



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

Health and Safety Policy

NB: Heat Policy updated January-2021 as per Committee of Management



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

1. Policy Statement

The wellbeing of its athletes, volunteers, employees and spectators is a major consideration in every aspect of the operations of MYC Gymnastics. Every reasonable effort will be made to ensure a safe and healthy environment for all athletes, volunteers, employees and spectators. To demonstrate commitment to this policy, MYC Gymnastics will place the safety and health of these parties foremost, ahead of property and equipment. MYC Gymnastics will manage health and safety by:

- 1.1 Controlling the health and safety risks at work.
- 1.2 Involving employees on health and safety issues that affect them.
- 1.3 Making sure that where employees work, and any equipment they use, is safe.
- 1.4 Making sure that dangerous substances are stored and used safely.
- 1.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
- 1.6 Making sure employees can do their jobs, and are properly trained.
- 1.7 Trying to stop accidents and work-related health problems.
- 1.8 Regularly checking that working conditions are safe and healthy.
- 1.9 Regularly reviewing this policy and making changes if necessary.

2. Purpose

Accordingly, it is the responsibility of all athletes, volunteers, employees and contractors of MYC Gymnastics to play their part in ensuring this policy is carried out. This not only applies to those people in positions that have responsibility for safeguarding the health and safety of athletes, volunteers, employees or spectators in their charge, but also to individuals to ensure they carry out their duties in a safe and healthy manner. MYC Gymnastics will provide opportunities for athletes, volunteers and employees to consult on accident prevention measures and to monitor the operation of this organisation.

3. Definitions

- 3.1. *Athlete*; being a Club Member participating in an appropriate session, visiting athlete in training or competition.
- 3.2. *Volunteer*: a person who works for the club without being paid. This may be on a regular or irregular basis.
- 3.3. *Employee*: a person employed and paid by the club to carry out a defined role.
- 3.4. *Health*; being the individual wellbeing of an athlete, volunteer, employee or spectator.
- 3.5. *Safety*; being protected from the risk of harm or injury.

4. Application

The Policy applies to all of MYC Gymnastics staff, members, visitors, contractors and volunteers. It also applies to all activities on and off MYC Gymnastics property; including competitions, displays, events and any other programmed activity outside of MYC Gymnastics venue.



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

5. Responsibilities

General Responsibilities

To enable MYC Gymnastics and its athletes, volunteers, employees and spectators to comply with the Health and Safety Policy, MYC Gymnastics undertakes to:

- 5.1 Comply with all relevant Occupational Health and Safety legislation and codes of practice to provide a safe workplace.
- 5.2 Commit the necessary funds to meet all legislative obligations, codes of practice and approved minimum standards.
- 5.3 Provide the necessary training for volunteers and employees to perform their work in a safe and healthy manner.
- 5.4 Encourage all work groups to take responsibility of workplace issues and in consultation, develop safe work systems.
- 5.5 Utilise appropriate communication mechanism to raise awareness and promote Occupational Health and Safety matters.

The following people have responsibilities for health and safety at MYC Gymnastics

Name/Position:	Responsibility:
Floor Supervisor	<i>e.g.1) Emergency Evacuation – in case of fire or other emergency, your premises may need to be evacuated. A fire risk assessment should be undertaken and someone should implement emergency procedures, preferably suitably trained. Who will undertake this?</i>
President or Head Coach	<i>e.g.2) H&S induction – all new staff members should receive training and information about applying this policy. Who will undertake this?</i>
	<i>e.g.3) H&S risk assessment – risk assessments will need to be recorded and whoever undertakes them should ideally be trained. A clear process should be documented to control the health and safety risks at work, see Appendix 1. Who will carry out the risk assessments?</i>
	<i>e.g.4) Employee representative – Very small organisations may consult employees directly. Alternatively, the employers might consult a health and safety representative, or committee chosen by the employees/members.</i>
Floor supervisor	<i>e.g.5) First Aider – as a minimum, organisation must have a suitably stocked first-aid kit, information for staff about the first-aid arrangements and an appointed person to take charge of these arrangements. Who is your first-aid?</i>
Coach in charge of the group	<i>e.g.6) Accident recording, investigating and reporting – You must keep all accident report forms and records of the incidents. Keeping records will help identify patterns of accidents and injuries. Who will record accidents?</i>



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

Employees are responsible for:

- 5.6 Co-operating with people who are responsible for health and safety.
- 5.7 Using safety equipment when it is necessary.
- 5.8 Taking care of their own health and safety.
- 5.9 Reporting health and safety concerns to the right person as written in this policy.

Specific Responsibilities

The following people will be responsible for making sure that the workplace and equipment are safe;

- 5.9 Equipment officer will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
- 5.10 Equipment officer will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
- 5.11 Equipment officer will be responsible for making sure that all the necessary maintenance is done.
- 5.12 Any problems with work equipment or the workplace should be reported to Equipment officer.
- 5.13 Before buying any equipment or changing where people work, Equipment officer will check that health and safety standards are met.

The following people will be responsible for making sure the training and inductions are carried out and documented;

- 5.14 General health and safety induction training will be provided for all employees by President or Head Coach.
- 5.15 Health and safety training for the particular job will be provided by President or Head Coach.
- 5.16 Jobs that need special health and safety training are [e.g. manual handling, food preparation].
- 5.17 Training and induction records are kept by [Name of responsible person].in employee files.
- 5.18 Any training that is needed will be arranged in consultation with President or Head Coach.

6. Policy Breaches

MYC Gymnastics has a Complaints Handling Procedure and will deal with any complaints about breaches of this Policy promptly, seriously, sensitively and confidentially. MYC Gymnastics recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a complaint.

6.1 Disciplinary action will be taken by MYC Gymnastics against anyone who:

- Is found to be in breach of this Policy;
- Victimises or retaliates against a person who has complained of a breach of this Policy; and
- Is found to have made a frivolous complaint.

6.2 The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.



MYC Gymnastics
Morrington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Morrington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

7. Confidentiality and Reporting

MYC Gymnastics administration responsible for implementing this Policy will keep confidential the names and details relating to complaints, unless disclosure is:

- 7.1 Necessary as part of the disciplinary or corrective process; and
- 7.2 Required by law.

HEALTH POLICIES

ANAPHYLAXIS MANAGEMENT

MYC Gymnastics is committed to:-

- Providing, as far as practicable, a safe and healthy environment in which children at risk of anaphylaxis can participate equally in all aspects of the gymnastics program and experiences.
- Raising awareness about allergies and anaphylaxis amongst the club and children in attendance.
- Actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for their child.
- Ensuring each staff member and other relevant adults have adequate knowledge of allergies, anaphylaxis and emergency procedures.
- Facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

Purpose

The aim of this policy is to:

- Minimise their risk of an anaphylactic reaction occurring while the child is in the care of and participating at MYC Gymnastics.
- Ensure that staff members respond appropriately to an anaphylactic reaction by initiating appropriate treatment, including competently administering an adrenaline auto-injection device.
- Raise the club's awareness of anaphylaxis and its management through education and policy implementation.

