

Warilla Barrack Point SLSC  
Club House Security Access Swipe card & key

Name:..... Code:..... Date.....

Area Allocated

Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8
Auditorium	Gym	Gear Shed	Board Room	Kiosk	1 <sup>st</sup> Aid room	Not used	Smoke Detectors
Red Key	Card	Card	Red Key	Key	Key		Access code?
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N		Y/N

**Operating Instructions** for swipe card for access and exit to gym & gear shed

- 1) Swipe card and enter login code if accessing area other than gym or gear shed \*\*\*\* then press “OK”)
- 2) For key access use the swipe card then select area you wish to access “1 or 4 or 6 etc...”
- 3) Turn selected area “On” or “Off”
- 4) Log out (Press “End”)

1. Listed above is your security code and areas that you are authorised to access.
2. Access to other areas if not authorised **will set the alarm off**
3. This is your personal swipe card/security code and you will be held responsible for ensuring it is not used by anyone else (unless in an emergency)
4. You must not divulge you code to others, failure to follow this requirement could lead to your code being removed from the security system.
5. To obtain a card/key a deposit of \$20 is required – refunded when key or card is returned
6. A call out fee of \$90 will be charged to owner of the code if it is activated and security is called out to investigate.

I have read the Club Security Card/Keys policy and agree to abide by the conditions set out in the policy.

Signed.....

Print Name.....

Date.....

Office use only: Date deposit paid and access code activated .....

Document Name: Security - Keys	Responsible Position: Mgt Committee	
Version:2	Current Version Adoption Date: 2011	Review Date: 2012

**POLICY TITLE**  
**Club Security – Cards/Keys**

The following policy on the above has been reviewed and endorsed by the Management Committee.

The surf club will be protected by an electronic security system, access to the system, will restricted to the Secretary/Treasurer and Security System representative.

Access codes will only be issued to those members who have a security card/key, Card for access to Gym, and key for access to First-aid room and Gear shed. Red keys are issued to Executive and other nominated members for additional access to the Auditorium and Meeting room.

Note: Card access is to Gym and Gear Shed only; restricted hours will apply to the use of the gym.

Before a member is issued with card for the gym they must be inducted and details recorded in the gym induction book.

A register of card/key holders is to be kept by the Treasurer, the name and serial number of each card/key is to be recorded in the register and signed off each year, usually from the beginning of the season – following the Annual General Meeting

Members applying for access code/key will complete a request for security access form and place a deposit of \$20 to cover the cost of activating the access code. When the card/key is returned the deposit will be refunded to the member.

If a card/key is lost, it must be reported to the Secretary or Treasurer and an additional \$20 deposit will be required and the register amended. The original \$20 deposit will be forfeited to cover the cost of the key or card.

It is the responsibility of the last member to leave the building to ensure the security system has been activated.

**Issuing of Security Card/Key**

Security card/keys shall only be issued to financial members who are 18yrs or older and are considered responsible persons by the management committee

Note: If junior members under 18 are using the gym or club gear they must be under the supervision of a senior member - minimum age 18

Un-financial members must return security key and any other club equipment on request from Management Committee.

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