

FOUR CORNERS RIFLE & PISTOL CLUB, INC
OUTDOOR RANGE KEYED LOCK ACCESS PLAN

Rev 092810-A

1. TIMING OF IMPLEMENTATION
 - a. ANNOUNCEMENT IN OCTOBER, 2010 CRACK SHOT
 - b. IMPLEMENT FIRST WEEK AFTER CRACK SHOT MAILING

2. KEY BEARER POSITION
 - a. KEY BEARER REPORTS TO THE CLUB PRESIDENT
 - b. CLUB VICE-PRESIDENT FUNCTIONS AS ALTERNATE KEY BEARER
 - c. KEY BEARER WILL CREATE AND STAMP KEY CODES, AND KEEP LOG OF KEY CODE FOR EACH MEMBER
 - d. KEY CODE LOG WILL BE PART OF MEMBERSHIP DOCUMENTATION
 - e. KEY CODES AND ASSIGNMENTS WILL BE CLOSELY HELD, NON-DISCLOSED INFORMATION
 - f. KEY BEARER WILL ATTEND REGULAR CLUB MEETINGS AND EXECUTIVE COMMITTEE MEETINGS AS REQUESTED
 - g. KEY BEARER WILL ISSUE KEYS AND MAY ACCEPT MEMBERSHIP APPLICATIONS AND PAYMENT:
 - I. UPON REASONABLE CONTACT OR PHONE CALL ARRANGEMENT WITH MEMBER
 - II. MAIL IN APPLICATIONS
 - III. CLUB MEETINGS
 - IV. SPECIFIED LOCATIONS

3. LOCK AND KEY MANAGEMENT
 - a. LOCKS AND KEYS WILL BE KEPT AND STORED BY THE CLUB SECRETARY AT THE INDOOR RANGE
 - b. KEY BEARER WILL TRANSFER EXCHANGED AND RETURNED KEYS TO CLUB SECRETARY
 - c. ONLY OWNER RESTRICTED NON-DUPLICATABLE KEY LOCKS WILL BE USED
 - d. KEYS WILL BE CODED WITH INDIVIDUAL THREE DIGIT ALPHA NUMERIC CODE AND LOCK IDENTIFICATION
 - e. KEYS WILL BE TRANSFERRED TO KEY BEARER ON AS NEEDED BASIS
 - f. LOCKS WILL BE MAINTAINED BUY THE CLUB WITH DIFFERENT KEY SETS AND WILL BE CHANGED ON AN ANNUAL BASIS
 - g. LOCKS WILL BE CHANGED THE DAY AFTER THE FEBRUARY REGULAR MEETING
 - h. REPLACEMENT/BACKUP LOCKS WILL BE KEPT
 - i. LOCKS WILL BE AFFIXED TO GATE WITH RETAINING SHACKLE
 - j. KEYED LOCK PHASE IN:
 - I. CURRENT COMBINATION LOCK WILL BE KEPT IN SERIES WITH KEYED LOCK UNTIL LOCK CHANGE AT END OF 2010-2011 MEMBERSHIP YEAR
 - II. NEW MEMBERS WILL BE ISSUED KEYS