1. Scope

All Clubs/Schools/Pre-schools and any other children's services are required to have an anaphylaxis management policy in place. This policy will be required whether or not there is a child diagnosed at risk of anaphylaxis enrolled at the service. It will apply to children enrolled at the Club, their parents/guardians, staff and licensee as well as to other relevant members of the service community such as volunteers and visiting specialists.

2. Background and legislation

Anaphylaxis is a severe, life-threatening allergic reaction. Up to two per cent of the general population and up to five per cent (0-5 years) of children are at risk. The most common causes in young children are eggs, peanuts, tree-nuts, cow milk, bee or other insect stings and some medications.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

Young children may not be able to express the symptoms of anaphylaxis.

A reaction can develop within minutes of exposure to the allergen, but with planning and training a reaction can be treated effectively using an adrenaline auto-injection device.

The Club recognises the importance of all staff/carers responsible for the children at risk of anaphylaxis undertaking training that includes preventative measures to minimise the risk of an anaphylactic reaction, recognition of the signs and symptoms of anaphylaxis and emergency treatment, including administration of an auto-injection device.

Staff/carers and parents/guardians need to be made aware that it is not possible to achieve a completely allergen-free environment in any Club that is open to the general community. Staff/carers/parents/guardians should not have a false sense of security that an allergen has been eliminated from the environment. Instead the Club recognises the need to adopt a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the service.

Definitions

Allergen: a substance that can cause an allergic reaction.

Allergy: an immune system response to something the body has identified as an allergen. People genetically programmed to make an allergic response will make antibodies to particular allergens.

Allergic reaction: a reaction to an allergen. Common signs and symptoms include one or more of the following: hives, tingling feeling around the mouth, abdominal pain, vomiting and/or diarrhoea, facial swelling, cough or wheeze, difficulty swallowing or breathing, loss of consciousness or collapse (child pale or floppy), or cessation of breathing.

Ambulance contact card: a card that the service has completed, which contains all the information that the Ambulance Service will request when phoned on 000. An example of this is the card that can be obtained from the Metropolitan Ambulance Service and once completed by the service it should be kept by the telephone from which the 000 phone call will be made.

Anaphylaxis: a severe, rapid and potentially fatal allergic reaction that involves the major body systems, particularly breathing or circulation systems.

Anaphylaxis medical management action plan: a medical management plan prepared and signed by a Registered Medical Practitioner providing the child's name and allergies, a photograph of the child and clear instructions on treating an anaphylactic episode. An example of this is the Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan. (See appendix 1, 2 & 3)

Adrenaline auto-injector device: a device containing a single dose of adrenaline, delivered via a spring-activated needle which is concealed until administered.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

Adrenaline auto-injection device training: training in the administration of adrenaline via an auto-injection device provided by qualified professional such as allergy nurse educators, doctors and first aid trainers through accredited training.

Auto-injection device kit: an insulated container, for example an insulated lunch bag, containing a current adrenaline auto-injection device, a copy of the child's anaphylaxis medical management action plan, telephone contact details for the child's parents/guardians, the doctor/medical service and the person to be notified in the event of a reaction if the parent/guardian cannot be contacted. If prescribed, an antihistamine may be included in the kit. Auto-injection devices are to be stored out of direct sunlight and away from direct heat.

Children at risk of anaphylaxis: those children whose allergies have been medically diagnosed and who are at risk of anaphylaxis.

Communication plan: a plan that forms part of the policy outlining how the service will communicate with parents and staff in relation to the policy and how parents and staff will be informed about risk minimisation plans and emergency procedures when a child diagnosed at risk of anaphylaxis is enrolled at the Club.

Intolerance: often confused with allergy, intolerance is a reproducible reaction to a substance that is not due to the immune system.

No food sharing: the practice where the child at risk of anaphylaxis eats only food that is supplied or permitted by the parent/guardian, and does not share food with, or accept other food from any other person.

Nominated staff member: a staff member nominated to be the liaison between parents/guardians of a child at risk of anaphylaxis and the Club. This person also checks the adrenaline auto-injection device kit is complete and leads staff practice sessions after all staff have undertaken anaphylaxis management training.

Risk minimisation: the implementation of a range of strategies to reduce the risk of an allergic reaction, including removing, as far as practicable, the major sources of the allergen from the Club, educating parents and children about food allergies and washing hands after meals.

Risk minimisation plan: a plan specific to the Club that specifies each child's allergies, the ways that each child at risk of anaphylaxis could be accidentally exposed to the allergens while in the care of the Club, practical strategies to minimise those risks and who is responsible for implementing the strategies. The risk minimisation plan should be developed by families of children at risk of anaphylaxis and staff at the Club and should be reviewed at least annually, but always on the enrolment or diagnosis of each child who is at risk of anaphylaxis.

3. Procedures

The Club shall:

1. In all children's activities:-
 - Ensure there is an anaphylaxis policy in place containing the matters contained herein.
 - Ensure that the policy is provided to a parent/guardian of each child diagnosed at risk of anaphylaxis at the club.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

- Ensure that all staff at the Club, whether or not they have a child diagnosed at risk of anaphylaxis, undertakes training in the administration of the adrenaline auto-injection device and cardio-pulmonary resuscitation every 12 months.
2. Where a child diagnosed at risk of anaphylaxis is enrolled the staff shall also:-
- Conduct an assessment of the potential for accidental exposure to allergens while children at risk of anaphylaxis are in the care of the service and develop a risk minimisation plan for the service in consultation with staff and the families of the children.
 - Ensure that a notice is displayed prominently in the entrance of the Club stating that a child/ren diagnosed at risk of anaphylaxis is currently training at this Club.
 - Ensure staff members on duty whenever a child diagnosed at risk of anaphylaxis has completed training approved by a recognised First Aid Training Facility and that practice of the auto-injection device is undertaken on a regular basis, preferably quarterly and recorded.
 - Ensure that all relief staff members in the Club have completed training approved by the Secretary in the administration of anaphylaxis management including the administration of an auto-injection device, awareness of the symptoms of an anaphylactic reaction, the child at risk of anaphylaxis, the child's allergies, the individual anaphylaxis medical management action plan and the location of the auto-injection device kit.
 - Ensure that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the Club without the device.
 - Implement the communication strategy and encourage ongoing communication between parents/guardians and staff regarding the current status of the child's allergies, this policy and its implementation.
 - Display a Australasian Society of Clinical Immunology and Allergy Inc (ASCIA) generic poster called *Action Plan for Anaphylaxis* in a key location at the service, for example in the coaches area or near the first aid cabinet.
 - Ensure that a child's individual anaphylaxis medical management plan is signed by a Registered Medical Practitioner and inserted into the enrolment record for each child. This will outline the allergies and describe the prescribed medication for that child and the circumstances in which the medication should be used.
 - Ensure that all staff in the Club know the location of the anaphylaxis medical management plan and that a copy is kept with the auto-injection device kit.
 - Ensure that the staff member accompanying children outside the Club carry the anaphylaxis medication and a copy of the anaphylaxis medical management action plan with the auto-injection device kit.

