



Mt Hutt[®]
canterbury new zealand

REGIONAL

SCHOOL **AND**

GROUP

BOOKING

PLANNER

2018

CONTENTS

CONTACT US	2
PLAN YOUR TRIP	3
2018 PACKAGE (REGIONAL SCHOOLS)	4
STEP BY STEP GUIDE	5
PLAN B (CONTINGENCY PLANNING)	12
ON THE DAY	13
RENTALS	15
SNOWSPORTS	17
ABILITY GUIDE AND INFO FORM	18
WHAT TO BRING ON THE DAY	20
ADULT HELPER INFORMATION	21
SNOW RESPONSIBILITY CODE	22

CONTACT US

Your first point of contact on the mountain is one of our two Groups Coordinators. During operational winter hours you can contact our team on the following information:



groups@mthutt.co.nz



03 307 6315



www.nzski.com/mt-hutt/audience/groups

For mountain information and an up-to-date Snow Report you can call our Snow Phone on:



03 308 5074

PLAN YOUR TRIP

At Mt Hutt we love getting kids on the slopes! And what better way to do so than getting schools involved. To get the ball rolling, this guide has been put together to help aid you from your initial enquiry all the way through to your day on the mountain. This includes a step by step guide for you to follow that covers travel times, how to gather information from your students, RAMS documents, transport information and much more to help you through the process. At the back of this book you can find:

- Ability guide
- Key Information form for parents to fill out
- Ski day checklist for parents
- Checklist for parent helpers on the day
- Snow Responsibility code

In this guide we will cover where to go on the day of your visit, and share with you a couple of tips for getting large groups of kids through rental collection! On the next page we have our current pricing for Regional* schools for the 2018 season.

So let's get started and get your group on the slopes!

* A Regional school is defined as any New Zealand school or non-commercial youth group (such as scouts or church groups) booking directly with NZSki. Students must be aged 17 and under to participate.

REGIONAL SCHOOL PACKAGE 2018

PACKAGE PRODUCT

- Full mountain lift pass
- Recreational Rental Equipment
- Group Lesson

PRICE

- Mid Week - \$55 per day, per youth
- Weekend - \$85 per day, per youth

LESSONS

- Includes 1 x 1hr 25min lesson
- The lesson time will be advised at the time of booking by the NZSki Sales and Reservations Coordinator.
- Group ratio of approximately 1 instructor to 10 students of similar ability.
- Group size may be in the range of 5 – 15 depending on the ability range of the wider group

REQUIREMENTS

- Any New Zealand school or recognised non-commercial community youth group (e.g., Youth groups, Church Groups, Scouts etc.).
- Students must be school age, 5-17 years.
- Must book direct with NZSki and not through a commercial agent or third party.

RENTALS

- Included in the price;
- Recreational skis, boots & poles or
- Recreational snowboard, boots & wrist guards.
- Helmet
- If any teacher or student would like to upgrade to Performance Skis / Snowboard they can do so at their own cost.
- Not included in the price;
- Clothing (Jackets & Pants) are not included but available at an additional cost.

SUPERVISORS

-
- For every 10 paying students:
- 1 adult receives a day lift pass and recreational rental equipment free of charge.
- 1 adult receives day lift pass and recreational rental equipment at the student price.
- For example, a group of 46 students will be entitled to 4 adults FOC and 4 adults at the student rate.
- Supervision of the students is the responsibility of the Teachers/Adults and not of the mountain staff.
- Any additional adult supervisors will be given a 10% discount off day passes, rental equipment.

STEP 1

MAKE AN ENQUIRY

To first enquire about your booking, head to our website www.nzski.com and find the Groups tab on the Mt Hutt page. Our enquiry form is located here where we will ask you for the following information:

- **SCHOOL NAME**
- **SCHOOL AND GROUP LEADER CONTACTS**
- **APPROXIMATE NUMBERS IN YOUR GROUP**
- **DATE YOU'D LIKE TO VISIT**
- **RENTAL EQUIPMENT REQUIREMENTS**



KEY TIP!

