



SYDNEY HILLS GYMNASTICS EQUIPMENT POLICY

POLICY NAME: Sydney Hills Gymnastics Equipment Policy
DATE OF ISSUE: January 2013
DATE OF REVIEW: January 2014
CONTROLLING BODY: Sydney Hills Gymnastics - Director

1. STATEMENT OF COMMITMENT

Sydney Hills Gymnastics Club is responsible for ensuring a safe environment is provided for all involved in the activities that the club offers. In carrying out our duty of care, one of the key areas that attention is given to is the area of facilities and equipment.

Sydney Hills Gymnastics Club is committed to providing a safe environment through ensuring all facilities and equipment utilised are safe, well maintained and used according to their design, purpose and manufacture specifications. This will be achieved through:

- Carrying out regular equipment safety checks.
- Implementation of an annual equipment acquisition, maintenance, replacement scheme.
- Providing appropriate training to staff, volunteers and members with respect to the set-up, use and storage of equipment.

2. POLICY APPLICATION

This policy applies to all equipment and facilities utilized by SHG for any of its activities including general class training, conduct of competitions/events, promotions of the club or associated administrative tasks.

3. POLICY COVERAGE

This policy covers all equipment and facilities that are owned, leased, hired or borrowed by the club to carry out its activities regardless of the program, participant level and location of equipment or whether those involved are staff, members, volunteers or visitors.

5. ROLES AND RESPONSIBILITIES

This section specifies the roles and responsibilities of all parties involved in club activities:

Managing Director

- Ensure that appropriate equipment safety procedures are implemented.
- Ensure that all staff/volunteers are provided with appropriate training.
- Ensure that equipment maintenance/replacement is considered within the annual budget.

General Manager (if there is one at the time, if not duties delegated to Managing Director)

- Ensure that regular equipment safety checks (see Equipment Safety Checklist) are carried out at least once per quarter.
- Alert the Managing Director of any equipment requiring maintenance/replacement at next meeting.
- Monitor the day to day use of equipment by all staff and members.
- Provide appropriate induction on appropriate usage of equipment and club facilities.

Head Coach

- Monitor the day to day use of equipment by coaching staff and members.
- Alert the General Manager of any equipment requiring maintenance/replacement.

Coach

- Monitor the day to day use of equipment by members.
- Alert the Head Coach of any equipment requiring maintenance/replacement.
- Educate and empower members to utilize equipment in an appropriate manner.

6. POLICY BREACHES AND CONSEQUENCES

In instance of breaching of rules and duties stated in this policy by staff member, volunteer, visitor or not fully fulfilling duties described by this policy, considering the nature of the breach, and previous occurrences the consequences are:

apology for minor beaching for staff member volunteer or visitor; apology for serious breach for volunteers and visitors; Suspension for three shifts for a staff member if it is serious breaching or for third reoccurrence of minor breaching; Education/counseling of use of equipment by means of the management in any occurrence of breaching the rules.

7. CONFIDENTIALITY AND REPORTING

The SHG management and administration responsible for implementing this Equipment Policy will keep confidential the names and details related to breaches of the policy unless disclosure is necessary as part of the disciplinary or corrective process.

8. REPORTING

Any concerns regarding apparatus repair or replacement should be address by coaches, head coach to General Manager at the coaches meeting.

General Manager reports in writing to Managing Director by submitting a letter via e mail.

If the matter is urgent any staff member volunteer or visitor can verbally acknowledge their concern to General Manager or/and Managing Director.