Staff/coaches responsible for the child at risk of anaphylaxis shall:

- Ensure a copy of the child's anaphylaxis medical management action plan is visible and known to staff in the Club.
- Follow the child's anaphylaxis medical management action plan in the event of an allergic reaction which may progress to anaphylaxis.
- In the situation where a child who has not been diagnosed as allergic, but who appears to be having an anaphylactic reaction:



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

- Call an ambulance immediately by dialling 000
 - Commence first aid measures
 - Contact the parent/guardian
 - Contact the person to be notified in the event of an illness if the parent/guardian cannot be contacted.
- Practice the administration procedures of the adrenaline auto-injection device using an auto-injection device trainer and “anaphylaxis scenarios” on a regular basis.
 - Ask all parents/guardians, as part of the enrolment procedure, prior to their child’s attendance at the Club, whether the child has allergies and document this information on the child’s enrolment record. If the child has severe allergies ask the parent/guardian to provide a medical management action plan signed by a Registered Medical Practitioner.
 - Ensure that an anaphylaxis medical management action plan is signed by the child’s Registered Medical Practitioner and a complete auto-injection device kit (which must contain a copy of the child’s anaphylaxis medical management action plan) is provided by the parent/guardian for the child while at the service.
 - Ensure that the auto-injection device kit is stored in a location that is known to all staff, including relief staff; easily accessible to adults (not locked away); inaccessible to children; and away from direct sources of heat.
 - Ensure that the auto-injection device kit containing a copy of the anaphylaxis medical management action plan for each child at risk of anaphylaxis is carried by a staff member/coach accompanying the child when the child is removed from the Club e.g. on competitions to other clubs.
 - Regularly check the adrenaline auto-injection device expiry date (The manufacturer will only guarantee the effectiveness of the adrenaline auto-injection device to the end of the nominated expiry month)

Parents/guardians of children shall:

- Inform staff at the Club, either on enrolment or on diagnosis, of their child’s allergies.
- Develop an anaphylaxis risk minimisation plan with Club staff.
- Provide staff with an anaphylaxis medical management action plan signed by the Registered Medical Practitioner giving written consent to use the auto-injection device in line with the action plan.
- Provide staff with a complete auto-injection device kit.
- Regularly check the adrenaline auto-injection device expiry date.
- Assist staff by offering information and answering any questions regarding their child’s allergies.
- Notify the staff of any changes to their child’s allergy status and provide a new anaphylaxis action plan in accordance with these changes.
- Communicate all relevant information and concerns to staff, for example, any matter relating to the health of the child.
- Comply with the Club’s policy that no child who has been prescribed an adrenaline auto-injection device is permitted to attend the Club or its programs without that device.

Contact details for resources and support

- Australasian Society of Clinical Immunology and Allergy (ASCIA) at www.allergy.org.au provide information on allergies. Their sample Anaphylaxis Action Plan can be downloaded from this site. Contact details for allergists may also be provided.



MYC Gymnastics
Morrington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Morrington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

- Anaphylaxis Australia Inc at www.allergyfacts.org.au is a non-profit support organisation for families with food anaphylactic children. Items such as storybooks, tapes, auto-injection device trainers and so on are available for sale from the product catalogue on this site. Anaphylaxis Australia Inc provides a telephone support line for information and support to help manage anaphylaxis. Telephone 1300 728 000
- Royal Children's Hospital, Department of Allergy, at www.rch.org.au, provides information about allergies and the services provided by the hospital. Contact may be made with the Department of Allergy to evaluate a child's allergies and if necessary, provide an adrenaline auto-injection device prescription, as well as to purchase auto-injection device trainers. Telephone (03) 9345 5701
- Royal Children's Hospital Anaphylaxis Advisory Support Line provides information and support about anaphylaxis to school and licensed children's services staff and parents. Telephone 1300 725 911
- Department of Education and Early Childhood Development website at www.education.vic.gov.au/anaphylaxis provides information related to anaphylaxis, including frequently asked questions related to anaphylaxis training.

4. Authorisation

This policy was adopted by the MYC Gymnastics on 1st June 2010

5. Review Date

This policy shall be annually.

Enrolment checklist for Children at Risk of Anaphylaxis

- A risk minimisation plan is completed in consultation with the parent/guardian, which includes strategies to address the particular needs of each child at risk of anaphylaxis, and this plan is implemented.
- All parents/guardians are made aware of the Anaphylaxis Management Policy.
- Anaphylaxis medical management action plan for the child is signed by the child's Registered Medical Practitioner and is visible to all staff. A copy of the anaphylaxis medical management action plan is included in the child's auto-injection device kit.
- Adrenaline auto-injection device (within expiry date) is available for use at any time the child is in the care of the club.
- Adrenaline auto-injection device is stored in an insulated container (auto-injection device kit), in a location easily accessible to adults (not locked away), inaccessible to children and away from direct sources of heat.
- All staff, including relief, are aware of each auto-injection device kit location and the location of the anaphylaxis medical management action plan.
- Staff who are responsible for the child/ren diagnosed at risk of anaphylaxis undertake accredited anaphylaxis management training, which includes strategies for anaphylaxis management, risk minimisation, recognition of allergic reactions, emergency treatment and practice with an auto-injection device trainer, and is reinforced at quarterly intervals and recorded annually.
- Parent/guardian's current contact details are available.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

- Information regarding any other medications or medical conditions (for example asthma) is available to staff.
- If food is prepared at the service, measures are in place to prevent contamination of the food given to the child at risk of anaphylaxis.

Risk minimisation plan

The following procedures should be developed in consultation with the parent/guardian and implemented to help protect the child diagnosed at risk of anaphylaxis from accidental exposure to food allergens.

In relation to the child at risk:

- This child should only eat food that has been specifically prepared for him/her.
 - Where the Club is preparing food for the child, ensure that it has been prepared according to the parent's instructions.
 - Some parents will choose to provide all food for their child.
- All food for this child should be checked and approved by the child's parent/guardian and be in accordance with risk minimisation plan.
- Drink bottles, other drinks and lunch boxes, including any snacks, provided by the parent/guardians for this child should be clearly labelled with the child's name.
- There should be no trading or sharing of food, food utensils and containers with this child.
- Staff/coaches and volunteers should be instructed about measures necessary to prevent cross contamination between foods during handling, preparation and serving of food – such as careful cleaning of food preparation areas and utensils.
- Where food is brought from home to service, all parents/guardians will be asked not to send food containing specified allergens or ingredients as determined in the risk minimisation plan e.g. Club Champs, In-house Comps.

ALCOHOL AND OTHER DRUGS

In the interest of health and safety MYC Gymnastics will actively promote, encourage and support strategies to minimise harm from alcohol and other drugs.

- Where alcohol is served at a MYC Gymnastics function low strength and non-alcoholic beverage will be available.
- The use of elicits or performance-enhancing drugs will not be allowed at any training session or competition under the control of MYC Gymnastics.
- Will actively promote parents, members and staff attending drug education courses held in the community.

MYC Gymnastics will review this policy annually and ensure all members, staff and volunteers associated with the club are aware of the policy.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOOD AND CATERING

MYC Gymnastics understands and recognises the importance of good nutrition and the role it plays in promoting health and optimal performance.

- MYC Gymnastics will undertake an active role, to promote good nutritional values to all its members' staff and volunteers.