We are often booked out on Fridays for an on-going 6 week programme. If you are able to visit on a different day of the week we may be able to better accommodate your group on that day.

Once you have completed the form, hit the submit button and we will receive your enquiry!

Once we have received your enquiry our Groups team will be in touch with you as soon as possible. We will let you know the availability of your requested booking and organise an alternative date if your original request is not available. If your dates are available we will send you an initial quote. We will then send you a link to collect important information about your group.

STEP 2 RAMS FORM

We know that filling out RAMS forms can sometimes be daunting, especially if you've never visited our ski area before. We have put together a RAMS form specifically for Mt Hutt Ski Area. We recommend that you compare this to your own school or organisation's policies regarding health and safety management before use. If you wish to compose your own form, we have left this as a word document for you to edit. You can find these on our website www.nzski.com/mt-hutt on the groups page.

STEP 3 KEY INFO

We will ask you to fill in a form that gives us a bit more detail about your group. We will ask for each student's name, age, whether they ski or snowboard, their ability level and whether or not they will need clothing. The information is used to organise all the group lessons and rental equipment for your group before you arrive. We know that collecting all that information can be hard, so to help, we have made an information request form for you to send home with the kids, for their parents to fill out. Once gathered, you can add the key information to the online form and send it back to us!

Please note that the earlier we get this information, the smoother your day on the mountain will be! Not sure where to find the form? You can find it online, via our web page or at the back of this guide for you to photocopy or print off.



KEY TIP!

We often find that when asking students for ability levels they can sometimes think they are better skiers and boarders than they actually are. This is quite often so they can join in a group with their friends. To avoid having to move anyone down a level and into another group, which can be upsetting for the kids, if you're unsure of a child's skill level always opt for the lower ability level. That way when the kids excel we can move them up a group - which is a great morale boost!

For a full ability guide please see the back of this booklet or see our Groups page on the Mt Hutt website.

We will confirm once we have received your information form. Two weeks prior to your visit we will be in contact to confirm the information you submitted is still up to date. This way we can make changes to your group booking prior to your arrival. We will also organise payment with you and send another up to date quote.

STEP 4 TRANSPORT

It is paramount that your trip to the mountain is safe and comfortable. You may already have your own transport provider, however, if you're unsure who you should book with, our recommended transport operators are Leopard Coachlines and Methven Travel. Both Leopard and Methven Travel have many experienced drivers that know our access road well in particular. They have been transporting guests to our ski area safely for many years.

LEOPARD COACHLINES
TEL: 03 373 8100
WWW.LEOPARD.CO.NZ

METHVEN TRAVEL
TEL: 03 302 8106
WWW.METHVENTRAVEL.CO.NZ

When booking your transport, if you are unsure of travel times, we have provided the below table for you, in order to help book your trip to the mountain.

DRIVING TIMES TO MT HUTT SKI AREA

Methven	40 Minutes
Ashburton	60 Minutes
Christchurch (Airport)	90 Minutes
Geraldine	90 Minutes
Timaru	120 Minutes
Christchurch (Sumner)	150 Minutes
Rolleston	60 Minutes

* Please note, that if chains are required on your vehicle due to road conditions, you should add a further 25 minutes onto your journey time.

To check the status of our road please call **03 308 5074**, our Snow Report is updated daily by around 6.30am. Please be aware that there can be delays on this due to weather.

** Please also be aware that we generally cannot extend lesson times on the mountain, should you arrive later than your scheduled lesson start time.



KEY NOTE!

You should always be as prepared for the journey on the access road as you are for the mountain. In case of breakdown or a quick weather change, you should always make sure to wrap up warm, with plenty of available snacks and water in case you are stationary for any length of time.

We strive for the safest conditions at all times, however, it's always best to be prepared for all situations.

STEP 5 GEAR

To make sure your group are well prepped for their day on the mountain, we recommend to send a gear list home with the students to make sure they have everything they need with them!

Our recommended essentials are...

