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**WHITEMOSS AAC**

**KEY MANAGEMENT POLICY**

**THE ATHLETICS HUB**

The purpose of this Key Management Policy is to help protect the life, property, and security of the Athletics Hub and all its occupants. It shall serve as the framework by which all keys and access will be managed, issued, duplicated, stored, controlled, returned, replaced, and accounted for. This Policy seeks to establish a record of all access to the Athletics Hub. Further, it seeks to implement a proper key control process and then preserve it by restoring security in a timely manner whenever key control has been threatened or compromised.

1. WAAC shall use a key control system and adopt administrative procedures (opening, closing and key issuing procedures) that facilitate the enforcement of the effective and safe key management for the Athletics Hub.
2. All keys shall remain the property of WAAC.
3. Keys will be issued by need, not desire and at the discretion of WAAC Trustees. Those issued with keys are hereafter referred to as Keyholders.
4. A key should be issued only to individuals who have an official requirement for the key.
5. The names of authorised key holders shall be held on record by WAAC Trustees and kept up to date.
6. All keys shall be returned and accounted for.
7. Keyholders must ensure that keys are safeguarded and properly used.
8. Keys that are no longer required for authorised purposes / persons shall be returned to WAAC.
9. Keyholders shall not knowingly receive, borrow, or possess any key for any lock within the Athletics Hub without receiving authorisation from WAAC Trustees.
10. Keyholders shall not knowingly alter or make a copy of any key to a lock of the Athletics Hub without receiving auhorisation from WAAC Trustees.
11. Keyholders shall not attempt in any manner to duplicate or alter keys in their possession.
12. Keyholders shall not transfer a key from one individual to another without authorisation by WAAC Trustees.
13. Keyholders shall use assigned keys for access to authorised locks only.
14. Keyholders shall take measures to protect and safeguard keys issued to them or in their name.
15. Keyholders shall not loan their key(s).
16. Keyholders shall not use their key(s) to grant access to non-authorised individuals.
17. Keyholders shall immediately report any lost, missing, stolen or damaged keys to WAAC Trustees via an email to the club secretary at [secretary@whitemossaac.co.uk](mailto:secretary@whitemossaac.co.uk)
18. Individuals shall not store keys in desk drawers or other unsecured areas.
19. Keys shall be stored in a locked cabinet or container, in a secured area.
20. Abuse of this policy may result in key access privileges being removed.
21. The John Wright Sports Centre (JWSC), via reception staff, will facilitate access to the Athletics Hub for coaches of WAAC and EKAC, identified club officers of WAAC and EKAC and other persons as authorised by WAAC Trustees. **Refer to Athletics Hub Key Issuing Procedure.**