HEAT POLICY

Introduction

This policy outlines MYC GYMNASTIC's approach to protecting the safety of participants during hot weather. Warm to hot weather creates a risk that participants may experience a form of exertional heat illness, such as muscle cramps, fainting, heat exhaustion and even heat stroke.

The aim of MYC GYMNASTIC's Heat Policy is to:

- Protect the health, safety and wellbeing of everyone who participates, including volunteers, families, coaches and officials.
- Detail strategies for participation to continue with appropriate mitigation and risk management strategies in place.

MYC GYMNASTICS is committed to ensuring our sport is accessible to everyone and we take every opportunity to provide the highest level of service to all members and participants. MYC GYMNASTICS has a duty of care to protect the health, safety and wellbeing of participants, during warm to very hot weather and heatwaves. When there is a risk of exertional heat illness, MYC GYMNASTICS commits to acting in the best interest of all participants by implementing mitigation strategies.

This policy applies to all people involved in our organisation, including committee members, volunteers, coaches, officials, participants, parents and guardians. It covers all activities in which people are physically active. It covers situations where people are inactive yet situated in hot conditions, such as volunteers, parents, spectators and coaches. A member: being a Club Member participating in an appropriate session, visiting or competing gymnast, coaches, judges, volunteers &/or committee members.

This policy is designed to reduce the risks and prevalence of injury and illness which can occur when people play sport during warm to very hot weather conditions.

Recognising Exertional Heat Illness

Exertional heat illness can be categorised from mild to severe, including muscle cramps, heat syncope (fainting), heat exhaustion, heat injury and heat stroke (life threatening).

Associated signs and symptoms can include:

- Headache.
- Light-headedness and dizziness.
- Nausea and vomiting.
- Fatigue.
- Change in personality (disorientation, confusion, irrational behaviour, irritability).



MYC Gymnastics
Morrington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Morrington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

- Change in performance (unsteadiness, loss of balance and coordination, loss of skills).
- Seizures.
- Loss of consciousness.
- Cardiac arrest.

NOTE: Exertional heat illness can be life threatening, therefore, if a person is concerned about an immediate risk to an individual's health and safety, the person must phone "000" (or "112" from a mobile when you are out of your service provider's coverage area) as soon as practicable.

Risk Factors for Exertional Heat Illness

MYC GYMNASTICS recognises that multiple factors pose a risk to the health and safety of participants, including the environment, factors specific to individuals and factors specific to our sport.

Environmental Risk Factors

Climate related environmental risk factors can increase the risk of illness and injury. Risk factors include:

- Air temperature.
- Humidity (it becomes more difficult to regulate body temperature in higher humidity due to a decrease in sweat evaporation).
- Wind speed (this affects the rate of water evaporation).
- Radiant temperature (such as radiant heat from ground surface).

Individual Risk Factors

The following individual risk factors are relevant our participants:

- **Age:** Children and adults over 65 are considered at greater risk.
- **Poor physical condition:** Some people may experience heat illness at lower temperatures due to exercising beyond current capacity.
- **Inadequate acclimatization:** This occurs when our body is not conditioned to warm and/or humid climates.
- **Illness or medical conditions:** Individuals may be more affected by heat due to medications and illness.
- **Dehydration and electrolyte imbalances:** Good hydration is needed to keep your body's core temperature down during sport or hot conditions. You must rehydrate to compensate for what the body loses in sweat.

Sport Risk Factors

Although gymnastics is primarily an indoor sport we are not immune to extreme weather conditions, heat in particular. It is acknowledged that heat stress and similar aversions to hot weather are preventable and therefore, a strategy will be implemented by MYC Gymnastics to avoid such occurrences.

Due to the sport of gymnastics being an indoor sport MYC Gymnastics sees it as a responsibility to educate young people on the dangers of overheating and how to care for their bodies. By providing MYC members and staff with a Heat Policy we are both protecting and educating them.

MYC is in operation during hot periods throughout the year and will be strictly following the Heat Policy in order to keep our members safe and healthy.

The policy will be available on the club's website.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

MYC Gymnastics will prevent heat illness by adhering to the following guidelines:

- **Timing of training sessions.**
Where possible, gymnastic sessions should be scheduled to avoid conditions where ambient temperature exceeds or is likely to exceed 37 degrees Celsius. In Australia participants are likely to be exposed to their highest risk of heat injury in the months of December, January and February (this may vary in parts of the country). Early morning or night sessions minimise the risk of encountering unacceptable conditions at these times of year.
- **Hydration**
The more participants sweat, the more fluid they must consume to avoid dehydration. High levels of dehydration may increase the risk of heat stress. To diminish the risk of heat stress, fluid should be consumed before, during and after activity. This should be heavily encouraged and monitored by coaches.
- **Participant rest**
In conditions of high risk participants should be provided opportunities to rest. For situations where the ambient temperature is greater than 30 degrees and less than 37 degrees Celsius, all gymnasts should be rested for at least 20% of the period in which they would normally participate. See example below

Temperature between 30-32 training break of 10min per hour
Temperature between 32-35 training break of 15 min per hour
Temperature between 35-37 training is minimised to light training only

The positive effects of rest breaks should also be maximised by employing the following strategies.

- Providing fans and ice packs.
- Providing additional fluids to allow participants to spray or douse themselves to assist cooling.

Children have greater difficulty getting rid of heat than adults. Regular and effective drinking practices should become habitual to young participants before, during and after activity.

Sessions will be cancelled when:

- * the temperature in Mornington **exceeds 37 degrees**
- * It is reasonably foreseeable that the temperature is likely to exceed 37 degrees during the training session
- * MYC considers that the temperature conditions in the gym due to consecutive days of heat have resulted in an unsafe environment for training.

This temperature will be determined by checking the Elders Weather website ([enter Mornington postcode 3931](#)) a minimum of 30 minutes before the commencement of the session. Sessions will be cancelled at the direction of MYC Head/Senior Coaching team. Cancellations will be communicated via text message and email to the parents and posted on the Club Facebook page.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

Procedure for class cancellations/heat policy implementation:

- the Head Coach will liaise with office staff and senior coaching staff on any day when the local temperature is likely to reach or exceed 37 degrees
- the Head Coach +/- senior coaching staff will determine whether classes are to be cancelled and communicate this with office staff
- Office staff will text and email participants in the ensuing classes advising that the sessions will be cancelled
- The Head Coach will notify coaches of the class cancellation
- The Head Coach or office staff will organise for a post to be placed on the club Facebook page

If in the event that the temperature *unexpectedly* reaches 37 degrees *during* a training session (eg morning training), the Head Coach will liaise with senior coaching staff to determine if the temperature & conditions *inside* the gym are suitable to continue training and/or whether training should be modified or cancelled.

If the session is deemed cancelled, the most senior coach on the floor will advise other coaches and coordinate notification of parents and class dismissals as directed by the Head Coach. Coaches remain responsible for their own group until all gymnasts have been collected by a parent.

Breaches of this policy must be reported to MYC Gymnastics President, Head Coach or Committee Member, within 14 days of any occurrence.

By implementing this policy MYC Gymnastics has an increased awareness of Heat Illness and its dangers.

