

CHESTER CURLING CLUB

Security / Keyholder Policy

Policy for Club Members to Hold an Access Key / Club Security

Effective Date: October 6, 2025

Board Motion Date: October 6, 2025

1. Purpose

The purpose of this policy is to outline the framework and procedures for those allocated entrance keys to the Club, including basic security measures.

2. Background

The Chester Curling Club is a volunteer run organization. Its leagues and events are organized and supervised by individual Members who need access to the club facilities at a variety of days and times. A limited number of entrance keys will be allocated to trusted volunteers for the purpose of specific, identified and planned activities.

The person that opens / closes the club is responsible for security and safety during that period.

Besides entrance keys, keys for specific areas of the facility will be allocated, for example, the bar area.

To monitor safety, recording security cameras and access panels may be placed in specific areas of the facility.

3. Procedure for Entrance Key Allocation.

1. All keyholders must sign the "Keyholder Agreement" on a yearly basis.
2. The keyholder will be allocated a key on the schedule determined by the Board and must return the key when requested.
3. Keys are allocated to identified positions and may not be loaned.

4. Positions Granted Entrance Key Responsibility

The following positions are eligible for an entrance key:

1. Head Ice Technician
2. League Chairs (Day Curling, Stick Curling, Juniors, Social League, Wednesday Open, Thursday Open, Friday Open).
3. Learn to Curl Chair

4. Board Members
5. Bar Chair
6. Ice Chair
7. Event Chair
8. Other members, as determined by the Board.

4. Lost Keys

Lost keys are subject to a \$25 fee.

5. Privilege

The access key privilege for identified Club Members may be revoked by the Board if the Member does not adhere to this policy. Access must be reasonable and balanced.

At any time, the Board may retract one, some or all keys for other operational reasons.

6. Amendments and Revisions

This policy is subject to amendments or revisions, as needed, to ensure its relevance and alignment with Club values, and operational and financial goals. All amendments must be approved by the Board.

Attached:

Key Holder Agreement



KEY HOLDER AGREEMENT

I, the undersigned, acknowledge that I have been allocated a key to access specific areas of the Chester Curling Club.

I acknowledge that use of this key is a privilege and that it has been provided so I am able to carry out the duties of a volunteer or paid position at the Club.

I agree to be responsible for the behaviour and actions of all people who enter the club with me as part of my organized group (league, team, etc.) or who enter when I am responsible for the facility.

These responsibilities include the following:

1. Schedule: I enter the Club with my key at times when I have made an ice booking as per booking procedures or have been scheduled to perform the duties of my position.
2. Safety: I ensure safe behaviour on and off the ice, ensure waivers and other compliance documents are completed by all non-member participating curlers or those participating in any activity.
3. Energy Conservation: Ensure only necessary lights are on in the ice shed during curling activities and that all lights and heat sources are turned off / down before leaving and locking up the Club.
4. Ice Management: Ice preparation is only completed by those with proper training and endorsed by the Head Ice Maker. Contact Ice Technician prior to the activity to ensure trained volunteers are available.
5. Security: All entrances / exits are secured upon departure.

Name (Printed):

Signature:

Date Out:

Date In:

Key Number: