

Santa Cruz Archers Key Policy

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- I. INTRODUCTION: The objective of this policy is to provide an understanding of Santa Cruz Archers (SCA) Range Keys and Key deposits.

- II. DEFINITIONS
 - A. Key Deposit:
 - 1. Money provided to SCA in exchange for borrowing a Standard Key Set. This deposit is specific to the keys provided. Issuance of an additional key will necessitate an additional key deposit. Key deposit money paid shall be refundable upon return of the key set. The deposit will be refunded when all assigned keys are returned; otherwise this deposit will be forfeited.
 - B. Keys: All access devices - keys, cards, combinations, and etc..
 - 1. Gate Key: Allows range road (front and back gates) vehicle access.
 - 2. Indoor Range Key: Allows indoor range/club house access.
 - 3. Snack Room Key: Allows snack and storage rooms access.
 - 4. JOAD Locker Key: Allows JOAD equipment room access.
 - 5. Animal Shed Key: Allows Animal Shed access.
 - 6. Back Room Key: Allows access to the back records room.
 - 7. Interior Gate Key: Allows access to the service road.
 - C. Standard Key Set: The Gate Key, the Indoor Range Key and the Snack Room Key
 - D. Critical Key: The Gate Key is a critical key. The club doesn't control the gate keys and availability of gate keys is limited.
 - E. Good Standing: Members in good standing have paid their annual dues for the year in question. The club's fiscal year is identified in the SCA constitution.

- III. POLICY
 - A. Key Requests: Working and Non Working members "in good standing" may request keys by filling out a key request form and presenting it to the Key Master. The key request form is available on the SCA web site from the home page.
 - B. Key Issuance: Issuance of keys shall be in accordance with this policy.
 - C. Deposits: A deposit must be paid at the time the key set is issued. Deposits are payable to the Treasurer or the Key Master. A receipt of the deposit payment must be provided by the officer accepting the deposit. See the SCA constitution for the amount of deposit.
 - D. Members converting from Working or Non Working to Non Participating members must return their keys.
 - E. Key Usage: Persons to whom keys are issued shall use the keys only in accordance with this policy.
 - F. Duplication: Duplication of keys other than by the SCA designated locksmith or by the City of Santa Cruz is prohibited. Any person who knowingly makes or duplicates a key in any manner not authorized by this policy is subject to disciplinary action.
 - G. Key Returns: When a member leaves the club, it is the responsibility of the member to return all keys to the Treasurer or Key Master. Upon returning the

Santa Cruz Archers Key Policy

keys, the key deposit paid by the member will be returned. Failure to return the keys is a violation of this policy.

- H. Key Transfers: Transferring keys directly from one person or business entity to any other person or business entity is prohibited.
- I. Broken/Worn-Out Keys: Keys that are broken or worn out must be returned to the key master for replacement. Failure to do so will necessitate a new deposit for additional keys.
- J. Lost, Stolen, or Keys Not Returned: If a key or key set is stolen, lost, or not returned, a police report will be filed. The SCA President or his/her designee will initiate the police report. If you lose your key set for any reason, you forfeit your key set deposit. If you want replacement keys, you must pay and additional deposit.
- K. Forfeiture: Key deposits from members not in good standing are subject to forfeiture at the discretion of the President.
- L. Any interest accrued on key set deposits belongs to the club. Key-set deposit interest will be transferred to the general fund.
- M. Exceptions: Any exceptions to this policy must be approved by the President.

IV. PROCEDURES

- A. Key Issuance: Individuals wishing to have key set issued to them shall complete a Key Agreement Form. The form must be signed by the applicant and the deposit must be paid.
- B. Key Replacement: To replace a missing or broken key, the most appropriate of the following actions listed below must be taken.
 - 1. A broken but appropriately identifiable key must be returned to the key master before a replacement is issued. Replacements will be issued based on availability of keys.
 - 2. If a gate key is lost, stolen a new Key Request Form must be submitted and a new deposit must be paid before a replacement is issued.
 - 3. If a lost gate key is later found, it must be returned to the key master and fees paid will be refunded to the individual from whom the fees were collected.
 - 4. If a gate key is not returned after a member leaves the club, a collection agency will be engaged to assist in its recovery. The member's deposit will be used to retain the services of the collection agency.
- C. Key Return: Before leaving the club, members must return keys to the key master or the treasurer. Deposits paid will be refunded when keys have been returned.
- D. Record Keeping: The key master shall maintain a comprehensive listing of all keys issued by name of individual for all locks.
- E. Grandfathering of Deposit: Individuals who were issued keys prior to the implementation of the existing policy will not be required to provide an updated deposit at the current rate unless they require new keys beyond those already issued.
- F. Forfeiture of Deposit: Forfeited key deposits will be transferred to the general fund. Once forfeited, the president, at his or her discretion can pay out a deposit from the general fund in exchange for the return of a working Gate Key.