SMOKING

MYC Gymnastics recognises that smoke free environments protect non-smokers from the harmful effects of environmental tobacco smoke (ETS) and contribute to reducing tobacco consumption levels. MYC Gymnastics will encourage quitting attempts and discourage the uptake of smoking – particularly by young people.

- All indoor and designated outdoor working areas controlled by MYC Gymnastics will be 100% smoke free.
- All official functions conducted by MYC Gymnastics will be 100% smoke free.
- Tobacco products will not be sold by MYC Gymnastics or on any premises under its control.
- All staff and members of MYC Gymnastics will not smoke while taking part in any program under its control.

SUN PROTECTION

Gymnastics is predominantly an indoor activity, nonetheless MYC Gymnastics recognises that exposure to ultraviolet radiation (UVR) has negative health effects and will therefore introduce measures to minimize exposure where relevant.

- MYC Gymnastics strongly recommends and supports sun safe practices for all activities held outdoors especially the Australia Day Parade in Main Street, Mornington.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

- Staff and members representing the organisation will always act as positive role models by adopting sun protection behaviours such as wearing long sleeved shirts, broad brim hats and applying sunscreen.

INJURY PROCEDURES

In the event of an injury or other accident at MYC Gymnastics the following procedure will be followed.

IF AN ACCIDENT OCCURS:

- Stop the class and prevent any injured participants from moving or being harmed by further activity.
- Ensure the rest of the class is safe (give responsibility for your group to another coach to remove them from the accident site) and remain at all times with the injured person.
- Request assistance from the First Aid Officer (most senior qualified First Aid personnel) to assess the nature of the injury and give directions regarding treatment.

Talk to the participant:

What happened?

How did it happen?

What did you feel?

Have you injured this part before?

Reassure participant?

Observe the participant

Is the participant distressed?

Is the participant lying in an unusual position?

Is there any swelling?

Is there any difference when compared to the opposite limb?

In the event of minor injury:

- Review the participants Medical Form and administer First Aid – rest, ice, compression and elevation (RICE), gloves must be worn if blood is present.
- Notify parent/guardian at the conclusion of the rotation or as soon as possible.
-
- When talking to parent/guardian do not make any diagnosis, other than the obvious (e.g. Jane hurt her leg), and do not accept or place blame for the accident on anyone or anything (equipment).
- Fill in the incident report and sign
- Coach to call the athlete or parent/guardian within 24 – 48 hours to follow up on recovery or injury.
- If athlete has sought medical attention incident must be reported to work safe.

In the event of major injury:

- Review the participant's Medical Form and administer first aid as required.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

- Do not move the participant if there is a suspected neck or spinal injury, unless there is a risk to life present (e.g. falling debris, fire, explosion).
- Stay with the participant and keep them as calm and comfortable as possible.
- If the seriousness of the injury requires, call an ambulance.
- Telephone the parents/emergency contact and inform them to the situation, trying not to alarm them unnecessarily.
- When talking to parent/guardian do not make any diagnosis, other than the obvious (e.g. Jane hurt her leg), and do not accept or place blame for the accident on anyone or anything (equipment).
- Club Management to call the athlete or parent/guardian within 24 hours to follow up on recovery process of injury.
- If athlete has sought medical attention incident must be reported to work safe.

Roles and Responsibilities

Coach

- Remain with the participant until assistance is provided.
- Make contact with relevant emergency services.
- When in communication with ambulance, provide details regarding the nature of the injury, address and phone number you are calling from and address where the injured party is.
- Talk to parents/guardians as soon as possible.
- Complete relevant sections of the Injury Report form and sign.
- Follow up with injured participant and parent/guardian.

First Aid Officer

- Provide assistance as most qualified first aider present.
- Review medical form and determine appropriate treatment response.
- Complete relevant sections of Injury report and sign.

Accident Reporting and Follow Up

If it is a minor injury a Gymnast Incident Report form must be completed and handed to parent/guardian.

If it is a major injury the Incident report form must be completed and signed by the parents. Ensure that all witness details available are recorded. Any questions relative to Incident Reports should be directed to the Head Coach.

For insurance purposes the incident report is photocopied and handed to parent/guardian.

ADDITION AND CHANGES TO POLICY

Recommended changes to this policy may be submitted to MYC Gymnastics President and Committee for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant members. MYC Gymnastics is committed to ensuring all policies are up-to-date and reflects current times, therefore reviews are undertaken annually.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

RISK MANAGEMENT

This policy applies to the MYC Gymnastics management and day-to-day operations undertaken by the committee, their sub-committee(s), employees and/or volunteers. Adoption of this policy will ensure consistency in risk management principles and procedures.

MYC Gymnastics is committed to providing a safe and stable sporting and work environment, where risks are minimised through proactive management.

MYC Gymnastics accepts risk management as one of its prime responsibilities, forming an integral part of all decision-making processes. MYC Gymnastics management plan is in-line with the Australian Standards of Risk Management.

DEFINITION

Risk is the chance of something happening that will have an impact on the objectives of MYC Gymnastics. Action taken to treat, eliminate, transfer or reduce the risk therefore needs to address the likelihood of an event occurring, the consequences if it does occur, or both. Risk Management is the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects.

COVERAGE

All activities undertaken by MYC Gymnastics as part of its day-to-day operations, conduct of competitions/events, gym sport and related membership programs and/or services are incorporated.

RISK MANAGEMENT PRINCIPALS

MYC Gymnastics Risk Management is characterised by reliance on a number of principles. Adherence to these principles will ensure a good culture for risk management and therefore be encouraged. These principles make the Risk Management Plan and effective and reliable tool in providing information on which the club can act to improve its performance.

These principles include:-

- Leading by example in responding to risk.
- Responding promptly to any concerns.
- Trusting and empowering volunteers and paid staff to manage risk at all levels.
- Education and training.
- Ensuring the right values are instilled in young people.
- Acknowledging, rewarding and publicising good risk management.
- Encouraging learning from untoward or unexpected results, both positive and negative.

ROLES AND RESPONSIBILITIES

All employees, volunteers and members are responsible for ensuring that risks to themselves, others, the Club and sport of gymnastics are minimised. The President and Committee, however, have the ultimate responsibility for successful risk management with the Club President taking day-to-day responsibility for the process. This section specifies the responsibilities of all parties involved in Risk Management within the Club:-



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

Committee:

- Ensure that the context of this policy is communicated to all levels, via distribution of the Club's Risk Management Policy Statement.
- Ensure risk management practices in-line with MYC Gymnastics risk management plans are implemented at all levels.
- Ensure that appropriate training is provided so that risk is actively minimised.
- Provide appropriate resources to ensure that risk is minimised throughout the Club.
- Ensure that risk management is an intrinsic part of their deliberations and that their decisions are in line with this policy.
- Report annually on the year's achievements and on any future risks which may threaten any aspect of the Club's business.

Head Coach:

- Ensure that all sections of the Club have the opportunity to engage in risk assessment and treatment processes.
- Actively encourage reporting of risk, real or potential, and ensure that appropriate action is taken to minimise such risk.
- Ensure that when implementing risk management actions, other related club policies are also adhered to.
- Take day-to-day responsibility for risk management within the Club.
- Ensure advice and support on risk management can be provided to staff, volunteers and members.
- Ensure appropriate and up-to-date documentation of risk identification and treatment.
- Provide appropriate induction on risk management and all other associated policies to new committee members, staff and volunteers.
- Alert the President and Committee of any new high-impact risks, or any other matters requiring attention outside the usual process.

