

# OPEN MAT ACCESS READINESS

Your classes don't need access control. You're standing right there. This is for the hours you're not: open mat before dawn, the 9pm open-gym block, the members who'd pay for 24/7. Underneath the hardware, it's a membership question and a liability question.

School: \_\_\_\_\_

Open-access tier: \_\_\_\_\_

Target open date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 1 · THE MEMBERSHIP TIER the door follows the membership, so the tier comes first

- ☐ An open-access (or 24/7) membership tier exists in your software. Name: \_\_\_\_\_ Price: \$\_\_\_\_\_
- ☐ Only members on that tier can badge in. Everyone else keeps class-only access.
- ☐ Freeze, cancel, or lapse stops the fob, with nobody chasing anyone down for a credential.

## 2 · THE OPEN HOURS access runs on the hours you define, never the class calendar

- ☐ Open-access hours are set in your software (fill in the grid below).
- ☐ Open mat and open gym sit inside those hours. A session on the schedule doesn't unlock the door by itself.

| OPEN-ACCESS HOURS | MON | TUE | WED | THU | FRI | SAT | SUN |
|-------------------|-----|-----|-----|-----|-----|-----|-----|
| Opens             |     |     |     |     |     |     |     |
| Closes            |     |     |     |     |     |     |     |

## 3 · EVERY ENTRY HAS A NAME ON IT per-person fobs are your record when nobody's in the room

- ☐ Every open-access member has their own fob. No shared codes, no code taped inside a cabinet.
- ☐ Fobs are 13.56 MHz NFC. Older 125 kHz fobs won't read, so check before you reuse any.
- ☐ Fobs are the primary credential. They keep working when the internet drops; phone unlock needs a connection.
- ☐ You know how to kill one lost fob without reissuing anyone else's.

## 4 · LIABILITY the part the hardware doesn't cover

- ☐ Every open-access member has a signed waiver on file.
- ☐ You've read up on the insurance and safety side of unstaffed hours, and talked to your insurer.
- ☐ Tailgating decision made: ☐ Base fob kit is enough for us ☐ Camera add-on to flag two-people-one-badge entries  
A fob doesn't stop one member holding the door for a friend. Only a camera catches that.

## 5 · WHO EARNS OPEN ACCESS write the policy down before the first fob goes out

| REQUIREMENT                     | YOUR RULE |
|---------------------------------|-----------|
| Minimum rank or experience      |           |
| Time as a member                |           |
| Who approves it                 |           |
| House rules for unstaffed hours |           |
| What loses the privilege        |           |

**Ready?** Every box above ticked, the hours grid filled, and a written answer in each row of section 5. Anything blank is the thing to fix before the first 6am open mat.

☐ Ready to open ☐ Not yet: \_\_\_\_\_

**The math.** Hardware for a single door runs about \$3,100 to \$3,400 with install, an estimate until your door is scoped. Gymdesk access is \$100 a month for up to three devices, then \$29 per device. Set it against paying someone to supervise a room where three people quietly warm up.