**Hampton LSC Fob Policy**

By accepting, requesting, or possessing a fob, members agree to this policy.

**Background**

Fobs are electronic keys used to access Hampton Life Saving Club facilities. We have transitioned to using fobs to allow access to be granted or removed remotely, without the need to have a key physically returned. A member’s first fob will be provided at no charge.

This ensures that the board can control access when members leave the club, no longer require access, or lose a key/fob. Fobs also allow an electronic record to be kept of who accessed the building and when, including specific areas.

**Who may request a fob?**

A fob may be requested by any active HLSC member or person who has a need to access the building to fulfil a duty for/on behalf of the club. Access may be granted, denied, or removed from any member at the board's sole discretion. Non-active or social members typically will not receive a fob unless there is a verifiable need.

**How to use your FOB**

Hold your fob to the red lights on the swipe reader and, when it turns green, open the door. Enter upstairs, where you can disarm the alarm using the code provided with your fob.

If your fob is not working, there could be a number of reasons:

* If the **light is off** on the fob swipe reader, the power is off. A key will be needed to access the building. If access is urgent (e.g. patrol, training, event, etc.), please contact the key holders listed at the bottom of this document.
* Fob scans and **reader stays red**—you do not have access to this area.
* Fob scans and reader turns **green, but door does not open**—try to quickly push then pull on the door while scanning.

For further assistance, please contact Paul Laney or relevant board member

**Lost or misplaced fob**

If you lose or misplace your fob, please email memberservices@hlsc.org.au as soon as possible , so it can be deactivated. If you find your fob, it can be re-activated at no charge to you. If you require a replacement fob, you will be charged a $20 fee to cover costs.

**Use of fob**

* Fobs are not to be shared between members; each member is to use their own fob.
* Members must ensure the building is always left secure, with all doors locked, alarm on, and all lights switched off.
* If equipment is being used, ensure all equipment is clean and undamaged when returned. If accidental damage occurs, [please complete an equipment maintenance request with details of the damage](https://www.hlsc.org.au/equipment-maintenance-form) so it can be rectified.
* Please treat the building and equipment respectfully. Members acting outside the club’s values will have their access removed.

**Key holders (reach out in the order below)**

President Andy Lawrence 0431 267 795

Director of Lifesaving Jesse Tammesild 0411 249 588

Secretary Mitchell Cole xxxx xxx xxx

Director of Finance Chris Sando 0409 428 456

Director of Sport Michael Pratt 0407 066 867

Director of Member Services Kirsty Haydon 0412 602 499

Director of Nippers Erin Reed 0468 806 333

Club Maintenance