



HAWKESBURY SPORTS COUNCIL INC.

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Hawkesbury Sports Council Inc. Key Issue Policy

Please find below the procedures for the issue of keys to Hawkesbury Sports Council sporting fields.

1. All user groups requesting a key, must complete the attached key issue form.
2. Only 1 key will be issued per person.
3. All Club Executives are to present Hawkesbury Sports Council with a list of “authorised key holders”. Keys will not be issued to unauthorised persons.
4. The issue of master keys is to be strictly limited. In the event of a club / user group requesting excessive master keys, Hawkesbury Sports Council will take the initiative to restrict the issue of these keys.
5. A keying matrix is provided for club / user group executives to determine which key should be issued to each authorised individual. Club executives are to ensure that key holders only have access to areas required by that particular individual.
6. The key to be issued is to be indicated on the key issue form.
7. Clubs / user groups will be totally responsible and accountable for the monitoring of key issues and usage.
8. In the event of a Club / User group authorising a person to hold a key and that key is subsequently lost, the Club / User group will be held financially accountable for all costs incurred due to the loss of that key. These costs could include:-
 - Rekeying costs
 - Costs associated with any break in or misuse of the outstanding / lost key/s.
9. All user groups must leave a \$25.00 refundable deposit for each key issued.
10. Key holders may not loan or give their key to any other person.
11. In the event of a user group requiring a key to a ground other than the ground applied for in the booking form, authorisation will be required from the regular user for a key to be issued to that ground.
12. Designated key issue and return evenings will be advised by Hawkesbury Sports Council. Keys may be issued or returned any working day between the hours of 9.30am and 4.30pm or on the designated key issue and return evenings.
13. ***Any user group not returning keys by the due date will forfeit the relevant deposit and may incur costs as at (8) above.***
14. A copy of the Key Issue Form will be provided by Hawkesbury Sports Council to each person being issued a key. In addition, a copy of the Key Issue Form will also be provided to the club /user group authorising that persons key issue.

Anne Neal,
Administrator.