



NOARLUNGA MODEL AERO SPORTS Inc.

Flying field and club rooms.

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YEARLY CHANGE OF GATE AND CLUB LOCKS MOP NUMBER 06

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NARRATIVE OF MOP

The pin number of the locks to the entrance gates, club rooms and toilets will be changed when membership fees are due on the 1st of July of each year. Locks are to be relocked once entry is gained.

PURPOSE

Non-financial members utilising the NMAS flying field pose a risk to the Club and members in respect to insurance cover. To ensure that only financial members have access to the field and facilities, the pin number on the locks on the entrance gates, clubhouse and toilets will be changed on a yearly basis. If the locks are not relocked and the pin moved once entry is gained the lock can be stolen and anyone can look at the lock and learn the pin number to all locks.

DEFINITION

Non-Financial member: Any NMAS member who has not renewed their membership for the current financial year.

POLICY

1. In accordance with MAAA/MASA rules, the membership year is from the 1st of July to the 30th of June of the following year.
2. The locks to the entrance gates, club house and toilets will have the pin number changed on a yearly basis on the 1st of July.
3. The Treasurer is responsible for changing the pin number on the locks.
4. Eligible members will be issued with the new pin number on request once the renewal of membership fees are received by the Treasurer.
5. The pin number for the locks must not be shared or given to any other person.
6. A list of financial members will be placed on the Notice Board by the Treasurer.

USE OF LOCKS

If you unlock a lock, relock the lock back to the chain / bracket and move the pin tumbler, make sure to pull on the locks once you have closed them to confirm that it did indeed lock. This will ensure that the lock does not get stolen and that non-financial members and the public do not learn the pin number to all our locks by just looking at it.

If you're the last to leave please be certain to lock the clubhouse, toilets, and the gates. If the gate is locked to the full-size airfield, please also lock the top gate near the train depot. Make sure to pull on the locks once you have closed them to confirm that it did indeed lock and make sure the locks are daisy chained correctly as per the photograph.



RESPONSIBILITY

It is the responsibility of all members to ensure that these procedures are adhered to.