Staff & Volunteers

- Distribute information on risk management throughout their networks, as required.
- Adopt and implement appropriate risk management behaviour in all aspects of their work.
- Report risk, real or potential, and ensure appropriate action is taken to minimise such risk.
- Ensure appropriate and up-to-date documentation of risk identification and treatment, for their particular work areas.

Everyone

- Successful risk management also relies on the personal knowledge, perception and behaviour of all involved in the Club and sport of gymnastics.

SUPPORT/DOCUMENTATION

To ensure risk management is an integral part of the Club's activities, the following support resources and documentation will form part of the MYC Gymnastics risk management program:-

- Risk Management Policy Statement. To assist in communicating the key elements of MYC Gymnastics Risk Management Policy to all members.



MYC Gymnastics
Mornington Youth Club Inc.
A.B.N. 97 816 625 229
350 Dunns Road
Mornington Vic 3931
Phone (03) 5975 3155
Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

- Risk Data Form: A formal method for reporting risk. This sheet can be utilised by any committee member, coach, judge, staff, volunteer, administrator or member.
- Health and Safety Audit – to be carried out every 6 months.

REVIEW

Regular monitoring and review of risks plays an important and integral part of the Club's business. Risk Management will be a standard agenda item for the Committee with a major review being held in May, each year. This process will ensure action plans are implemented and new risks are detected and managed effectively. In addition, the President will regularly review the Risk Register and meet with those responsible for managing specific risks.

CHANGES TO POLICY

Recommended changes to this policy may be submitted to MYC Gymnastics committee for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant members. MYC Gymnastics will review this policy annually and ensure all members, employees and volunteers associated with the Club are aware of the policy.

COMMITMENT

MYC Gymnastics will use the best practice in risk management to support and enhance their activities, in all areas of our Club. We will ensure risk management is an integral part of all our decision-making processes.

MYC Gymnastics will use a structured risk management program to minimise reasonably foreseeable disruption to operations, harm to people and damage to the environment and property. We will identify and take advantage of opportunities, as well as minimising adverse effects. MYC Gymnastics will conduct training to implement risk management effectively. We will strive to continually improve our risk management practices.

RESPONSIBILITIES

The President and Committee will be responsible for the implementation of the risk management process and ultimately responsible for the management of risks in the business. All employees are responsible for managing risks in their areas, while everyone involved in the sport has responsibility for risk management.

MONITORING

The President and Committee will monitor and review the implementation of MYC Gymnastics risk management program. The President will facilitate the development of a common risk management approach across areas of our Club by:-

- Implementing the risk management program.
- Sharing information across all areas.
- Reporting on the progress of implementing the risk management program.



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

RISK RATING = Likelihood x Consequence

LIKELIHOOD RATING TABLE						
Rating		Description	Frequency			
1	Rare	Very unlikely but not impossible	Less than once in 15 years			
2	Unlikely	Plausible, could occur at anytime	At least once in 10 years			
3	Possible/Moderate	Reasonable likelihood to occur at sometimes	At least once in 5 years			
4	Likely	High probability of occurring in most circumstances	At least once per year			
5	Almost Certain	Will probably occur in most circumstances	More than once per year			
CONSEQUENCE RATING TABLE						
Rating		Impact				
		Safety – Persons	Safety – Property	Financial	Image or reputation	Compliance (effect on operations)
1	Negligible (Rectified by normal processes)	No injury	No damage	Less than \$1,000	Low impact	Less than 1 hour
2	Minor (Easily remedied with some effort)	First aid treatment required	Internal repairs	\$1,000 - \$10,000	Low impact	1 hour – 1 day
3	Moderate (Considerable effort to rectify)	Medical treatment required	External repairs	\$10,000 - \$50,000	Moderate impact	1 day – 1 week
4	Major (Requires intervention of top level management)	Extensive injuries OR death	Extensive external repairs	\$50,000 - \$150,000	High impact	1 week – 1 month
5	Catastrophic (Threat to the survival of the organisation)	Severe permanent disablement OR multiple deaths	Irreparable or irreplaceable	More than \$150,000	Extreme impact	More than 1 month
PRIORITY RATING TABLE						
Risk Rating (Likelihood x Consequence)		Management of Risks			Priority Rating	
1 – 3		Acceptable Risks			Low Priority	
4 – 5		Monitor Risks			Low – Medium Priority	
6 – 9		Management Control Required			Medium Priority	
10 – 14		Urgent Management Attention Required			Medium – High Priority	
15 – 25		Unacceptable Risks			High Priority	



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
There are no Codes of Behaviour in place for: <ul style="list-style-type: none"> Participants Coaches Parents Administrators Judges 	2	4	8	MANAGEMENT CONTROL REQUIRED - MEDIUM PRIORITY	BEHAVOUR POLICY, COACHES & COMMITTEE MEETINGS	COACHES ADMIN PARTICIPANTS PARENTS JUDGES	ON GOING REVIEW EVERY 3 MONTHS
The club does not have adequate risk management strategies in place	2	5	10	URGENT MANAGEMENT CONTROL - MEDIUM HIGH PRIORITY	STAFF WORKSHOPS EQUIP & VENUE CHECKS	PRESIDENT COMMITTEE HEAD COACH STAFF VOLUNTEERS EVERYONE	ON GOING REVIEW EVERY 3 MONTHS
The club is not committed to risk management	2	4	8	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	STAFF WORKSHOPS DISTRIBUTION OF INFORMATION. EQUIPMENT & VENUE CHECKS	PRESIDENT COMMITTEE HEAD COACH STAFF VOLUNTEERS EVERYONE	ON GOING REVIEW EVERY 3 MONTHS



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.mycgymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
The club does not plan for potential risks within: <ul style="list-style-type: none"> • Management • Planning • Facilities & Equipment • Technical Development 	1	5	5	MONITOR RISKS – LOW MEDIUM PRIORITY	STAFF WORKSHOPS DISTRIBUTION OF INFO. EQUIP & VENUE CHECKS	PRESIDENT COMMITTEE HEAD COACH STAFF VOLUNTEERS EVERYONE	ON GOING REVIEW EVERY 3 MONTHS
The club does not actively address member/client rights in regard to: <ul style="list-style-type: none"> • Discrimination • Harassment • Intimate relations • Victimisation • Child Protection 	2	4	8	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	DISTRIBUTION OF CODES OF BEHAVIOUR, POLICE CHECKS,	PRESIDENT COMMITTEE HEAD COACH	CONTAINED REVIEW EVERY 3 MONTHS
The club does not actively address the health and safety of all members, clients, staff and/or volunteers.	1	4	4	MONITOR RISKS – LOW MEDIUM PRIORITY	STAFF WORKSHOPS, HEALTH & SAFETY POLICY SMOKE FREE	PRESIDENT COMMITTEE HEAD COACH	ONGOING REVIEW EVERY 3 MONTHS



