

CLAIRTON SPORTSMEN'S CLUB

KEY CONTROL POLICY

In November, 2012, the Board of Directors addressed the issue of Club key control. The Board voted that the entire Club be controlled with security keys that cannot be reproduced by individuals, with all keys mastered to a common master key. The transition was initiated in January, 2013, and would be phased in over the next two years. As of April, 2015, this transition has been completed.

All keys are stamped with a unique key code that identifies the building or function being controlled, and a number (1 through xxx) assigned to individual members. A list of key codes is provided at the end of the policy. The Club key contractor is Scherer Lock & Supply, Inc., 1242 Brighton Road, Pittsburgh, Pa. 15233, 412.321.7000. Two directors (Mike Bartek and Ed Lambert) are authorized to request that keys be made.

Officers, Directors, and essential personnel are issued master keys. Employees and members who help the Club function are issued appropriate keys.

An EXCEL spreadsheet is maintained on the Club computer identifying members who have been issued a key (member name, key ID #, card #, issued by and date).

Off Hours keys (for example, Skeet, Trap, Archery) may be issued to members for a \$5 fee only after the member demonstrates adequate familiarity with the facility and equipment. Keys may be re-issued to replace a lost key for a \$20 fee (Refer to the March, 2015 BOD Meeting Minutes). A second replacement key will only be issued at the discretion of the Board. For the initial transition, the \$5 fee will be waived if the member presents his previously issued off hours key.

All keys are the property of Clairton Sportsmen's Club and shall be returned to an Officer when membership expires or terminates, or when requested by an Officer.

<u>Key ID</u>	<u>Key Operates the following:</u>
A - #	Master
A1 - #	Office Only
AA - #	Clubhouse & Bar
AA1 - #	Clubhouse Only
AA2 - #	Bar Only
A2 - #	Garage, Picnic Building, Barn, Pistol Container
A3 - #	Trap Off Hours Box & Trap House 4
A4 - #	Trap Houses, Wobble, Electric Panel
A5 - #	Rifle Shed
A6 - #	Archery Building
A7 - #	Skeet Building, Hi & Lo Houses, Pull Cord Boxes
A8 - #	Skeet OFF HOURS Box with A7 key inside
A9 - #	Action Pistol – Trailer and Storage