

NEWPORT SURF CLUB GYM INSTRUCTIONS & GUIDELINES

This Instruction and Guideline booklet provides guidance for the use of The Newport Surf Club Gym. This document also helps shape the OHS Risk Management and safety procedures for The Newport Surf Club Gym. This Instruction and Guideline 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 Newport Surf Club Gym and its members. It should be the core manual to facilitate enjoyable and safe physical activity.

Introduction

The intended policy outcomes of this document are to ensure that The Newport Surf Club 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. It also provides rules and processes to apply in when accessing The Newport Surf Club Gym, including who may use these facilities.

Outline

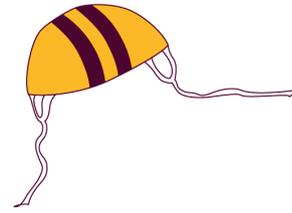
Weight training involves the lifting of weights through various set ranges of movement. There are a number of types of weight training:

- 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 for pre-adolescent children.

Instructions and Guidelines

Many Newport Surf Club members will utilize the gymnasium for sport performance and development, general fitness, to gain or maintain a medical or fitness standard, or an approved rehabilitation program.

Despite established training routines and safety procedures, members could suffer injuries during these Gym activities. Whether or not these injuries are compensable or not, there will be a cost to the individual, and it is therefore in everybody's interests that the hazards of Gym activity are well understood and risks minimised wherever possible.

The Newport Surf Club also establishes operating procedures to apply for the use of The Newport Surf Club Gym.

The following information is provided to assist The Newport Surf Club Gym and its members to minimize injuries due to sports injuries.

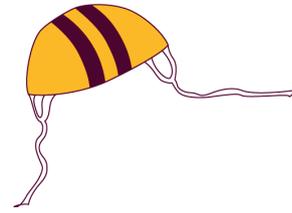
Identify the Hazard

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
- Heat and cold related injuries
- Spinal injuries.

Common Gym injuries occur suddenly. They can result from over-exertion, inattention, poor technique, or through the incorrect use of equipment. Some Gym injuries can develop more slowly, particularly overuse injuries. It is often difficult to identify Gym injury hazards until injuries occur.

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 more chronic injuries. It is important that members are alert to body signals that can identify early warning signs of impending injury.



Assess the Risk

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.

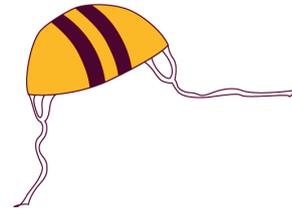
Control the Risk

Experience shows 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 five to ten 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.

Cool down should include light movement to stop the blood pooling in the body. 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. Alcohol and drinks containing caffeine should be avoided as these can increase fluid loss and inhibit nutrient transfer across the cell membrane.

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
- Familiarization 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 all 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 Newport Surf Club Gym Use

The Newport Surf Club gym is only to be used by financial Newport Surf Club members and only those that have paid a gym membership fee.

All members must complete a Gym Membership form and 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.

To help minimize risk:

Members must be over 15 years of age or otherwise supervised by an authorised coach approved by the Newport Surf Club Executive.

Members aged 15 to 18 must complete an introductory training course before using the gym and they need to comply with club coaches in maintaining a safe and purposeful training 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.

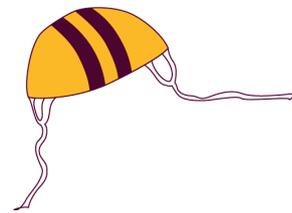
Gym Fees

- New Membership for Active and Long Service Members includes Access Key. Annual fee – \$130
- New Membership for Non-Active/Associate Members includes Access Key. Annual fee – \$330
- Renew Membership for Active and Long service. Annual fee – \$100
- Renew Membership for Non-Active/Associate Members. Annual fee – \$300
- New Junior Patrolling Members/Students includes Access Key. Annual fee – \$105
- Renew Junior Patrolling Members/Students. Annual fee – \$75
- Access key – \$30
- Life members, Annual fee – FREE – however, must purchase a swipe card

Gym Access

Opening Hours: 5am to 10pm

Access to Newport Surf Club Gym will be via the front club door. An access key will be provided on receipt of the gym membership fee payment inclusive of access key payment. Please report lost or stolen keys immediately. 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 membership provides access to the gym. All other areas like the club's upstairs facilities 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 Newport Surf Club Executive. This will be reviewed on an as needs basis.

We encourage members to be vigilant about personal safety at all times when entering and leaving the facility.

Access to the facility will be equitable to financial gym members. Please note that rostering may be an option implemented by the Newport Surf Club Executive.

Important Information

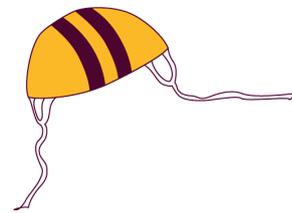
The Newport Surf Club Executive Committee may seek additional safety information in certain circumstances.

All gym users must follow the conditions set out on the membership application and the Gymnasium 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 coaches who will record this with The Newport Surf Club Management Committee.

The Newport Surf Club Management Committee is responsible for:

- Monitoring gym use to check it accords with this policy
- Managing gym applications
- Developing and applying Gymnasium 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



Coaches

A Gym Coach Captain will be appointed to facilitate basis gym coordination. Coaches will be appointed to provide basic education and training where required. Coaches must be:

- Recognised with appropriate qualifications and or be authorised by the Newport Surf Club Executive Committee
- And have First Aid Qualifications

These people will be acknowledged by the Newport Club Executive and identified on the Gym notice board as these positions may change over time.

