



Form Annual Key Allocation Agreement

SEASON: _____

Details

First Name:		Contact Phone:	
Last Name:		Date of Birth	
Key Type:		Key Number:	

Key Allocation Purpose

As a part of an elected or appointed club position

Please list position(s): _____

Other reason

Briefly explain reason:

Key Deposit and Return

I am a (tick one)	
<input type="checkbox"/>	Club Committee Member (\$10 Key deposit) I will return my key no later than the last Management Committee meeting prior to the Annual General Meeting
<input type="checkbox"/>	Non committee club member (\$30 Key deposit) I will return my key the week prior to the Annual General Meeting

Key return may be in person to the Secretary, placing in the club drop box or by registered mail to the Club post office box.

Key Allocation Agreement

I agree that:

- the club key always remains the property of the club
- I will only use the key to access areas and equipment to which I have been authorised by the committee and that key access does not infer authority alone
- I will return the key in accordance with agreed timeframes and methods and/or in a timely manner when requested by the committee
- I will not receive my key deposit until the key is returned and if the key is lost I will not have my deposit refunded
- I will not transfer the key or allow any other person to use the key. This is considered a serious offence and the member may be disciplined
- I agree to be bound by the ISLSC Policy – Key Allocation.
- I have received my key
- I acknowledge key is intended for my use only and is not transferable.

Signature: _____ (Key Holder) Date: _____

Deposit of \$..... received by committee:

Signature: _____ (Secretary) Date: _____

Version Control and Review

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REV	RECENT REVISION REASON	ISSUED BY	AUTHORISED BY	DATE
0	Approved for Issue	T. Dando	Club Committee	22/12/2010

Next Review by November 2011