



New Electronic Key Access System

Dear Newport Surf Club Members,

BACKGROUND

Newport Surf Club has a large number of members who have keys to the clubhouse. Over time the management of the key allocation has become increasingly difficult as:

- Some members leave the club and do not return their key
- Some people have had multiple keys issued as they have lost keys and others who have access to the lost keys.

Access to the club is a privilege to members who are financial and who have an ongoing commitment to the care of the clubhouse. In particular, it is important to recognize the need to maintain a high level of security for the building given value and community importance of the surf rescue and equipment held within the clubhouse.

A new safe and convenient access to Newport Surf Club has been installed. This is an electronic swipe system which will:

- Facilitate the management of secure access to the club.
- Will provide a higher level of security for the club and eliminate the many "floating or lost keys", and
- Importantly, it will enhance the convenience to club members e.g. the swipe or swab can be attached to your key ring or the bracelet swab can be worn and is designed to be worn in the water.

If you currently have a general access key to the beach side door of the club this will be phased out prior to the start of the 2011/2012 season. The swipe is a small, robust battery backed memory and identification device that will provide access to the lower level of the club via a reader device fitted to the door of the clubhouse to gain access.

IMPLEMENTATION PROGRAM

People who currently hold keys can return the key and apply to the House Captain or Secretary of the club for a replacement swipe. New applicants can also apply for consideration for a swipe. Once the application has been approved the swipe will be programmed and distributed to those approved applicants prior to the commencement of the upcoming season. The cost of a new swipe or bracelet will be \$30. Unfortunately due to inconsistent records no refunds of existing keys will be given however if you return a key a swipe will be issued FOC. Lost swipes can be replaced at a cost of \$30

The lock on the beachside door will be changed by the start of the season and current keys will be obsolete. There will also be a new closer added to the door.



**NEWPORT SURF LIFE SAVING CLUB
INCORPORATED**

ABN 56 603 611 439

AFFILIATED WITH SURF LIFE SAVING AUSTRALIA

All Correspondence addressed to: Hon. Secretary, PO Box 57, Newport Beach NSW 2106
www.newportsurfclub.com.au



Once the new system is operational, access to the gym will also change. Gym members will only be able to access the gym from the beach side of the club. The gym swipe will be reprogrammed to access the beach side door and the gym.

There will be no access from the carpark doors from the start of the season. This is to minimise the import of sand and the subsequent wear and tear to the hall. It will also significantly reduce the cleaning and maintenance costs currently incurred by the club.

If you have any queries please contact the Secretary or House Captain via email or leave a message at the club.



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APPLICATION FOR SWIPE

I hereby apply for swipe access to Newport Surf Club. Upon acceptance of my application I agree to be bound by the constitution and rules of Newport Surf Club. I understand that my access swipe remains the property of NSLSC and my deposit will be refunded when I return the swipe. A replacement swipe for whatever reason will be paid for by me at the fee determined by NSLSC

NAME	
ADDRESS	
PHONE NUMBER (H)	
(W)	
(M)	
DEPOSIT ENCLOSED Cash/Credit Card	\$

Swipes will be programmed according to approved access areas.

Please indicate the area you are applying for access to:

AREA	REASON	APPROVAL
Beach Side Door <i>This will give you access to the men's and ladies showers</i>		
First Aid Room <i>Appropriate qualifications required</i>		
Gym <i>Current membership required</i>		

Applicants should be aware that the system keeps a record of your entry to the club. The swipe will be programmed according to the areas given approval. **The beach side door is to be kept closed at all times.**

Loss of Swipe

If a member loses his/her swipe, he/she will forfeit the \$30 deposit to NSLSC. If a member who has lost a swipe wishes to obtain another swipe, the cost of the swipe will be an additional \$30 (plus an administration fee of \$20).

Any members with a swipe who do not continue their membership for the next year, will have to hand back their swipe to NSLSC by the date of the Annual General Meeting (AGM).

They will be reimbursed the deposit within 14 days.

Signature of Applicant.....

Signature of Secretary or House Captain.....

Date.....

OFFICE USE ONLY

Date processed.....

SWIPE ISSUED.....

SWIPE NUMBER.....

SWIPE RETURNED.....

REFUND DATE:.....

REFUND PAID \$.....