

Security Policy

Underlying Principle

- Every member bears responsibility to maintain the security of the club's facilities and grounds.
- Being a key holder is a privilege and not a right.
- Being a member does not make that person an automatic key holder.
- Checking the application for membership box regarding a key does not automatically mean the applicant receives a key if they have not gone through the vetting process.
- When a member makes a request for a key, the term “key” means a key to the outer gate and a key to the clubhouse which are kept as a set but are referred to as “a key.”

Security Protocol

- Upon leaving the clubhouse, the last person shall:
 - Ensure that all windows are securely shut.
 - Ensure that all taps are securely shut off.
 - Ensure that all lights are turned off.
 - Ensure that all coffee machines are turned off.
 - Ensure that the stove burners and oven are turned off.
 - Ensure that all refrigerator and freezer door's are properly closed.
 - Ensure that the television and its equipment are turned off.
 - Ensure that the sound system is turned off at the wall switch.
 - Ensure that the switch for the furnace is turned on during cold weather.
 - Ensure that the air conditioner is turned off and the window securely closed.
 - Ensure that all entrance/exit doors are properly closed and locked.
 - Ensure that the security system code is properly armed.
- Upon leaving the sheds, the last person shall:
 - Ensure that the equipment is properly stored.
 - Ensure that the doors are properly closed.
 - Ensure that the lock is securely in place.
- Upon leaving the grounds, the last person shall:
 - Ensure that all outdoor lights have been turned off.
 - Ensure the gate in use has been securely locked.
- Upon using any equipment such as the mowers, barbecue, tractor, trailer, etc., the last person using the equipment shall:
 - Ensure that the equipment has been cleaned before storing.
 - Ensure that the equipment is properly stored in the appropriate shed.
 - Ensure that the equipment that normally remains outside is safely parked.
- Upon completing use of the sound system, the last person using the equipment shall:
 - Ensure that all equipment is correctly turned off.
 - Ensure that all equipment is returned to proper storage.
 - Ensure all cords are properly rolled up and stored.

- Ensure that the cabinet is securely locked.

Responsibility of a Key Holder

- Ensure that the key for the club facilities will be kept in a safe place.
- Ensure that the key is not given to a non-key holder.
- Ensure that, if they are the first person to unlock the outer gate, the padlock is put in a safe place on the inside of the fence.
- Ensure that, if they are the first person to enter the club house, the security system is disarmed.
- Ensure that, if they are the first person to enter the club house, they will take a quick look to make sure everything is in order. If there is a problem, they will contact the club president.
- Ensure that, if they are the last person out of the club house, the security system in the club house has been armed.
- Ensure that, if they are the last person out of the facilities, they have followed the security protocols as listed.
- Ensure the return of the key to the club president if not returning to bowl any longer.
- Ensure that member's family knows to return the key to the club president if the member should be injured, sick or die so that the member is not returning to the club.

Assigning a Key

- There shall be 2 keys for the sound system assigned to the Board of Directors to be held by the president and by the director responsible for the sound system. The president may delegate another board member such as the vice-president to hold his/her key.
- The keys to the sheds shall be hung in a designated place in the club house so that members can access them.
- The key for the mailbox in the clubhouse shall be held by the president or his/her designated board member.
- The key for the merchandise cupboard shall be held by the president or his/her designated board member.
- The key for the post office mail box shall be held by the president or his/her designated Executive Board member.
- The keys for machinery shall be kept in a designated place that is accessible to those operating the machinery.
- A member in good standing may hold a key to the outer gates and the clubhouse while an active member but shall return the key to the president if they choose to allow their membership lapse for whatever reason. The key may not be passed to a non-key holding member desiring to have a key.

Process for Becoming a Key Holder

- The member wishing to become a key holder will make a request to the board.
- The member making application must be a Full Member or a Youth Member who will be 19 years old in the year of application or older.
- A Youth Member under the age of 19 shall have a parent or guardian apply on his/her behalf and accept the responsibilities of a key holder on behalf of the youth.
- The board will review the request and vote on whether the request will be granted.
- The board will use the following criteria for assessing the request:
 - The person has been a club member for at least one year.

- The person has demonstrated that he/she is trustworthy and responsible.
- The person has a legitimate reason to be at the club other than game times.
- The person is willing to accept the responsibilities of being the first and/or the last person in the facilities.
- The person is willing to pay the fee for holding the key.
- The board may be flexible regarding the above criteria if they deem the circumstances warrant it.
- The board will inform the applicant of their decision and provide the list of the protocol and responsibilities for security.
- The successful applicant will pay the fee for the key before receiving the key.
- If the member loses their key, they will be required to pay a fee for a new set of keys.

Key Retrieval

- The key shall be retrieved from an active member who purposefully and unremorsefully used their key in a manner that was contrary to the “Responsibilities of a Key Holder” as listed above.
 - If the board has information that there has been a misuse of the key, the member will be asked for an accounting of the situation.
 - If the board feels that the bond of trust has been broken, the board will vote based on the information and evidence presented.
 - The board will authorize the president or his/her designate to retrieve the key.
 - The member may re-apply for a key the following season if they have shown remorse.
 - The board will vote on the re-application based on the person's remorse and changed behaviour and attitude but are not required to accept the application.
- If a member does not re-apply for membership at the beginning of the next season, the president or his/her designate shall ask for the return of the key.
- If a member passes away, the president will inform the family or estate that the return of the keys would be appreciated but will not pursue it forcefully.

Security of Personal Items and Lockers

- Personal Items
 - The club and/or the board are not responsible for the loss or damage of personal items belonging to any member, guest or visitor.
 - The club and/or the board are not responsible for the loss or damage of personal items belonging to anyone who is part of a group that is booking the facilities for an event.
 - A reasonable effort will be made to return any items which have sufficient identification as to the owner's name.
 - The club shall establish a lost and found container and shall do a clearing out of all items in the container by no later than the end of the season.
- Lockers
 - Members are solely responsible for their personal items and equipment.
 - A locker may be rented for security of personal items by Regular Members and Youth aged 19 in the season of application. Youth under the age of 19 must have a parent or guardian apply on their behalf.
 - Locker Rental Procedure:

- Mark the request for a locker on the Application for Membership form.
- Pay the fee which covers one season.
- Locker assignments will be on a first-come-first-served basis for one season. An applicant may indicate a preferred locker. While the preference will be considered, it is not a guarantee of the preferred locker usage.
- A member is responsible to use their own lock to secure the locker door.
- If a member wishes to apply for a locker mid-season, they will submit their request to the Director of Memberships.
- All personal items and personal locks are to be removed by the end of the season.
- The member's name will be on the locker. It will remain until June 1st of the following season to act as a “hold.” If the member does not renew their membership and/or their request for the locker, the name tag shall be removed to make the locker available to others.
- The club and/or the board are not responsible for items members place in the locker.
- Any lock left on a locker after the season will be cut off. There will be no compensation to the owner of the lock.
- Members cannot store any bowls they have rented from RLBC for the season. All rented club bowls must be returned to their assigned shelf space after each use.
- No illegal items or substances shall be stored in a locker.
- The club shall declare, within reason, a number of lockers for the storage of items belonging to the general club such as, but not restricted to, housekeeping supplies, small tools, small equipment, bowls, umpire equipment, coaching equipment, youth equipment, etc. Any member accessing one of these unlocked lockers shall be sure to return borrowed items immediately after use. If the items have become dirty during usage, the item will be cleaned before being put away.