



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB EQUIPMENT and FACILITY MANAGEMENT POLICY

POLICY NAME: SPRINGWOOD BOYS AND GIRLS CLUB Equipment Policy
DATE OF ISSUE: September 2019
DATE OF REVIEW: September 2022 (unless earlier review required)
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 manufacturer's specifications. This will be achieved through:

- Carrying out regular equipment safety checks and repairs as necessary.
- Completion of an annual equipment inspection and maintenance schedule.
- 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.
- Providing clear instructions with respect to use of all equipment items in the facility

2. POLICY APPLICATION

This policy applies to the Springwood Boys and Girls Club Management Committee, staff, volunteers and all users of the club's facilities and classes.

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 and followed.
- Ensure that all staff/volunteers are provided with appropriate training and instructions.
- Ensure that equipment maintenance and replacement is considered within the annual budget.

Committee Member – Equipment Maintenance

- Ensure that equipment safety checks (see Equipment Safety Checklist) are carried out at least once per month.
- Alert the Management Committee of any gymnastics equipment requiring maintenance or replacement at the next meeting.
- Alert Head Coach of concerns regarding gymnastics equipment as soon as issues arise.
- Monitor the regular use of gymnastics equipment by all staff and members.
- Provide appropriate instruction regarding correct usage of gymnastics equipment.
- Maintain inventory of equipment and instructions

Committee Member – Building Maintenance

- Ensure that regular safety checks are carried out as deemed necessary.
- Alert the Management Committee of any general equipment requiring maintenance or replacement at the next meeting.
- Monitor the regular use of general equipment by all staff and members.
- Provide appropriate instruction on correct usage of general equipment and club facilities.
- Maintain inventory of equipment and instructions

Head Coach/Coaching Coordinator

- Monitor the regular use of all gymnastics and general equipment by coaching staff and members.
- Report any issues to either Equipment Maintenance Officer or Building Maintenance Officer

Coach

- Monitor the regular use of all equipment by members and report issues to Head Coach and appropriate committee member.
- Educate, support and empower members to utilise equipment in an appropriate manner.

6. POLICY BREACHES AND CONSEQUENCES

Disciplinary action will be followed as in the Behaviour Management Policy 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 four-phase process designed to assist members with defining their role at Springwood Boys and Girls Club.

Phase one – Club to counsel member (verbal warning)

Phase one applies to the first breach. The coach or committee member gives the participant an initial verbal warning unless the behavior is very serious where phase 2 may be followed.

Phase two – letter of warning

Phase two applies to a second breach of behaviour following after the initial warning in Phase One.

- The relevant personnel will write a letter of warning highlighting the severity and details of the breach. The letter will also include further information regarding future action if the Code of Behaviour is breached again. This letter may be written by either the coordinator or a committee member.

Phase Three – Suspension from classes and/or activities

Phase three applies to a further breach of the Code of Behaviour following the warning letter.

- The relevant personnel will complete an incident report (appendix 1) advising of a breach of a code and inform the Management Committee. This report is to be placed in a secure location in the office.
- The Coaching Coordinator or 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 three has been initiated.
- Offender will be suspended from attending classes and/or activities for a period deemed reasonable by the Management Committee and in line with the severity of the misconduct and age of offender.
- Action may proceed faster at the discretion of Springwood Boys and Girls Club if breach of codes is deemed to be a serious nature

Phase Four – Membership removed.

Phase four applies to further breaches of a code of behaviour or ethics in a 12-month period.

- The relevant personnel will provide Springwood Boys and Girls Club Management Committee with an incident report advising of a further breach.
- The Management 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.
- The offender can apply to Springwood Boys and Girls Club for membership renewal at the start of the next year. Membership renewal will be at the discretion of Springwood Boys and Girls Club.

Monitoring and reporting

The relevant personnel will provide all incident reports to the Management Committee on a needs basis. The Executive Committee will provide a summary sheet to the Management Committee on a needs basis using the template provided at Appendix 2.

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

- a record of misconduct and breach of policy
- a record of the action taken
- records of interviews taken;
- information revealed and facts identified

The three phases dealing with breaches are designed to provide ample opportunity for correcting undesirable usage in a continual education process.

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

| 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> |
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| | | |
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| | | |
| Name of Delegated Officer: | | |
| Position: | | |
| Signature: | | |