



ARGOS GYMNASTICS CLUB HEALTH & SAFETY POLICY 2025

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COMMITMENT TO TE TIRITI O WAITANGI

ARGOS Gymnastics Club recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. ARGOS Gymnastics Club is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

PRIVACY

ARGOS Gymnastics complies with the Privacy Act 2020 and shall maintain the protection of our members' privacy by ensuring information is collected for necessary and lawful purposes only and by taking reasonable steps to make individuals aware that information is being collected and the reason for such collection.

Please refer to the ARGOS Gymnastics Club Privacy Policy for further information.

This policy applies to all members, administrators, officials, coaches, visitors and volunteers of ARGOS Gymnastics Club

HEALTH & SAFETY POLICY

PURPOSE

This policy aims to:

- support an environment at ARGOS Gymnastics Club that is safe and healthy
- provide a process for proactively identifying, reducing and eliminating hazards and risks to health and safety at ARGOS Gymnastics Club.

VALUES

ARGOS Gymnastics Club is committed to providing a safe and healthy environment for everyone on its premises. People should be protected against harm as far as possible, and health and safety hazards should be identified and addressed quickly and thoroughly. ARGOS Gymnastics Club believes maintaining a safe and healthy environment is everyone's responsibility, though it acknowledges everyone will have different roles and responsibilities.

APPLICATION

This policy applies to anyone involved in ARGOS Gymnastics Club. This includes: volunteers, participants, supporters, club members, visitors, employees, service providers, and families/whānau of participants.

APPOINTMENT OF HEALTH AND SAFETY OFFICER

At least one member of ARGOS Gymnastics Club is to be appointed as a Health and Safety Officer. The Health and Safety Officer is responsible for:

- updating and maintaining the Hazard Identification Register
- maintaining the Incident Register and ensuring it is being used appropriately by all staff

Ensuring the Gym Equipment Register is completed weekly by an appropriate staff member

- undertaking a dedicated three-monthly hazard identification process, including:
 - physical inspections of the premises, equipment, and practices
 - analysis of tasks and how they are carried out by employees/volunteers
 - analysis of processes carried out on the premises
 - analysis of previous 'near miss' incidents.
- reporting to the Committee/Board on identified hazards, incidents and near misses at each committee meeting. Identifying what could have been done to avoid incidents and near misses and taking the necessary corrective action.
- overseeing the implementation and management of this Health and Safety Policy.

HEALTH AND SAFETY RESPONSIBILITIES

Everyone

Everyone will:

- take reasonable care of their own health and safety
- take reasonable care to ensure their actions or inactions do not affect the health and safety of others
- share the responsibility equally, by identifying and reporting hazards, near misses and incidents using the Hazard Identification Register and Incident Reporting Form to the Health and Safety Officer
- join in relevant health and safety training as required
- follow this Health and Safety Policy.

Committee

The Committee will:

- Ensure systems and process are in place to provide and maintain a safe and healthy environment at ARGOS Gymnastics Club, including making sure ARGOS Gymnastics Club's premises, equipment and activities meet appropriate health and safety standards
- Appoint at least one Health and Safety Officer
- Make health and safety a permanent agenda item at all meetings
- Ensure processes are in place such that employees, volunteers and contractors use safe ways of working
- Support all information, training and supervision required to minimise health and safety risks
- Address identified hazards and actions required from reported incidents/near misses and ensure that hazards are isolated, minimised or eliminated to prevent further incidents/near misses
- Review Health and Safety annually, including;
 - Reviewing the Hazard, Incident and Gym Equipment Registers and identifying any trends
 - Updating Health and Safety procedures to ensure they are effective, relevant and operational
 - Providing specific opportunities for employees/volunteers to raise health and safety issues and suggest areas for improving ARGOS Gymnastics Club's health and safety processes.

Employees

Employees will:

- Have a commitment to promoting and continually improving Health and Safety.
- Systematically identify and manage workplace hazards.
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- Ensure they are familiar with the Evacuation procedure and site plan. Staff delivering programmes off-site should be familiar with evacuation and fire safety procedures at the premises where they are delivering programmes.
- Ensure they are familiar with and implement club policies and procedures, in particular, the Hazard Identification Procedure and other Health & Safety related policies eg. Head Injuries, Stretching, Drugs/Doping and Child Protection.
- Ensure first aid kits are well stocked and available, and first aid personnel are up to date with training.
- Ensure equipment is well maintained, checked weekly and documented in the Gym Equipment Register. Repairs and maintenance will be carried out as soon as possible or the equipment will be discontinued for use until repairs are complete.
- Accidents and incidents should be reported to the Code Head Coach in the first instance and an incident form filled out in the second instance. Accidents/incidents occurring within the club are always recorded in the Incident Register. Those occurring at off-site locations must be reported to the Code Head Coach.
- Any major incidents or ongoing issues should be referred to the Committee.
- Members' contact details will be updated regularly to ensure emergency contact can be made if necessary.

