



ILLAWONG LODGE incorporating Pounds Creek Hut (1925), built and run by the Club since 1956. Listed on the Register of the National Estate.



**ILLAWONG SKI TOURERS:
STEWARDS OF ILLAWONG FOR MORE THAN 60 YEARS**

Illawong Lodge booking information for 2019 – Public

Safety warning

Travelling to Illawong Lodge, and some of the activities undertaken at and from Illawong Lodge, may have inherent dangers. Illawong Ski Tourers and its members cannot be held responsible for the safety of people undertaking these activities.

Management of Illawong Lodge

Illawong Lodge is managed on a voluntary basis by Illawong Ski Tourers (IST) under a licence from the NSW Government. The IST committee manages all use of the Lodge under policies of good management, equity, safety and security for users, the lodge and the environment, and for compliance with National Parks requirements.

This document explains the requirements for staying at Illawong and how to make a booking.

Illawong is cared for by volunteers

Illawong Ski Tourers isn't a commercial enterprise: it's a small, not-for-profit organisation dependent on the willing, voluntary contribution from its members and friends. Illawong tariffs cover direct costs with an allowance for future maintenance and contingencies.

Illawong Lodge owes its existence to the care and commitment of its members such as you and their friends for over 60 years, and its sustainable use by many people will continue to depend on members and friends.

Members pay a joining fee and an annual subscription, and Illawong Ski Tourers pays an annual licence fee to NPWS. Members and friends also undertake everything to keep Illawong Lodge running – from annual stock takes, to carrying out 30 empty gas bottles and returning with full ones, carrying in all non-perishable food, routine and emergency maintenance, and a host of administrative tasks.

Who can stay at Illawong

From 1 July to end of October long weekend, 35% of the available bed-nights are reserved for bookings for people other than Illawong members and their immediate family. An Illawong member who is an Accredited Lodge Leader (ALL) must be in residence for each booking. Illawong Ski Tourers supplies an ALL for each public booking.

(1) Illawong member booking	65% of nights 1 July – end October long weekend	Members of Illawong Ski Tourers booking themselves.
(2) Illawong family booking		Spouse, partner, children or grandchildren of member, accompanied by that member
(3) Non-member booking	35% of nights 1 July – end October long weekend	Anyone else.

Tariffs

Winter and Winter shoulder tariffs include a wide range of non-perishable food. The stock list is provided on the *Facilities* page of Illawong's web site at www.illawong.asn.au.

Only 8 dormitory beds are available at one time and this is strictly enforced. Children under 5 may be additional to 8 lodge users if a separate bed is not required, but they must be booked.

The tariffs apply to all visitors, regardless of age, with the exception of children under 5 not occupying a bed, who stay free of charge.

	Winter shoulder	Winter peak
	Jun LWE - Last wk Jul	August
	7 Jun 2019 - 27 Jul 2019 8 Sep 2019 - 28 Sep 2019	28 Jul 2019 - 7 Sep 2019
	Public	Public
Day	\$54	\$107
Weekend (2 days)	\$107	\$214
Week (5 days)	\$268	\$535

Illawong Ski Tourers can't guarantee access to the Lodge outside the winter period but non-members of Illawong may enquire. The best way to access Illawong in summer is to come to a work party and join up with members planning a summer trip.

Enjoying your visit to Illawong

Plan ahead! Include on your checklist: road conditions, weather, snow conditions, navigation, first aid, group equipment, fitness and experience. Allow at least three hours of daylight to ski/walk from Guthega to the lodge. Read the [Safety Guidelines](#) on the website. If you don't have a key, plan to arrive with or after someone who does.

What to take – check out suggestions from members. [Packing lists](#) are provided for both winter and summer visits.

Keys – all keys are managed by the Booking Officer. If your booking was made by a non-member, your Lodge Leader will give your group a key upon arriving. If you arrive before your Lodge Leader (eg for a day's skiing) the lodge may still be open with the previous group, but you will not be permitted to wait there. Lodge handovers need to happen between Lodge Leaders with keys.

Your Lodge Leader – they are trained in how to open up and shut down, manage the systems, and implement Illawong's policies, following a comprehensive Operations Manual (it's in the kitchen). Their primary job is to look after the lodge, but everyone is asked to take responsibility too. Lodge Leaders are not expected to offer guiding, cooking, cleaning or other guest services.

