

EQUIPMENT POLICY



Policy Name:	Equipment Policy
Date of Approval:	April 2022
Policy Coverage:	Members
Date of Review:	January 2023



1. STATEMENT OF COMMITMENT

Northern Beaches Rhythmic Gymnastics 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.

Club Owner

Acquisition – Club Owner 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 – Club Owner is 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.

Replacement – Club owner is 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.

6. POLICY BREACHES AND CONSEQUENCES

Northern Beaches Rhythmic Gymnastics 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 Club Owner for attention.

The Club Owner will be empowered to address the breach specifically with the individual reported to have breached the Policy.

7. CONFIDENTIALITY AND REPORTING

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

- Necessary as part of the corrective process; or
- Required by law.

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 Owner. The Club Owner 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 via the Club Website.

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.