



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB EQUIPMENT POLICY

POLICY NAME: SPRINGWOOD BOYS AND GIRLS CLUB Equipment Policy
DATE OF ISSUE: January 2013
DATE OF REVIEW: January 2015
CONTROLLING BODY: SPRINGWOOD BOYS AND GIRLS CLUB - Management Committee

1. STATEMENT OF COMMITMENT

Springwood Boys and Girls 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.

Springwood Boys and Girls 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 and repairs as necessary.
- Completion of an annual equipment inspection and maintenance scheme.
- Equipment replacement and/or acquisition as required.
- 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 Springwood Boys and Girls Club for any of its activities including general class training, conduct of competitions/events, promotion 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:

Management 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.

Committee Member – Equipment Maintenance

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

Head Coach

- Monitor the regular use of equipment by coaching staff and members.
- Alert the Committee Member – Equipment Maintenance of any equipment requiring maintenance/replacement.

Coach

- Monitor the regular use of equipment by members.
- Alert the Head Coach and the Equipment Maintenance Officer of any equipment requiring maintenance/replacement.
- Educate and empower members to utilise equipment in an appropriate manner.

6. POLICY BREACHES AND CONSEQUENCES

Disciplinary action will be taken by Springwood Boys and Girls Club against anyone who is found to be misusing or abusing any equipment owned and maintained by the Club.

Disciplinary action will be administered in a three-phase education process designed to assist members with defining their role at Springwood Boys and Girls Club. The three phases dealing with breaches are designed to provide ample opportunity for correcting undesirable usage in a continual education process.

Phase one – Head Coach/Program Coordinator to counsel member.

Phase one applies to the first breach of equipment misuse.

- The relevant personnel will provide the Head Coach/Program Coordinator with an incident report advising of a breach of a conduct.
- The Head Coach/Program Coordinator will counsel the offender in the appropriate methods and acceptable usage of equipment. The aim of the session is to educate the offender about the correct and safe usage of equipment permitted at Springwood Boys and Girls Club. Offender will be informed of phases two and three.
- Phase two may be directly implemented at the discretion of Springwood Boys and Girls Club if the breach is deemed to be a serious nature. (For example, gymnast is in immediate and imminent danger of incurring major injuries).

Phase two – Offender suspended from attending classes.

Phase two applies to the second breach of equipment misuse in a 12-month period.

- The relevant personnel will provide the Head Coach/Program Coordinator with an incident report advising of a second breach of a code.
- The Head Coach/Program Coordinator will again counsel the offender in the appropriate methods and acceptable usage of equipment and advised that a report will need to be submitted to the Executive Committee to consider further disciplinary action.

- The Executive Committee will inform the offender in writing, detailing the breach and the consequences. A copy will be provided to the Management Committee to inform them that phase two has been initiated.

Phase three – Membership removed.

Phase three applies to the third breach of equipment misuse in a 12-month period.

- The relevant personnel will provide the Head Coach/Program Coordinator with an incident report advising of a third breach of a code.
- The Head Coach/Program Coordinator to inform the Executive Committee of the continued breach.
- The Executive Committee will inform the offender in writing, detailing the breach and advising that club membership has been removed. A copy will be provided to the Management Committee to inform them that phase three has been initiated.
- Once membership has been removed the offender will not be permitted to participate in any gymnastics affiliated with Springwood Boys and Girls Club.
- Member can apply to Springwood Boys and Girls Club for membership renewal at the start of the next year. Renewal will be at the discretion of Springwood Boys and Girls Club.

7. CONFIDENTIALITY AND REPORTING

The Springwood Boys and Girls 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.

The relevant personnel will provide all incident reports on a needs basis.

Records retained should be kept for an initial period of 12 months and should include :

- a record of misuse of equipment and breach of policy
- a record of the action taken
- records of interviews taken;
- information revealed and facts identified
- Records to be kept at the clubhouse.

8. APPENDICES

APPENDIX 1: EQUIPMENT INCIDENT REPORT FORM



SPRINGWOOD BOYS AND GIRLS CLUB EQUIPMENT INCIDENT REPORT FORM

OFFENDER'S DETAILS

Name:	
Club (if relevant):	
Team (if relevant):	
Address:	
Contact Number(s):	

INCIDENT DETAILS

Date of Incident:	
Time of Incident:	
Location/Venue:	

Brief Overview of the Incident:

Example: Mr Jo Gymnast was using equipment without coaching supervision or authorization.

Steps Taken at the Time of the Incident to Correct the Behaviour:

Example: Mr Club Manager, who was present at the time, quietly advised Mr Gymnast that his use of this equipment was inappropriate and in breach of the club's equipment policy.

ACTION TAKEN

Date:	
Time:	
Forum: <i>Example: Regular club meeting; special disciplinary hearing.</i>	
Details of Action Taken (as per Section 7 of Behaviour Management Policy) <i>Example: Mr Gymnast was advised he had committed a phase 1 breach of the Equipment Policy. He was counselled about his actions by the club manager and advised that future breaches could result in him not being allowed to attend classes.</i>	
Status: <input type="checkbox"/> Dealt with at organisation level <input type="checkbox"/> Referred on to Gymnastics NSW	
Name of Delegated Officer:	
Position:	
Signature:	

APPENDIX 2: EQUIPMENT BREACH SUMMARY SHEET



**SPRINGWOOD BOYS AND GIRLS CLUB EQUIPMENT BREACH
SUMMARY SHEET
June 2011**

Date of Incident	Name of Offender	Action Taken
<i>Example: 28/10/06</i>	<i>Ms Jo Gymnast</i>	<i>Mr Gymnast was counselled about his actions by the club manager and advised that future breaches could result in him not being allowed to attend Classes.</i>
Name of Delegated Officer:		
Position:		
Signature:		