

Bogong Rover Chalet Party Leader's Checklist

This list is a guide only and is not exhaustive. In no way do we suggest that you should be doing all these things but rather that you probably need to have these things done – DELEGATE if necessary – Ask questions if unsure.

Wed Prior to Winter Party

- Ensure you have spoken to bookings officer 0407CHALET (0407 242538) and obtain a final party list
- It is recommend that you buy/obtain a small piece of brightly colored cloth and rip it up to use as pack identifiers – this reduces confusion with other X-country skiers and the outgoing Winter Party.

Friday

- Get an up to date weather forecast for Saturday 1900 155363 or on the internet at <http://www.bom.gov.au/weather/vic>
- Speak to Party Leader of current week (if applicable), obtain:- current weather conditions; snow conditions; whether there are any problems; if someone is staying over from the previous week and find out that person's movements
- Go to Mount Beauty/ Tawonga!
- Arrange or pick up community hall key behind the sign in the car park and have the hall opened up and heaters lit, tea, coffee and milk is in the kitchen.
- Speak personally to any first timers, allay any fears, have a look at their equipment, ensure it is adequate
- Have a Nobs conference
- Set alarm for 6:30 am

Saturday – Tawonga Community Hall

- Rise at 6:30 am
- Confirm everyone is accounted for
- Announce – that the bus is leaving at **8:00 am**, current weather conditions, suggest appropriate attire, and reminder regarding sunscreen and that everyone is to be out of the hall by 7:15 am.
- Speak personally to any first timers, allay any fears, have a look at their equipment, ensure it is adequate
- Have everyone out by 7:15 am
- Have the hall swept and tidied
- Have the hall key returned

Saturday – Pyle's

- Attend by **7:30 am**
- Collect Chalet keys from Pyles and confirm numbers on bus
- Ensure meat and veggies have arrived – liaise with your QM
- Distribute pack identifiers
- Load bus under direction of driver, have an experienced Rover handle each pack to ensure pack weights are not excessive
- **Count members** as they get on bus
- Confirms no's with driver and arrange drop off at Windy Corner if possible
- Announce that Rovers are to stay on bus at oversnow and wait for Windy Corner

Saturday – Falls Creek

- Unload at Windy Corner
- Assemble party (use windy corner day shelter if weather is poor), try to avoid having party standing around for too long
- **Count members**
- Announce selected route
- If chalet is currently closed announce that no-one is to touch anything in the chalet unless directed to do so by the Chief Engineer
- If you are using a fast party ensure that they return to assist the slower members
- If you feel that it is appropriate break into smaller groups. Nominate an experienced leader and whip for each group. Ensure numbers in each group and that members are not to swap from one group to another.

SKI IN – GOOD LUCK AND HAVE GOOD FUN

Saturday Chalet

- **Count members**
- Unlock all doors for fire safety reasons
- Remove all shutters and keep all door ways and windows clear of snow at all times
- Conduct an introduction session – keep it light and brief, allow everyone to introduce themselves.

Winter Party

- Ensure the log book is kept up to date every day
- Invest any new Alpine Rovers – any Rover or Leader other than Squires who is on their first Winter Party. They receive a bottle green scarf with a small circular badge and nametape. Enter the new Alpine Rovers name in the ARC membership book – Red Cover.
- Invest any new Alpine Venturers – They receive a Maroon scarf with a small circular badge and nametape. Enter the new Alpine Venturer name in the ARC membership book – Burgundy Cover.

Thursday/Friday – Chalet

- Speak to the Warden and inform him of any problems
- Speak to Pyles and confirm numbers going down on bus and departure time on Saturday morning
- Ensure log book is complete
- Speak to party adviser to ensure all merchandise is paid for
- Complete Party Leaders report and obtain reports from other Nobs

Saturday - Chalet

- Rise early
- Have slower people leave earlier
- Have a small faster group leave last for a final clean up
- Extinguish all fires and lay new ones
- Leave fridge's and drying room running (shut down if there is no incoming party)
- Leave shutters off (replace if there is no incoming party)
- Lock all doors (unless someone is staying over and is in the chalet)
- Drain chalet water system and turn off electrical system **only if there is no incoming party.** (Please note dishwasher and dishwasher pump must be drained when draining chalet water system)
- **TAKE CHALET KEYS** – even if someone is staying over to the next week
- Leave chalet neat clean and tidy
- SKI OUT
- The Pyle's Bus leaves Falls Creek bus depot at **12:15pm** sharp

Afterwards

- Bus leaves from over snow (if your party is using R.A.T. ensure you have turned your watches back to eastern standard time)
- Return keys to Pyles at Mount Beauty
- Return reports, health forms, and money to BCMG in the envelope provided ASAP. There is a post box near Pyle's

THANK YOU
B.C.M.G.

