



## **South Maroubra SLSC**

### **Gym**

# **Instructions & Guidelines**

**2019 - 2020**

**South Maroubra Surf Life Saving Club is committed to helping members gain and maintain fitness so they can safely and effectively carry out their volunteer responsibilities of the Club. The Club offers a gym facility with equipment purchased by the Club for use by members.**

**This Instruction & Guideline document outlines practical steps and tips that can be taken to manage risks associated with Gym activities and to develop local Standard Operating Procedures for the South Maroubra SLSC Gym and its members. It should be the core manual to facilitate enjoyable and safe physical activity.**

**This document also helps shape the OHS Risk Management and Safety Procedures for the South Maroubra Surf Life Saving Club Gym.**



## Introduction

The intended policy outcomes of this document are to ensure that the South Maroubra SLSC outlines a successful safety and operational process relating to the running of the gym. It defines and provides advice and suggestions on how to avoid gym injuries, rules and processes to apply when accessing the gym and who may use these facilities.

**Pages 2 – 4 of this document provides you general information and guidelines**

**Page 5 – 10 provides you with the Club's expectation of the Clubs Gym Use & Rules by its members.**

**Page 11 – Gym Code of Conduct**

**Page 12 – SLSA Code of Conduct**

**Page 13 & 14 Gym Membership Form**

**Page 15 – Pre Activity Form**

## Instruction & Guidelines

Weight training involves the lifting of weights through various set ranges of movement. There are a number of types of weight training :

- Olympic Lifting which includes the snatch and the clean and jerk
- Power lifting which includes the squat, the bench press and the dead lift
- Resistance training – concentric and eccentric free weight lifting
- Machine controlled lifting
- Isometric and dynamic lifting and stretching

The skill of using weights must be learned carefully as poor technique, reckless advancement and irresponsible behaviour can cause injury or accidents. Safety requirements will vary for specific weight training techniques.

Weight training involves using free weights, bars, balls and mechanical systems (hydraulics and pulleys) for the purpose of increasing muscle strength, power and endurance. As such, it is a form of resistance training which is generally used to complement other aspects of sports training.

The main objective of weight training is to improve muscle strength. However, it should be noted that there is no evidence to suggest it is necessary for children to undertake weight training to reach their full sporting potential at a later age. In fact, most leading coaches would support the development of skills and enjoyment of the sports as the first priority of pre-adolescent children.

Despite established training routines and safety procedures, members could suffer injuries during gym activities.

The following information is provided to assist the members of South Maroubra SLSC to minimise injuries due to sports injuries.



## Identify the Hazard

Gym injuries can include :

- Muscle strains to the back or limbs
- Sprains or injuries to ligaments
- Fractures
- Internal or external bleeding such as bruising or minor cuts
- Head injuries such as concussion or eye damage
- Head and cold related injuries
- Spinal injuries

Common Gym injuries occur suddenly. They can result from over-exertion, inattention, poor technique, or through incorrect use of equipment. Some Gym injuries can develop more slowly, particularly overuse injuries.

Once symptoms such as pain or bleeding or swelling occur, it is possible to identify an injury and (in context) identify the likely hazard or cause. Mild symptoms that may deteriorate with activity can indicate chronic injuries. It is important that members are alert to body signals that can identify early warning signs of impending injury.

## Risk Analysis & Risk Assessment

In assessing the likelihood of Gym injuries, consider :

### *Individual factors*

Factors related to an individual can include :

- Level of fitness, both general and specific to the activity
- Current state of health and wellbeing at the time
- Skills, knowledge and experience in undertaking the activity
- Pre-training and warm-up activity conducted
- Familiarity with the venue and facilities
- Personal attributes such as attitude and motivation (such as how aggressive or competitive an individual may be)
- Use of proper clothing and protective equipment

### *External factors*

Some external factors can include :

- The event's physical environment including the presence of other people
- The condition of the venue and facilities including the playing/running surface
- The condition of the equipment used and whether it is the right equipment for the intended physical training outcome.

## Risk Control

The best approach to preventing Gym injuries is to identify the risks and avoid injury in the first place by using safe practices and safe Gym equipment. Using the safe practices and equipment appropriate to the activity reduces injury risk.