- Water proof outer layer including a water proof jacket and a pair of water proof or similar over-trousers.
- Warm layer to wear under your water proof outer layer (no denim jeans).
- A warm jersey or polar fleece middle layer.
- Polyprop or merino thermal layer including long leggings or tights.
- A t-shirt or similar to wear under mid layer.
- Sunglasses or ski goggles (very important).
- Sunscreen.
- Socks (1 to wear and 1 spare).
- Warm gloves (preferably water proof).
- Beanie and hat.
- Snacks for your pockets when out on the mountain. Good size with high energy level foods (bananas are great)!
- Plastic bag for wet gear.
- Cash or eftpos (there are no ATMs on the mountain).

Sunglasses or goggles are essential for preventing snow blindness. Also make sure you have plenty of water, sunscreen and food for the day. We stress that you do not have to have the most expensive gear for your trip to the mountain, whilst it is important to have the right gear for alpine conditions, there are great cheaper substitutes for the expensive gear out there. we offer rental of waterproof ski clothing for an additional charge.

We've also provided a handy page including all of the above information, at the back of this booklet, that you can photocopy or print off to sent home with you students before their trip.

STEP 6 PAYMENT

All of our payments must be received 48 hours in advance. You will receive an 100% refund for students who do not attend your scheduled visit, if due to illness or injury, on the day of your visit. We can refund this to a credit card for ease.

2 weeks prior to your visit you may find it useful to double check:

- **THE NUMBER OF STUDENTS STILL ATTENDING**
- **THE NUMBER OF ADULTS STILL ATTENDING**
- **IF ANYONE NEEDS CLOTHING**

Having this information earlier will mean we can finalise payment for your group much easier.



KEY TIP!

As all payments must be made in advance, we offer four methods of payment - credit card, cheque, cash and bank transfer. There is no surcharge for credit card payments. Please ensure to allow two business days for bank transfers.

This is also a great time to check for any last minute changes, so we can make sure all your tickets, rental equipment and instructors are ready for you on arrival!



KEY INFO

If you would like to reschedule your booking due to adverse weather, we will need a minimum of 2 days notice to avoid a cancellation fee of \$10 per student. If you go ahead with your original booking, and we are not operational on the day of your visit, we will liaise with you to reschedule another suitable day, subject to availability.

A large orange circle is positioned in the top right corner. A horizontal orange line extends from the left edge of the circle across the page. A vertical green line is located on the far left edge of the page.

STEP 7 **ARRIVAL**

ARRIVE ON THE MOUNTAIN FOR A GREAT DAY!

We'll be there to welcome you at Guest Services. Just head straight for the sign marked 'Group Bookings' at the Guest Services counter in our main foyer. Our staff are on hand upon your arrival, to make your transition through rentals as smooth as possible and get your group out to their lessons and waiting instructors. Whilst you collect lift passes and we organise your final arrival details, your students can head through to the Rental department to collect their equipment for the day, before heading out for their lessons.

Over the next few pages in this guide we cover what to expect on the day, collection of your equipment and information on your lessons and our Snowsports department.

PLAN B

WE OPERATE IN AN ALPINE ENVIRONMENT, SO IT'S ALWAYS BEST TO BE PREPARED FOR THE BAD WEATHER WITH SOME CONTINGENCY PLANNING.

As mentioned in the above steps, we will need at least 48 hours notice to change your group booking to avoid a cancellation fee. Should you choose not to visit us on your scheduled day and we are still operational.

As mother nature can be trying, sometimes we just can't get to the slopes and are unable to open the mountain due to an unsafe environment. And sometimes she's unsure, meaning we can't make a decision between trying to open the mountain, or remain closed for the day until mid morning.

On these days, especially if you are leaving early to make it for 9am lessons, we will be in contact with you as soon as possible to let you know our mountain status for the day. If we are unable to open, or you have decided not to visit us due to a delayed opening, we will try our best to reschedule you for another day, at no additional charge, subject to availability. If we are unable to reschedule you, you will receive a full refund for any amount paid in advance.



