

Master Key Holder Policy

Background

The clubhouse consists of two independently secure areas - the toilets/changerooms and the clubhouse proper. The toilets/changeroom are open to all members by way of an access code operated keypad. The clubhouse proper is accessed by key only.

Objective

The clubhouse is a valuable asset of LTC and is there primarily for the enjoyment of members when they play tennis; as well as to support coaching; to facilitate LTC approved functions; and for administrative purposes.

The LTC Committee wants to enable the use and enjoyment of the clubhouse proper by as many members and their guests as possible when playing tennis while, at the same time, ensuring the venue is appropriately cared for and its use responsibly managed.

To this end the LTC Committee has established a range of key holder positions which are eligible to become Master Key Holders authorised to open and manage the clubhouse. Master Key Holders will be issued with a master key for the duration of the period they hold an eligible key holder position.

Eligible Key Holder Positions

1. Current LTC Committee members.
2. Current designated captains* of LTC approved Tennis Social Groups.
3. Current captains* of a LTC competition team in a LTC recognised competition.
4. Current club approved coaches who need clubhouse access.

*A captain may seek LTC Committee approval for a nominated alternate to stand in the place of the captain as a key holder in her absence.

Master Key Holders

Members and coaches holding the above key holder positions will be invited to become Master Key Holders and issued with a key to the clubhouse upon agreeing in writing (including email) to fulfil the duties and obligations of a Master Key Holder as specified below and any amendments made by the LTC Committee from time to time.

Duties and Obligations of a Master Key Holder

A Master Key Holder must:

1. only provide access to the clubhouse to members and their guests when acting in their Eligible Key Holder Position.
2. sign in on arrival and sign out on departure using the Attendance Book provided.
3. ensure that only members and their guests are provided access to the clubhouse and use the venue in a respectful and appropriate manner.
4. ensure the clubhouse is left in a clean and tidy state e.g., crockery/cutlery cleaned and stored, chairs stacked, and rubbish removed.
5. must report any damage or breakages or inappropriate behaviour within 24 hours to the LTC President.
6. ensure clubhouse lights are turned off, that the internal door is locked, and that the clubhouse is locked and secure on departure.

7. ensure, if transferring responsibility to another Master Key Holder due to overlapping times, that she/he signs out and witnesses the new Master Key Holder sign in to the Attendance Book.
8. ensure compliance with the LTC approved Stay Safe Covid Protocols that govern opening and use of the clubhouse during times when Covid Health Orders are in place.
9. advise the Secretary by email within 24 hours of losing the key. A \$50 charge, to be paid as directed by the Secretary, must be paid by the Master Key Holder to cover the cost of replacing the key.
10. return the key to the Secretary within 14 days of no longer holding an Eligible Key Holder Position.

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