



Adelaide Rowing Club

GPO Box 1228, Adelaide, South Australia, 5001

ph: (08) 8231 6527 www.adelaiderowingclub.com.au

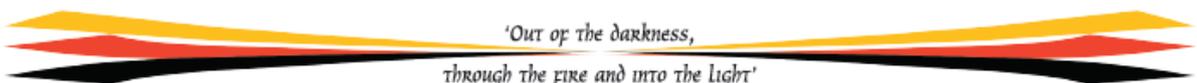
ABN 17 750 532 137

Adelaide Rowing Club – Boatshed Security Conditions

(Updated 12 February 2014)

1. Keys & pendants will not be issued to any member unless they are fully financial, active or semi-active members and have returned a completed security form.
2. Pendants must be swiped by a reader upon entry to and departure from the ARC Torrens boatshed, as well as to enter internal doors such as the change rooms.
3. Each pendant is uniquely coded, and a log is maintained of each time a pendant is used and which areas have been accessed using that pendant. For this reason, members issued with a pendant must not allow their pendant to be used or borrowed by others under any circumstances. In the event of theft or property damage, this log may be used to determine responsible parties.
4. Keys and pendants must only be used by members to admit themselves in and out of the Club.
5. Members who become non-financial shall have their pendant de-activated until they have re-gained their financial status.
6. Any member who is found to have allowed non-members to use the Club's equipment and facilities without the Captain or Committee's prior approval may have their pendant de-activated without notice for a period of time determined by the Committee. This is at the discretion of the Captain and the Committee, and further measures may be taken by the Club in the case of persistent misuse.
7. The initial pendant issued to a member is free of charge. Additional replacement pendants may be re-issued at a cost of \$20.
8. Each key issued is subject to payment of a \$40 deposit prior to issue, refundable upon the return of the key to the Secretary.
9. In the event of a lost or stolen key or pendant, the member responsible for the pendant must advise the Secretary as soon as possible. The pendant will be de-activated to ensure that improper access to the club cannot occur and a replacement pendant may be requested.
10. Keys and pendants shall remain the property of Adelaide Rowing Club at all times, and must be returned to the Club upon termination of membership or upon request by the Committee. Failure to return a pendant shall result in a \$20 fee being charged to the member, whilst failure to return a key shall result in forfeiture of the deposit.
11. Changeroom doors are to be kept shut and locked at all times. Sirens will sound automatically if the doors are left open for more than 30 seconds.
12. If you are the last one leaving the boatshed, please have a quick check should be made to ensure all doors are locked and any alarms are armed.
13. Pendants are coded to allow or restrict access into the various areas of the club at the discretion of the Committee. Members in current possession of a Master key and who are deemed by the Committee not to have need of a Master key shall be required to exchange their Master key for a standard key at no charge to them.
14. These conditions shall be extended to apply at the West Lakes boatshed in the event that a similar security system is installed there in the future.

Please complete, scan and return the form on the back of this page via email to secretary@adelaiderowingclub.com.au. Provided all other requirements are met, a coded pendant shall be posted or issued to you as soon as possible once this form is received. Please allow up to 10 business days for the pendant to arrive.



*'Out of the darkness,
through the fire and into the light'*



Adelaide Rowing Club

GPO Box 1228, Adelaide, South Australia, 5001
ph: (08) 8231 6527 www.adelaiderowingclub.com.au
ABN 17 750 532 137

Adelaide Rowing Club – Acknowledgement of Boatshed Security Conditions

I, _____, acknowledge the Boatshed Security Conditions for the Adelaide Rowing Club. I acknowledge that I am responsible for ensuring that any pendant or key assigned to me are only used in conjunction with these conditions and that my failure to comply with these conditions may result in my access privileges being revoked without notice.

Please circle or fill in as required.

I would like to be issued with a swipe pendant to the Torrens Boatshed YES / NO

I already have a key to the West Lakes Boatshed. YES / NO Key #: T.12 ___

I already have a key to the Torrens Boatshed. YES / NO Key #: _____
Type: 1000 or 0111

I would like to be issued with a key to the boatshed (\$40 deposit required per key) Torrens West Lakes

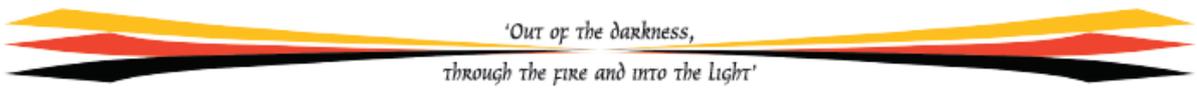
Signed: _____

Date: _____

Reference: The number for West Lakes keys is the 3-digit number engraved after the T.12 code.

The key number for a Torrens key is the 5-digit number stamped into the key. The type is also stamped into the key (it may be stamped as just 111 in some cases). 0111 are standard keys used to access the gym. 1000 keys are master keys.

If you are unsure, please attach a photo of the key when emailing this form to the Secretary.





