

EQUIPMENT PROCEDURE

PROCEDURE NAME: Sparta Gymnastics Equipment Procedure

DATE OF ISSUE: January 2023

DATE OF REVIEW: January 2024

CONTROLLING BODY: Sparta Gymnastics - Director

STATEMENT OF COMMITMENT

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

Sparta Gymnastics Club is committed to providing a safe environment by ensuring all facilities and equipment used are safe, well-maintained, and utilized according to their design, purpose, and manufacturer specifications. This will be achieved through:

- Carrying out regular equipment safety checks.
- Implementing an annual equipment acquisition, maintenance, and replacement scheme.
- Providing appropriate training to staff, volunteers, and members on the setup, use, and storage of equipment.

PROCEDURE APPLICATION

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

PROCEDURE COVERAGE

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

ROLES AND RESPONSIBILITIES

Managing Director

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

General Manager (if there is one at the time, otherwise duties are 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 the next meeting.

- Monitor day-to-day equipment use by all staff and members.
- Provide appropriate induction on the proper usage of equipment and club facilities.

Head Coach

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

Coach

- Monitor day-to-day equipment use by members.
- Alert the Head Coach of any equipment requiring maintenance/replacement.
- Educate and empower members to use equipment appropriately.

PROCEDURE BREACHES AND CONSEQUENCES

In instances of breaching the rules and duties stated in this procedure by staff members, volunteers, or visitors, or not fully fulfilling duties described, the consequences depend on the nature of the breach and prior occurrences:

- Apology for minor breaches by staff members, volunteers, or visitors.
- Apology for serious breaches by volunteers and visitors.
- Suspension for three shifts for a staff member if the breach is serious or for a third recurrence of a minor breach.
- Education/counseling on the use of equipment by management in any occurrence of breaching the rules.

CONFIDENTIALITY AND REPORTING

SG management and administration responsible for implementing this Equipment Procedure will maintain confidentiality regarding names and details related to breaches of the procedure unless disclosure is necessary as part of the disciplinary or corrective process.

REPORTING

Any concerns regarding apparatus repair or replacement should be addressed by coaches and the head coach to the General Manager during coaches' meetings.

The General Manager will report in writing to the Managing Director by submitting a letter via email.

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