



## Policy 11

# Keys and Gate Fobs

### Introduction

A number of people have been allocated a key to provide access to the club. The TBA wants to ensure that security is maintained and that only those officially allocated a key have them.

### Purpose

This Policy provides the guidelines managing to allocation of keys for access to the club.

### Scope

This policy applies to the key that provides access to the club rooms.

### Policy

- Only those people allocated with a key to the club rooms may use it.
- Permanent keyholders will include but, not be limited to the following
  1. Members of the Executive
  2. Directors
  3. TFOB Convenor
  4. The contracted cleaner (e.g. Shaggy)
  5. Regular clubroom users (e.g. HOGS)
  6. Masterpoint Secretary
- A register of those people who have a key is maintained by the Building Manager.
- When a person is no longer in the role that requires them to have a key or a fob, they must return it and ensure they are removed from the register.

### Document information

Date originally approved	
Next review date	November 2026
Responsible person	Secretary

Secretary's signature  
On behalf of the Committee

Date