



Policy for the issuing of keys

Revision V4.0

Last revised: November 2024

Rules for the Issue of Keys:

- Keys are only available to adult members of the Club. Keys cannot be issued to junior members. Keys will be signed for by the member upon issue.
- The Trust staff are responsible for the physical issuing of all keys.
- The Trust staff will maintain a list of key holders.
- Any keys issued are the responsibility of the key holder and must only be used by the key holder.
- All keys issued by Manvers Lake & Dearne Valley Trust for its property, equipment and premises remain the property of the Trust. The Committee has the power to demand the return of any keys issued at any time.
- Members must return any keys to the Trust in the event of them failing to renew their membership.
- When requested, members must return any keys within one month period as specified by the Committee.
- Any member of the Committee may, with good reason, request the return of any keys issued.
- Members may appeal to the Committee against the decision to have their keys withdrawn using the Club appeals procedure.
- Keys must not be copied.
- Keys must not be marked or identified in any way.