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
<i>E.g. Health and Safety Policies for Smoke Free, Manual Handling and Healthy Eating.</i>					HEALTHY EATING NEWSLETTER		
<p>The club does not actively address the privacy of members' or clients' personal information including:</p> <ul style="list-style-type: none"> Collection Use Disclosure <p><i>E.g. Privacy Policy</i></p>	2	4	8	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	PRIVACY POLICY ACTIVELY CONSIDERED	PRESIDENT COMMITTEE ADMINIST. HEAD COACH DATA ENTRY OFFICER	CONTAINED REVIEW EVERY 3 MONTHS
<p>The club does not actively address the safety of equipment used by participants including:</p> <ul style="list-style-type: none"> Acquisition Maintenance Replacement <p><i>E.g. Equipment Policy</i></p>	2	5	10	URGENT MANAGEMENT CONTROL REQUIRED – MEDIUM HIGH PRIORITY	EQUIPMENT CHECKLIST STAFF WORKSHOPS REGULAR REPAIRS AND MAINTENANCE	PRESIDENT COMMITTEE EQUIPMENT MANAGER	CONTAINED REVIEW EVERY 3 MONTHS



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.mycgymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
The club does not actively address the rules that govern the fees payable by members' or clients' including: <ul style="list-style-type: none"> • Payments • Refunds <i>E.g. Fees Policy</i>	2	4	8	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	ACTIVE FEE POLICY FEE STRUCTURE REFUND POLICY ADMINISTRATION PROCEDURES	PRESIDENT COMMITTEE	CONTAINED REVIEW BEGINING OF EACH YEAR
The club does not actively address breaches of the Codes of Behaviour or club rules. <i>E.g. Behaviour Management Policy</i>	2	4	8	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	CODES OF BEHAVIOUR DISTRIBUTION OF INFORMATION	PRESIDENT COMMITTEE HEAD COACH ADMINISTR.	CONTAINED REVIEW EVERY 3 MONTHS
The club does not maintain records or minutes from all meetings pertaining to the management and operation of the club.	1	4	4	MONITOR RISKS – LOW MEDIUM PRIORITY	MEETING MINUTES COPY TO COMMITTEE HARDCOPY IN OFFICE	VICE PRESIDENT SECRETARY	ONGOING MEETING EVERY MONTH
The club does not have procedures in place for staff to follow in the event of a fire emergency.	2	5	10	URGENT MANAGEMENT CONTROL – MEDIUM HIGH PRIORITY	FIRE EVACUATION PROCEDURES ALARMS FIRE EXTINGUISHERS	PRESIDENT COMMITTEE ADMINISTRATION. MORNINTON COUNCIL FIRE AUTHORITY	ONGOING FIRE ESCAPES EQUIPMENT CHECKS



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
					FIRE EXISTS		
The club does not have evacuation procedures in place for staff to follow.	2	5	10	URGENT MANGEMENT CONTROL – MEDIUM HIGH PRIORITY	EMERGENCY DRILLS EVACUATION POINTS FIRE EXISTS EMERGENCY PROCEDURES	PRESIDENT COMMITTEE ADMINISTRATION MORNINGTON COUNCIL FIRE AUTHORITY	ONGOING FIRE ESCAPES EQUIP CHECKS
The club does not have procedures in place for staff to follow in the event of unauthorised person(s).	2	5	10	URGENT MANGEMENT CONTROL – MEDIUM HIGH PRIORITY	EMERGENCY POLICY	HEAD COACH ADMINSTRATION.	CONTAINED REVIEW EVERY 3 MONTHS
The club does not have procedures in place for staff to follow in the event of a missing child.	2	5	10	URGENT MANGEMENT CONTROL – MEDIUM HIGH PRIORITY	EMERGENCY POLICY MISSING CHILD POLICE	HEAD COACH COACH POLICE	CONTAINED REVIEW EVERY 3 MONTHS



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.mycgymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
The club does not have procedures in place for staff to follow in the event of injuries.	4	5	20	UNACCEPTABLE RISK – HIGH PRIORITY	INJURY REGISTER	HEAD COACH	CONTAINED REVIEW EACH CASE
The club does not have procedures in place for staff to follow when acquiring equipment.	2	3	6	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	EQUIPMENT POLICY	PRESIDENT COMMITTEE EQUIPMENT MANAGER	CONTAINED REVIEW EACH ACQUISITION
The club does not have maintenance procedures in place for staff to follow when fixing or addressing unsafe/damaged equipment.	2	5	10	URGENT MANGEMENT CONTROL – MEDIUM HIGH PRIORITY	EQUIPMENT POLICY EQUIPMENT CHECKLIST REGULAR MAINTENANCE OR REPAIR	EQUIP MANAGER HEAD COACH	CONTAINED REVIEW MONTHLY
The club does not have procedures in place for staff to follow when replacing damaged, unsafe and/or identified equipment.	3	5	15	UNACCEPTABLE RISK – HIGH PRIORITY	REGULAR REPAIRS AND MAINTENANCE EQUIPMENT CHECKLIST	EQUIPMENT MANAGER HEAD COACH	CONTAINED REVIEW MONTHLY



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.mycgymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
The club does not have procedures in place for staff to follow when fees are paid by a member/client.	2	4	8	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	ADMINISTRATION PROCEDURES	ADMINISTRATION	CONTAINED
The club does not have procedures in place for staff to follow when a member/client or a potential member/client makes an enquiry	2	2	4	MONITOR RISKS – LOW MEDIUM PRIORITY	ADMINISTRATION PROCEDURES	SECRETARY	CONTAINED
The club does not have procedures in place for staff to follow when registering a member/client.	2	2	4	MONITOR RISKS – LOW MEDIUM PRIORITY	ADMINISTRATION PROCEDURES MEMBERSHIP DATABASE	DATA ENTRY OFFICER	CONTAINED
The club does not have procedures in place for staff to follow when reporting to management.	2	3	6	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	COMPLAINT MANAGEMENT PROCEDURES COMMITTEE MEETINGS COACH/JUDGE MEETINGS	PRESIDENT COMMITTEE HEAD COACH	CONTAINED REVIEW POLICY EVERY 3 MONTHS



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
<p>The club does not have procedures in place for staff to follow when a complaint is made by a member or client in regard to:</p> <ul style="list-style-type: none"> Fees or payments Coaching Practices Venue or facilities 	2	3	6	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	BEHAVIOUR MANAGEMENT FEE POLICY REFUND POLICY VENUE CHECKLIST	PRESIDENT COMMITTEE HEAD COACH MORNINGTON COUNCIL	CONTAINED REVIEW ANUALLY
<p>The club does not have procedures in place for staff to follow that ensure all member/client information is distributed to appropriate club personnel including:</p> <ul style="list-style-type: none"> Medical Information Legal issues Contact details Safety information <p><i>In-line with statutory requirements and the Privacy Act</i></p>	2	5	10	URGENT MANGEMENT CONTROL REQUIRED – MEDIUM HIGH PRIORITY	PRIVACY POLICY MEMBER PROTECTION SAFETY PROCEDURES	PRESIDENT COMMITTEE HEAD COACH MORNINGTON COUNCIL	CONTAINED REVIEW ANUALLY



