

POLICY NAME: Riverland Gymnastics Academy Equipment Policy
DATE OF ISSUE: February 2020
Date of Review: February 2023
Controlling Body: Riverland Gymnastics Academy – Committee

1. STATEMENT OF COMMITMENT

Riverland Gymnastics Academy 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 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 used by RGA 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.

4. ROLES AND RESPONSIBILITIES

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

President

- Ensure that appropriate equipment safety procedures are implemented
- Ensure that equipment maintenance/replacement is considered within the annual budget

Head Coach

- Ensure that regular equipment safety checks are carried out at least once per quarter
- Alert the President of any equipment requiring maintenance/replacement at next meeting
- Monitor the day to day use of equipment by all coaches and members
- Provide induction on appropriate usage of equipment and club facilities
- Ensure that all staff/volunteers are provided with appropriate training

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 use equipment in an appropriate manner

5. REPORTING

Any concerns regarding apparatus repair or replacement should be addressed by coaches, the head coach is to present to the President at the next Committee meeting. If the matter is urgent any staff member volunteer or visitor can verbally acknowledge their concern to the Head Coach or President.