****

**WHITEMOSS AAC**

**THE ATHLETICS HUB**

**KEY ISSUING PROCEDURE**

This document describes the process to be followed in order that coaches, identified committee members and other authorised persons are given access to the Athletics Hub. This will be via a central access key held by the John Wright Sports Centre (JWSC) reception staff.

1. The JWSC reception staff will facilitate access to the Athletics Hub for UKA qualified coaches, identified committee members and other authorised persons, as determined by WAAC Trustees, via a central Athletics Hub key.
2. WAAC to draft a list of UKA qualified club coaches and identified club committee members who are authorised to access the central key. WAAC to keep this up to date.
3. EKAC to provide WAAC with a list of UKA qualified club coaches and identified club committee members who are authorised to access the central key. EKAC to inform WAAC of any future amendments.
4. WAAC to provide JWSC with a list of UKA qualified coaches and identified committee members who are to be issued with the central key. WAAC to inform JWSC of any future amendments. **See authorised list**.
5. WAAC will issue the JWSC with a sign in/out sheet. **See sheet**
6. WAAC and EKAC coaches on the authorised list will be issued with the Hub key upon showing their current UKA coaching card/license and by signing for the key. **See authorised list**.
7. WAAC and EKAC identified committee members on the authorisation list will be issued with the Hub key on verifying their identity. **See authorised list.**
8. Other authorised persons will be issued with the key when the reception staff have been issued with an email from a WAAC Trustee. The email must include the name of the person / company and the date(s) access is to be given. The authorised person will be required to complete the sign in / out sheet. **See list of WAAC Trustees.**
9. Coaches and identified committee members opening the Athletics Hub are responsible for properly completing the Athletics Hub Opening Procedure located in the Hub Office (red folder)
10. Coaches and identified committee members closing the Athletics Hub are responsible for properly completing the Athletics Hub Closing Procedure located in the Hub Office (red folder)
11. JWSC staff opening the Hub for use, as agreed, are responsible for properly completing the Athletics Hub Opening Procedure located in the Hub Office (red folder).
12. JWSC staff closing the Hub after use, as agreed, are responsible for properly completing the Athletics Hub Closing Procedure located in the Hub Office (red folder)
13. JWSC staff must ensure the Hub is cleaned and tidied after they have used it.

**Athletics Hub – JWSC Key Issuing**

**Authorised List**

**UKA Qualified Coaches**

|  |  |
| --- | --- |
| **WAAC** | **EKAC** |
| Gary Barrett |  |
| Gary Beggan |  |
| Elizabeth Berry |  |
| Kirsty Bryce |  |
| Barry Connal |  |
| Morag Craigie |  |
| Alan Forbes |  |
| Eddie Kelly |  |
| Iain McEwan |  |
| Ronnie Newton |  |
| Cathy Robertson |  |
| Willie Sutherland |  |
| Ross Thomson |  |
| Barry Whyte |  |
| Alison Wroe |  |
| Simon Wroe |  |

**Identified Committee Members**

|  |  |
| --- | --- |
| **WAAC** | **EKAC** |
| Morag Craig |  |
| Anne Kelly |  |
| Kay McSkimming |  |

**Trustees**

|  |
| --- |
| **WAAC** |
| Sandra Frame |
| John Malley |
| Alistair Storey |
| Willie Sutherland |

**WHITEMOSS AAC**

**Athletics Hub Key Issuing: Sign In / Out Sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Print Name** | **Organisation** | **Time Out** | **Time In** | **Signature** |
| *EXAMPLE**31/01/17* | *Sandra Frame* | *WAAC* | *17.45* |  | *Sandra Frame* |
| *31/01/17* | *Willie Sutherland* | *WAAC* |  | *20.30* | *Willie Sutherland* |
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**WHITEMOSS AAC**

**Athletics Hub Key Issuing: Sign In / Out Sheet**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Print Name** | **Organisation** | **Time Out** | **Time In** | **Signature** |
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***Make multiple copies of this sheet and retain in folder at JWSC reception.***