Fire – is the greatest threat to the lodge and on arrival the Lodge Leader will brief all residents on fire safety and fire-fighting. All residents must be vigilant in preventing a fire, and all residents must be prepared to respond if a fire starts.

Smoking is not permitted in or around Illawong. There are no facilities for outside cooking.

Safety – guidance on avoiding an emergency can be found in the [Safety Guidelines](#), with tips on clothing and equipment, navigation, weather, communication and first aid. Because of Illawong's remoteness, all residents need to be able to respond to an emergency at all times. Alcohol and other drugs can impair judgement and reduce people's ability to respond quickly. Please be sensible with alcohol. Illicit drugs are not permitted.

Sharing With Others – sharing a small space with people who may not know each other requires respect. Mobile phones, dirty dishes, and smelly socks can all be annoying. On arrival your Lodge Leader will encourage you to talk as a group about how to respect each other's needs during your stay. Further advice is in the Operations Manual.

Managing Visitors - all residents are asked to be ambassadors for Illawong when interacting with non-resident visitors. Your Lodge Leader will brief your group about managing people seeking emergency assistance, drop-ins from passers-by, and media enquiries.

On Leaving – your group will need to clean the lodge, carry out all rubbish, and the Lodge Leader will guide the shut down procedure. Non-members should return any keys to the Lodge Leader before leaving. Please report any damage to the lodge or incidents.

Enjoy your stay!

Booking for Illawong Lodge

Please read this information before booking, and make the checks that will help you have a safe and enjoyable visit.

Safety and security



Check 1: Does the party have enough experience and equipment?

Visit first outside winter

Being relatively remote, about 2.5 km from the nearest road at Guthega, safety is a more significant issue at Illawong than in the resorts. Access is by foot track in summer and on cross-country skis (or snow shoes) in winter, over undulating terrain, beginning with a steep and sometimes icy descent and ascent at Farm Creek and a traverse across a steep slope above Guthega Pondage.

In winter the trip can take from 1 to more than 3 hours depending on snow, weather and skiing experience – especially of the slowest member of your party. Although Illawong is a great base from which to improve your skiing, the trip can be awkward and challenging with skis, poles and a heavy pack and in difficult weather is not suitable for beginners.

Winter conditions can change rapidly: ensure that you and all members of your party could navigate and return safely in a blizzard to the Lodge from your day trips, or to Guthega from Illawong.

Many people wanting to stay at Illawong in winter learn to ski at the resorts, visit Illawong in summer or during an Easter workparty with members they meet, and join up with experienced skiers to make their first winter visits to the Lodge. In this way they avoid putting themselves or the other members of their party at risk in the event of poor conditions.

Staying at Illawong is far from a motel room or a resort lodge. As well as operating technical systems, visitors need to be comfortable

in small, simple, communal accommodation. You will need to share congenially one bunkroom, bathroom and living quarters with up to 8 people, known and unknown. Electricity is for light only – not for electrical appliances of any sort, and Illawong's tradition is to leave electronic entertainment devices at home. Mobile phone coverage is patchy and guests are encouraged to leave phones switched off or on silent, allowing others to enjoy their trip without the intrusion of your phone's ring or your conversation.

For a safe and enjoyable stay at Illawong in winter, all guests should have:

- Experience in off-track cross-country skiing carrying a full pack.
- Adequate alpine clothing and equipment. Suggested packing lists are available on Illawong's website.
- Ideally visited Illawong Lodge before winter, usually at an Easter work-party or scheduled open day to see how the Lodge operates and the dormitory accommodation available.





Check 2: Complete under 18s permissions and 'Prohibited Persons Declarations'

Protective behaviours

People of all ages and backgrounds, including children and teenagers stay at Illawong and participate in all its activities – and have done so safely for over 60 years.

Illawong is known for its child-friendly environment, however if you are responsible for children staying at Illawong, satisfy yourself that the conditions are suitable.

Illawong is probably not suitable in winter if neither you nor young children accompanying you have experience in off-track cross country skiing carrying a pack. Plan to rely on your own resources rather than other residents who might be staying at the Lodge.

IST requires appropriate permission for all people under 18 staying in the lodge without their parent, legal guardian or caregiver, accompanied by a known resident adult during their stay.

For their first Illawong booking, all adults are requested to complete a Prohibited Persons Declaration, like those required when working with children in sports clubs and schools. You only need to submit this once unless your status changes.

The booking officer takes account of declarations when allocating bookings, so that when under-18s are in residence, no member of the party is prohibited by law from working with children.