KEY INFO

However, should we be operational and you choose not to attend your scheduled visit for that day, please be aware your group will incur a \$10 cancellation fee per person, if we have not received 48 hours notice.

ON THE DAY

ARRIVAL

When you first arrive, your group leader should head straight to Guest Services. Please be aware that we deal only with the group leader on the day of your visit to avoid miscommunication at any time. You will be allocated a Rentals Check-In Time when you first enquire about your group booking. It is essential that you adhere to this time slot as best you can, to ensure the students are ready in plenty of time for their lessons.

WHAT TO DO WHEN YOU ARRIVE

1

REGISTER WITH GUEST SERVICES

We will provide you with lift passes for everyone in your group and make any amendments to your booking. We will also contact our Rental department and Snowsports School to let them know your group have arrived in order to have our rental team ready to help you and instructors ready to go!

2

REGISTER WITH THE MED ROOM

In the unfortunate event that a member of your group should need medical attention, we need to be able to reach the group leader or an adult helper. The Med Room staff will require a contact number for at least two different adult helpers, more if you have a larger group. They will also ask for your group size and general idea of ability levels. Although we will have provided this information to the Med Room team already, we always like to double check on the day with the group leader directly, to ensure we have all the correct information.



HEAD TO RENTALS FOR GEAR COLLECTION

Once we've made any changes to your booking, the students can go and pick up their gear! For full instructions see our Rentals page in this booklet.



HEAD TO THE SNOW FOR YOUR LESSONS

Students can start heading out onto the snow for their lessons as soon as they have been fitted up with their rental equipment. On the snow they will be separated into their different ability groups, ready to get going on the slopes!



KEY INFO - EXPECTATION OF ADULT HELPERS & TEACHERS

It is the responsibility of the accompanying teachers and adult helpers, to look after the students for the duration of their time on the mountain. This includes time both in the base area and on the slopes.

WHO TO CONTACT ON THE DAY

If you have any questions throughout the day, feel free to visit us in Guest Services where we will be happy to help. Any specific Snowsports questions? Head to our Snowsports School office where our team will be happy to answer any queries you have.

RENTALS

We have a large rental fleet on hand to accommodate for your school group as best we can. Please be aware that, although we always strive to fit your group with any specific requirements, we may be limited due to stock availability.



KEY INFO - GETTING YOUR GEAR

To make collecting your equipment as quick and simple as possible, we recommend writing each student's weight and shoe size on their hand. This allows our Rental Technicians to gain the information they need for fitting out the kids with gear extra quickly.

Helmets are included for every student or adult helper, as it is a minimum requirement that all students attending a school trip must wear a helmet. If some members of your group are snowboarding, they can also grab some wrist guards too!

QUICK TIPS FOR GETTING THROUGH RENTALS:

- You only need one pair of good socks!
- Don't tuck your pants into your boots (these should be left outside the boot).
- You don't need to take your ski boots off for us to set skis! Make sure you keep them on and head to our ski and snowboard area.
- Grab your poles and helmet at the end. You can find these on the way out of Rentals, where one of our friendly staff members will be there to help you.

If any of your party need additional clothing, just let us know, we will organise to take all of those students that require waterproof gear to our clothing area in one group to get them fitted up. Please be aware that clothing is charged at an additional cost.

After each student has collected their gear, they should head out to the snow where our instructors will meet with them for their lessons!

SNOW SPORTS

Once you have your rental gear, it's time to head to the slopes for your lessons! We ask for the abilities of your group in advance, so we can split your group into separate lesson groups prior to your visit. It is important that the students stick to their allocated levels and groups for the duration of their lessons, as these have been carefully worked out to enable your group to gain as much from their lessons as possible.

**LESSON TIMES ARE 9AM AND 10.30AM
LESSONS RUN FOR 1 HR 25 MINUTES**



KEY INFO!

As a safety precaution for all beginners, at the start of the lesson we will collect each student's lift pass. This means they will not be able to gain access to the chairlift until they are of suitable ability. The passes will be returned to the group leader at the end of the lesson. If a student would like to access the chairlift after their lesson, this is at the discretion of the group leader. The students must be accompanied on the mountain by school staff or supervisors.

