



TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

All Correspondance to PO Box 193 Torquay 3228

Administration Ph. (03) 5261 4110 Fax Ph. (03) 5261 4209

Website www.torquayslsc.com.au E-mail info@torquayslsc.com.au

POLICY NAME

Access & Swipe Cards

PURPOSE

The purpose of this policy is to set the protocols for obtaining access/swipe cards.

- The Director of Member Services is responsible for issuing and administering building electronic access passes.
- It sets out the limitations on access and the responsibilities of members who are provided with access passes.

SCOPE

This policy applies to all members, officers, directors and employees of Torquay Surf Life Saving Club.

DIRECTORATE(S)

Member Services

RESPONSIBLE DIRECTOR(S)

Director of Member Services

POLICY

1. Access Devices
 - a. Members may purchase a swipe card or similar device that allows them access to the club gymnasium, downstairs changing rooms and other areas applicable to their membership category and activity as agreed by the Responsible Director.
 - b. To be granted an access card / device, a member over the age of 18, must provide the club with a copy of a valid working with children check.
 - c. This access is granted to the card/device holder only and should under no circumstances be given to anyone other than the person allocated to the "swipe" device.
 - d. All use of the swipe card is recorded in the Club's IT system with a record of the member's name, the time that they swiped and the door they ether opened or attempted to open.
 - e. Where a member is found to misuse the access device or left the area they accessed in an unacceptable state, they will be given an initial warning. A second breach will result in the card being deactivated.



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- f. Where a member loses the device, they must inform the club as soon as possible to protect the security of both other members and the cub itself. A new device can be purchased at the member's expense in this instance.

2. Restrictions

- a. For the avoidance of doubt –
 - i. The Female changing rooms and toilets are expressly off limits to Males; and
 - ii. The Male changing rooms and toilets are expressly off limits to Females.
- b. Breaches of this section 2 a) will be dealt with as a disciplinary matter.

Related By-Laws & Policies

- Policy – Club House Rules

VERSION CONTROL AND CHANGE HISTORY

VERSION NUMBER	DATE	DETAILS OF CHANGE
1	03/04/2023	Policy created & ratified by TSLSC Board