



NIDDRIE GYMNASTICS EQUIPMENT POLICY and PROCEDURES

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CONTROLLING BODY: NIDDRIE GYMNASTICS Committee

1. STATEMENT OF COMMITMENT

NIDDRIE GYMNASTICS 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.

NIDDRIE GYMNASTICS 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 utilised by NIDDRIE GYMNASTICS for any of its activities including general class training, conduct of competitions/events or promotion of the club.

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.

4. ROLES AND RESPONSIBILITIES

Committee

- 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.

Head Coach

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

Coach

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

Gymnast

- Use and treat equipment in an appropriate manner.
 - Alert the Coach to any equipment requiring maintenance/replacement.
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5. SAFETY INSPECTION

The Head Coach carries out a Safety Inspection of all gymnastics equipment twice per year. The Equipment Safety Checklist is completed and signed off by the Head Coach. In addition, any equipment which is found in need of repair during general training should be documented on the Equipment Checklist.

6. ACQUISITION OF NEW EQUIPMENT

The Club purchases new equipment as required and directed by the Head Coach.

The Committee plans for equipment maintenance/replacement in the annual budget. The Head Coach takes request of purchase of equipment, (including a quote) to the committee at monthly meeting. Committee together with Treasurer can give Head Coach permission to proceed with the purchase of equipment, subject to Club Finances.

7. REPLACEMENT AND MAINTENANCE PROCEDURES

Replacement and maintenance of equipment is undertaken as per equipment checklist.

The Head Coach advises the Club Committee at monthly meeting of all maintenance that is required which shall be organised by the committee to be completed. If specialist works are needed then a quote from appropriate company to be organised by the Head Coach. Before the works are to be completed, quote taken to committee for approval or if maintenance is a high priority in between committee meetings, then approval shall be sought from the Club President and Treasurer.

8. POLICY BREACHES AND CONSEQUENCES

Any breach of this policy will be dealt with in line with the severity of the breach. For minor breaches, an apology will suffice with an explanation given from the Head Coach to the Committee regarding the breach. Any serious breaches will be dealt with more harshly with penalties up to and including suspension.

9. CONFIDENTIALITY AND REPORTING

The NIDDRIE GYMNASTICS 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.

Reporting will include:

- What the equipment issue is
- What is responsible, eg wear and tear or misuse of equipment
- Details of above point
- When issue was first noticed
- Who it was reported too
- Severity of issue