Volunteers

Volunteers will:

- prioritise health and safety in everything they do
- supervise the children/young people in their care
- make sure they understand what good health and safety practices look like in the context of the activity/sport.

Contractors

Contractors will:

- comply with all regulations, and codes of practice applying to their trade or profession
- advise the Office Manager of all hazardous equipment, machinery or substances that are brought onto ARGOS Gymnastics Club's premises
- record any incident or near miss on the Incident Reporting Form and provide it to the Office Manager
- use all safety clothing/equipment required to minimise the risk of injury to themselves and others.

EMERGENCY PROCEDURES

Refer to the ARGOS Emergency Earthquake Procedures and Emergency instructions for all workers

REPORTING A BREACH

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedure.

ARGOS Gymnastics Club will take all practicable steps maintain a safe club environment and implement sound Health & Safety practises.

APPENDIX 1: ACCIDENT/INCIDENTS AND ILLNESS PROCEDURES

Rationale

We are committed to providing a consistently safe and healthy environment for each member in our care. When any accident, incident or illness occurs, these will be treated as a priority, responded to immediately, facts recorded, and then reported to the Office (and external agencies, where appropriate).

All practicable steps are taken to ensure that athletes do not come into contact with any person (adult or child) at ARGOS Gymnastics Club, who is suffering from a disease or condition likely to be passed onto staff and athletes, and likely to have a detrimental effect on them.

Policy Detail

ARGOS Gymnastics Club team are First Aid trained, with training renewed every 2 years, to ensure our team have the knowledge and skills to respond to accidents, incidents and illnesses in the club.

ARGOS Gymnastics Club will ensure that the laminated card with emergency contact numbers is placed in a visible position in the utility areas in the centre, for ease of access, and a laminated card with all members who have high-risk conditions will be placed in the coach's office with contact & treatment information.

Following the Accident/Incident and Illness Procedure, our Head Staff are empowered to take responsive and immediate action to provide medical/emergency care for any athlete/staff member or visitor involved in an accident/incident at the centre. If unsure, contact Healthline, the Regional Manager, or the Committee for advice and guidance.

Accidents and Incidents

- Our team will respond immediately to any child involved in an accident/incident at the Club, to ensure the necessary first aid treatment is administered.
- In the case of a serious accident/incident, where an athlete requires immediate medical attention, the athlete will be attended to first and comforted, and first aid treatment will be given. No food or liquids are to be given to the athlete, in case the athlete subsequently needs anaesthetic or surgery. The athlete will be with a Coach/Employee at all times, until the ambulance or medical assistance arrives.
- The primary contact (parents/whānau/caregiver) of the child will be contacted by phone in the first instance and if the primary contact does not reply all remaining contacts (on the gymnasts Friendly Manager account) will be phoned. If no reply, a text will be sent to all contacts. Follow up phone calls, then texts will be made every 20 mins to all contacts until a reply has been received.
- Initial contact with a parent/whānau/caregiver will be made as soon as possible (this may be after the gymnast has received first aid or comforting). In case of a serious accident/incident/illness, the parents/whānau/caregiver will be notified of where the child has been taken to or will be taken to. All communications (including times) attempted and responses received will be recorded via the incident report form.
- The Coach will fill out an incident form, as soon as possible to notify the Centre Manager & Committee of the incident/accident. In the case of a serious accident/incident, the Coach will contact the Head Coach immediately.
- All accidents or incidents (including minor accidents/incidents) will be recorded on the ARGOS incident App by the supervising coach as soon as is practicable but at least within 24 hours of the accident/incident occurring.
- When recording any accident, incident or injury, specific detail is required i.e. what happened, when, why did it happen, who was involved etc.
- The online accident/incident form will be signed by the Centre Manager, within 24 hours of the accident/incident occurring.
- An accident analysis report will be generated, reviewed (including monthly by the committee or immediately where needed), and added to the Incident Register with steps taken to minimise the risk.
- If it is a serious accident/incident, a senior Coach, in conjunction with the Centre Manager, will conduct an accident investigation as soon as possible.
- Where the accident/incident is defined as 'serious' in terms of the Health and Safety at Work Act 2015, *Worksafe* will be notified as soon as possible, and a written report of the circumstances will be provided at least within seven working days. For more information on what is a notifiable injury or illness, go to: <https://www.worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event>

Illness

- The primary contact (parents/whānau/caregiver) of the child will be contacted by phone in the first instance and if the primary contact does not reply all remaining contacts (on the gymnasts Friendly Manager account) will be phoned. If no reply, a text will be sent to all contacts. Follow up phone calls, then texts will be made every 20 mins to all contacts until a reply has been received.
- Initial contact with a parent/whānau/caregiver will be made as soon as possible (this may be after the gymnast has received first aid or comforting). In case of a serious accident/incident/illness, the parents/whānau/caregiver will be

notified of where the child has been taken to or will be taken to. All communications (including times) attempted and responses received will be recorded via the incident report form.