Bogong Rover Chalet Party Adviser's Checklist

Friday/Saturday – Mount Beauty/Tawonga and Falls Creek

- Assist and guide Nobs, particularly the Party Leader
- Bus to Falls Creek leaves Pyles at **8am** Sharp – help get everyone there by **7:30am**

During Winter Party

- Ensure proper standards of safety are being met by the winter party
- Market and sell merchandise, in the cupboard beside the party leader's cupboard We suggest to model merchandise earlier in the week and sell then to prevent constantly opening up cupboard and receiving money
- Ensure all merchandise is paid for
- Complete Party Advisors Report and hand to Party leader with all monies collected
- Nominate any party members suitable for training as future Nobs on your report
- Assist and guide the Nobs

THANK YOU
B.C.M.G.

Bogong Rover Chalet Quartermaster's Checklist

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Thursday Prior to Winter Party

- Speak to catering officer, Donna Anderson (03 9735 9164 - 0409 123 043)

Friday/Saturday – mount Beauty/Tawonga and Falls Creek

- Assist the Party Leader
- Take a supply of plastic bags for fresh food that will be going into packs at Pyles
- Be at Pyles by 7:30am the bus leaves at 8am
- Ensure fresh meat and vegetables have arrived –PTO for Contact No's
- Distribute food to party members – one packet of meat and one packet of vegetables for each Party Member.

Chalet - Saturday

- Request any members with special dietary requirements speak to you ASAP
- Collect fresh food from Party members, refrigerate meat ASAP.
- Warn Party members to store any personal food they may have brought off the floor (Local Animals)
- Remove any food left in fridge from the previous week and throw it out
- Remove and throw out all sponges, chux, scourers and dish mop if it wasn't done by the previous party. Issue new gear (from party leaders cupboard)
- Remove, boil, wash and dry any tea towels left out
- Remove and wash any pillowslips left by previous week. All the chalet pillowslips are a chocolate brown.
- Ensure all party members have a pillowslip. Spares are in the party leaders cupboard
- Issue food for the day, Brief cooks regarding any special dietary requirements

During Winter Party

- Issue food for each day and store in Kitchen pantry
- Monitor hygiene standards
- Ensure tea towels are used for one meal only
- Ensure all used tea towels are boiled for 10 mins in one of the old aluminum pots, washed in hot water and rinsed in cold before being dried
- Restock condiments as required
- Limit the amount party members go to bulk food pantry – ensure members inform you or another nob when they go to the bulk pantry
- Keep an eye on fridge temperatures (there is a thermometer for each fridge) Record each fridge temperature as per the fridges diary
- Warn catering officer of any perceived shortfalls or quality ASAP
- On Thursday speak to catering officer, Donna Anderson
- Complete Quartermaster Report and hand it to the Party Leader

Saturday – Chalet

- Remove all sponges, scourers and chux and throw out
- Boil, wash and dry all tea towels
- Remove all left over food from fridge's and throw out
- Clean fridge's – do not turn them off unless there is no incoming party
- Remove all left over pillow slips and wash (if possible) – leave brown slip on the pillows

**THANK YOU
B.C.M.G.**

Bogong Rover Chalet Chief Engineer's Checklist

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Friday/Saturday – Mount Beauty/Tawonga and Falls Creek

- Assist the Party Leader
- Bus to Falls Creek leaves Pyles at **8am** Sharp – help get everyone there by **7:30am**
- If the chalet is currently closed ask the party leader to announce to the party that no member of the winter party is to touch anything without your direction
- Consider placing yourself in the fast party to open the chalet

Chalet - Saturday

- Open up the chalet
- Turn on water system (if closed)
- Turn on generators after checking oil and water, measure fuel levels and record in generator log book
- Turn on drying room (if shut down)
- Light fridge's (if off) – monitor to ensure they stay alight especially for the first 48 hours
- Light fire in dining room
- Clean out and light Theodore (only when the tank is full of water)
- Inform winter party of fire and evacuation procedure
- Consider fire drill

During Winter Party

- Check oil and water levels of generators daily
- Monitor fridge's to ensure they stay alight
- Please use Lister were possible as it uses less fuel at full load than Kubota at no load

Thursday/Friday

- Speak to warden in regards to any problems
- Complete Chief Engineers report and hand to Party Leader

Saturday - Chalet

- Light no fires – clean ash out and lay a new fire
- Remember to leave a layer of ashes in the fireplace in the dining room
- Leave the fridge's and drying room running if the chalet is to remain open, otherwise turn off
- Leave electrical system on with the generator off if the chalet is to remain open otherwise turn the electrical system off. Do not touch the fuel. Measure and record the fuel level in the generator log book
- Drain chalet water system and turn off electrical system **only if there is no incoming party.** (Please note dishwasher and dishwasher pump must be drained when draining chalet water system)

THANK YOU
B.C.M.G.