



# Gym Instructions & Guidelines

## 2022-2023

Updated Version May 2022

**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 offering a gym membership to members 15 years and over.**

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

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## Introduction

**This document is prepared with reference to information extracted from Guidelines for Safer Surf Clubs V4 May 2020 issued by SLSNSW**

The intended 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.

We provide members an opportunity to exercise to improve their health by use of a gym. All exercise carries with it some inherent risk and there are many gym-associated hazards that have the potential to cause harm.

All members have a shared responsibility to identify and control the hazards associated within the gym and activities, and our club has a responsibility to develop safe gym procedures to eliminate if not minimise their corresponding risks.

### **What are some common hazards at the gym and how do we control them?**

Injuries often occur at gyms as a result of people using gym equipment incorrectly, damaged or poorly maintained equipment, over-exertion, individuals leaving equipment and belongings on the floor, a poor layout of fitness equipment and/or an individual's general lack of attention to safety. There are many injuries commonly associated with gym activities, such as muscle strains to the back or limbs, sprains, crush and spinal injuries, as well as cuts and lacerations. Illness from cross infection is also common when there is poor equipment hygiene and poorly maintained share facilities.

Our club conducts regular inspections of the gym and a full audit of all equipment annually which is documented. We rely on gym users advising / reporting any faulty equipment or other issues during the season and have a process in place for such reporting - contact Club Vice President.

[vp@southmaroubrasurfclub.com.au](mailto:vp@southmaroubrasurfclub.com.au)

## **General Information & Guidelines for Members**

### **Weight Training**

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

- 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's 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 'gym rules', 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

### ***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.

## 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.

The Club's Board of Management (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 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 SLSC 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; and
- Install the Australian Government sponsored "COVID Safe" app.

**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. 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 or appointed member.**

## Gym Membership Application

All South Maroubra SLSC gym membership applications are to be actioned via the online form – available via the following link

[Online Gym Membership & Induction Form](#)

## Gym Fees

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

## Gym Access

As of April 1, 2022 the Club withdrew the need to book gym usage via online booking. As advised at the time, the Board may reintroduce this at any time at their discretion and will advise members accordingly.

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 for new gym members – or reactivation of our access fob. 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 and not to be kept open at any time.

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

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 only.

## Message 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 following procedures will be utilised for gym members breaching the Gym Rules:

- 1<sup>st</sup> breach – a warning will be issued to the gym member
- 2<sup>nd</sup> breach – a second warning will be issued to the gym member
- 3<sup>rd</sup> breach – the gym member will be suspended from using the gym for a period of not less than one month.

Any breach by a gym member may force the gym to be closed for cleaning before the gym can be reopened.

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 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 Club's 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 minuted' gym activity (such as pre-determined date and times for Boat Competitors Gym training as example) are covered by the SLSC 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
- Ensuring the Clubs COVID-19 Safety Plan is adhered to as applicable

Gym members must comply with all gym rules and guidelines. All members must acknowledge and sign that they have read and understood the Gym Instructions and 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 and Linda Perrin*. The sub-committee will share the role of Gym Coordinator/Supervisor 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 logbook'. This logbook 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:

- Tutorage on the safe usage of the equipment
- Orientation of the gym and emergency procedures
- Instructions on hygiene and cleaning procedures utilising the sanitising stations provided.

## Appendices

- Gym Rules - Appendix A
- SLSC Code of Conduct - Appendix B
- Gym Membership & Induction Online Form link – Appendix C

## Useful Links

- [SLSC Policy 6.05 Member Protection Policy](#)
- [www.southmaroubrasurfclub.com.au](http://www.southmaroubrasurfclub.com.au)



### GYM RULES

- ⦿ Hours of gym 6am to 9pm.
- ⦿ Respect each other, the equipment and the on site club residents at all times.
- ⦿ The gym sign in/sign out sheet must be signed prior to commencing your workout and when you leave the gym.
- ⦿ Wash your hands before and after exercising utilising the sanitizer provided and also provide your own hand sanitizer.
- ⦿ Bring a drink bottle to your workout.
- ⦿ A bath sized towel must be used when exercising on a machine.
- ⦿ Wipe down equipment after use utilising the sanitising station.
- ⦿ 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 and return all weights and equipment to their allocated position. No equipment is to be taken outside of the facility for use.
- ⦿ Report any equipment damage immediately to the Club Vice President.
- ⦿ Reserving multiple pieces of equipment is not allowed.
- ⦿ Shoes are to be worn at all times in the gym.
- ⦿ Lower body clothing: shorts, tights or aerobic outfits
- ⦿ Upper body clothing: T-shirts, singlets or sweatshirts.
- ⦿ Members must be over 15 years of age to be eligible to be a gym member.
- ⦿ The Board of Management may from time to time approve group usage of young members supervised by an authorised coach. Gym members will be advised if/when this additional group training of younger ages is scheduled and approved.
- ⦿ All Members must receive an induction on the use of equipment and the protocols relating to the sanitising of equipment used.





## SLSA Code of Conduct

Members and all people involved in any way with Surf Lifesaving will:

- a. respect the rights, dignity and worth of others—treat others as you would like to be treated yourself;
- b. be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations;
- c. be professional in, and accept responsibility for your actions;
- d. be aware of and follow—at all times—SLS rules, regulations, policies and procedures and promote those laws, standards, rules, policies and procedures to others;
- e. raise concerns arising under this Policy through the appropriate channels and report any breaches of the Code or this Policy, in line with the Complaint Resolution Policy via <http://complaints.sls.com.au/>; Policy 6.05 Member Protection | August 2021 Page 7 of 12
- f. refrain from any form of Bullying, Abuse, Harassment, Discrimination and Victimisation towards others;
- g. provide a safe environment for the conduct of activities in accordance with any relevant SLSA policy;
- h. ensure SLS is an inclusive organisation that is open to all who wish to participate regardless of age, gender, disability, cultural and linguistic background or sexual orientation;
- i. provide a safe and nurturing environment for all participating in surf life saving by actively promoting the principles of equal opportunity, social justice and cultural safety so that all individuals are treated with respect and dignity;
- j. show concern, empathy and caution towards others that may be sick or injured;
- k. strive to be a positive role model to all;
- l. respect and protect confidential information obtained through Surf Lifesaving activities or services; whether individuals and/or organisational information;
- m. maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s);
- n. ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development;
- o. refrain from intimate relations with persons over whom you have a position of authority;
- p. maintain a duty of care towards others; and q. be impartial and accept responsibility for all actions taken.

**Appendix C** — all South Maroubra SLSC gym membership applications are to be actioned via the online form – available via the following link

[Online Gym Membership & Induction Form](#)

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