

# CLUBHOUSE CODEHOLDER INDUCTION SESSION CRIBSHEET

*(Suggested script is shown in italics)*

## OVERALL THEME & PURPOSE OF INDUCTION SESSION

Points to emphasise (you may wish to read this out verbatim) :

- *ALL adult members are encouraged to become codeholders*
- *Because of INSURANCE and SECURITY we need to have a rigorous system in place so that we know exactly who our codeholders are; and you know exactly what your responsibilities are. The Induction Session is also an opportunity to show you the facilities!*
- *Therefore – we have the five simple steps to become a codeholder, and this brief Induction Session is the first step.*
- *A registered codeholder should NEVER pass on the code to another member of the club (let alone a non-member!) . Particularly vulnerable situations are parents / children ; or coaches with their proteges. You MUST protect that code as if it is your bank card code.*
- *A leaked code ( to a non-codeholder for example) would not only potentially compromise the SECURITY, but would also invalidate the INSURANCE.*

**INTRO** (again, you may simply wish to read this out verbatim)

*Insurance companies will always try to avoid paying out. The commonest excuse with sports clubs is that the club does not have a demonstrable, rigorous and watertight way of controlling access. Keys can be copied, codes can leak out. For example, in most clubs, including FTC at S'hampton St, lapsed members are not asked to return their keys, or codes are not changed regularly. These would all be good reasons used by insurance companies for not paying out.*

*Becoming a codeholder means that you are sharing joint responsibility (together with the other codeholders) for the security of the Club.*

*This means that you may well be the last to leave the building, and therefore you are also responsible for securing the building on such an occasion.*

*So - Do you still want to be a codeholder?*

## STARTING WITH OUTSIDE!

*Do you all know the GENERAL code that gets you into the courts and the outside loo? Remember – the loo also has a drinking water tap to fill up water bottles! You're welcome to share this GENERAL code with other members. Why would you want to get into the Red Zone – if you're an adult? Well – you may want to use the practice wall!*

*But this Induction Session is about the code that you MUST protect; that you CANNOT share with ANY other member.*

## AND NOW THE INSIDE – CLOCKWISE – STARTING WITH THE FRIDGE!

*This quick tour also mirrors what we see on the back of the outside door; the “Last one to Leave” checklist.*

- Fridge: anything smelly that needs chucking out?
- Oven/hob: all switched off?
- Dishwasher; empty?
- Taps: not dripping?
- Floodlights: main switch off?
- **POINT OUT THE LIST OF CODEHOLDERS ON THE NOTICEBOARD. Mention that they will be added to this. Again – stress how important it is NOT to share the clubhouse code with anyone who is not on that list!**
- French windows: closed and locked?
- Roller Shutter: fully down?
- Door between main room & corridor: closed? (recommended for fire)

## YOUR CODE – TREAT IT LIKE YOUR BANK CARD CODE!

(Go outside, demonstrate the punching in of numbers while covering the keypad with the other hand). Explain: *Children are always going to want to look over your shoulder!*

## LOOS

*Sounds dramatic; but it IS a good idea to quickly pop in, & push open each cubicle. There MAY indeed be someone who has perhaps collapsed and you wouldn't see them unless you are considering this as a possibility.*

- Taps: not dripping?

**STOREROOM** - *The storeroom should always be locked – unless there's someone in there! If it's open, then please contact ALAN ELBOURN immediately.*

**LIGHTS** - *Are all on motion sensors & timers. Nothing to switch off therefore.*

## AND FINALLY...

*When you get outside, double check that both outside doors are properly locked, and that the floodlights are completely off.*

**IF YOU HAVE ANY REASON TO THINK THAT CLUBHOUSE SECURITY HAS BEEN COMPROMISED IN ANY WAY, OR THE CODE HAS LEAKED OUT TO A NON-CODEHOLDER, PLEASE DO CONTACT A COMMITTEE MEMBER IMMEDIATELY.**

**REMEMBER: FOR REASONS OF *INSURANCE* AND *SECURITY* - PROTECT THAT CODE!**

***Thank you.. I will now inform the membership secretary that you have attended the Induction Session. He will register you as a codeholder, and will then contact you with the code. I can't do that.***

Any questions?