N.L.B.S.A.
Policies and Procedures

Policy Number: A-4	Subject: TOWER ACCESS	Effective: 1/1/2011 Revised: N/A	Pages: 1 of 2

INTENT:	To provide general procedure for managing access to the towers for retrieval of equipment to be used in practices or games by the managers.
BOARD TOWER ACCESS MANAGEMENT	The NLBSA Board shall name a member of the board to be responsible for managing the tower access key boxes. The assigned individual will be responsible for the initial placement of the key boxes onto the tower at the start of the season. He or she shall initially set the combination such that each tower has a unique access code. Access codes shall be communicated to all board members. League directors shall communicate tower combinations to TEAM MANAGERS for the towers that will need to be accessed for the season by that manager. Combinations shall be changed at the request of the Board President at any time during the season followed by a communication of the change as described above.
INSTRUCTIONS FOR ACCESS 	The following is to be communicated along with the combination to those needing access to towers: The towers on Fields A, B, C, E and F at Eaton Park will hold the equipment that managers need for practices and games. A key box has been installed on each door for the manager to gain access. He or she will be provided a 4 digit combination as needed from an NLBSA Director. This combination may change on a periodic basis. To obtain the key: 1) Slide the combination panel down 2) Dial in the combination that was provided and open the box using the black lever near the left most digit 3) Use the key to lock or unlock the door 4) Return the key, close the box, and scramble the combination 5) Slide the combination panel closed Remember to lock the box and scramble the combination immediately after opening the door. Do not leave key in the door or the lock box open. The box may be damaged if the door hits the tower wall. Managers should contact their respective nlbsa director for the current 4 digit combination. Report any damage immediately to your league director.
INSTRUCTIONS FOR CHANGING COMBINATIONS	At the beginning of each season and at the request of the NLBSA board President, the combinations to the access boxes will be changed. To change the combination on the lock, open the box using the existing combination. Slide the combination set switch and then using the combination wheels on the box, dial in the new combination. Return the slide switch inside the box to its original position and the shut the box. The lock box will not close if the slide switch is in the combination setting position.