

Keys Policy for Coburg Harriers

All keys are the responsibility of Coburg Athletics Ground Management Committee (i.e. CAGMC). As a tenant, Coburg Harriers is issued with keys to the track and buildings by Moreland Council via the CAGMC. The details of these keys and their key holders must be reported to CAGMC who reports the holders of all keys to Moreland Council.

For the purposes of this policy keys will be categorised as:

Club keys – access to track and buildings.

Individual/Generic/General keys – access to track and external toilets only.

Principles

- Keys are to be managed seriously at all times and key holders assume responsibility for access to the track and/or buildings. Opening and closure of track and/or buildings is the responsibility of key holders.
- Keys are only issued for access to the track and/or buildings for the ordinary business of the Coburg Harriers. Any other use of keys is unauthorised.
- Keys are never issued permanently.
- Keys are only issued as determined by the position and the need for a key that the position entails.
- Keys are not issued to individuals or are a right of ownership by any individual.
- Keys are not transferable – it is not permissible to lend the keys to another person
- Keys cannot be cut (relevant to Individual/Generic keys) without explicit Committee Approval
- The Coburg Harriers Committee has the authority to issue and rescind keys at any time - under the auspices of the CAGMC.
- Unauthorised use of the keys in any form risks the key holder losing membership of the Coburg Harriers and/or be liable for any costs associated with that unauthorised use.

Club Keys

These keys are only issued to club officials holding a formal position within the club.

Role	Club Keys - access to track and buildings
President	✓
Coach 1	✓
Coach 2	✓
Coach 3	✓
Masters Leader	✓

Details of Club Key holders are provided to Moreland Council. These keys cannot be recut by anyone other than Moreland City Council and the replacement cost are in excess of \$300. The key holder may be liable for the misuse and/or loss of the Club Key.

The Coburg Harriers Committee can request return of the Club Keys from individuals at any time and upon receipt of that request the key must be returned within 7 days.

Individual keys – also referred to General or Generic Key

A key that allows access to the track plus the external toilets can be issued to an individual member by Coburg Harriers but only with express prior permission of the CAGMC and with a \$50 deposit (refundable when returned). Should an individual issued with a track key not renew their membership of the Coburg Harriers or if the committee passes a motion withdrawing its permission for an individual key holder, then the individual must be advised thereof and that key must be returned within 7 days.

Annual review

- Keys distribution will be confirmed/decided each year at the first ordinary meeting after the AGM (when the incoming committee is elected).
- Keys will be distributed according to positions within the club, unless otherwise decided at the above ordinary meeting. NB: The position determines the key, not the individual.
- Individuals who hold an approved track access key must attend the first meeting after the AGM and table their key at the start of the meeting. If the individual is a financial member and a motion is passed for that individual to continue using their individual key, then the key will be returned. If the individual is no longer a financial member or such a motion is lost, the individual key will be retained by the Coburg Harriers and returned to the CAGMC and the individual's \$50 deposit will be refunded and CAGMC notified thereof.
- Keys cannot be copied without CAGMC approval

Absences

There are times when club key holders may not be able to fulfill their role for the club due to holidays, sickness or other form of absences. In these circumstances they may pass the keys to another person who is formerly fulfilling their role with the approval of the Committee. The fill in key holder assumes all the responsibilities that accompanies being a key holder.

If no one else is performing the role in their absence and the period of absence is longer than 4 weeks, the keys must be returned to a Committee member until their return.