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Category:	All Silver Blades Skating Club Executive/Coaches
Title:	Silver Blades room key policy
Approved By:	Silver Blades
Effective Date:	January 21, 2015

**Purpose:**

To outline the procedure for taking responsibility of a Silver Blades room key.

**Policy:**

Executive members and coaches who have contracts with the club, who want to have a key for the Silver Blades room must read the policy and sign a document.

Once an executive member or coach decides to no longer be part of the club they must return the key to the club president.

If a key goes missing once, a new key will be provided. If a second key goes missing the person will have to pay a fee to replace the lock.

No member is to make copies of the key for any reason.

**Procedure:**

1. Executive members/coaches must read the policy and sign a document
2. Return Keys when no longer with the club.

**Keywords:**

Keys