### ***Stretching/warm up/cool down***

Warming up before exercise is one of the best ways to reduce the risk of injury. Inactive joints, tendons and muscles are more likely to get strained or sprained by sudden movement or exertion. In normal conditions, a 5-10 minute warm up is all that is generally needed, increasing this slightly in colder weather. Focus on 'warming' (activating) the muscle groups used in the activity. 'Cooling down' after exercise is also important injury prevention strategy. Consider static and dynamic stretches during both the warm up and cool down period.

### ***Hydration***

Maintaining body fluid levels is essential and best done throughout a Gym activity, as thirst may not indicate dehydration. Take fluids before, during and after the activity depending on its nature and extent. Water is often the most effective fluid although some Sports Drinks or specific dissolving additives, can help replace essential electrolytes lost through a rapid depletion of body fluids.

### ***Training***

Taking appropriate training before undertaking the activity is essential to minimising injury risks. This may include :

- Knowing the 'rules of the gym', the activity's potential risks and how to avoid these
- Proper lifting techniques to minimise injury
- Familiarisation with the venue or facilities
- Tailored activities to build strength and fitness to undertake the activity safely
- Using protective or other safety equipment
- An understanding of the best warm-up and cool-down activities for the activity

### ***Ensure safe gym surroundings***

Free weights that are used in a training session are to be returned to the appropriate rack, wipe down each piece of equipment after use with gym user's towel, equipment to be cleaned.

### ***Injury Management***

It is important that injuries are properly treated to aid quick recovery and prevent further injury or long term damage. All attending gym members must show a duty of care to fellow members and assist in an injury situation.

The injured individual should be advised to attend a trained First Aid person if available or a medical practitioner/health care professional, depending on the nature of the injury.

Appropriately trained medical practitioners need to treat severe injuries as soon as possible. Severe injuries include fractures, dislocations, head injuries and severe bleeding.

Meanwhile, apply first aid to stabilise the injury. Use first aid to treat less severe injuries.

The RICE method is a simple and effective way to treat less serious sprains and strains :

- **Rest** – avoid any movement or activity that causes pain
- **Ice** – once bleeding is controlled, apply a wrapped ice pack or cold compress to help reduce swelling and ease pain and discomfort. Apply this for at least 20 minutes as soon as possible after the injury, then every 4 hours while you are awake for the next 48 hours
- **Compression** – use a firm crepe or elastic pressure bandage on the affected joint or limb with a light padding under the bandage if the pain is severe
- **Elevation** – keep the injured arm or leg raised, ideally above the heart, to slow the flow of blood and reduce swelling.



# The South Maroubra Surf Club Gym Use

The South Maroubra Surf Club Gym is only to be used by financial South Maroubra SLSC members and those who have paid a gym membership fee. Non members are not permitted to use the gym. BOM can and will conduct random checks of gym and gym access at any time.

The Club has provided members with new equipment and a much improved gym facility last season which is currently being well used by our members.

We will continue to maintain and service the equipment and would remind all members to respect the equipment, each other and be mindful of the SLSA code of conduct at all times.

The Club will determine if you are required to supply additional information depending on age, known health problems, previous gym use and recent fitness activity history particularly over the past 12 months. You could be required to have a :

- Written clearance from a medical practitioner stating that you are fit to use the facilities: or
- Fitness assessment from an instructor/trainer with a recognised fitness qualification: or
- Written fitness program from a medical practitioner in the case of members using gym for physical rehabilitation purposes.

If a gym user knows that he or she may be at risk by participating in a particular activity, the user must inform the gym coordinator.

**All gym users are to complete the pre activity questionnaire prior to using the gym.**

Before being permitted to use the club gym, gym users are to receive an induction on use of the gym by the appointed Gym Coordinator/Sub Committee member.



