

Wadebridge Tennis Club

How to use Access Lock

- **Issued to Members only**, Under 16 Junior members will not be able to have the Code for Insurance and Safeguarding reasons. (see Junior Access Policy)
- Please ensure all code holders have read and understood their responsibilities
- On arrival the lock will not be showing any numbers and the outer handle will be disengaged.
- The word CARD will be visible, press this a few seconds to illuminate the keypad.
- Enter your code followed by the # to enter, this will then engage the outer handle allowing the door to be opened. (it will beep for each number pressed)
- After 5 sec the outer handle will auto disengage, whether the door has been opened or not, the inner handle works as normal.
- **Important** - On exiting the Clubhouse close the door and lift the outer handle to throw the bolts for final locking.
- Do not allow the door to be left open if no member is present in Clubhouse, do not allow the door to swing in the wind.
- Access codes are individual and should not be shared, (if another in the family is an Adult member they may be issued the same code).
- Once issued access codes must be used within 24hrs or they will auto delete.
- Any problems contact Howard Sec' 07984 6124 58



Access to Clubhouse - key requests

To be a key-code holder one must:

- be a Wadebridge Tennis Club Member of at least 1 year.
- be 16 years old or over* (See Junior Access Policy)
- have completed the key/code holder training

Responsibilities

Being a key-code holder comes with responsibilities for ensuring the premises and kit are kept secure and safe.

The Member who unlocks the clubhouse is the person responsible for:

- Who enters the premises whilst they are unlocked. (only members or friends & family accompanied by a member).
- The member agrees that the key code will only ever be used by themselves or, in the case of a family membership, other adults covered by that membership – it must never be lent to junior members or to persons outside of the adult/family membership.
- The member agrees to keep the code secure: i.e. not disclosing the code to anyone, even other members.
- The member acknowledges that, when they have unlocked the clubhouse, they are responsible for the safety and security of the premises, keeping kit safe from theft.
- The member agrees to ensure nobody is inside when the premises are locked up.*
- The member agrees to always ensure that all lights and taps are turned off when leaving the clubhouse.
- The member agrees to leave the clubhouse in the same condition or better than when they arrived at the premises.
- The member agrees to always ensure that the clubhouse door is securely locked when vacating the premises.*
- The member agrees to assist with keeping the clubhouse interior in a clean and tidy state.
- Please be aware of any safeguarding policies/ rules in relation to Club use, website - <https://clubspark.lta.org.uk/WadebridgeTennisClub>
- The member agrees to report any security or other issues to the Club, email – wadebridgetennis@gmail.com

* If another key-code holder turns up then the responsibility for locking up may be handed over to them, but this must only be done with their agreement, with both parties clear about who is locking up, and the key-code holder who originally unlocked the clubhouse must record the name of the person taking on the responsibility and the time.

Being a key-code holder is a privilege that will be withdrawn if members do not take all reasonable care to keep the premises secure or otherwise misuse or abuse access to the clubhouse and site.

Wadebridge Tennis Club

Policy on Access to the Clubhouse for Junior Members

Overall policy

Recognising the club's duty of care towards its junior members and the general requirements for safety and security in and around the Clubhouse:

- Junior members may have access to the clubhouse as part of a junior event or when a parent/carer/session facilitator is present.
- Junior members, age sixteen and over, granted permission by the Club and their parents/carers to use their parents/carers' access code are entitled to use the clubhouse and changing room facilities.
- Responsibility for the security and use of the main door code remains that of the parent/carer.
- In cases where parents/carers allow their junior member/s, age 13 and over, to be unsupervised, (U13's should be supervised at all times), the parent/carer retains responsibility for their child and for the unlocking and locking of the courts (but will not be permitted to use the Clubhouse), and for ensuring the security of the premises after use by their junior member.
- The code to the clubhouse shall not be disclosed by a parent/carer to their junior member/s unless agreed in writing by the Club.
- All requests for an access code are to be sent to wadebridgetennis@gmail.com

Access to the clubhouse

Juniors may have access to the clubhouse as part of a junior event or when a parent/carer is present. Parent/carer code holders have access to the clubhouse and are very welcome to use the kitchen and seating facilities along with their junior members.

Consistent with the policy above, juniors do not have access to the clubhouse unless a parent/carer/session facilitator is present and parents/carers should not disclose the access code to their children. This reflects the Club's 'duty of care' towards all its junior members and recognises that child protection law, and therefore the Club, makes no distinction between minors of different ages.

Parents/carers, however, are in a position to make judgements and, in the case of juniors age 16 or over, may have confidence in the sense of responsibility exhibited by their 'young adult' junior members. They may feel that it is appropriate to share their access code with them and thus provide access to the clubhouse and changing facilities. Should they choose to do so, with written permission from the Club, as with the tennis courts and changing facilities, parents/carers continue to retain responsibility for the wellbeing and behaviour of their junior member and for ensuring the overall security and condition of the clubhouse.

'Young adult' juniors granted this access by their parents and the Club cannot themselves extend this privilege to other junior members nor can they themselves count as an adult for access purposes.

As part of our Safeguarding and Insurance Policies, juniors are not permitted to use any electrical appliances, kitchen knives, glassware or handle any cleaning chemicals. The consumption of alcoholic beverages by any individual under the age of 18 is not permitted within the clubhouse or its vicinity.

The costs for any damage or loss to the property or its contents caused by a junior member, may be liable to be paid by the parents/carers, dependent on the circumstances in which this has occurred.

The Club may at any time withdraw this access privilege should it deem it appropriate in certain or all cases.

Wadebridge Tennis Club

This policy should be read alongside the following Club policies:

- Safeguarding
- Court etiquette and Code of Conduct
- Diversity and Inclusion
- CCTV
- Compliments, complaints and disciplinary
- Anti-bullying
- Whistleblowing
- Use of changing room
- Online safety and communication
- Photography and filming
- Supervision of Juniors U18
- Health & Safety Policy
- Court Use Rules

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