



Policy

Key Allocation

Purpose

Security of the Inverloch SLSC clubhouse is a function of good key management. A key system ensures good access to a range of members but is expensive to install and update. Each key lost or not returned compromises the integrity of the clubhouse's security. The purpose of this policy is to provide guidance to the management committee regarding who should be allocated keys to the clubhouse and the conditions which members must agree to prior to being allocated a clubhouse key.

Scope

This policy applies to all keys used to lock any part of the clubhouse facility including any doors, cupboards or gates. It does not apply to padlocks and individual lockers used in accordance with the Policy – Locker Use.

References

- ISLSC Policy – Locker Use
- ISLSC Policy – Clubhouse Accommodation and Use
- ISLSC Form – Key Allocation Agreement
- ISLSC Form – Key Register

Definitions

CLUB – Inverloch Surf Life Saving Club

CLUBHOUSE – Inverloch SLSC Clubhouse located at the corner of Surf Parade & Goroke Street Inverloch.

Key Allocation - General

The Club wishes to ensure ready access to the clubhouse to maximize the use of the facility by lifesaving club members while maintaining security. It is the policy of the Club to supply keys to Club Committee members who require access to the clubhouse as a part of their role. To promote use of the club at range of times the committee may also allocate keys to members who may hold non-committee roles or general members in good standing with a need to access the club outside of standard operational times.

Standard key allocation

All members elected or appointed to a role which requires access according to this policy should be allocated their key in a timely manner by the Secretary. Standard allocation requirements are outlined in the Key Allocation Table at the end of this document. Where the Secretary has concerns about key allocation to an individual and does not believe allocation is appropriate this should be raised at the next available Club Committee meeting and if allocation is denied the member must be written to explaining that they will not be allocated a key and the reasons for this.

Non-standard key allocation

If a member wishes to have a key to the clubhouse and they are not a committee member with a key allocation noted in this policy or where a committee member wishes access beyond the standard allocation they must apply in writing to the Secretary explaining their need and the level of access they require. The Secretary may decide to issue the key or defer the application to a Management Committee meeting. All key applications must be submitted to the Club Committee with a recommendation by the Secretary for final approval. Recommendations may include allocation of key with access as requested, allocation of key with lesser access or no allocation of key.



Policy

Key Allocation

Key Deposit

To create an incentive for members to return their keys at the conclusion of each season the committee will set a Key Deposit Fee. This fee is also to defray the expense to the club of paying for many keys. When setting the fee the committee should consider the current cost of key replacement and the level of risk of non return. The committee may set two deposit levels, increasing in cost relative to risk for Club Committee Members and General Members. Recommended deposit levels are

- Club Committee – Key Purchase Cost
- Other Members – Three times Key Purchase Cost

Key Allocation Agreement

Before being allocated any clubhouse keys every person must complete a key allocation agreement for the current season. This relatively simple agreement may be used as a stand alone form or built into club hire agreements or the key register. The agreement should include the following statement:

I agree that:

- *the club key always remains the property of the club*
- *I will only use the key to access areas and equipment to which I have been authorised by the committee and that key access does not infer authority alone*
- *I will return the key in accordance with agreed timeframes and methods*
- *I will not transfer the key or allow any other person to use the key*
- *I will not receive my key deposit until the key is returned and if the key is lost I will not have my deposit returned*
- *I agree to be bound by the ISLSC Policy – Key Allocation.*

Key Return

The Executive Club Committee may require the return of a key by any member at any stage throughout the season.

As all committee positions are vacated and all members must renew their membership each season, key allocation is only for one season at a time. Accordingly all members are to return their key to the Secretary prior to the AGM. This may be in person to the Secretary, placing in the club drop box or by registered mail to the Club post office box.

- Club Committee Members may keep their keys until the start of the AGM
- All other key holders should return their keys one week prior to the AGM.

For practical application members who:

- intend to continue in their current role,
- have a duly constituted nomination,
- are considered unlikely to be contested in their role,
- plan to attend the AGM in person,

and have been endorsed at a Management Committee meeting as such may retain their key and simply sign a new Key Allocation Agreement for the current season upon their re-election prior to leaving the AGM.

It is strongly encouraged that this return policy be adhered to as frequent breaking of the policy will develop a culture which expects ongoing possession of keys. This may then cause unnecessary conflict or undue work on the Secretary's behalf when having to request the return of keys.



Policy

Key Allocation

Key System Management

Key System Responsibility

The Club Secretary is responsible for management of the Clubhouse Key System and the allocation of keys. The Secretary has the authority to allocate keys (Annual or temporary basis) or defer final approval or denial to the Management Committee. All annual allocations and decision about the Key System must be reported to the Management Committee during the Secretary's Report.

Unallocated Keys

Unallocated keys must be stored in a secure area onsite. (The exception to this is any unallocated master keys which should be securely stored by the Secretary off the premises).