As mentioned previously, whilst we will provide all the support we can, it is the responsibility of the school to chaperone and ensure the safety of the students on the mountain. Our instructors, once finished the duration of the lesson, will not be able to accompany students on the mountain for the rest of their ski day.

ABILITY GUIDE

SKI

SNOWBOARD

1 LEVEL 1 - NEVER SKIED

If you've never skied before, this is the level for you! If you've skied before but can't yet change the size of your wedge, maybe stick to level 1.

2 LEVEL 2 - NOVICE

If you can stop by making your wedge bigger or change directions when skiing, maybe even turn to stop, you are a level 2.

3A LEVEL 3A - CHAIRLIFT

If you can ride the chairlift & link turns down a green run, but you're not quite skiing with parallel turns & use a wedge to turn & control your speed. If you start off with a wedge & finish your turn with a parallel, you are level 3A.

3B LEVEL 3B - CHAIRLIFT

If you can ski parallel all the way through your turns, but are not yet able to ski a BLUE run all the way down with parallel turns, you are level 3B.

4 LEVEL 4 - BLUE RUNS

If you can ski blue runs comfortably, but not yet ski the rest of the mountain, you are level 4.

5 LEVEL 5 - ALL MOUNTAIN

If you can comfortably ski off piste, over lumps & bumps, powder & hard snow. If when you carve you leave clean tracks, you are level 5.

6 LEVEL 6 - EXPERT

If you can do everything listed above, pick your line & ski it, & ski all day without getting tired. You're level 6.

1 LEVEL 1 - NEVER RIDEN

If you've never snowboarded before, don't yet know your stance & can't strap in, you are a level 1 snowboarder.

2A LEVEL 2 - NOVICE

If you can do the above, but not yet slip down the magic carpet & stop in control. Or not yet do a floating leaf on toes and heels you are level 2a.

2B LEVEL 2B - ABLE TO STOP

If you can stop on your snowboard, but not yet link your turns you are level 2B.

3 LEVEL 3 - CHAIRLIFT

If you can ride the chairlift & link turns down a green run but not yet change the size and shape of your turn, you are level 3.

4 LEVEL 4 - BLUE RUNS

If you have tried a bit of freestyle, and can now link your turns down a blue run, you are level 4.

5 LEVEL 5 - ALL MOUNTAIN

If you can ride switch, link your turns down any groomed run, make strong edge turns & ride off piste you are level 5.

6 LEVEL 6 - EXPERT

If you can do all of the above & see your line & ride it, ride all day without getting tired, you are level 6.

SKI & SNOWBOARD INFO FORM

-----School are visiting Mt Hutt Ski Area on ----- for a ski trip! Please fill out the form below with the relevant information for your child's trip.

NAME _____

AGE _____

CLASS _____

Does your child Ski or Snowboard? Please check the applicable box.

☐

SKI

☐

SNOWBOARD

Using the ability guide, what level skier or snowboarder is you child?

We often find that when asking students for ability levels they can sometimes think they are better skiers and boarders than they actually are. This is quite often so they can join in a group with their friends. To avoid having to move anyone down a level and into another group, which can be upsetting for the kids, if you're unsure of your child's skill level always opt for the lower ability level. That way when the kids excel we can move them up a group - which is a great morale boost!

LEVEL _____

Will you child need additional clothing on the day of their trip? Yes/No (please circle one).

SIGNED _____

WHAT TO BRING ON THE DAY

To make sure your child is well prepped for their day on the mountain, please see the list below for the recommended essentials for their visit...

