

HEALTH AND SAFETY POLICY

We are all responsible for looking after our own safety and the safety of other people, especially of gymnasts under our instruction. To keep everyone safe all coaches, staff and volunteers must:

1. Follow all of the club's instructions, rules, procedures and safe ways of working.
2. Report any accidents, injuries, incidents or near misses using the forms and instructions located next to the first aid box inside the gym.
3. Advise the Centre Manager or Head Coach of any new hazards so that the Hazard Register can be updated.
4. Where applicable, find out what caused accidents or injuries and make every effort to prevent them from happening again.
5. Where applicable, take responsibility for ensuring gymnasts are taught how to perform skills safely and with minimal risk.
6. Adhere to the club cleaning procedures inside the gym to minimise the risk of infectious illnesses.

All accidents, injuries, incidents and near misses will be reviewed by the Mt Tauhara Gymnastics Club committee and action taken where possible to minimise the risk of such incidents occurring again.

Policy issued:	January 2022
Next review date:	January 2023

RISK MANAGEMENT POLICY

1 Introduction

Mt Tauhara Gymnastics Club Inc is fully committed to its overall strategic objectives of:

- supporting members, participants and stakeholders
- increasing participation in sport
- providing sufficient and quality coaching
- developing athletes to their fullest potential
- ensuring financial stability and generating revenue
- achieving excellence in managing competitions and events

We will achieve our strategic objectives by:

- providing outstanding leadership to members
- managing all our resources efficiently
- using our funds efficiently
- communicating effectively with our community and stakeholders
- making good decisions

The committee fully endorses this risk management policy.

2 Risk Management Outcomes

We are committed to:

- developing a 'risk-aware' culture in which our people are encouraged to identify risks and respond to them quickly and effectively
- ensuring our key stakeholders recognise that we manage risks responsibly
- developing consistent risk management practices

3 Risk Tolerance

We operate as a not-for-profit body representing gymnastics in New Zealand.

Our stance is risk-averse.

4 Risk Management Process

We will apply good risk management practices that are consistent with the current Standards New Zealand's Guidelines for Risk Management in Sport and Recreation SNZ HB 8669:2004.

Roles and Responsibilities

Executive Committee	<ul style="list-style-type: none">• Approving our governance policies• Approving our risk management policy statement• Approving our risk tolerance capacity• Ensuring strategic risks are identified, assessed, monitored and reported
President	<ul style="list-style-type: none">• Effectively managing our strategic, operational and project risks (accountable to the Committee)
Centre Manager	<ul style="list-style-type: none">• The designated person responsible to the President for risk management at Mt Tauhara Gymnastics Club Inc
Management team	<ul style="list-style-type: none">• Identifying operational risks• Managing and monitoring activities within the team's control and reporting to the President• Reporting monthly on the progress of risk management action plans for which team members are responsible
Staff	<ul style="list-style-type: none">• Participating in the process• Carrying out action plans and reporting
Members	<ul style="list-style-type: none">• Following our policies, codes, procedures and rules

Policy issued: October 2012

Next review date: October 2021

COMPLAINTS PROCEDURE

The following procedure outlines how club members / parents of gymnasts can make a complaint.

Do you have a complaint or concern?



Regarding your child or coaching: Discuss with your child's coach at the earliest opportunity.

This can be done by email, phone or by speaking to the coach outside of training times.

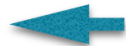
Alternatively contact the office to arrange for an appointment time with the coach.

Regarding Administration or Other areas: Contact the office by email, phone or by going to the office during office hours.



Is the issue Resolved?

No Further action
Required



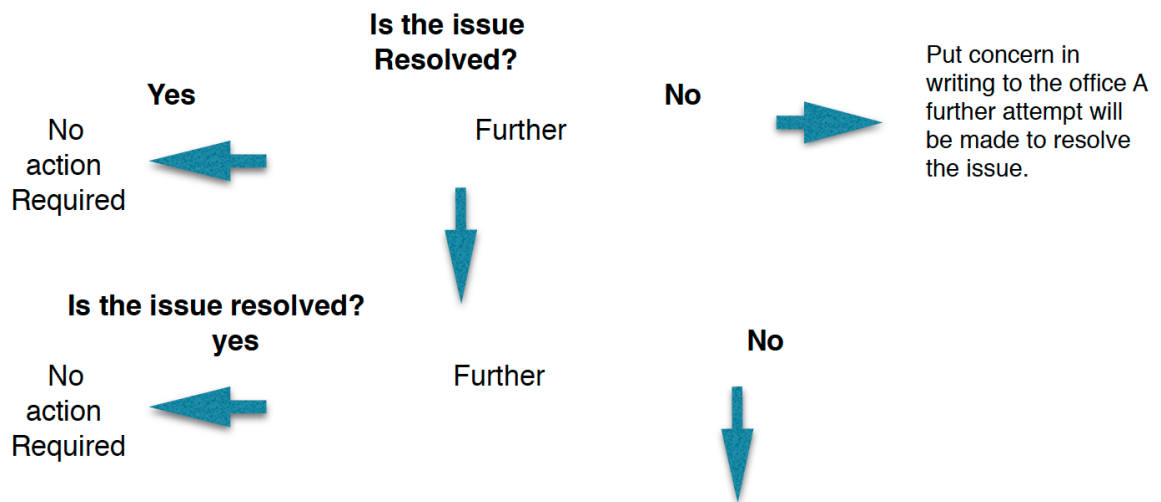
Yes



No

Discuss with office where an effort will be made to resolve the issue. Email or phone for an appointment time.





If the matter remains unresolved, or the person believes because of the nature of the problem it is inappropriate to raise with the Centre Manager, a copy of the concern raised is to be forwarded to the Committee. Members of the committee will contact all parties in an attempt to reach a satisfactory resolution.

Office: office@mttauharagymnastics.co.nz (07) 377 2395

Head Coach: coach@mttauharagymnastics.co.nz

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