

KCKC Key Policy

March 7, 2023



Purpose

To define who within the club has keys and access after-hours to Shumway Lake and Pioneer Park Facility.

Head Coach and Operations Manager:

All club keys and alarm access codes

Assistant Coaches:

All club keys and alarm access codes

Board of Directors:

All club keys and alarm access codes

For:

Commodore, Safety Officer, Treasurer, and Secretary

Seasonal Employees

As determined by the head coach

General Membership:

1. Keys Used For a Single Occasion

- a. A Club Member in good standing may sign out keys from the secretary for temporary administration purposes, for example, picking up a boat on the weekend or to perform tasks for the club (not for accessing the facility for paddling). Such instances will be arranged directly with the secretary and the keys will be returned when the task is completed. The member borrowing the keys must:
 - i. Agree to open the facility, conduct their business and leave the facility, with:
 1. Main Gate Locked
 2. Alarm Set
 3. All Sea Cans Locked
 - ii. Return the Keys



2. Keys Assigned to Individuals Per Season (starts **Apr 15, 2023**)

Current adult Individual Members (Masters), or one parent/guardian from a family with a KCKC competitive team member(s), or current KCKC member who is a retired adult athlete from KCKC High Performance Team, may request to sign out keys from the secretary for the purpose of accessing their personal boat at any time, for paddling. All keys must be returned to the secretary at the end of the paddling season and no later than the AGM annually. Members who wish to retain keys for the season must agree to ALL of the following:

- a. They are familiar with the Lake and Facility Use Policy and agree to abide
- b. They will use the keys to access their own personal equipment only
- c. They will use the facility for their personal use (individual members), or use by youth members under direct supervision of their parent/guardian, and not invite or host non-members
- d. They will lock the Sea Cans while they are on the water to prevent theft while they are on the water
- e. They will lock and set the alarm for the facility when they leave
- f. They will assume responsibility and liability for theft or damage that occurs to KCKC property, other member's boats and the facility, while they have opened the facility.
- g. They sign the KCKC Release Of Liability to acknowledge that they are paddling at their own risks and in accordance with Transport Canada boating regulations.
- h. Parent/ Guardian keyholders will:
 - i. Directly supervise (on the water) the youth member athlete
 - ii. Only use property that belongs to the member athlete
 - iii. Not host non-members, including non-member family members
- i. They will pay a One-Hundred Dollar (\$100.00) key deposit to the treasurer (only e-transfer, cheque or cash), to be returned (by e-transfer or cheque) when the keys are returned to the Secretary, on time.

Further:

All persons agree to return keys to the secretary within 7 days if they: cease being a Board member, cease being an employee, or cease being a member in good standing

All Board members and Employees who have keys agree to abide by the *Keys for Individuals* outlined above if using the facility for personal use.