

# **Blue Grass Sportsman's League Key Control Policy**

**The Blue Grass Sportsmen's League shall adopt the following policy on Key Control.**

**The Operations manager shall maintain a Key Box in the Operations Managers office. Each division will provide keys so that Operations Personal can enter all Division buildings. The Key Box shall remain locked with the Operations Manager and the BGS� President having the only access.**

**The Key Box will contain each division's door keys, all other keys for BGS�/division out buildings, and keys/combinations for secure areas (I.E. safes).**

**The Operations Manager SHALL maintain a log book and any key removed Shall be signed out and back in. The log book will contain a descriptive area where the reason for entry is detailed. The log book will have a place for two signatures, one for the person receiving the key and the second for the person (either Operations Manager or BGS� President) issuing the key. Both people shall sign the log book as any key exits and enters the Key Box.**

**Division officers will have access to the log book at any time to verify entry into Division facilities and the purpose behind the entry. Each Division President will maintain a list of all Division members with key access and the level of access each member possesses.**