



# SATELLITE CITY BMX CLUB

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## SATELLITE CITY BMX CLUB STANDARD OPERATING PROCEDURE 5 KEY ALLOCATION

### PURPOSE:

There are a number of assets contained within the confines of the Satellite City BMX Club; those being:

1. External Perimeter Fence;
2. Toilets;
3. Canteen;
4. Race Registrar Hut;
5. Garden shed (old caretakers residence); and the
6. Storage area under the start ramps.

Historically there has been security issues with the issuance of keys; this SOP seeks to provide good governance surrounding key issuance.

### SCOPE:

This SOP applies to all Management Committee members and Coaches issued with a set of keys for afterhours access.

### REFERENCE:

- SOP's 1 to 3.
- BMXA Guidelines
- Satellite City BMX Club Constitution

### PROCEDURE:

The following hierarchy of keys applies:

- Level 1: Access all areas
- Level 2: Access Gates, Toilets and Race Registrar Hut
- Level 3: Access Gates, Toilets and Canteen
- Level 4: Access Gates, Toilets, Garden Shed and (under ramp) Storage Space

The following allocation applies:

- President / Vice President: Level 1
- Race Registrar / Treasurer / Admin Registrar / Secretary: Level 2
- Canteen Coordinator / Treasurer / Secretary: Level 3
- All Management Committee Members & Coaches: Level 4

### VERSION CONTROL:

VERSION	DATE	AMENDMENT
1	15/02/2017	Draft document ready for committee approval