General Gym Advice

All gym users must take every care while they are engaged in gym use and note the following points:

- Gym users must not knowingly place their own safety or that of others in jeopardy
- Gym users must report any situations or practices that place their own, or the health of others, at risk
- All related gym use should cease until the concern is fully investigated or the problem rectified.

Gym Injuries

All gym injuries should be reported to a coach or The Newport Surf Club management Committee, as soon as reasonably possible.

Any injury of a significant nature must be reported into the “Incident Log Book”. This is an insurance requirement. This will not be in the gym, but accessible in the Patrol Captains area of the club. If in doubt please contact a coach, Gym Captain or Club Captain.

Monitor and Review

There are a number of ways to monitor the incidence 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
- Survey gym users on injuries to see whether injuries are increasing or declining
- Conduct regular hazard checks of gym facilities and equipment.

These activities will be reviewed and implemented where appropriate by The Newport Surf Club Management Committee.



Newport Surf Club “GYMNASIUM MEMBERSHIP” APPLICATION

Full Name: _____ . Date of Birth: _____

Address: _____

Telephone Contact Number: _____

Email: _____

Next of kin and telephone contact: _____

NOTE: this Gym is not a public facility. Admission is restricted to financial Newport Surf Club Members who have paid their Gym Membership Fee.

CONDITIONS OF USE:

The Newport Surf Club and gym members have joint responsibilities in providing for the safety of users of the gym and the gym facilities. The purpose of the gym is for sports performance development, general health and injury rehabilitation. In order to minimise injury risks, all users are required to:

- Follow the membership conditions in the gym guidelines
- Adhere to the guidelines and conditions for use especially in relation to health monitoring, personal check-ups and safe and purposeful exercise routines
- Follow directions of the Coaches/Management Committee
- If a Coach/Management Committee asks you not to use, or to stop using the gym or any of its facilities or equipment, to comply immediately
- At all times to exercise care in using equipment and to behave in a manner which does not endanger or inconvenience other users
- Promptly leave the gym if directed to do so by a Coach/Management Committee
- Acknowledge that the gym will not be a supervised faculty and that any activity within the gym is performed of your own free will and responsibility
- Pay the assigned joining and or membership fee plus access card fee
- Acknowledge that the conditions of use may be change at the discretion of the Club Management Committee
- Please sign the following declaration before using the gym facilities.

DECLARATION:

I have read the above Conditions of Use and the attached guidelines and I agree to abide by them in using the gym. I declare that I have no medical condition that would involve a risk to myself or other users in my using the gym.

.....
(Print name)

.....
(Signature) (Date)

Office Use:

Access Approved Signed: (Date).....

Amount Paid:.....Chq /Card/ Cash Invoice No#:

Key Number:



GYMNASIUM CODE OF CONDUCT

1. Take all actions reasonably possible to provide a safe training environment
2. No smoking, food or drink (other than water bottles/water cooler) is permitted in the gym.
3. Remove no equipment from the gym
4. Always use a separate towel for hygiene purposes and wipe equipment after use.
5. If you are on your own, or the last person in the gym, switch off all electrical equipment on leaving and leave safely.
6. Lifters must use collars on every set and must not drop weights on the floor.
7. Lifters must use spotters on all moderate to heavy sets.
8. Replace all weights and do not leave weights on the floor this is a safety risk.
9. Return all equipment to its allocated position.
10. When the gym is busy you are encouraged to share equipment
11. Please wear body deodorant at all times
12. Gym users must adhere to dress code at all times.
13. Sweep and close all doors as you leave.

GYMNASIUM DRESS CODE

1. You must be dry and clean of sand before entering the gym.
2. Covered Athletic shoes must be worn with laces tied at all times.
3. Lower body clothing: athletic shorts, tights or aerobic outfits.
4. Upper body clothing: T-shirts, singlets, sweat shirts.
5. Athletic hats are acceptable.
6. Prescription glasses are permissible. NO sun-glasses permitted UNLESS suitable medical evidence supporting wearing them is provided.
7. Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted. Small earrings and items that cannot inhibit or injure a user are permitted.

GYMNASIUM EXERCISE HINTS

1. Don't compete. Just improve your own performance. Work to your own limits.
2. Please ask for assistance or advice on correct technique and posture.
3. When starting any lifts, start with an easy load for a few repetitions before increasing the load. Work on about 40% of your maximum capacity with repetitions of 12 over the first few weeks prior to moving up if you are not an experienced lifter. The idea is to get your body used to the increased strain.
4. Warm up muscles and stretch them before taxing them and warm them down at the conclusion of the program.
5. Use safe progressive movements
6. Ensure all collars and weights are secure and stable.
7. Choose a weight carefully. It is better to select a weight that is too light rather than one that is too heavy.
8. Do not use any equipment if unsure about technique or weight usage. Discuss the correct use with the Gymnasium Captain/ Coach or Fitness Instructor.



9. Breathe correctly. Exhale when exerting pressure (e.g. when lifting or near completion of lift) and inhale when relaxing (e.g. on lowering weight).
10. Keep talk limited to motivational communication when people are lifting.
11. When using free weights for the first time, concentrate on correct technique and low weights for the first six sessions, then gradually increase the weight.
12. When lifting or lowering weights to the floor level, try to: Keep back straight and lift using legs bent at the knee;
13. Lift and lower dumb-bells along the side of the body; and
14. Ensure weights are as close to your body as possible before lifting.
15. All movements should be smooth and controlled, both up and down.
16. Rest between sets. It is important that between each set there is a rest of sufficient time to allow the muscles to recover. How much time is needed will depend on your condition and the purpose of the activity
17. Stay Hydrated at all times.
18. Let someone else know if you are training. This is important if you are training alone and outside of normal busy hours.