



**DICKY BEACH SURF LIFESAVING CLUB  
PROCEDURE NO.ADM002  
GYM POLICY & PROCEDURE**

**Document Control**

**Version Control**

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23 April 2017	1	Initial Introduction of Procedure	Secretary
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**1. Purpose and Background**

- 1.1 To guide members in the safe use of the Club's gym and equipment.
- 1.2 To determine a safe and appropriate gym protocol for the benefit of members qualified to use the facilities.

**2 Policy Statement**

- 2.1 The Board is solely responsible for the gym's policies, rules and conditions under which the gym may be used. The policies reflect the conditions imposed by the Surf Club's insurers and SLSQ policies and the Work Place Health and Safety Act of Queensland.
- 2.2 Only financial active, award, reserve active, long service and Life Members who have paid the nominated gym fees and completed all necessary paperwork are allowed to access and use the club.

**3. Care, use and safety**

- 3.1 The Club shall exercise due diligence by ensuring work health and safety and electrical obligations are met, by employing a qualified Gym Officer who shall carry out weekly safety inspections and report to the Lifesaving Operations Committee.
- 3.2 The Gym Officer shall have unlimited authority in monitoring the adherence to the gym rules, safety of gym equipment and making recommendations for the upgrading or replacement of Gym equipment.
- 3.3 Members training individually without a recognised personal training program provided by a qualified trainer shall utilise the gym equipment at their own risk.

**4. Applicability:**

- 4.1 This procedure applies to all members of the Dicky Beach Surf Life Saving Club. The responsibility of implementing this policy/procedure rests with the Board with the assistance of the Gym Officer.



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**5. Statutory/Constitution/By-Laws Requirements**

5.1 This procedure specifically relates to clauses By-Laws 1.14(e) and 2.6; Work Place Health and Safety Act of Queensland; and insurance policies governing the Dicky Beach Surf Life Saving Club.

**6. Considerations**

6.1 The Gym Officer will be responsible for the operation of the gym including equipment and members.

6.2 The Gym Officer will be responsible for carrying out a safety check of all gym equipment on a weekly basis.

6.3 The Club Administrator will be responsible for gym application forms, an up to date register of financial gym members, the issuing of gym keys and the return of the gym keys when the member is no longer a financial member of the gym.

**7. Procedures**

7.1 This procedure relates to By-Laws 1.14e.

7.2 Members wishing to access the gym must complete an application form for membership and access to the gym. This form is available from the Club Administrator or refer to the Policies and Procedures Manual (Template No. TEMP015)

7.3 Members using the gym must be over 18 years of age unless they are in company with a qualified gym instructor and working to a training plan prepared by a qualified instructor.

7.4 The completed application form is to be provided to the Gym Officer. The Club Captain in conjunction with the Surf Sports Officer will identify if the member complies with the eligibility of using the gym consistent with insurance and membership requirements.

7.5 The approving officer will then forward the form to the Club Administrator who will then issue a key to that member and update the gym key holder register.

7.6 The Club Administrator will provide the member with the following forms, which must be completed and handed back to the Club Administrator before a key is issued:

7.6.1 Gym Induction Form (TEMP016);

7.6.2 Gym Waiver Form (TEMP017);

7.6.3 A Gym Pre-Activity Form (TEMP018); and

7.6.3 A copy of Procedure (ADM002).



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- 7.7 Prior to using the gym at any time, members are to sign in and out in the appropriate register found inside the gym.
- 7.8 The Club Administrator will provide a monthly updated list of gym members to the:
  - 7.8.1 The Gym Officer;
  - 7.8.2 The Club Captain; and
  - 7.8.3 The Surf Sports Officer.

**8. Gymnasium Code of Conduct**

- 8.1 A member using the gym must write their name and the date in the gym's sign-in / sign-out register. This register is located inside the entrance to the gym.
- 8.2 No smoking, food or drink (other than water bottles or water cooler) is permitted in the gym.
- 8.3 Equipment cannot be removed from the gym without gym officer's approval.
- 8.4 Gym members must bring a towel when using the gym. The towel is for hygiene purposes. Immediately after using the equipment, members are required to wipe each piece of equipment.
- 8.5 The last person in the gym is responsible for switching off all electrical equipment and lights upon leaving the gym.
- 8.6 Lifters must use collars and every set and must not drop weights on the floor.
- 8.7 Lifters must use spotters on all moderate to heavy sets.
- 8.8 Move weights from the racks to the bar only. Do not leave weights on the floor.
- 8.9 Return all equipment to its allocated position.
- 8.10 Gym users must dress appropriately at all times:
  - 8.10.1 Athletic shoes must be worn with laces tied at all times;
  - 8.10.2 Lower body clothing – athletic shorts, tights or aerobic outfits;
  - 8.10.3 Upper body clothing – t-shirts; singlets, sweat shirts and unaltered tank tops;
  - 8.10.4 Athletic hats are acceptable;
  - 8.10.5 Prescription glasses are permissible. No sunglasses are permitted unless suitable medical evidence supporting the wearing of them is provided;
  - 8.10.6 Any jewellery that may possibly injure a user, including rings and necklaces are not permitted. Small earrings and items that cannot inhibit or injure a user are permitted.
- 8.11 Any user who becomes aware of equipment becoming faulty is to isolate and tag the equipment concerned.



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- 8.12 For safety reasons, it is incumbent upon the members using the gym to identify and report any member not complying with the gym policies and procedures.

**Authority**

John Scott  
President