

# Granite Curling Club Access Card Policy

The Granite Curling Club (GCC) provides access to the facility through digital access cards. This document is meant to describe the policy to potential access card holders and members in order to clarify the rules for access. The goal of this policy is to make access cards available under circumstances that are logical and practical and to protect the security and integrity of the facility such that it remains available for all members.

The GCC board and staff provide significant hours of operation during the week where the facility is open. This policy will identify competitive teams and individuals that may open the club during the off hours. This is in compliance of our primary club mandate to support competitive curling which is an integral component of our 501(c)(3) status. Additionally, this policy identifies members who are required to have access in the performance of their duties.

## Why is this Policy Necessary

This policy is designed to protect the Granite Curling Club, its property and facility, and to preserve the site for access by members during the curling season without unnecessary risk of property damage or loss of curling time.

By having a limited set of persons responsible for practice ice, and opening the club, less risk of security and damage may be incurred.

The GCC board believes this policy will provide for more access to all members while at the same time improving our club security.

## Access Cards are Sometimes Not Needed

If the facility is scheduled to be open, an access card is not needed by most members, or by more than the member opening the facility. The club is open for the majority of the day and evening hours during the week. Access cards will be given out only when a member can demonstrate a need for the club to be open when it is not already scheduled to be open and that member is willing to abide by a defined set of expectations and responsibilities that go along with being an access card holder.

## How Access Cards Work

The most secure club possible is one that is never open. Clearly, this is not feasible and so this policy attempts to find a good balance of access and security. The primary way in which we accomplish this is to limit the time frame for which access cards will work. All access cards will open the club between 7:00 am and 12:00 am. By doing so, we are increasing access and, at the same time, limiting the possible chance for abuse.

## Requesting an Access Card

After reading this policy, you may choose to request an access card. Please submit your request via email to [club-access@curlingseattle.org](mailto:club-access@curlingseattle.org) one week prior to the time that you feel you need the card. All requests will be reviewed by a committee.

## **Access Cards are Provided for the Following Reasons**

1. To members and employees that need access to do their job(s)
2. To Individual members agreeing to host practice ice
3. To competitive teams wishing to practice. A competitive team is any team that enters a WSCA or USCA sanctioned event.

## **People Whose Jobs Require an Access Card**

1. Board Members
2. Bookkeeper
3. Ice maker and crew
4. Outreach Coordinator
5. Security contact(s) for alarm service
6. Janitor service
7. Store Manager
8. Bar Manager
9. League manager who must open the facility (eg: a league that starts or ends when the facility is not otherwise open)
10. Event organizer/host (event, open house, bonspiel). An access card will be provided before the event and is to returned at the completion of the event
11. Members of dedicated kitchen staff (as determined by the board)

## **Criteria for Being Granted an Access Card**

Any member requesting an access card must meet the following 3 requirements

1. You must be a GCC member in good standing
2. You must be at least 18 years old
3. You are requesting access to the club at a time for which it is not already scheduled to be open.

Additionally, the member or team requesting access must be willing to host weekly, pre-scheduled practice sessions subject to the following requirements

1. You must provide a pre-determined schedule for at least 4 consecutive weeks
2. If you are unable to host a specific session, it is your responsibility to find someone else who has an access card to open that session. You may not simply give your access card to someone else to host for that session on your behalf. For competitive teams, any member of that team may open the club for the practice session.
3. For individuals, only one (1) access card will be distributed per practice session. For competitive teams, up to four (4) access cards will be issued to the team; the team chooses the number of access cards they would like. Each access card must have a person who will be responsible for that specific card.
4. Access cards are to be returned when the weekly, pre-scheduled practice session are over. The individual or team has the option of renewing for another 4 week practice session period.

Recognizing the difficulty for competitive teams to satisfy all the requirements above, the following two (2) exceptions are made

1. Any team hosting weekly, pre-scheduled practice sessions are exempt from the requirement of sending a representative to host practice ice provided the team gives two (2) weeks notice and the reason for the team's absence is due to the team competing in

- a bonspiel, WSCA or USCA playdown.
2. If a team is not able to commit to weekly, pre-scheduled practice session, teams may request an access card to be used to gain entry to the club to practice after leagues have completed. Due to the late night nature of these times, the access card will open the door only but will not unlock the door. Access cards are to be returned when the team is eliminated from the competition or the event has completed.

### **Junior Teams under 18**

For junior team members that, exception for age, would otherwise qualify for an access card, the U18 members may designate another member to be given an access card on their behalf provided the other member otherwise meets all other requirements. The access card will be given to the designated member and is never to be given to the U18 member. If the U18 member turns 18, they may request their own access card.

### **Deposit for Keys and Access Cards**

No deposit will be collected for keys or access cards from volunteers or paid staff.

Individual members or competitive teams who are granted access cards will pay \$10 for their access card. The access card now belongs to that member and the GCC will not refund the \$10 even if the access card is disabled.

Lost or damaged access cards will be replaced for a \$10 fee.

### **Expectations for Access Card Holders**

As an access card holder, you will be expected to adhere to the rules below. Failure to adhere to any of these expectations will result in revocation of the access card.

1. You must notify the board immediately upon discovery that your access card is missing.
2. No practicing alone no matter how good you may be. Someone must be on site in case of an emergency or accident. There must be at least two (2) members in the club at any given time for anyone to be practicing.
3. All practice times need to be posted on the calendar so that access to the club is available to all members during that session. As an access card holder, you are asked to provide this service to your fellow members so that they may benefit without needing to obtain their own access card. A minimum notice of one (1) week must be given so the calendar can be updated and members have an opportunity to see that the club will be open. The only exception is for teams practicing at night after leagues have completed.
4. You must be the host and grant access to all members during your practice sessions. An access card holder must be willing to share the ice with other members if the practice session is very popular and said access card holder is using a sheet by themselves.
5. Closing and securing the facility is also your responsibility. If you are the last access card holder in the building, it is your responsibility to ensure the club alarm is set and the door is locked.
6. If you are responsible for closing and securing the facility and others wish to stay, you are permitted to verbally hand over the responsibility to close and secure the facility to another access card holder. The person receiving the closing and securing responsibilities must be present at the time of the hand off.
7. Members may not use the ice if it has been lent to an outside group such as a Curling Outreach event.

8. If the alarm is set off when you are coming in or leaving the building and the police are summoned, the club will be fined and you may lose your access card privileges. Please review the alarm system and how to arm and disarm it.