



## **Onyx Gymnastics Gym Rules and Emergency Procedures**

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| <b>Document</b>                            | <b>Page</b> |
|--|-------------|
| Responsibilities and Disciplinary Measures | 2           |
| Gym Rules                                  | 4           |
| Emergency Procedures                       | 6           |



## **Responsibilities and Disciplinary Measures**

All persons are responsible for making themselves aware of and for complying with all Onyx Gymnastics Policies and Procedures. This includes placing the safety and welfare of children above all other considerations.

All persons should:

- Make complaints about breaches of Policies or Procedures, in accordance with the Complaint Management Procedure;
- Submit information as part of the complaint management process, if requested;
- Maintain complete confidentiality if they provide information during the investigation of a complaint;
- Not make any frivolous or vexatious claim that another person is in breach;
- Conduct themselves in a proper manner so as not to bring Onyx Gymnastics, its members or the sport generally into disrepute.

If an individual breaches Onyx Gymnastics Policies or Procedures, one or more forms of discipline may be imposed. Any disciplinary measure imposed will:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach; and
- Be determined in accordance with Onyx Gymnastics Policies and Procedures, rules of the sport, and Laws.

One or more of the following forms of discipline may be imposed:

- A direction that the individual make a verbal and/or written apology;
- A written warning;
- A withdrawal of any award, placing, record, activity or event held by Onyx Gymnastics;
- A transfer of the individual to another role or activity;
- A suspension of the individual's membership, appointment, participation or engagement in a role or activity;
- Termination of the individual's membership, appointment, participation or engagement in a role or activity;
- In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- Any other form of discipline that the Onyx Gymnastics Director considers appropriate.

The form of discipline to be imposed on an individual will depend on factors such as:



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- Nature and seriousness of the breach;
- If the person knew or should have known that the behaviour was a breach;
- Level of contrition;
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action;
- Ability to enforce discipline if the person is a parent/guardian or spectator (even if they are bound by this Policy); and/or
- Any other mitigating circumstances.



## Onyx Gymnastics Rules

- No parents are permitted in the gym (unless attending Kindergym);
- No siblings are allowed in the gym unless attending their class;
- Any child (U16yrs of age) must be picked up from the gym door;
- Members must not enter the gym until instructed by the coach;
- At the end of the class members must leave the gym promptly;
- Members should wear the appropriate clothing to the class. All gymnasts work in bare feet and wear a leotard or shorts/tights and a t-shirt;
- Jewellery cannot be worn (e.g. rings, bracelets, necklaces, watches, or dangly earrings). All piercings, jewellery and watches need to be removed before the start of the class or if piercings cannot be removed they need to be covered. It is not the coach's responsibility to look after any valuables. Coaches cannot physically remove jewellery from a member, and cannot always provide plasters and tape to cover these;
- Shoes should be removed at the entrance to the gym. Socks are not suitable;
- There is no eating or drinking inside the gym (except water);
- Members should arrive on time. Arriving late directly impacts upon the quality of training that can be achieved in a session;
- Members should wait for the coach's direction before touching any equipment;
- Members should have respect for the equipment;
- Running and pushing are inappropriate;
- Members should follow the direction of the coach and use polite language to everyone;
- Members should inform the coach if they need a drink or to go to the bathroom;
- Members should inform the coach if they feel ill or are injured;
- Long hair should be tied back and no hard hair accessories should be used;
- Any items of value brought into Onyx Gymnastics facilities are done so at the members' own risk. We do not accept liability for any personal belongings left or damaged on site;
- We do not take responsibility for any property that is lost in Onyx Gymnastics facilities, however any lost property found will be kept in a lost property box. At the end of the term any unclaimed lost property will be donated to a charity;
- If a member is not cooperating with class rules, they will be given a verbal warning from their coach. If there is a need to talk to the member again, then the coach will speak to a parent or guardian regarding next steps.

Onyx Gymnastics is an inclusive club, however if a member is struggling to integrate into a group class then the Director may suggest other options such as smaller, private sessions or the relaxed SEND recreational group, as appropriate. These suggestions will be with the best intentions towards all children having positive experiences at Onyx Gymnastics.