- Details (symptoms, time it was initially observed, action taken, time parents/whānau were contacted) of the illness will be recorded on the ARGOS Incident Form.
- If the child is considered contagious, they will be isolated by taking them to the Centre Managers office (or other designated area in the centre). A team member will be close to the child (to observe and hear them) until the parent/whānau/caregiver can pick them up.
- Children with individual health plans: the plan must be saved in the child's notes in Friendly Manager, and the Centre Manager will set up reminders in the coaches office to ensure individual plans are readily available.
- All individual medication is stored in the drawer of the Centre Manager Desk.

Serious Injury, Incident or Illness Notification

When there is a serious injury, illness, or incident involving a child while at ARGOS Gymnastics Club, and we are required to notify a specified agency, ARGOS Gymnastics Club will also notify the Gymnastics New Zealand and/or the following as soon as is practicably possible:

- The New Zealand Police;
- The Ministry of Health;
- Ministry for Children;
- WorkSafe New Zealand;

Refer to **Accidents and Incidents** above for procedure to follow for a serious accident, injury or illness. If the team are ever unsure about the seriousness of an accident or incident, call the Healthline number for advice and direction: 0800 611 116.

The definition of a serious injury, illness or incident involving a child while at ARGOS Gymnastics Club includes:

- Any incident involving serious injury or trauma to, or illness of a child.
- Any incident where the attendance of an emergency service was sought, or ought reasonably to have been sought.
- Any circumstance where a child appears to be missing; or cannot be accounted for, or appears to have been taken, or removed from the centre by any other person not authorised to do so or mistakenly locked in or out of the centre or any part of the premises.
- The death of a child.

In the case of a serious medical emergency, the club must call 111.

A **serious medical emergency** includes, but is not limited to, the following:

- Obstructed airway
- Breathing issue or difficulty
- Ingestion of a foreign substance, object, magnet
- Convulsion, fitting and/or fainting
- Excessive bleeding or bleeding that does not stop
- Child is unresponsive or has difficulty talking
- Knock to the head, or falls unconscious
- Burns
- Anaphylactic reaction
- Potential fracture – based on the child's level of distress, pain, ability to soothe

Note: a serious medical emergency does not necessarily require *WorkSafe* to be notified. Criteria for notifying *WorkSafe* are very specific. If a child is taken to A&E/hospital, to be checked and/or observed, but is not ADMITTED, this is for the child's safety, but is not a notifiable serious medical emergency. If in doubt about when to contact *WorkSafe*, check with your Area Manager/Manager or the Centre Manager.

EMERGENCY INSTRUCTIONS FOR ALL WORKERS



ADDRESS

NEAREST HOSPITAL /
MEDICAL PROVIDER

AUCKLAND REGION RADIO STATION FREQUENCIES

National Radio	FM 101.4 OR AM 756	Newstalk ZB	FM 89.4
Radio Live	FM 100.6 OR AM 702	MoreFM	FM 91.8

PHONE NUMBER:

WEBSITES

www.nzta.govt.nz (Transport information) Geonet.co.nz (Natural Hazard information)
Metservice.com (Weather information) **Poison Centre 0800 764 766**



EARTHQUAKE

1. DROP, COVER and HOLD. Look after each other and treat injuries if possible.
2. REMAIN where you are, (if you are inside, stay inside. If you are outside of buildings, stay outside) Wait for further instructions from management.
3. EVACUATE when it is safe to do so. Follow the guidance given by your Fire/ Emergency Wardens.
4. MAINTAIN communications with your manager.



VOLCANIC ERUPTION

1. DURING
 - Listen to Civil Defence advice and follow it
 - Stay indoors as volcanic ash is a health hazard.
 - If you have to go outside cover your mouth (use a damp cloth)
2. AFTER. When safe to go outside:
 - Keep your gutters and roof clear of ash as it is very heavy and can collapse.
 - Avoid driving in heavy ash fall.
 - Use mask or a damp cloth and eye protection when cleaning up.



