



Frankston Athletic Club

Key Policy

The Frankston Athletic Club holds multiple keys to access the clubroom facilities and Gym Facilities located within the Ballam Park Athletics Track Pavilion. The aim of this policy is to ensure that a set of rules and guidelines are outlined for those with access to the keys.

Guidelines for Key policy

A Key holder is defined as a Frankston Athletic Club Committee Member, Coach, Athlete or Parent of an Athlete that holds a key to the pavilion or the Gym. Key holders must follow the following guidelines:

- Keys must not be provided to any unauthorised parties
- Keys must not be duplicated (any attempt to duplicate keys will result in instant suspension from the Frankston Athletic Club)
- Key holders are responsible for the security of the Ballam Park Athletic Track Pavilion and they must ensure that the building is secured and all lights including external lighting (except security lighting) is switched off.
- Key holders must sign the Frankston Athletic Club Key Register which is maintained by the club President
- All Key holders must be approved by the Frankston Athletic Club Committee
- The Frankston Athletic Club Committee reserves the right to revoke key holder privileges at any time
- The Key holder will be responsible if an incident occurs from which they are directly responsible
- Access to the Ballam Park Athletic Track Pavilion shall only be for endorsed activities (e.g. training, competitions, management, etc.)
- Keys may be provided to an individual for an extended period or a limited time at the discretion of the Frankston Athletic Club Committee.
- Spare keys will be held by the Frankston Athletic Club President
- Key holders must sign the separate acknowledgment prior to being provided with key access.
- This policy must be read in conjunction with the Frankton Athletic Club Gym Policy.