**Everyone should make themselves aware of the Member Protection Policy. Please see below an excerpt on photography, video privacy and social media.**

#### Photography and Video Privacy

Onyx Gymnastics staff members may take images or otherwise record images of members at classes or events for the purposes of promotion, except where informed in writing that the member does not wish to have their image captured.

Images of members will only be taken and shared in an appropriate and lawful manner. Onyx Gymnastics will only use appropriate images in a manner that promotes gymnastics and Onyx Gymnastics in a positive light. Onyx Gymnastics will avoid making reference to the full name of a member in a photo. Personal information such as residential address, email address or telephone number will never be displayed.

Individuals are not permitted to take or record an image of a member unless they are the parent/guardian of the member. It is not permitted for images to be taken through the windows or doors during class.

Onyx Gymnastics prohibits the use of camera phones, videos and cameras inside changing areas, showers and toilets.

#### Social Media

Onyx Gymnastics acknowledges the enormous value of social media to promote gymnastics and celebrate the achievements and success of the people involved in our sport.

Onyx Gymnastics expects all people bound by this Policy to conduct themselves appropriately when using social networking sites to share information related to our sport and Onyx Gymnastics.

Staff members, judges, administrators and other paid associates of Onyx Gymnastics cannot “friend” a member or their family under the age of 18 years on social media.

In particular, social media activity should respect and maintain the privacy of others and should promote Onyx Gymnastics and the sport in a positive way.



## Emergency Procedures

Emergency Procedures and Evacuation Plans are posted in the gym.

**\*UNDER NO CIRCUMSTANCES SHOULD ANY UNNECESSARY RISK BE TAKEN\***

### **Evacuation procedure**

1. Remain calm
2. Alert the most senior staff member present, who will direct the evacuation and sound the alarm to evacuate the building
3. Visitors are to evacuate the building in an orderly manner through the safest exit, to the designated assembly area and follow instructions from the senior staff member
4. Senior staff member to collect Emergency Form Folder and Coaches to collect the Onyx Gymnastics iPad (to review class roll) and move their group in an orderly manner through the safest exit, to the designated assembly area
5. Coaches to conduct head count at the assembly area. Report any missing persons to the senior staff member. If all are present, remain as a group and stay calm until allowed to leave
6. The senior staff member (or delegated responsible person) will check the toilets to ensure all persons have evacuated the building
7. If necessary, the senior staff member (or delegated responsible person) will contact Emergency Services, stating:
  - a. Name & position
  - b. Telephone contact number
  - c. Location
  - d. Emergency type
  - e. Casualties/Unaccounted people
  - f. Assistance required
  - g. Known hazards
8. Attend to those in need of first aid
9. Do not re-enter the building until directed by the senior staff member
10. The senior staff member on duty must submit a written report to the Director as soon as possible. Ensure that all witness details available are recorded
11. The Director will conduct a follow-up within 7 days, or as soon as practical, to ensure any issue is fixed
12. Any questions relative to the emergency should be directed to the Director

### **Fire procedure**

1. Remain calm
2. Alert the most senior staff member present, who will direct the action to be taken
3. If the senior staff member announces Evacuation, follow FIRE EVACUATION PROCEDURES

### **Fire evacuation procedure**

1. Remain calm
2. Alert the most senior staff member present, who will direct the evacuation and sound the alarm to evacuate the building
3. Visitors are to evacuate the building in an orderly manner, crawling if necessary, through the safest exit, to the designated assembly area and follow instructions from the senior staff member
4. Coaches are to move their group in an orderly manner, crawling if necessary through the safest exit, to the designated assembly area
5. Coaches to conduct head count at the assembly area. Report any missing persons to the senior staff member. If all are present, remain as a group and stay calm until allowed to leave
6. The senior staff member (or delegated responsible person) will check the toilets to ensure all persons have evacuated the building
7. If safe to do so, close all windows and doors and turn off electrical appliances prior to exiting the building
8. If necessary, the senior staff member (or delegated responsible person) will contact Emergency Services (000), stating:
  - a. Name & position
  - b. Telephone contact number
  - c. Location
  - d. Emergency type
  - e. Casualties/unaccounted people
  - f. Assistance required
  - g. Known hazards
9. Attend to those in need of first aid
10. Do not re-enter the building until directed by the senior staff member
11. The senior staff member on duty must submit a written report to the Director as soon as possible. Ensure that all witness details available are recorded
12. The Director will conduct a follow-up within 7 days, or as soon as practical, to ensure any issue is fixed
13. Any questions relative to the emergency should be directed to the Director

### **Injury/Accident procedure**

All Coaches are to undertake first aid training as required for accreditation. Before every class, all coaches should familiarize themselves with medical conditions that may affect a gymnast's session; Coaches are reminded that all information on enrolment forms is confidential.