BOMB THREAT / SUSPICIOUS PACKAGE

1. KEEP CALM, listen carefully and get accurate information about the caller and the threat.
2. REPORT the threat immediately to your manager and Police.
3. FOLLOW the evacuation instructions from your Wardens. Take your keys, jacket, wallet and bag. Turn your cell phone off.
4. DISPERSE when you leave the building and turn your phone back on when you are shielded from the impacted building.



FIRE

1. If safe to do so, assist people in immediate danger to a safe area
2. Alert people nearby and raise/ activate the alarm. Dial 1,111 – ask for the Fire Service.
3. EVACUATE to the assembly area. Follow instructions from the Wardens.



STORMS

1. ALWAYS listen to the advice given by management.
2. BEFORE leaving, check in with your family and advise you manager if you need to go home.
3. COMMON SENSE – use when leaving the office. Avoid dangerous situations!



CPR

1. DANGER. Check for danger to yourself, bystanders and patient before assisting.
2. RESPONSE. Check for patient's response – talk and touch.



CALL 1-111



PUMP
Position hands in the centre of the chest



Firmly push down five-centimetres on the chest 30 times



BLOW
Tilt head, Lift chin
Check breathing



Give two breaths. Continue with 30 pumps and two breaths until help arrives

APPENDIX 3: EMERGENCY EARTHQUAKE PROCEDURES

PURPOSE

This procedure outlines what we will do in the event of an earthquake. We will follow the same procedures when practicing an earthquake drill. We will look to our own safety first. We cannot help anyone else if we are injured ourselves.

Inside – when the ground begins to shake

DROP down on your hands and knees. This protects you from falling but lets you move if you need to. If there are no tables around, take no more than three steps away from things that can fall on you, and turn away from windows.

NOTE: *This should happen quickly, quietly and without panic.*

COVER Gymnasts are to get down on their knees, face down, making themselves as small as possible, covering all body parts with the desk.

NOTE: *Stress the importance of gymnasts looking down, not sideways and thereby risking facial injury caused by flying objects.*

HOLD on to your shelter (or your position to protect your head and neck). If the shaking shifts your shelter around, move with it. Gymnasts remain in this position until the shaking stops and you tell them that it is

“ALL CLEAR” (safe to stand up).

NOTE: *Stress that no one should stand up until you have checked the room for safety ie heaters/lights dangling above desks, broken glass on the floor between desks, which you need to clear before students get up.*

Remember there may be aftershocks.

OUTSIDE – WHEN THE GROUND BEGINS TO SHAKE

- Instruct staff and students to stay outside and move away from buildings, street lights and utility wires.
- DROP, COVER and HOLD
 - DROP to the ground
 - Take COVER by covering your head and neck with their arms and hands
 - HOLD on until the shaking stops.

WHEN THE GROUND STOPS SHAKING

- Evaluate the need to evacuate if there are uncontrolled fires or structural damage to the building you are in, go to the emergency meeting point at the base of the carpark.
- If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse
- Arrange medical assistance where required
- Report any matter concerning the safety and well-being of students, staff and visitors to the Incident Controller

APPENDIX 4: BEHAVIOUR MANAGEMENT POLICY

PURPOSE

Positive and responsible gymnast behaviour is essential to ensure the efficient running of the club, the achievement of optimal learning opportunities, and the development of a supportive and cooperative club environment. In addition, we believe that shared values help people to live and work together in harmonious ways and can guide them throughout their lives. Appropriate behaviour promotes feelings of well-being and has a positive effect on the working environment of the club.

Inappropriate behaviour that puts children and staff members' health at risk is unacceptable. Any situation where a member of the club community feels unsafe at ARGOS Gymnastics due to any form of unacceptable behaviour such as harassment, discrimination or a threat or act of violence will not be tolerated.

POLICY STATEMENT

ARGOS Gymnastics will:

- work with parents and gymnasts to support Gymnast with class expectations and class management procedures
- provide a safe and secure learning environment;
- ensure ARGOS Gymnastics complies with all policies and guidelines set out by Gymnastic New Zealand (GNZ) and Sport New Zealand (Sport NZ), in regard to gymnast engagement and wellbeing.

IMPLEMENTATION

- Coaches encourage ARGOS Gymnastics' three golden rules, during all club events and classes.
- Regular education for staff members on how to support gymnasts with class expectations
- Development of strong and respectful relationships with staff and other club members.
- Coaches have a collective responsibility for the health, safety, and wellbeing of all gymnasts.