Adelaide Rowing Club

GPO Box 1228, Adelaide, South Australia, 5001

ph: (08) 8231 6527 www.adelaiderowingclub.com.au

ABN 17 750 532 137

Adelaide Rowing Club Security Pendant System FAQs

1. Why are we introducing this new system?

The system is being installed to improve the security of our boatshed. In addition, our current alarm system requires upgrading to allow easy use and monitoring.

The current key system is ineffective because keys have been issued over a very long period of time and a record of who has keys has not been accurately maintained. Whilst exact numbers are uncertain, in excess of 300 keys are believed to be in circulation amongst current and former members. Several recent security incidents are believed to be linked to past members who still have boatshed keys. The Committee also wishes to prevent access to non-financial members who fail to renew their memberships, but who still continue to 'free-load' and use the Club's facilities.

2. Where is it being installed?

At this time, the swipe system will be installed at the Torrens boatshed only. It may be extended to West Lakes at a later date, but there are no immediate plans to do this. Access to the West Lakes Shed will still only require a physical key.

3. How do I get a pendant?

Pendants will only be issued to Active & Semi-Active category members who are financial and who have returned a signed acknowledgement of the ARC Boatshed Security conditions. They will be posted out as soon as possible after these requirements have been met.

4. I don't think I want the responsibility of having a pendant. Do I have to have one?

No – you don't have to have a pendant. But you will not have independent access to the Torrens Boatshed without one. If you don't want a pendant, then simply do not return a signed acknowledgement of the ARC Boatshed Security conditions.

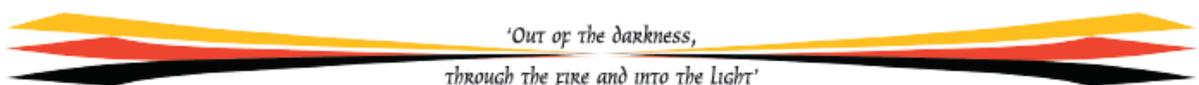
5. I already have a key to a boatshed. Do I have to fill out the acknowledgement of the ARC Boatshed Security conditions.

Yes. Maintaining boatshed security is a collective responsibility of the membership and the Committee would like all members who current have a key to either or both of the boatsheds to complete and submit the form, regardless of whether or not they would like a pendant. This will assist us in developing a register of people who have keys to our sheds.

6. Are the new pendants waterproof?

Yes, the pendants are waterproof, but it is unknown if they float... They are lightweight, durable and unobtrusive. They are about the size of a 20 cent piece and weigh approximately 20 grams.

7. What do I do with my Torrens boatshed key? Do I still need it?





Adelaide Rowing Club

GPO Box 1228, Adelaide, South Australia, 5001

ph: (08) 8231 6527 www.adelaiderowingclub.com.au

ABN 17 750 532 137

Yes. The existing Torrens boatshed key is still required to open the front boat-bay doors. Please retain your key.

8. I don't have a boatshed key (for either shed). How do I get one?

Firstly, you must be an Active or Semi-Active category members who is financial and who has returned a signed acknowledgement of the ARC Boatshed Security conditions. No keys or pendants will be issued until these requirements are met. Once this has been done, keys to either shed can be obtained after payment of a \$40 deposit (per key). Contact the secretary if you would like a key. Please note that there may be a lengthy turnaround time if new keys need to be cut.

9. I want to surrender my key and pendant. What do I do? Can I give my pendant/key to my mate who needs them?

Contact the Secretary to return any key or pendant that is no longer necessary. Keys and pendants are not transferable. There is no deposit to be refunded for return of security pendants. Key deposits will only be refunded to the person to whom the key was issued. Any keys issued prior to 1 January 2014 will be refunded a \$20 deposit only. Keys issued after 1 January 2014 will attract a \$40 refund. An accurate list of keys issued after 1 January 2014 is in place, so any key refund not on this list will only be eligible for a \$20 refund.

10. What happens if I lock myself out of the Club or the changerooms?

The Club will bear no responsibility if this occurs. Other members might be able to let you in, but they are under no obligation to do so, and this practice is discouraged.

Ensure that you keep the pendant on your person when you go out for a row or do your exercise. They are lightweight, durable and unobtrusive. They are about the size of a 20 cent piece and weigh approximately 20 grams. Suggestions include:

- Tie the pendant onto your shoe-laces or a necklace.
- Use a wrist-band or karabiner clip.
- Attach it onto your drink bottle with a heavy duty rubber band.

11. Someone else has locked themselves out and they want me to let them in. What do I do?

A list of current and financial members will be maintained in the glass notice board next to the downstairs backdoor. If they are on the list, then tell them that they owe you a drink on Thursday night. If they are not, contact a Committee Member immediately for advice.

12. I need access to other parts of the Club. How do I arrange this?

Master keys and swipe pendant access to restricted areas will only be granted by Committee approval only on an as-required basis. Contact the Secretary if you feel you have a valid and legitimate need.