- **WATER PROOF OUTER LAYER INCLUDING A WATER PROOF JACKET AND A PAIR OF WATER PROOF OR SIMILAR OVER-TROUSERS.**
- **WARM LAYER TO WEAR UNDER YOUR WATER PROOF OUTER LAYER (NO DENIM JEANS).**
- **A WARM JERSEY OR POLAR FLEECE MIDDLE LAYER.**
- **POLYPROP OR MERINO THERMAL LAYER INCLUDING LONG LEGGINGS OR TIGHTS.**
- **A T-SHIRT OR SIMILAR TO WEAR UNDER MID LAYER.**
- **SUNGLASSES OR SKI GOGGLES (VERY IMPORTANT).**
- **SUNSCREEN.**
- **SOCKS (1 TO WEAR AND 1 SPARE).**
- **WARM GLOVES (PREFERABLY WATER PROOF).**
- **BEANIE AND HAT.**
- **SNACKS FOR YOUR POCKETS WHEN OUT ON THE MOUNTAIN. GOOD SIZE WITH HIGH ENERGY LEVEL FOODS (BANANAS ARE GREAT)!**
- **PLASTIC BAG FOR WET GEAR.**
- **CASH OR EFTPOS (THERE ARE NO ATMS ON THE MOUNTAIN).**

Sunglasses or goggles are essential for preventing snow blindness. Also make sure you have plenty of water, sunscreen and food for the day. We stress that you do not have to have the most expensive gear for your trip to the mountain, whilst it is important to have the right gear for alpine conditions, there are great cheaper substitutes for the expensive gear out there.

ADULT HELPER INFORMATION

Listed below are some tips and useful information to help you as you accompany the school.

- **STUDENTS ARE THE RESPONSIBILITY OF THE SCHOOL AND ACCOMPANYING SUPERVISORS ON THE DAY OF OUR VISIT. MOUNTAIN STAFF WILL NOT SUPERVISE CHILDREN ON THE MOUNTAIN.**
- **NO BAGS LEFT ON THE BUS.**
- **BAGS CAN BE LEFT IN AN ALLOCATED BIN IN THE BASE LODGE CAFETERIA OR OUTSIDE DECKING AREA. BAGS ARE NOT TO BE LEFT IN SEATING AREAS OF THE CAFETERIA.**
- **THE GROUP LEADER WILL LIAISE WITH MOUNTAIN STAFF AND ORGANISE PASSES, RENTALS AND LESSONS. IF YOU HAVE ANY CONCERNS PLEASE SEE THE GROUP LEADER DIRECTLY.**
- **ANY CONCERNS OR QUERIES REGARDING INSTRUCTORS MUST BE DISCUSSED WITH GROUP LEADER WHO WILL SPEAK WITH THE SNOWSPORTS TEAM.**
- **IN THE EVENT OF ACCIDENT OR EMERGENCY OF ANY KIND PLEASE CONTACT TEACHERS.**
- **PLEASE DO NOT DIRECTLY CONTACT OFF-SITE PARENTS REGARDING ABOVE.**
- **IF YOU CANNOT REACH TEACHERS, PLEASE GO TO GUEST SERVICES.**

Please find teacher contact details listed below:

TEACHER _____ **PHONE NO.** _____

TEACHER _____ **PHONE NO.** _____

TEACHER _____ **PHONE NO.** _____

TEACHER _____ **PHONE NO.** _____

SNOW RESPONSIBILITY CODE

1 STAY IN CONTROL AT ALL TIMES

Know your ability, start easy, be able to stop and avoid other people.

2 PEOPLE BELOW YOU HAVE THE RIGHT OF WAY

The skier or boarder downhill of you has the right of way, also look above before entering a trail.

3 OBEY ALL SKI AREA SIGNAGE

Signs are there for your safety, keep out of closed areas.

4 LOOK BEFORE YOU LEAP

Scope jumps first, ensure the area is clear of others, use a spotter on blind jumps.

5 STOP WHERE YOU CAN BE SEEN

When stopping, try to move to the side of the trail where you can be seen from above.

6 DON'T LOSE WHAT YOU USE

Equipment must be secured while walking or stashing.

7 STAY ON SCENE

If you are involved in, or witness, an accident, remain at the scene and identify yourself to Ski Patrol.

8 RESPECT GETS RESPECT

From the lift line, to the slopes and through the park.

