



Guidelines

PMSLSC Gym Conditions of Use and Guidelines

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Introduction

Port Macquarie SLSC is committed to helping members gain and maintain fitness so they can safely and effectively carry out their volunteer responsibilities. The gym facility and associated equipment has been purchased for use by members.

The objective of this document is to ensure the Port Macquarie Surf Club has 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 Port Macquarie Surf Club Gym, including who may use these facilities.

Instructions and Guidelines

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.

Despite established training routines and safety procedures, members could suffer injuries during these Gym activities. The following information is provided to assist The Port Macquarie Surf Club Gym and its members to minimize injuries due to sports injuries.

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 important that members are alert to body signals that can identify early warning signs of impending injury.

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.

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.

You need to notify the Club Captain immediately if you are injured.

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.

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The Port Macquarie Surf Club Gym Conditions of Use

1. Only members of PM SLSC may use the gym and associated equipment
2. To use the gym, members must meet the following conditions
 - a. Be over the age of 16 years
 - b. Complete the Gym Conditions of Use Form (pre-activity questionnaire and gym membership form)
 - c. Be approved to use the gym by the Club Captain or the Management Committee
 - d. Be inducted into the use of the gym by a suitably qualified person as nominated by the Management Committee
 - e. Get written clearance from a medical practitioner if requested by the Club Captain
3. Access to the gym will be restricted by lock and secure key. Such keys will only be issued to members who meet the conditions in 2.
4. Gym keys must not be lent to any other member
5. No member may use the gym while under the influence of alcohol or recreational drugs
6. No food is to be consumed in the gym area but consumption of water is encouraged
7. Members must not use any weight that they cannot lift at least eight times in each repetition of each set
8. Members must provide their own boxing gloves
9. Members should be considerate of others and use their own towel to wipe down benches after use
10. All equipment must be returned to its storage place after use
11. Any damaged equipment should be reported by note on the board provided
12. Any injuries sustained in the gym or as a result of using the gym and associated equipment must be reported to the Club Captain as soon as possible and recorded in the incident register located in the gym.

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 Port Macquarie Surf Club Management Committee.

Important Information

The Port Macquarie Surf Club Management 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 Club Captain or the Port Macquarie Surf Club Management Committee.

Coaches will be acknowledged by the Port Macquarie Club Management Committee 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 the Club Captain as soon as reasonably possible.

Any injury of a significant nature must be reported into the "Incident Log Book". This is an insurance requirement and the Register will be available in the Gym.

GYM 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.

GYM 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 sunglasses permitted
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.

GYM 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. 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 coach before using the equipment.

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;
 - Lift and Lower dumb-bells along the side of the body; and
 - Ensure weights are as close to your body as possible before lifting
13. All movements should be smooth and controlled, both up and down.
14. Rest between sets to allow the muscles to recover. How much time is needed will depend on your condition and the purpose of the activity
- 15 Stay Hydrated at all times.
16. Let someone else know if you are training. This is important if you are training alone and outside of normal busy hours.

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PRE-ACTIVITY QUESTIONNAIRE

Name: _____

1) Have you undertaken an exercise program before Yes/No

a. If Yes, please give details of when and the type of program

2) Are you pregnant? Yes/No

3) Please tick if you currently affected (of have been previously) by any of the following conditions?

- | | | |
|--|--|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> High Cholesterol | <input type="checkbox"/> Epilepsy |
| <input type="checkbox"/> Hernia | <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Arthritis |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Muscular Injury | <input type="checkbox"/> Stroke |
| <input type="checkbox"/> Blood Disorders | <input type="checkbox"/> Respiratory Disorders | <input type="checkbox"/> Skeletal Injury |
| <input type="checkbox"/> Back Problems | <input type="checkbox"/> High/Low Blood Pressure | <input type="checkbox"/> Other |

a. If Yes, please give details of when and the type of program

4) Please list any current medication. (and what it is used for)

5) Are you allergic to any substances? Yes/No
Is Yes, please comment

The information I have provided is true to the best of my knowledge. I understand that I should seek a doctor's advice if I have a medical condition that may affect my exercise program or if I lead a sedentary lifestyle. I understand that Port Macquarie SLSC may require a doctor's clearance before accepting the application to use the gym. I agree to inform PMSLSC if any conditions change.

SIGN: _____

DATE _____

INDUCTOR NAME: MED CERT REQUESTED
Notes/Recommended Conditions of Use

Yes / No



GYM INDUCTION FORM

On this Date|.....

completed an induction to the Gym at Port Macquarie SLSC.

Induction Checklist	Initials
I have completed a Pre Activity Questionnaire	
Was given a copy of the Gym Conditions of Use and Guidelines which I have read and agree to abide by	
I have signed and completed the Gym Membership Application Form	
Was given an induction on the following: <ul style="list-style-type: none">- Warm Up- Equipment Usage- Cool Down- Cleaning Equipment- Hygiene- Appropriate Clothing- Injuries (procs if injured)- Emergency Procedures	

Signed: _____ Date: _____

The Induction was conducted by:

Name: _____

Position: _____

Signed: _____



PMSLSC - REQUEST TO USE GYM APPLICATION FORM

Full Name	
Telephone Contact Number	
Email:	
Next of kin and telephone contact	

NOTE: this Gym is not a public facility. Admission is restricted to financial Port Macquarie Surf Life Saving Club Members.

CONDITIONS OF USE:

The Port Macquarie 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 conditions of use may be change at the discretion of the Club Management Committee

DECLARATION:

I have read the Port Macquarie Surf Life Saving Club Gym Conditions of Use and Guidelines and I agree to abide by them. I declare that I have no medical condition that would involve a risk to myself or other users in my using the gym.

I waive all claims or causes of action which I might otherwise have arising out of loss or life or injury, damage or any other loss, which I may suffer in the course of or consequent upon my entry or participation in any activities in the gym.

This waiver, release and discharge shall operate separately in favour of any person involved in the ownership and/or operation of the Gym. The waiver shall operate whether or not the loss, injury or damage is attributable to the act or neglect of any one or more of such persons.

I acknowledge that I will comply with any reasonable direction of the officials of the Club in relation to entry/exit to and from the Gym; the use of the facilities and equipment in the Gym; my behaviour and conduct whilst on the premises.

I acknowledge that I have sole responsibility for my personal possessions and athletic equipment whilst at the Gym or during its related activities.

I consent to receive medical treatment which may be deemed advisable in the event of injury, accident and/or illness whilst on the premises. It is suggested that all person seek medical advice and obtain a medical clearance prior to engaging in physical exercise.

I am aware that the use of the Gym and its facilities may involve strenuous activity that can be physically demanding and that exercise and the equipment used is potentially dangerous.

I agree that I am in a good state of health and I am medically fit to use the gym facilities and there is no medical reason to prevent me from proceeding with the use of the gym facilities without endangering my health.

I agree to conduct myself in an orderly and proper manner and not emerge in conduct, which would cause harm, create a hazard or nuisance to other members.

I acknowledge that the Club cannot warrant the safety and suitability of the Gym equipment.

I hereby assume all risks associated with the use of the premises and facilities.

I acknowledge that the Gym is an unsupervised facility and its use is therefore the responsibility of authorised members.

I have undertaken an orientation tour and induction of the Gym.

.....
Print name

.....
Signature

.....
Date

.....
Guardian (if under 18 Years)

.....
Signature

.....
Date

Office Use:

Access Approved Name/Signed:

Date.....

Amount Paid:.....Card/ Cash

Invoice No#:

Key Number.....