

GUERNSEY BADMINTON ASSOCIATION

ALARM AND SECURITY CARD SYSTEM – POLICY TERMS AND CONDITIONS

Objective: To ensure the main asset of the GBA, that is the building including the courts, is secure from vandalism and theft.

1. Locked Door Policy

The front door will be unlocked whenever there is a GBA event or regular event e.g. club nights, match nights, tournaments, Feathers, squad training, trials, schools use, crèche.

The front door will be locked at all other times.

The default automatic door locking time will be 22.00. It is always possible to get out.

Swipe card access is available until 23.00.

2. Alarm Setting Policy (Abridged version)

2.1 The alarm will be set automatically at 01.15.

2.2 All Hall users are asked to close windows, internal doors and switch off the lights if they are the last to leave at night.

2.3 The front door must never be secured open.

2.4 The alarm will be cancelled automatically at 8.00 each day.

3. Card Issuing Policy

Cards will be issued to:

- All GBA senior members (18 years and over) including life members
- All GBA junior players that are members of senior clubs
- All GBA junior players of school year 7 and above
- All club leaders such as Feathers club leader
- 2 cards to be issued to each school that uses the hall, to be kept secure by a teacher or school secretary
- Regular groups such as the creche club
- Suppliers that make regular deliveries e.g. G Orange
- Kelvin

The above to be issued free of charge on completion of a registration form. The process to be controlled by the Administrator and forms will be available in the entrance hall and online at guernseybadminton.co.uk.

- Casual players of 15 year and over – on application by completion of the registration form and payment of £10. (£5.00 per year re-registration)

Registration forms for applicants under 18 years of age will have to be signed by a parent or guardian who will be responsible for the safe keeping of the card.

Each season the Administrator will check the GBA membership list (say November) and deactivate cards of players that are no longer members.

New GBA members will be issued cards by the Administrator, again on completion of a registration form.

Casual players.

A casual player using a swipe card **IS NOT** a member of the **GBA**. Full membership is only achieved by becoming a registered member of a **GBA** affiliated club. The swipe card only allows entrance to the hall and use of the car park whilst playing badminton at the Rohais halls. **Parking is not permitted at any other times, and the Terre A L'amende penalty will apply.**

Swipe cards will be valid for 1 year from date of issue. You will receive a re-registration form and on receipt of a completed form and £5.00 re-registration fee your swipe card will remain active for another year.

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SWIPE CARD REGISTRATION FORM

All persons that require a swipe card are requested to complete this form. You are responsible for keeping the card secure and must notify the Administrator immediately if your card is lost. **Replacement cards will cost £10.** The card will be needed to gain access to the Badminton Halls whenever the front door is locked.

Casual players will have their cards deactivated after 1 year from date of issue unless they complete a re-registration form and pay the re-registration fee. A form will be sent to you each year.

Card holders that cease to be GBA members will have their card deactivated.

Registration forms for applicants under the age of 18 must be signed by a parent or guardian who will be responsible for the safe keeping of the swipe card. (Age limit for casual players 15 years, GBA members school year 7)

NAME _____ DATE OF BIRTH (If under 18 years) _____

ADDRESS _____

_____ POST CODE _____

TELEPHONE _____ (day) _____ (evening) MOBILE _____

EMAIL ADDRESS _____

CLUB (If GBA member) _____

I have read and fully understand the terms and conditions of the swipe card system

SIGNATURE _____ DATE _____

SIGNATURE of parent or guardian if applicant is under 18 years old _____

Please tick box

CASUAL PLAYERS (NEW CARD FEE) £10.00

LOST/DAMAGED CARD £10.00

Please send the completed form, and cheque made out to the GBA where appropriate, to: The Administrator, Guernsey Badminton Association, Le Petit Douit, Basses Capelles, St Sampson, Guernsey, GY2 4WD.

TERMS AND CONDITIONS OVERLEAF

Official use only

Card No.