



Windsor Lawn Bowling Club

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Windsor Lawn Bowling Club Key Holder and Passcode Policy

Purpose

The Windsor Lawn Bowling Club (WLBC) has created this Key Holder and Passcode policy to maintain the safety and security of the WLBC's members, premises, contents and grounds. It will identify those individuals who are responsible for:

- distributing keys and inputting passcodes into the security system,
- stipulating who is to receive keys and passcodes, and
- the conditions when keys are to be returned and passcodes are removed from the security system.

Policy

It is the policy of WLBC to only issue keys and give passcodes to authorized club members and other individuals whose responsibilities require access. WLBC will maintain a Key Holder and Passcode Inventory and will change its locks as needed.

The Property Director/Coordinator will be responsible for issuing and duplicating all keys and updating passcodes for the security system. Other directors/coordinators/committee chairs (Greens, Tournaments, etc.) will liaise with the Property Director/Coordinator in identifying those who need keys and/or passcodes. The Property Director/Coordinator is the only person authorized to make copies of any WLBC keys.

Keys and Passcodes are not given in perpetuity. The Board of Directors may allow a member to keep their keys and passcode for a defined period for certain extenuating circumstances.

Gate and Clubhouse Keys and Passcodes

It is the responsibility of the Property Director/Coordinator to provide keys and passcodes to Board Members and other individuals whose responsibilities require access.

Locker Keys

It is the responsibility of the Property Director/Coordinator to assign and provide keys to members who have paid the appropriate locker fee. All keys must be returned to the Property Director/Coordinator at the end of each season.

Greens Maintenance Shed and 600 Keys and Passcodes

The Greens Director/Coordinator will provide the list of committee members responsible for the daily maintenance of the grounds to the Property Director/Coordinator, so that they are provided with the necessary keys and passcode.

Responsibilities of the Key Holder

Key Holders are only permitted to open and/or use the clubhouse/facility for official duties related to the operation of the club or other activities approved by the Board.

Key Holders opening the clubhouse are also required to ensure that all lights and appliances are turned off, all doors to the clubhouse are securely locked and the alarm code is set upon their departure.

Key Holders are not permitted to leave the property open and unlocked. If they should leave for any circumstances verbal communication must be made to another Key Holder, currently at the facility, who is willing to assume responsibility.

Keys remain the property of the WLBC and must be returned upon request to the Property Director/Coordinator. At that time, the Key Holder's passcode will be removed from the security system.

Key Holders are not permitted to make copies of the club's keys.