Booking requirements

Illawong is managed on a voluntary basis and to ensure the safety and security of all there are no exceptions made to these rules.



Check 3: I'm not a member. Do I meet the booking requirements?

From 1 July to end of the October long weekend, 35% of available bed nights are reserved for people other than members of Illawong Ski Tourers and their families, as temporary members. We accept public bookings if:

- An Illawong member who is an [Accredited Lodge Leader](#) is present for the whole period of the booking. IST arranges this.
- Full payment for tariff accompanies the booking request.
- All members of the party have returned all previously issued keys, or paid a replacement cost.
- Any person under 18, not with by a parent, guardian or legal caregiver, has written permission to stay and a responsible adult is nominated who will also be staying at Illawong for the entire period.

- All adult members of the party have completed and submitted a [Prohibited Persons Declaration](#).
- The IST committee is satisfied that all members of the party will comply with Illawong's management policies, once each adult is approved for temporary membership of Illawong Ski Tourers for the period of the booking. For people under 18, a parents or guardian is appointed a temporary member.

We also strongly advise that:

- Each member of the party has visited Illawong outside winter.
- Each member of the party has experience in off-track cross-country skiing carrying a full rucksack.

Ensure your party can look after itself

In winter, Illawong Ski Tourers will organise an Accredited Lodge leader to look after the Lodge during your stay.

Accredited Lodge Leaders are trained in how to open up and shut down, manage and troubleshoot the systems, and implement Illawong's policies, following a comprehensive Operations Manual. Their job is to look after the lodge and to help you with using Illawong's facilities, but everyone is asked to take responsibility too.

Lodge Leaders do not offer guiding, cooking, cleaning or other guest services, and they are not responsible for your group's safety and enjoyment. This is your responsibility.

You and your party need to make your own way in safety to and from the Lodge across snow, with all your gear and any fresh food you wish to bring. Expect to meet the Lodge Leader at Illawong to pick up a key so you can come and go during your stay.

Once at the Lodge, expect to plan your own day trips to suit your party's experience. Illawong members staying at the Lodge may be able to suggest some. You will arrange your own meals but of course you may choose to share with other groups staying.

Winter bookings

Bookings are always made and paid in advance. Most bookings are allocated in the first round of bookings which closes on 28 February.



Winter weeks, weekends and shoulder period

Winter Week bookings are 5 nights i.e. Sunday to Thursday nights inclusive: entry is noon Sunday, exit is noon Friday.

Winter Weekend bookings are 2 nights i.e. Friday and Saturday nights: entry is noon Friday, exit is noon Sunday.

Winter shoulder tariffs are half the tariff of the peak winter rate.

When do bookings open?

First round booking period: Bookings for winter and winter shoulder open 14 February. All bookings of the same priority

received up to 28 February have equal priority. Bookings will be allocated by 28 March.

You're more likely to achieve suitable dates by booking during the first round booking period than waiting for casual bookings.

Casual bookings: You can make a casual booking any time after first round bookings are allocated (28 March). Allow at least three weeks' notice for the booking officer to process records and organise an Accredited Lodge Leader who will supply your key.

Public casual bookings after 28 March: Any beds unallocated from the public 35% remain available to the public on a casual basis after the close of first round bookings.

First round bookings (close 28 February)

Most winter bookings are allocated in the first round booking period which ends on 28 February, and most people get their first or second preference.

- Any winter booking requests without a 2nd preference are allocated last and usually miss their preferred booking.

During the first round booking period you may request a winter week (5 days, Sunday to Thursday nights) followed by a weekend (2 days, Friday-Saturday nights), but not a weekend followed by a week. Once first round bookings are allocated, you may request any vacant 2 day or 5 day periods.



Check 4: Are you making a casual winter booking after 28 March?

Casual winter bookings are available after first round bookings have been allocated.

Things do change; it's worth enquiring, especially for weekends and for early and late in the season when you can take advantage of cheaper tariffs. Spring skiing is often a delight and offers great value.

Check availability

Before you submit a casual booking, enquire with the honorary booking officer at bookings@illawong.asn.au.

Free weekend night after end of July

If after about the end of July there are still winter vacancies, a party with a week booking may request the weekend before (or after) their booking and pay for only one of the two weekend nights.

For certainty, book and pay for the week and the weekend at full rates during first round bookings. To take your chances on the free night, you can wait till after the end of July and pay for 6 nights only - but there may be no beds available.