In the event of an accident:

1. Stop the class activity and prevent the injured member from moving or being harmed by further activity
2. Ensure the rest of the class is safe (hand your group over to another coach to take away to another part of the gym)
3. Request assistance from the most senior qualified first aid personnel to assess the nature of the injury and give directions regarding necessary treatment
4. Talk to the member: What happened? How did it happen? What did you feel? Where does it hurt? Have you injured this part before?
5. Observe whilst talking to the member: Is the member distressed? Lying in an unusual position / posture? Is there any swelling? Is there any difference when compared to the opposite limb?
6. Serious injury first aid:
  - a. Do not move the member if there is a suspected neck or spinal injury, unless there is a life threatening danger (i.e., falling debris, fire, explosion). Stay with the member and keep them as calm and comfortable as possible
  - b. Check Danger/Response/Airway/Breathing/Circulation or administer other first aid, as required
  - c. Review the members medical form
  - d. Contact Emergency Services (000), stating:
    - i. The nature of the injury
    - ii. Name and age of member
    - iii. Address and phone number that you are calling from
  - e. Telephone the emergency contact and inform them of the situation, trying not to alarm them unnecessarily. DO NOT make any diagnosis other than the obvious and do not accept or place blame for the accident on anyone
  - f. Contact the Director if they are not on site.
7. Minor injury first aid:
  - a. Review the members medical form
  - b. If the member appears to have a serious neck or back injury, DO NOT move them, call for assistance immediately
  - c. Disposable gloves must be worn when treating injuries. Gloves are located in the First Aid kit
  - d. Cold packs are available
  - e. A first aid kit is located in the gym





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- f. After treatment, assess whether the member can continue in class. If a child is unable to continue, contact their parent or guardian
8. The coaches must complete an injury report detailing injury, treatment and further action required. They should ensure that all witness details available are recorded
9. The coaches should copy the injury report for parents if needed and follow up on recovery progress of injury
10. The Director will enter the details in the Accident Register, which will be utilised for identifying injury prevention measures

All Onyx Gymnastics members are covered for accident insurance as a part of their registration fee. Gymnasts may claim for non-medicare expenses resulting from injury sustained through gymnastics. Private health options must be exhausted first. Any visits to a Physiotherapist or Specialist must be referred by a GP first.

### **Missing Child procedure**

In the event of a child missing from Onyx Gymnastics facilities:

1. Ensure the rest of the class is safe
2. Check immediate areas, including all inside, outside and adjoining areas
3. Telephone the parents/emergency contact and inform them of the situation, trying not to alarm them unnecessarily. Do not accept or place blame on anyone
4. If a child is not at home, telephone the police and provide:
  - a. Child's name
  - b. Address
  - c. Time noticed missing
5. The senior staff member on duty must submit a written report to the Director as soon as possible. Ensure that all witness details available are recorded
6. The Director will conduct a follow-up within 7 days, or as soon as practical, to ensure any issue is fixed

### **Unauthorised person on premises procedure**

In the event of an unauthorised person on the premises or attempting to remove a child from the club premises:

1. Remain calm
2. Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self protection
3. Request that the person leaves the premises and if they fail to do so, the senior staff member on duty to call the Police (000)
4. In the event of an attempt to remove a child from the premises:
  - a. If possible, call other staff to remove the child from the immediate area of the unauthorised person
  - b. Take note of a description of the person including height, weight, sex, ethnicity, approximate age, clothing, method and direction of travel and name if known
  - c. If a vehicle is involved, note the license number, make, model, colour and any other notable features of the vehicle
  - d. The senior staff member on duty to telephone the police and the parent or guardian immediately
5. The senior staff member on duty must submit a written report to the Director as soon as possible. Ensure that all witness details available are recorded
6. The Director will conduct a follow-up within 7 days, or as soon as practical