



Document Revised
May 2026
Next Revision due
April 2027

Shropshire Paddlesport Club 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 for: 'Safety and Operating Procedures'; Adequate Security of the Premises and Equipment; 'Equity Policy' and adherence to a common sense 'Code of Conduct'.

The Key Holder Scheme is provided to assist members' access to the Club's facilities for Club events and activities.

- Key issue is at the discretion of the Management Committee who will approve applications, which must be made on the relevant form.
- The Management Committee will review fees for Key Holder Scheme annually.
- Full Members over the age of 18 are eligible to apply to be a Key Holder.
- Other members **may** be given access to the scheme. This is solely at the discretion of the Management Committee, and on receipt, and consideration, of the standard application form.
- 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.
- All Key Holders use the facilities, and engage in activities, entirely at their own risk.
- Key Holders must not allow access to any non-member without permission of the Chair or Directors. The Key Holder is not permitted to use the club facilities outside of an organised Shropshire Paddlesport (SPS) club event.
- The Key Holder must not make any personal financial gain from the use of the Club facilities or equipment.
- Club Keys must not be duplicated.
- Club Keys must not be loaned, transferred or otherwise provided for the use of any other person under any circumstances.
- All issued keys remain the property of Shropshire Paddlesport.
- Club Keys must be returned to the Secretary when they are no longer required or if the Key Holder ceases to be entitled to hold them, such as cessation of membership.

- Keys must not be used should there be any outstanding Fees eg Membership fees, attendance, coaching course, boat storage or key holder fees, or any other fees, as determined by the Management Committee.
- A Member who is deemed to be making improper use of the 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 reserves 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 Key Holder 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.
- A list of key holders, including telephone numbers, will be kept by the Secretary for security purposes.

Requests for keys must be made on the 'Application for Clubhouse keys', which should be completed and returned to the Secretary.