## Gym Rules

- Hours of gym 6am to 9pm.
- The gym sign in/sign out sheet must be signed prior to commencing your workout and when you leave the gym.
- Shoes need to be worn at all times in the gym.
- Wash your hands before and after exercising.
- Bring a drink bottle to your workout.
- Bring a towel to every session.
- Wipe down equipment after use.
- Deodorant is part of good hygiene, please choose one that is appropriate for physical activity.
- No food or open drinks are to be taken into the gym.
- All sand removed before entering the gym.
- Do not move any equipment from its allocated position in the gym.
- Report any equipment damage immediately to the Club Vice Chairman.
- Reserving of multiple pieces of equipment is not to happen, reserving one piece of equipment at a time with a towel on it would be more acceptable and workable. This will obviously depend on the number of uses in the gym facility at one time.
- Members must be over 15 years of age or otherwise supervised by an authorised coach approved by South Maroubra SLSC Board of Management.
- Members aged 15 to 18 are encouraged to complete an introductory equipment and training familiarisation before using the gym and they need to comply with Club coaches in maintaining a safe and purposeful program.



- **Members over 18 must familiarise themselves with the gym guidelines and the equipment Members are encouraged to seek a familiarisation session with an authorised coach if they have not trained before or would like further education. Please perform all training in a safe and healthy manner.**

## Gym Fees

Patrolling Members (15 years & over)	\$ 50.00	per season
Others (except Gold Members)	\$110.00	per season

## Gym Access

Access to South Maroubra Surf Club Gym will be via the front club door (carpark side). An access key will be provided on receipt of the gym membership fee payment. Please report lost or stolen access keys immediately to the Club Office.

Each member must have their own access key and these keys are not to be shared with other non gym members or the general public. Entry doors should be closed once entry is gained.

Please note that your gym membership provides access to the gym and toilets. All other areas of the club are non access areas.

It is expected that as members these guidelines are self managed and peer supported.

Please note that if the Club has been hired for a function the gym may be closed at the prerogative of the South Maroubra SLSC Board of Management. This will be reviewed on an as needs basis.

Access to the facility will be equitable to financial gym members. Please note that rostering may be an option implemented by the South Maroubra SLSC BOM if needed.



## Important Information from the Club Board of Management

The South Maroubra BOM reserves the right to modify any conditions of use including future timetables relating to access for gym members, remove any members access based on non payment, misbehaviour including the allowing of non members into the gym.

The BOM also reserves the right to exclude any member or non member from the gym as required without right of appeal and based on any grounds or concerns.

The South Maroubra BOM may seek additional safety information in certain circumstances.

Any gym user by entering into a gym membership agreement with South Maroubra SLSC undertakes to obey all rules of the Club and also acknowledges the Clubs right to install and monitor electronic devices to monitor the gym room and any person using this facility.

By using the South Maroubra SLSC gym and any equipment within the gym, the gym user does so at their own risk and absolves South Maroubra SLSC from any responsibility for any injury that might occur whilst within the gym or whilst using any equipment within the gym. *Only members involved in a Surf Club 'committee minute' gym activity (such as pre-determined date and times for Boat Competitors Gym training) are covered by the SLSA Workcover Insurance.* South Maroubra SLSC undertakes to provide safe equipment within a safe training environment.

All gym users must follow the conditions set out on the membership application and the gym rules and administrative procedures applying to the Gym.

If a gym user knows or reasonably suspects that he or she may be at risk by participating in a particular fitness activity, the user must inform at least one of the gym sub committee members who will record this with the South Maroubra SLSC BOM.

South Maroubra SLSC BOM is responsible for :

- Monitoring gym use to check it accords with this policy
- Managing gym applications
- Development and applying gym rules and administrative procedures appropriate to the facility



- Maintaining gym equipment in good working order and keeping it that way
- Ensuring the gym and surrounding environments are regularly cleaned and maintained
- Seeking feedback from gym users

Gym members must comply with all gym rules and guidelines. All members must acknowledge that they have read and understood the Gym Guidelines and acknowledge that they must take personal responsibility for all activities performed in the Gym.

## Gym Coordinator/Supervisor

A gym coordinator will be appointed by the Board of Management annually. The role of this person will be to supervise the facility.

Currently we have a Gym Sub committee consisting of : *Phil Stivano, Tom McJannett and Linda Perrin*. The sub committee will share the role of Gym Coordinator/Supervisor for season 2019-20 or until a standalone Gym Coordinator/Supervisor is appointed by BOM.

