KEYLESS ACCESS CODES

GENERAL CODE

All responsible members (adult members, students, on-court parents and responsible juniors) are issued with the *General Code.* This gives access to all courts and to the WC with the outside door, where there is also drinking water. The *General Code* may be changed at any time that is deemed necessary, but will also be changed routinely on the 1st May every year - at the beginning of the new subscription year. Members who have renewed their subscription will be emailed the new *General Code* whenever it is changed*.*

By all means, share the *General Code* with other responsible members of Faringdon Tennis Club if they need a reminder of the code. However, it is VERY important that you NEVER share the code with non-members.

CLUBHOUSE CODE

All full Adult Members (those adults who have paid full membership or family membership) are also *encouraged* to become a *Clubhouse Codeholder*. For insurance purposes, every Adult Member who wishes to be a *Clubhouse Codeholder* needs to request this individually. By requesting this you are agreeing to be jointly responsible for the overall security of the Clubhouse. NEVER share the Clubhouse code with ANY other member of the tennis club – even if that member is a fellow Adult Member. Parents need to be particularly careful that the Clubhouse code is not shared with child or student family members.

The *Clubhouse Codeholders* share joint responsibility for the security of the Clubhouse. A *Clubhouse Codeholder* should ALWAYS be the last to leave the Clubhouse and is therefore in charge of securing the facilities.

To request to become a *Clubhouse Codeholder* please phone (see website) or email the Membership Secretary : membership@faringdontennis.org.uk . After attending a brief five minute induction session, you will then be issued with a code that gives you access to the Clubhouse. You will be emailed whenever the code is changed, as long as your membership is still current. The code may be changed at any time, but will also be changed routinely *twice a year*; 1st November and 1st May.