



Woodstock Badminton Club

OPENER POLICY

Opener Policy

Club openers are those members who have been appointed and trained as per the club Bylaws.

This policy applies to all openers and substitutes. All club openers must have current training in the use of the till and fire and key fob entry procedures.

When entering the building :

- 1) Scan with fob and disarm security system
- 2) Foyer door - unlock deadbolt and scan fob to disable door system
- 3) Unlock front door panic bar with allen key and place badminton magnetic strip on panic bar
- 4) Unlock kitchen and get cash drawer from safe.
- 5) Turn on lights and court heater (if needed)

Notes :

- 1) If the fob does not work when trying to enter the building, contact a member of the executive. If another member is present and has a working fob, the opener can carry on his/her duties upon gaining entry to the club. A fob is not required to close.
- 2) If the fob does not disable the door system on the foyer door, then use the door stop to prop the door open. The foyer door system is set to open, and keep open, the foyer door during published open hours (provided that a fob has been swiped during that time period). Propping the door open is only necessary if this does not work.
- 3) For access to the display cabinet, the key is in the key lock box. Pricing should be on the merchandise. If there are special requests, please note it down and contact the house director.

When closing/leaving :

- 1) Lock front door panic bar with allen key. Note that if upstairs is open (you will see their magnetic strip on the panic bar) then do not lock the panic bar
- 2) Remove badminton magnetic strip from panic bar and place on ledge beside door
- 3) Lock foyer door with deadbolt
- 4) Reconcile money in the till and enter appropriate amounts in the cash binder
- 5) Place money in envelope, ensuring that there is \$75 float left in the till, and place envelope in cash safe
- 6) Remove cash drawer and put back in the safe
- 7) Turn off all lights and court heater (if needed)
- 8) Arm security system on leaving



Till Closing Procedure :

- 1) Z out the till
- 2) Count money in cash drawer
- 3) Reconcile money with the totals from cash register tape
- 4) Enter cash register tape amounts in cash binder in the corresponding columns and note any +/- discrepancies
- 5) Ensure that there is \$75 float left in the cash drawer
- 6) Turn till off
- 7) Put cash drawer away in the safe

General Responsibilities :

- 1) Ensure that the club is secured when closing
- 2) Ensure that business is conducted in a safe manner
- 3) In case of a fire, take the lead to make sure that the fire procedure is followed.
- 4) Manage the selling of goods, ensure that court fees are collected and the till is reconciled and cash drawer secured in the safe
- 5) Answer any questions from members and non-members or direct these to the appropriate board member

