



## Standard Operating Guideline No. 5

### Clubhouse Security

Over the years, the Clubhouse has been subject to a number of burglaries and vandalism. The security of the buildings is, therefore, a key concern.

#### 5.1 Main Entrance Doors

The main entrance doors to the Clubhouse, Boat Ramp and Boat Storage Sheds are all roller shutters, each secured by high-quality, padlocks. There is one master key which opens all of these padlocks. Copies of this master key can be obtained only from a single locksmith, details of whom are not published for security reasons, but are known to Authorised Keyholders.

In addition to these padlocks, each of the shutters (apart from the Boat Ramp) has a steel bar which fits into brackets inside the building and is held in place by steel pins at each side. The purpose of these bars is to prevent thieves from flexing the shutters to and fro and possibly breaching their integrity.

The Boat Ramp shutter is operated by a chain roller. This chain must be locked in place when the shutter is up or down, by means of a cotter pin inserted through both sections of the chain and into the cleat.

#### 5.2 Authorised Keyholders

Members permitted to hold a master key must have a valid reason for doing so and be a reliable and trustworthy person. They should be authorised by the President and at least two other members of the Management Committee.

The President maintains an up-to-date Key Register which lists the details of every Authorised Keyholder. This register is not made public.

#### 5.3 Other Doors and Gates

- The master key also unlocks the two security bollards on the walkway
- The roller shutter on the Winch Storage Cupboard is secured by one or two padlocks which are opened by the master key.
- The key to the Paddock Car Park gate is kept in a draw in the Canteen and must be returned immediately after use.
- The key that operates the electric shutter leading onto the Deck is kept in a draw in the Canteen.



#### **5.4 Security Discipline**

The Clubhouse must NEVER be left open and unattended. The last Authorised Keyholder to leave the Clubhouse is solely responsible for ensuring that all windows are closed, the lights are off and all doors are properly padlocked, with the steel bars and pins properly in place, before they leave the Clubhouse. The two bollards on the Walkway must also be locked in position.

#### **5.5 The Walkway**

The Walkway is fitted with motion-activated security lights and day and night security cameras.

As a condition of our lease, members of the public are permitted to use the Walkway and often do so, e.g. for fishing. This means that CRSC Members must be vigilant over the security of the Clubhouse by following these Guidelines.

Another condition of our lease is that the Club has a legal responsibility to maintain the condition of the Walkway so that it is safe for use by members of the public.