

ARGONAUT ROWING CLUB ALARM AND SECURITY CARD SYSTEM - POLICY

Objective:

To ensure the main asset of the ARC, that is the building including the equipment, is secure from vandalism and theft.

1. Locked Door Policy

- 1.1 The Club is under 24-hour recorded video surveillance and all key access card usage is logged. All people who enter the club will be photographed. Members deliberately allowing unauthorized access of non-members to the facility may be subject to suspension of membership.
- 1.2. The front gate will be locked at all times. Access to the facility will be through member enabled card reader equipped door.
- 1.3. The card is issued by and remains the property of the Argonaut Rowing club. Members must return the card to the Club on request or destroy it if so requested. Members are responsible for the security of their card. If you lose your card, you must report it to the Membership Director at info@argonautrowingclub.com.

2. Alarm Setting Policy

- 2.1. While the docks are in, the club will be open to members between 4:45AM and 10:00PM. Once the docks are out, the club will be open to members between 5:30AM and 10:00PM. The default automatic door locking time will be 10:00 PM.
- 2.2. The alarm will be set automatically at 10:00 PM. Swipe card access is available until 9:00 PM, but you must leave by 10:00 PM. The alarm will be cancelled automatically at 4:45 AM (docks-in) or 5:30 AM (docks-out) each day.
- 2.3. All Club users are asked to close windows, boat bay doors and switch off the lights if they are the last to leave at night.
- 2.4. The front gate must never be secured open, except during trailer loading and unloading, dock clean up or when Learn-to-Row programs are being delivered and the LTR Coordinator is on the dock.

3. Card Issuing Procedures

- 3.1. Cards will be available to:
 - i. All ARC members who pay a minimum of three month membership fees, including life members. (Life members' cards will be issued without a deposit, but if they misplace the card, then they will be required to pay a non-refundable fee of \$40.00)

- ii. All ARC coaches identified as such by Stani Slavova, Head Coach
 - iii. Branksome Hall will be issued 5 cards to be kept secure by a teacher or the Branksome Hall Head Coach. Additional cards will be issued to other Branksome Hall coaches as authorized by the Head Coach.
- 3.2. To acquire a card, members must make a deposit of \$40.00, cash or cheque. This deposit is returned once the Club receives the card back.
- 3.3. If members lose their card, or think an unauthorised person has been using it the member should promptly contact the Membership Director via info@argonautrowingclub.com. To acquire a replacement card, the member will need to pay a non-refundable fee of \$40.00.
- 3.4. If cases where the card stops working and a member requires a new one:
- i. If the card is physically damaged, the member will need to make a non-refundable payment of \$40.00 for a replacement card.
 - ii. If the card is whole, but just stopped working, the member may exchange it, and there will be no additional payment. Please contact the Membership Director.
- 3.5. When the member terminates their membership with the Club, s/he must return the card at which time s/he will be given back the \$40.00 deposit. The returned deposit will be given to the member within two weeks of the Club having received the returned card.
- 3.6. If a member signs up for full membership, the card will be valid until March 31st. If the member signs up for a three-month membership, the card will only be valid for a three-month period from the date that the membership fees are paid, after which it will be de-activated and the member will no longer be able to use the Club's facilities.
- 3.7. If a member wishes to extend his/her membership from three months to full-year membership, s/he must contact the Membership Director who will extend the membership and activate the card accordingly, once the appropriate fees have been paid.