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.mycgymnastics.org.au

FOCUS AREA: MANAGEMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
Club does not have a formalised management or organisation structure in place that demonstrates all paid and unpaid personnel including: <ul style="list-style-type: none"> • Management • Administration • Coaching <i>E.g. Organisation Chart</i>	1	2	2	ACCEPTABLE RISKS – LOW PRIORITY	CLUB STRUCTURE	PRESIDENT COMMITTEE	CONTAINED REVIEW ANUALLY
The club does not outline or provide employment obligations to staff including: <ul style="list-style-type: none"> • Conditions • Induction • OH & S <i>E.g. Employment Agreement</i>	2	3	6	MANGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	HEALTH & SAFETY POLICY STAFF WORKSHOPS EMPLOYMENT AGREEMENTS	PRESIDENT COMMITTEE HEAD COACH	ONGOING
The club does not have a description for each position identified within the club's structure. <i>E.g. Position Description</i>	2	2	4	MONITOR RISKS – LOW MEDIUM PRIORITY	POSITION DESCRIPTIONS	PRESIDENT COMMITTEE	ONGOING REVIEW AS NEEDED



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: PLANNING							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
The club does not strategically plan for long term (3 – 5 years) goals and outcomes. <i>E.g. Strategic Plan</i>	3	5	15	UNACCEPTABLE RISK HIGH PRIORITY	SUCCESS & SUSTAINABILITY ENSURE ALL MEMBERS WORK TOWARDS CLUB DEVELOPMENT	EVERYONE MORNINGTON COUNCIL	ONGOING
The club does not systematically plan for income and expenditure through a budget. <i>E.g. Financial Planning</i>	2	2	4	MONITOR RISKS – LOW MEDIUM PRIORITY	FINANCIAL PLANNING	PRESIDENT COMMITTEE TREASURER	ONGOING

FOCUS AREA: FACILITIES & EQUIPMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
The club does not have a checklist identifying all safety areas of the club's venue and equipment including assent/reporting	2	4	8	MANGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	EQUIPMENT CHECKLIST VENUE CHECKS	PRESIDENT COMMITTEE MORNINGTON COUNCIL EQUIP MGR	ONGOING



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: FACILITIES & EQUIPMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
The club does not complete monthly checks of the club's equipment and venue(s).	2	4	8	MANGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	VENUE CHECKS EQUIPMENT CHECKLIST REGULAR REPAIRS AND MAINTENANCE	PRESIDENT COMMITTEE EQUIPMENT MANAGER, MORNINGTON COUNCIL	ONGOING
The club does not address findings from the equipment and venue safety checks.	2	5	10	URGENT MANGEMENT CONTROL – MEDIUM HIGH PRIORITY	EQUIPMENT & SAFETY CHECKLIST, REGULAR REPAIRS AND MAINTENANCE	PRESIDENT COMMITTEE EQUIPMENT MANAGER MORNINGTON COUNCIL	ONGOING
The club does not conduct education and training for all staff in regard to equipment and venue(s).	2	5	10	URGENT MANGEMENT CONTROL – MEDIUM HIGH PRIORITY	STAFF TRAINING MEETINGS	HEAD COACH SECRETARY	ONGOING
The club's staff does not comply with safety rules and regulations in regard to equipment and venue(s).	2	5	10	URGENT MANGEMENT CONTROL – MEDIUM HIGH PRIORITY	STAFF TRAINING MEETINGS	PRESIDENT COMMITTEE HEAD COACH MORNINGTON COUNCIL	ONGOING



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: TECHNICAL DEVELOPMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
One or more of the club's coaches are not accredited and registered with Gymnastics Australia.	3	2	6	MANGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	COACHES TO BE ACCREDITED WITH GYMNASTICS AUSTRALIA MAINTAIN AND UPDATE ACCREDITATION	HEAD COACH	ONGOING
One or more of the club's programs or classes are not conducted by an accredited and registered coach.	3	2	6	MANGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	PROGRAMS TO BE INLINE WITH GYM. AUSTRALIA. COACH TO BE ACCREDITED WITH G.A MAINTAIN AND UPDATE ACCREDITATION	HEAD COACH	ONGOING
One or more of the club's coaches are not accredited to the level and/or gym sport for which they coach.	3	2	6	MANGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	COACH TO BE ACCREDITED WITH G.A. AND HAVE ACCREDITATION FOR APPROP LEVELS	HEAD COACH	ONGOING



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: TECHNICAL DEVELOPMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
One or more of the club's coaches are coaching beyond their level of competency.	3	2	6	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	COACH TO BE ACCREDITED WITH GYM AUSTRALIA. UPDATE FOR APPROPRIATE LEVEL	HEAD COACH	ONGOING
One or more of the club's trainee coaches are coaching unsupervised.	2	3	6	MANAGEMENT CONTROL REQUIRED – MEDIUM PRIORITY	SUPERVISION MENTORING PROGRAM	HEAD COACH	ONGOING
The club does not have a training program for unaccredited (trainee) coaches. <i>E.g. In-house coach education program</i>	2	2	4	MONITOR RISKS – LOW MEDIUM PRIORITY	STAFF TRAINING WORKSHOPS MENTORING PROGRAM IN HOUSE COACHING PROGRAM	HEAD COACH	ONGOING
One or more of the club's judges are not accredited and registered with Gymnastics Australia.	2	2	4	MONITOR RISKS – LOW MEDIUM PRIORITY	JUDGE ACCREDITATION WITH GYMNASTICS AUSTRALIA.	HEAD COACH	ONGOING



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

FOCUS AREA: TECHNICAL DEVELOPMENT							
Identified Risks	Likelihood Rating	Consequence Rating	Risk Rating	Priority Rating	Action Plan		
					Tasks/Actions	Assigned to	Completion date
					IN HOUSE JUDGE TRAINING		
One or more of the club's judges are not accredited to the level and/or gym sport for which they judge.	2	2	4	MONITOR RISK – LOW MEDIUM PRIORITY	JUDGE ACCREDITATION WITH GYMNASTICS AUSTRALIA. MAINTAIN AND UPDATE ACCREDITATION	HEAD COACH	ONGOING
The club does not have a training program for unaccredited (trainee) judges. <i>E.g. In-house judge education program</i>	2	2	4	MONITOR RISK – LOW MEDIUM PRIORITY	IN HOUSE JUDGE TRAINING COURSE WITH GYMNASTICS AUSTRALIA	HEAD COACH	ONGOING



MYC Gymnastics
 Mornington Youth Club Inc.
 A.B.N. 97 816 625 229
 350 Dunns Road (PO Box 102)
 Mornington Vic 3931
 Phone (03) 5975 3155
 Email admin@mycgymnastics.org.au
www.myc.gymnastics.org.au

TASKS UNDERTAKEN: (activity/area assessed)	HAZARDS IDENTIFIED: N.B. any serious or imminent danger will need a procedure	RISK: Low/ medium/ high	PERSON(S) AT RISK: i.e. coach, participants, volunteers	EXISTING CONTROLS:	ADDITIONAL CONTROL MAESURES REQUIRE	TARGET DATE: For action by	COMPLETED ON: Date and initial