The gym coordinator/sub committee is responsible for :

- Monitoring gym use to check it is being used as per the gym code of conduct and rules
- Acquiring gym equipment in good working order and ensuring its maintenance with consultation of the Clubs BOM
- Ensuring the gym and surroundings are regularly inspected
- Be responsible to the Board of Management
- Conduct or assist in the conducting of all Gym Inductions

It is desirable that this person meets the following minimum qualifications :

- Recognised with appropriate qualifications (Cert III in Fitness) and or Level 1 Coach and or be appointed by the South Maroubra Board of Management.
- Hold current First Aid qualifications with a recognised provider (ie. SLS, St John, Red Cross etc)

## Gym Injuries

All gym injuries should be reported to the Gym Coordinator/Sub Committee as soon as reasonably possible. Any injury of a significant nature must be recorded and logged into the 'incident log book'. This log book will be kept in the gym and will be monitored by the Gym Coordinator/BOM.

## Monitor and Review



There are a number of ways to monitor the incidents of gym injuries, such as :

- Keep records of injuries and investigate the circumstances involved
- Review control measures to see if they are having the desired impact
- Conduct regular checks of the gym with health and safety inspections and regular hazard checks.

These activities will be reviewed and implemented where appropriate by the South Maroubra Board of Management.

## Induction

Induction to the South Maroubra Surf Club Gym will include :

- Completion of the pre-activity questionnaire
- Tutorage on the safe usage of the equipment
- Orientation of the gym and emergency procedures
- Instructions on hygiene and cleaning procedures

**Further information over page & on club website [www.southmaroubraslsc.com.au](http://www.southmaroubraslsc.com.au)**

- Gym Code of Conduct
- SLSA Code of Conduct
- Gym Membership Application Form
- Gym pre-activity questionnaire

### **Version Control**

Draft August 2014  
2014-2015 - Implemented November 2014  
2015-2016 - July 2015  
2016-2017 July 2016  
2017-2018 July 2017  
2018-2019 August 2018  
2019-2020 July 2019





# Gym Code of Conduct



- Each time you use the gym please write your name and the date in the Gym Sign In/Sign Out Sheet. The Gym Sign In/Sign Out sheet is located inside the entrance to the gym.
- No smoking, food or drink (other than water bottles) are permitted in the gym.
- Do not remove equipment from the gym without approval.
- Always use a separate towel for hygiene purposes and **WIPE EQUIPMENT AFTER USE.**
- If you are on your own, or the last person in the gym, switch off all electrical equipment on leaving and ensure the door is closed securely.
- Lifters must use spotters on all moderate to heavy sets.
- Do not leave weights on the floor.
- Return all equipment to its allocated position.
- Gym users must dress appropriately at all times.
- Towels must be used.
- Athletic shoes must be worn with laces tied at all times.
- Lower body clothing: athletic shorts, tights or aerobic outfits.
- Upper body clothing: T-shirts, singlets, sweat shirts are required.
- Athletic hats are acceptable.
- Prescription glasses are permissible. **NO** sun-glasses permitted **UNLESS** suitable medical evidence supporting wearing them is provided.
- Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted. Small earring and items that cannot inhibit or injure a user are permitted.



# SLSA Code of Conduct

We remind all members of the SLSA code of conduct - so please take a moment to read the below and ensure we ALWAYS adhere to it.

**Surf Life Saving Codes of Conduct requires every individual and organisation bound by this policy to:**

- **Respect the rights, dignity and worth of others**
- **Be fair, considerate and honest in all dealing with others, and be a positive role model**
- **Make a commitment to providing quality service**
- **Be aware of, and maintain an uncompromising adherence to SLSA's standards, rules, regulations and policies**
- **Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age**
- **Contribute to the provision of a safe environment for the conduct of all activities within surf lifesaving**
- **Abide by the relevant Role-Specific Codes of Conduct outlined in *SLSA Policy 6.05 Member Protection Policy Appendix B: Codes of Conduct***



# South Maroubra SLSC Gym Membership Form



Season \_\_\_\_\_

**Note : this is completed in addition to a SLS Membership form each season  
Please complete both sides of this form**

**Full Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Sex:** M F (circle which)

**Phone: M:** \_\_\_\_\_

**Membership category (Active, Long Service etc.):** \_\_\_\_\_

**Emergency Contact Name :** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Declaration:**

I acknowledge that I have read the club's "Terms and Conditions for the use of the South Maroubra SLSC Gym" (see over) and agree to be bound by those terms and conditions .  
I have received a copy of the "Club's Gym Instructions & Guidelines" document.  
I declare that I have no medical condition that would involve a risk to me or other users in my use of the gym .

