



Currumbin Beach Vikings Surf Life Saving Club Inc. Management of Electronic Key System (FOB) Policy

Policy Register Number: CSLSC1.15

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Approved By: Club Council
Approved on: 13th August 2020
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Background:

This policy provides guidance on the implementation and management of the electronic key system (Fob) installed at Currumbin Beach Vikings Surf Life Saving Club. The security system consists of FOBs and supporting electronic technology used to manage member access to designated areas within lifesaving club premises

Purpose:

The Club Council has identified there is a potential risk to our membership and workforce by unregulated entry to the members' area and recommended the installation of a security access management system to assist: a) control risk of possible access by general public to Club Member Only areas b) control potential risk of theft of personal and club gear and equipment c) improve management of junior and youth access and any potential exposure of youth to non-authorized persons or unsolicited behaviours.

Club members will be provided with access to club areas based on their volunteer activities. Every member who enters club premises must do so by using their own Fob every time they enter. Members should never permit someone else to use their Fob, or allow someone to 'tailgate' them into restricted areas

Scope;

At the time of paying their membership or at any time during their membership a member may choose to purchase a security FOB. Administration of the Fob system is undertaken by the Lifesaving Administrator under the direction of the CEO. A record is to be kept of the FOB number issued and the name of the club member it was issued to.

The expected life of a Fob is four (4) years. Any Fob that malfunctions will be replaced free of charge. Replacement of an expired, lost or stolen Fob is at the member's cost. Members are requested to please report a lost or stolen Fob immediately to the Lifesaving Administrator so it can be disabled.

FOB access to restricted areas will cease on;

- The day of the Surf Life Saving club Annual General Meeting (AGM) each year, unless the member has renewed their membership subscription prior to the AGM. Once the membership fee is paid the FOB will be re-activated
- for members over 18 years the expiry of, or withdrawal of their Blue Card (Working with Children Check)
- Suspension from surf lifesaving club.



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1. Access Permissions

1.1. Senior Club Member Access

Standard access permissions for senior club members including members over 13 years of age who hold a Surf Rescue Certificate and participate in patrol duties. Members over the age of 18 years must hold a Working with Children (Blue Card) to access facilities

1.2. Junior Activities Member Access

Junior Activity members (U6 to U13) have a designated JAC toilet facility at the Nipper Clubhouse site for use

1.2. Associate Member Access

Associate Member access may be granted for Club members over 18 years of age who are financial members of the Club and who hold a Working with Children (Blue Card)

Membership Type	Change Rooms	First Aid Room
Active	Yes	No
Patrol Captain	Yes	Yes
First Aid Award Holders	Yes	Yes
Club Coaches	Yes	Yes
Associate Non Patrolling	Yes	No