



APPLICATION FOR CLUBHOUSE KEYS

KEY & CODE FEES FROM SEPTEMBER 2018

<p>The following are eligible to apply:</p> <p>COACHES</p> <p>COMMITTEE MEMBERS</p> <p>FULL: Any member who has paid their Full individual adult membership fee and refundable £25 deposit - scrutiny by the Management Committee.</p>	<p><i>£25 Refundable deposit paid</i></p> <p style="text-align: center;">YES / NA</p>
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Please complete **ALL Grey Boxes in BLOCK CAPITALS or Strikethrough**

Completed application form to be returned to the SECRETARY.

(Cheques drawn in favour of Shropshire Paddlesport please)

I apply to join the Key Holder Scheme in the classification circled and at the fee shown

FIRST NAME		SURNAME	
No & STREET			
AREA			
TOWN		POSTCODE	
*TEL 1(Home)		*MOBILE	
*EMAIL 1			
*Applicants must supply a minimum of one telephone number on which they can easily be contacted			

REASON FOR NEEDING A KEY: (please circle your reason for needing a key)				
Coach	Committee member	Boat Storage	Full Club Member	Training
Keys issued: (please circle all relevant)				
Main door (Ground floor)	maglock	gate	top door	top boat shed
office	post box	Trailer		

<p>I apply to join the Key Holder Scheme of Shropshire Paddlesport and agree to act in accordance with the Key Holder Policy and the Club Constitution and at all times in such a manner as to preserve the security of the Club and its Facilities.</p>

SIGNED (Member)		DATE	
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Key Holder Policy

This club is committed to ensuring that its members have appropriate levels of access to its facilities and equipment. This will be provided with consideration of sound 'Safety and Operating Procedures', adequate 'Security of the Premises and Equipment', reference to its agreed 'Equity Policy' and adherence to a common sense 'Code of Conduct'.

- The issued key(s) will remain the property of Shropshire Paddlesport.
- The Key Holder Scheme is provided to assist members r access to the Club's facilities.
- Only Full, and Family (Leading Name) members are eligible to apply to be a Key Holder.
- Solely at the discretion of the Management Committee, other members may be given access to the scheme on receipt, and consideration of, the standard application form.
- If the Club Member is not a committee member or coach a deposit of £25 is applicable. The key(s) will be issued once the refundable deposit of £25 has been paid. Keys will be issued upon payment of the deposit to the Secretary.
- Membership must be current. The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to hold them, such as Cessation of membership. Keys(s) must be returned to the Secretary.
- Shropshire Paddlesport Club Fees to be paid on or before May 1st.
- Keys must not be used should there be any outstanding attendance, coaching course, boat storage or key holder fees, or any other fees, as determined by the Management Committee.
- The key is issued only for a Member's sole use and it must not be loaned or otherwise provided for the use of anyone else under any circumstances.
- All applications must be made on the relevant forms. Applicants are required to complete all sections.
- The Committee will review fees for the Key Holder Scheme annually.
- Inclusion in the Key Holder Scheme confers no other rights, such as Boat Storage and will be considered annually, with no automatic right to continuation.
- Keys must not be loaned or duplicated to any other person. Keys cannot be transferred to a third party under any circumstances
- A member who is deemed to be making improper use of a key will be required to leave the scheme and return the key(s). Behaviour that could potentially cause damage or injury to others is strictly prohibited
- The Management Committee of Shropshire Paddlesport reserve the right to withdraw the key(s) without reason at any time giving 7 working days' notice in writing to the Key Holder. Upon notice the keyholder must return the key to the secretary within 14 working days
- The Key Holder is responsible for any abuse or damage caused using his/her key
- On the rare occasion it may be necessary to secure the premises against all entries Key Holders will be notified as soon as practically possible.
- On each occasion the Key Holder uses the key that person is responsible for the security of the premises and its contents. The signing in book must be completed to show time of entry, purpose of visit and time of exit and making secure of premises. In the case of several members using the premises at similar times, it is the responsibility of the key holder opening the premises to arrange/negotiate their proper closure and security.



- **Any Member of the Scheme under 18 must not invite guests without a responsible adult member present.**
- **All Key Holders use the facilities, and engage in activities, entirely at their own risk.**
- **The Key Holder may terminate their agreement without reason and the return of the keys to the Club Secretary. Any deposit paid will be reimbursed to the Key Holder within 14 working days from the date the key(s) have been returned.**
- **A list of key holders, including home telephone numbers, will be kept by the Club Secretary for Security Purposes.**