*(members under the age of 18yrs, need to have guardian/carer/parent signature)*

**Print name:** \_\_\_\_\_

**Signature: Date:** \_\_\_\_\_

**Office Use**

**Gym Membership Paid:** YES NO **Gym Card No.** \_\_\_\_\_

**Approval BOM or Gym Coordinator :** YES NO

**Date :** \_\_\_\_\_

***Form to be filed in Gym folder and kept in Club Office.***



## Terms and Conditions for the use of the SOUTH MAROUBRA SLSC GYM

Attaching to and forming part of my Gym membership form.

I, \_\_\_\_\_  
acknowledge that this agreement is legally binding and I have read all the Terms and Conditions outlined below.

1. I waive all claims or causes of action which I might otherwise have arising out of loss or life or injury, damage or any other loss, which I may suffer in the course of or consequent upon my entry or participation in any activities in the gymnasium.
2. This waiver, release and discharge shall operate separately in favour of any person involved in the ownership and/or operation of the Gymnasium. The waiver shall operate whether or not the loss, injury or damage is attributable to the act or neglect of any one or more of such persons .
3. I acknowledge that I will comply with any reasonable direction of the officials and staff of the Club in relation to:
  - (a) entry and exit to and from the Gymnasium
  - (b) the use of the facilities and equipment in the Gymnasium;
  - (c) my behaviour and conduct whilst on the premises
4. I acknowledge that I have sole responsibility for my personal possessions and athletic equipment whilst at the Gymnasium or during its related activities .
5. I consent to receive medical treatment which may be deemed advisable in the event of injury, accident and/or illness whilst on the premises. It is suggested that all persons seek medical advice and obtain a medical clearance prior to engaging in physical exercise .
6. I am aware that the use of the Gymnasium and its facilities may involve strenuous activity that can be physically demanding and that exercise and the equipment used is potentially dangerous.
7. I agree that I am in a good state of health and I am medically fit to use the gymnasium facilities and there is no medical reason to prevent me from proceeding with the use of the gymnasium facilities without endangering my health .
8. I agree to conduct myself in an orderly and proper manner and not engage in conduct, which could cause harm, create a hazard or nuisance to other members .
9. I acknowledge that the club cannot warrant the safety and suitability of the Gymnasium equipment .
10. I hereby assume all risks associated with the use of the use of the premises and facilities.





# Gym

## Pre-Activity Questionnaire



Name:

- 1) Have you undertaken an exercise program before? Yes  No   
*If "yes", please give details of when and the type of program*
- 2) Are you pregnant? Yes  No
- 3) Please tick if you are currently affected (or have been previously) by any of the following conditions?
- Asthma High Cholesterol Epilepsy
  - Hernia Heart Trouble Arthritis
  - Diabetes Stroke Muscular Injury
  - Blood Disorders Respiratory Disorders Skeletal Injury
  - Back Problems High/Low Blood Pressure Other
- 4) Please list any current medication (and what it's used for)
- 5) Are you allergic to any substances? Yes  No   
*If "Yes", please comment*
- 6) Do you have any further information regarding your medical condition or exercise history that may be important? Yes  No   
*If "Yes" please Comment:*

*The information I have provided is true to the best of my knowledge. I understand that I should seek a doctor's advice if I have a medical condition that may affect my exercise program. I understand that I may require a doctor's clearance before continuing with using the gym. I agree to inform the Club if any conditions change.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE HAND THIS FORM INTO THE CLUB OFFICE AS IT WILL BE FILED WITH YOUR GYM MEMBERSHIP FORM.**

