

Aussie Gems Dance, Gymnastics & Cheerleading – Equipment policy

1. STATEMENT OF COMMITMENT

Aussie Gems Dance, Gymnastics & Cheerleading is committed to providing members with a high standard of service and care with regards to all equipment used at the club. This obligation is ongoing and does not end at the conclusion of a class or event and is to be borne by all relevant persons. To ensure this obligation is met, equipment must be well maintained and testing of all equipment must be rigorous and up to date in line with the suggested review timeline by the relevant body.

This Policy has been formulated to ensure that all equipment used within the normal programs of the Club can be acquired, maintained and replaced on a regular and ongoing basis.

2. DEFINITIONS

Acquisition refers to the identification and taking possession (either through purchase, loan or donation) of equipment required for the conduct of the Club's normal programs.

Equipment refers to all physical items used within the normal programs conducted by the Club.

Maintenance refers to the upkeep, fixing or altering of equipment required for the conduct of the Club's normal programs.

Replacement refers to providing new or alternative equipment for unsafe, damaged or old equipment that is required for the conduct of the Club's normal programs

Testing refers to the reviewing of the safety and practical usage of all equipment used by the Club to ensure it meets the rigorous safety standards as established by the relevant WorkSafe branch in your State of Territory.

3. POLICY APPLICATION

This policy applies to all:

Committee members – those people who are chosen by club members to act as decision makers for the larger membership group

Members – those participants who belong to or participate in a particular Club program through formal membership procedures.

Paid staff – those personnel employed by the Club and paid remuneration

Volunteers – those personnel who do defined work without remuneration.

For clarity, Volunteers include any parent, friend or acquaintance of any person present while an event at your club is underway.

4. POLICY COVERAGE

This Policy applies to the acquisition, maintenance and replacement of equipment that is required for the conduct of the club's normal programs to occur successfully.

5. REQUIREMENTS AND RESPONSIBILITIES

This section specifies the requirements and responsibilities of all parties to whom this Policy applies.

Members

Acquisition – Suggestions for additional equipment are to be forwarded to the head coach of the class the member is participating in.

Maintenance - Members who notice equipment that requires attention are to report this to their coach immediately.

Paid Staff or Volunteers

Coaches

Acquisition – Coaches are to forward requests and requirements for equipment to the relevant staff or committee members. Suggestions for fundraising to allow the equipment to be purchased should be presented to management or the committee in the format of a business case.

Maintenance – Coaches are responsible for conducting the relevant equipment safety and maintenance checks within the required timeframes. All required maintenance is to be detailed within the equipment safety and maintenance checklists.

Replacement – Coaches are responsible for noting any equipment that requires replacing on the relevant equipment checklists. A proactive approach to replacement of equipment is to be taken whereby aged and repaired equipment is to be scrutinised thoroughly at regular intervals. Your club should have a logbook system in place to monitor the age and quality of all related equipment, as well as monitor the service of all related equipment and identify which items of equipment should be upgraded or thrown out.

Cleaning Staff

Maintenance – Cleaning staff are responsible for listing any equipment deficiencies/anomalies noted during scheduled cleaning of equipment on the relevant maintenance or equipment checklists

Replacement – Cleaning staff are responsible for notifying the relevant person of any and all equipment that requires replacing.

Property Officer/Manager

Acquisition – Property Officer/Manager is responsible for initially checking newly acquired equipment upon delivery to the gymnasium. Personnel delivering newly acquired equipment are required to wait until the initial check has been completed in case the equipment is not in an appropriate condition when delivered.

Maintenance – Property Officer/Managers are responsible for ensuring all scheduled equipment checks are being conducted by the relevant members of the club at the appropriate and documented intervals. All notes recorded on the relevant checklists are to be actioned, and the action taken is to be recorded. In addition, Property Officer/Managers are required to regularly rotate all landing surfaces to ensure even wear and tear.

Replacement – Property Officer/Managers are to be conversant with the life expectancies of all equipment within the gym. Scheduled replacement should occur on a regular basis to prevent the standard of equipment provided by the club to drop. Annual and long term replacement schemes/programs are to be implemented and documented.

Membership Secretary

The membership secretary is to promote the equipment levy paid by all members of the club and is to be conversant in how that money collected from members is allocated.

Committee Members

Treasurer

The treasurer is to ensure that all equipment acquired and replaced is within the budgetary constraints of the equipment levy and any other relevant funds such as grants and specific fundraising. The treasurer is to liaise with the Property Officer to ensure the fiscal requirements of the annual and long term equipment replacement schemes are built into the projected income and expenditure of the club.

Committee

The committee is responsible for collating any requests for equipment and devising budgets and proposals as required.

6. POLICY BREACHES AND CONSEQUENCES

Aussie Gems Dance, Gymnastics & Cheerleading undertakes to deal with any complaints of a breach of the Equipment Policy promptly, seriously, sensitively and confidentially. At any stage, it is the sole right of the Complainant to proceed with, or dissolve, a complaint.

The following procedure is to be followed should a breach of this Policy become evident:

Procedural Steps

The breach should be formally reported to the Committee for attention.

The Property Officer/Manager will be empowered to address the breach specifically with the individual reported to have breached the Policy.

In the instance that the Property Officer/Manager is reported to have breached the Policy, the President will address the matter with the Property Officer/Manager directly.

Following an approach by the Property Officer/Manager, should the behaviour continue, the President and one other Committee Member will address the individual concerned (where the individual concerned is neither the President or Property Officer).

If no resolution is achieved, reports are provided to the full Committee to determine the appropriate course of action.

7. CONFIDENTIALITY AND REPORTING

The clubs representative(s) responsible for implementing this Policy will keep confidential, as per the Privacy Policy, the names and details relating to complaints, unless disclosure is:

- Necessary as part of the corrective process;
- Required by law; or
- Given, by explicit written consent by the complainant, to the club representative

8. COMPLAINT HANDLING PROCEDURE

Complaints should be resolved as soon as possible; should the complaint not be resolved in accordance with the 'Breaches and Consequences' Section then the grievance/complaints procedure of the Club is to be followed.

9. ADDITIONS AND CHANGES TO POLICY

Recommended changes to this Policy may be submitted to the Club's Committee of Management for consideration. The Committee will review the recommendations and have the authority to make changes to this Policy. Should changes be accepted the Policy would be updated, dated and circulated to all members.

In addition, the Club is committed to ensuring all policies are up-to-date, therefore reviews are undertaken annually. The next review date is detailed at the beginning of each policy.