Accredited Lodge Leaders and public bookings

Illawong Lodge management policies require an Illawong member who is an [Accredited Lodge Leader](#) (ALL) to be in residence whenever people stay in the Lodge. The booking officer arranges bookings so that this occurs.

If a non-member group wishes to book in the defined winter period (1 July – end October long weekend) at a time when no ALL is booked, IST has committed to supply one. For this reason the best maximum number for a non-member party is 6. If a non-member group wishes to book for a time outside the defined winter period when no ALL is booked, IST will attempt to supply an Accredited Lodge Leader, but this is not guaranteed.

Summer bookings



Check 5: Do you want to stay in summer?

Public bookings in summer

Illawong Ski Tourers cannot guarantee access to the Lodge outside the winter period. The best way to access Illawong in summer is to come to a work party and join up with members planning a summer trip.



Check 6: Is my booking application complete?

Preferences

Give first *and* second preference dates for winter bookings. Without a second preference, you reduce the chance of a suitable booking, and frustrate the booking allocation process. Bookings that include a second preference are therefore resolved first.

Lodging a booking application

Bookings are allocated only when the payment is received. Lodge booking applications with the honorary booking officer by posting with the payment to 41 Thomson Ave, Springwood 2777, or scan and email to bookings@illawong.asn.au.

We don't have an online booking form but you can write or type into the Word or PDF versions and send that in.

Making a payment

Please make only one payment per booking. You can pay by Internet transfer, cheque or money order, and must be received before a booking is considered. Illawong doesn't have credit card facilities.

We recommend that you collect money from the rest of your party before submitting your payment because a payment commits you to the booking and is then subject to the cancellation policy. Please note carefully the payment instructions on the [booking form](#).

Work party credits

You may claim an ex-gratia credit of one free night in summer or winter for each full day you have worked at the lodge in an organised work party. Work party credits are managed on an honour system and are available only to the person who earned them, and may not be transferred to anyone else.

How do I find out if my booking was successful?

Your booking is confirmed only when the booking officer receives your application meeting all the booking prerequisites, you have paid all money, all conditions have been met and allocations made. The booking officer will then issue a booking voucher. Contact the booking officer if you wish to enquire about your booking.

Getting there



Check 7: How do I get a key?

Illawong keys are strictly controlled and are issued only by the booking officer. The keys are security keys which cannot be copied. All Illawong keys are managed by the Booking Officer. If your booking was made by a non-member, your Lodge Leader will give your group a key upon arriving. If you arrive before your Lodge Leader (e.g. for a day's skiing) the lodge may still be open with the previous group, but you will not be permitted to wait there. Lodge handovers need to happen between Lodge Leaders with keys.

Return the key to the ALL when departing. Never pass keys from one party to another or leave in a hiding place.

- Make a diary note when you receive your booking voucher to ask the booking officer if a key has been arranged 3 weeks before the date. The booking officer will normally arrange for the ALL to phone you before the trip to arrange arrival times.

Arrival and departure times

Changeover time is noon. If you wish to leave after noon on the last day of your booking, clean and prepare the lodge for an easy handover. Place packed rucksacks and bagged rubbish neatly in the corner of the foyer out of the way. Similarly, you may arrive before noon, if the departing party is not inconvenienced. It is the responsibility of the residents arriving early or departing late to ensure that they fit in with the other party.

The Accredited Lodge Leader is required to open up and shut down the Lodge. Please cooperate with the ALL so that arrival and departure times are convenient to both.



Cancellations

Please choose carefully. Bookings are not transferable. If you wish to change or cancel a booking, contact the booking officer promptly to allow re-letting of the accommodation and the maximum refund.

To request a refund, write to or email the committee of the club through the booking officer. Refunds are made at the discretion of the committee in accordance with the schedule below. These are not normally varied.

- Consider travel insurance to cover the difference between your payment and the available refund.** Illawong's insurance brokers, JMD Ross Insurance Brokers, may be able to help. See www.jmdross.com.au/site/travelinsurance.htm.

Cancellation refunds

Notice of cancellation	Refund
More than 28 days	90%
14 to 28 days	75%
14 to 7 days	50%
Less than 7 days if re-let	50%
Less than 7 days if not re-let	Nil

Honorary Booking Officer, Illawong Ski Tourers
41 Thomson Ave Springwood 2777
bookings@illawong.asn.au