



Chautauqua Lake Rowing Association, Inc.

Jones & Gifford Ave. Jamestown, New York 14701

Security and Locker Use

Board Adopted 12/09/19

KEYS:

There are two types of keys to the CLRA boathouse or property. One is for the road side man door deadbolt and snap lock of the boathouse. The second is for the padlocks on the two overhead doors and padlocks (two locations) on chains across drive access ways to the waterside lot.

The following would be eligible to receive keys: any current board member in good standing; also, any high school coach. A record of those with keys will be maintained by the Secretary. It is not permissible for anyone to create duplicate keys without specific permission from the Presiding Director.

Any individual who relinquishes their role as a board member &/or coach whether voluntarily or is removed for cause, must turn in all keys to the Presiding Director or Treasurer.

BOATHOUSE ACCESS:

To maintain proper security at the building, only one code combination for the water side door will be in use at any one time. This provides the ability to change the code annually and release the code to any member who is a member in good standing. A “member in good standing” includes having paid current year dues, is abiding by the CLRA code of conduct, and has requested access. Access may also be granted to High School parents in leadership roles in the Parent Boosters organization. Additionally, should anyone forfeit their membership for cause, the door code will be changed and rereleased to members in good standing who have requested access. The door code is to be changed annually during the month of March. This coincides with start of the high school season.

Procedure:

To operate the key pad and door, reference the addendum to this procedure, Original Manufacturer Instructions. These instructions are kept in a secure location as is the current door code combination.

PARENT TRAILER:

The parent trailer has two doors each secured by a tumbler lock. To maintain proper security of the parent trailer, each lock is coded identically with the same combination. This provides the ability to change the combination annually. The combination may be released to only those High School Parents in leadership roles in the Parent Booster organization or those parents given direct responsibility by Leadership Parents. The combination may also be released to a select adult rowing members in good standing tasked with setup of various events at the boathouse that take place during the adult portion of the season (typically summer and fall).

Procedure:

To change the lock combination, reference the addendum to this procedure, Lock combination Change Procedure. These instructions are kept in a secure location.

LOCK CODE COMBINATIONS: Only adult CLRA members (including non-rowing coaches) or HS parents will be provided the door code or lock combination. The door code is **NEVER** to be provided to any High School member regardless of status (captain, coxswain, rower).

LOCKER USE: Two sets of lockers are presently in use at the CLRA boathouse. Small lockers near the roadside man door and large lockers adjacent to the waterside man door.

Small lockers are for regular use by members of either the High School or Adult Rec programs. Locks may be kept on the locker throughout the current season. At the end of the season, all personal items and locks should be removed.

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Large lockers at the waterside man door are intended for use by high school coaches, secondly adult rec coordinators, and if space is still available, by current board members. Locks can be kept on the locker during the current year of an individuals coaching or board member status. Should there be additional locker space available, adult rec members may use the lockers daily. If a lock is used by an adult rec member, it must be removed at the end of each practice along with any personal belongings.

Locker Cleanout: After a season is complete, all small lockers must have locks and personal belongings removed. For large lockers, any individual not continuing in their role as coach or board member, must remove the lock and personal belongings. Should an individual (high school or adult) fail to remove locks or personal items, CLRA will attempt to contact those individuals. Should the individual(s) fail to respond or refuse to take action, CLRA reserves the right to remove the lock and personal belongings.