

Attention all Harriers

Clubhouse security improvements

March 2009

As some of you may already know, the committee have been considering security improvements to the harrier's clubhouse. Of particular concern is the ageing lock on the main door and the complete lack of control over who has keys or how many keys are in existence, both of these factors leave us very vulnerable to default by the insurance company should the case to make a claim arise.

Following in depth discussion at the recent AGM, the committee has now voted to upgrade the lock, in the near future, to one which uses a secure key that can't be easily copied.

It is not the intention of the committee to limit the number of keys to any specific number of key holders or prevent members from using the clubhouse as a base for group training. However, it is the intention of the committee to ensure that all key-holders are known, responsible, current members with good reasons for being key-holders.

The committee have expressed a clear preference for groups of runners to use the facilities at regular times rather than have individuals, using the clubhouse at random intervals, however, those individuals who do have good reason to use the club at such times are encouraged to approach the committee and ask for a key. They will be considered on a case by case basis.

Having just joined the committee, it has fallen to me to identify those individuals who require new keys as and when the lock conversion takes place.

Firstly, what does the committee mean by responsible Individuals? It is those who upon becoming key-holders:

- Will have their details added to the list of known key-holders
- Will return the key if they leave the club or are requested to do so by the committee.
- Undertake to ensure that the clubhouse is always locked, lights switched off, heating off, all window and fire exits checked and water off at the end of a session.
- If kitchen equipment is used, ensure that it is cleaned and returned as found.

Secondly, how do I become a key-holder if I want to?

- The first step is to help me to identify all of the groups who regularly run from the Club house. (*I would suggest a group is defined as three or more people who run regularly.*)

- Next, for each of these groups I need an appropriate number of individuals to nominate themselves as key-holders. There will be no charge for these keys. *(I would suggest that depending upon the size of the group a maximum of three individuals put themselves forward.)*
- Finally, those individuals who do not fall into the above category and feel they should have access to the clubhouse are welcome to approach me (or email me) with their justifications and I will pass them on for consideration at a subsequent committee meeting. There may be a charge for these keys.

Note:

It would be helpful if key-holders would agree to share their contact details with other members to assist group organisation and absence cover. For example, a key-holder may pass a key on temporarily to another group member if they can't come that night.

Finally, by way of example, I've compiled a few of examples of the tables I intend to create when I have a full list of who is doing what and when:

| Monday | | | | | |
|--|-------------------|--------------------|-------------------------------|--|---|
| Session | Typical open time | Typical close time | Clubhouse open during session | Responsible for opening clubhouse | Responsible for closing clubhouse |
| Seniors early session | 18:00 | 19:30 | No | | |
| Club training session | 19:00 | 21:00 | Yes | Les Thain Mike Bateman Tony Ward | Mike Bateman George Patterson Tony Ward |
| Notes: The seniors early session and the club night usually overlap. | | | | | |

| Wednesday | | | | | |
|----------------------|-------------------|--------------------|-------------------------------|-----------------------------------|-----------------------------------|
| Session | Typical open time | Typical close time | Clubhouse open during session | Responsible for opening clubhouse | Responsible for closing clubhouse |
| Vets evening session | 18:00 | 20:00 | No | Hamish McAllister-Williams | Hamish McAllister-Williams |
| Notes: | | | | | |

| Sunday | | | | | |
|--|-------------------|--------------------|-------------------------------|---|---|
| Session | Typical open time | Typical close time | Clubhouse open during session | Responsible for opening clubhouse | Responsible for closing clubhouse |
| Vets faster long run session | 08:45 | 11:00-12:30 | No | Paul Waterston, Mike Winter, Gordon Dixon | Paul Waterston, Mike Winter, Gordon Dixon |
| Vets medium speed long run session | 09:15 | 11:00-12:30 | No | Pam Woodcock, | Pam Woodcock, |
| Vets jogging session | 09:45 | 11:00 | No | Les Thain | Les Thain |
| Notes: The ends of the long run sessions often overlap, therefore, each group should ensure the club house is secured and lights off etc upon departure for and completion of their own session to avoid the building being left unattended and unsecured. | | | | | |

I hope this process is clear enough and that we can manage this change as smoothly as possible, but if anyone still has any unanswered questions, feel free to ask me or any of the other committee members for advice. I can generally be contacted at the club on Monday evenings, via email on S.McDonald@virgin.net or via landline 01670 512735.

In summary I need the following information before the next committee meeting on the 14th April 2009

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- Details of groups running regularly from the clubhouse.
- Names, contact details etc for members willing to become key-holders for each of these groups
- Names, contact details and justification notes for any other individuals wishing to become key-holders.

P.S

I will be away until the 23rd March, so feel free to start sending in emails etc, but I won't be able to respond until then.