

1. STATEMENT OF COMMITMENT

ENRG Gymnastics PTY LTD is committed to providing members with a high standard of service. Key to this service is the provision of quality, well maintained and up to date equipment for all programs within the Club.

To this end, the following 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

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

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.

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

3. POLICY APPLICATION

This policy applies to the following individuals and or groups of people.

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

Volunteers – those personnel who do defined work without remuneration

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

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

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 as quickly as possible.

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 scrutinized thoroughly at regular intervals.

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 listing any equipment that requires replacing in a request to management or the committee.

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

ENRG Gymnastics PTY LTD undertakes to deal with any complaints of a breach of the Equipment Policy promptly, seriously, sensitively and confidentially. At any stage, it is the prerogative 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.