Key Register

The hardcopy Key Register and current Key Allocation Agreements should be stored in the Administrative Store Room. In addition to recording key allocation on the hardcopy register, key allocation should be recorded in field available in Surfguard (Surfguard is not to be used as the sole record as it may be corrupted) to ensure a complete member profile is readily available to appropriate committee members on an off site.

Key System and Signatories

The Club President, Treasurer and Secretary are to be the nominated signatories of the Club Key system. The Secretary is responsible for maintaining the correct signatures on the Key System Account.

The key system shall be with:

Wonthaggi Locksmiths
Contact: Mr Jim Methven
7a Powlett Arcade, Graham Street, Wonthaggi 3995
PH: 03 5672-4035
Fax: 03 5672-3159
Mob: 040054-2877

Abuse of access and disciplinary action

As the key system is static, there will be times when individuals will be allocated keys that allow access to areas that they have no need to access. Individuals should only use their keys to access equipment, supplies and areas that relate to their role.

Where a member is found to have inappropriately used their key to access areas of the club or equipment they should not be accessing they may be disciplined by the allocation of a key with lesser access or have their key privilege revoked altogether or other disciplinary actions as decided appropriate by the committee. Where abuse of access involves criminal activity the committee will report this to the police.

Loss of Keys

Loss of keys is the greatest threat to clubhouse security, has the potential to provide unauthorised entry of the clubhouse and will require the building manager to reprogram the key at a cost to the club.

Any loss of key is to be reported immediately to the Secretary. To minimise the chance of the key being used for unauthorised access to the premises, the key must not be identified as belonging to the Club.



Policy

Key Allocation

Members who lose a key shall not have their bond returned and will be required to pay a new bond for a re-issued key. This shall apply even if the key is returned through alternate methods due the potential reward to be paid. If the loss of keys is considered to be careless the committee may require an increased bond or may choose to not allocate another key.

Key Allocation Table

Key Access Level	Allocation Description
Master	Master Keys should be allocated to the club executive (President, Treasurer, Secretary, Club Captain, Junior Co-ordinator and Chief Instructor), Clubhouse Building Manager and the Clubhouse Steward. Allocation of master keys to any other people should be kept to a minimum and where a request is made by any member (committee or other) a definite need must be demonstrated along with a high level of integrity of the individual as they have unfettered access to the whole club.
Patrol Tower	Patrol Tower keys allow access to the Patrol Tower. This includes all areas required for patrol operations as well as storage for additional patrol supplies and training needs. Club, Vice Captains, Patrol Captains, Gear Steward, First Aid Officer, IRB Captain and Team Manager should be allocated a Patrol Tower key.
Lifesaving	Lifesaving keys allow entry to all parts of the building required to access lifesaving equipment for patrol and water safety activities. Keys will also allow access to the Patrol Lounge and Bunkrooms only if rostered on. LSV allocated paid lifeguards should be temporarily allocated a Patrol key for the duration of their rostered duties at the club.
Secure Storage	Patrol Cage – allows access to the Patrol cage. This key is issued to the Club Captain, Club Vice Captain and Patrol Captains. IRB Cage – allows access to the IRB cage and specialist IRB equipment. This key is issued to the Gear Steward and the IRB Team Manager. First Aid Room Cupboards – allows access to the first aid supplies. This key is issued to the First Aid Officer. Apparel & Administrative Store Room – allows access to the apparel & administrative room. This key is issued to the Apparel Officer and the Secretary Function Cupboards – allows access to the function equipment. This key is issued to the Apparel Officer.
Member	Member keys allow general building access but do not permit entry into any specialist areas (Bar, Radio Room etc). This key can be allocated at the committees discretion to any member with a defined need to access the building and is assessed as reliable. An example for allocation is a local member undertaking regular competitive training.
Third Party Hire	Third Party Hire keys allow access to the main building and the disabled shower), but not to the Patrol Lounge area and bunkrooms. This key is intended for use by people who hire the clubhouse for accommodation for camps or day use who do not require access to the Bar areas. Temporary key allocation arrangements are covered by the hire agreement between the Club and the Hirer.
Kiosk	Kiosk keys allow access to the main building but not to the Patrol Lounge area and bunkrooms. This key is intended for use by people who work in the kiosk and the issue and use of these keys is covered by the lease agreement between the Club and the lessee of the Kiosk.

Version Control and Review

All printed copies of this document are uncontrolled. Current versions can be accessed from www.islsc.org.au

REV	RECENT REVISION REASON	ISSUED BY	AUTHORISED BY	DATE
2	Approved for Issue	T. Dando	Club Committee	22/12/2010
1	Practical implementation changes recommended by Committee for approval	T. Dando	Club Committee	05/12/2010
0	Initial Issue	T. Dando	DRAFT for Comment	05/11/2010

Next Review by November 2011