confirmation, other minor changes | Jenny McLeod |
| 3.5 | Apr 15 | Minor change to explicitly note the sub-committee has authority to approve. | Jenny McLeod |
| 3.6 | Nov 22 | Change to deadline for applications | Mim Rihani |