



# MWGC EQUIPMENT POLICY

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**POLICY NAME:** Manly Warringah Gymnastic Club Equipment Policy  
**DATE OF ISSUE:** May 2009  
**DATE OF REVIEW:** May 2011  
**CONTROLLING BODY:** Manly Warringah Gymnastic Club Management

## 1. STATEMENT OF COMMITMENT

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Manly Warringah Gymnastic Club is responsible for ensuring a safe environment is provided for all involved in the activities that the club offers. In carrying out our duty of care, one of the key areas that attention is given to is the area of facilities and equipment.

MWGC 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 manufacture 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

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This policy applies to all equipment and facilities utilised by MWGC for any of its activities including general class training, conduct of competitions/events, promotion of the club or associated administrative tasks.

## 3. POLICY COVERAGE

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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.

## 5. ROLES AND RESPONSIBILITIES

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

### **Committee**

- Ensure that appropriate equipment safety procedures are implemented.
- Ensure that all staff/volunteers are provided with appropriate training.
- Ensure that equipment maintenance/replacement is considered within the annual budget.

### **General Manager**

- Ensure that regular equipment safety checks (see Equipment Safety Checklist) are carried out at least once per month.
- Alert the Committee of any equipment requiring maintenance/replacement at next meeting.
- Monitor the day to day use of equipment by all staff and members.
- Provide appropriate induction on appropriate usage of equipment and club facilities.

### **Head Coach**

- Monitor the day to day use of equipment by coaching staff and members.
- Alert the General Manager of any equipment requiring maintenance/replacement.

### **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 utilise equipment in an appropriate manner.

## **6. POLICY BREACHES AND CONSEQUENCES**

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Any breach of this policy will be dealt with in line with the severity of the breach. For minor breaches, an apology will suffice with an explanation given from the Head Coach to the Committee regarding the breach. Any serious breaches will be dealt with more harshly with penalties up to and including suspension.

## **7. CONFIDENTIALITY AND REPORTING**

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The MWGC management and administration responsible for implementing this Equipment Policy will keep confidential the names and details related to breaches of the policy unless disclosure is necessary as part of the disciplinary or corrective process.

Reporting will include:

- What the equipment issue is
- What is responsible, eg wear and tear or misuse of equipment
- Details of above point
- When issue was first noticed
- Who it was reported too
- Severity of issue