ARGOS Gymnastics acknowledges that the key to effective learning is the relationship that gymnasts and parents develop with the club. ARGOS Gymnastics encourages gymnasts to take responsibility for their actions. Gymnasts are guided to identify any harm done by their actions and what is required to repair the harm that their actions have caused. This does not mean gymnasts are not provided with consequences for their actions, but the emphasis is on having the gymnasts understand their actions and

take responsibility for them. We want to engage gymnasts in the program and develop the necessary social skills necessary for gymnasts to be successful in all facets of their life.

ARGOS Gymnastics values its gymnasts and seeks to acknowledge those gymnasts who consistently demonstrate appropriate behaviours. Staff are expected to acknowledge those gymnasts acting appropriately through praise and communication with heads of codes.

RIGHTS AND RESPONSIBILITIES

- Members of our club community have the following rights and responsibilities
 - All gymnasts have the right to be safe, in a caring and purposeful learning environment that is free from all forms of intimidation, harassment and bullying.
 - All gymnasts have the right to work and play without interference.
 - All gymnasts will be encouraged to exhibit pride in their club.
 - Gymnasts are expected to attend gymnastics regularly and all absences must be explained. Any extended absence could inhibit a gymnast's progression
 - Coaches should expect to be able to teach in an atmosphere of order and cooperation.
 - Parents have an obligation to support the club in its efforts to maintain a productive teaching and learning environment.
 - Management and staff have an obligation to implement the Code of Conduct fairly, reasonably and consistently.
 - All Gymnasts should maintain good personal health and hygiene in a drug and alcohol-free club environment.
- Gymnasts have a right to expect a safe learning environment and the ability to participate in all aspects of the gymnastics program. It is also their responsibility to follow all class expectations and treat all members of the club with respect. This includes demonstrating respect for themselves, their coaches, members of our club, and our environment. A gymnast must also ensure that other gymnasts have a right to learn in a safe environment and that their actions do not prevent this from occurring.
- Gymnasts are expected to demonstrate the three golden rules and club values.
- Parents and carers have an expectation that their gymnasts will be educated in a safe and caring environment. There is a responsibility upon parents to support their gymnast's education by ensuring regular attendance, with open communication with the club regarding the progress of their gymnast and to support the club in maintaining a safe, caring and respectful learning environment.
- All members of the ARGOS Gymnastics will be treated equally with dignity and respect. It is unlawful to discriminate against any individual on the basis of religion, race, age, gender, sexuality or impairments.

MANAGING INCIDENTS

- ARGOS Gymnastics will use a staged response to manage incidents through the Class Management Flowchart.
- Gymnasts will be made aware of the expectations and will be rewarded when demonstrating the appropriate behaviour. The class coach will initially attempt to resolve any problem and will be responsible for allocating preliminary consequences through the Class Management Flowchart. Gymnasts may also be sent to the office before parents/caregivers are called to pick up gymnasts from the front office.
- Coaches will use progressive disciplinary action as needed with every warning. If the undesirable behaviour persists gymnasts may be referred to a member of the leadership team for further discussion. Parents may be contacted to attend a formal interview. Other sanctions may include withdrawal from classes or suspension.
- Suspensions can only be determined by ARGOS Gymnastics' committee after consultation with parents.
- If the issue is serious enough, the Club President may intervene and bypass the above strategies.
- The club may use suspension, but only when all other measures have failed and only for the shortest possible time.
- Expulsion is a measure of last resort the right of appeal by parents is acknowledged.
- Only the Committee has the authority to make the final decision to terminate memberships. This authority cannot be delegated.

BULLYING AND CYBERBULLYING

- Bullying includes but is not limited to; name-calling, talking about another gymnast to other members, laughing at another member in relation to gymnastics, and any physical contact.
- Bullying of any kind **will not** be tolerated at ARGOS Gymnastics.

DOCUMENTATION

- ARGOS Gymnastics will only share documentation with allocated personnel to ensure gymnasts' privacy is respected.

FURTHER INFORMATION - SUSPENSION:

- Gymnasts will be suspended for the shortest time appropriate.
- Gymnasts can be suspended immediately or after a parent-head coach meeting is convened
- Gymnasts can be suspended for inappropriate behaviour:
 - While attending ARGOS Gymnastic Classes

- Engaging in events away from ARGOS Gymnastics
- To be considered for suspension the gymnast's behaviour must meet one or more of the following conditions. He/she/they:
 - Behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
 - Causes significant damage to or destruction of property;
 - Commits or attempts to commit or is knowingly involved in the theft of property;
 - Possesses, uses or sells or deliberately assists another person to possess, use or sell illicit substances or weapons;
 - Fails to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
 - Consistently engages in behaviour that vilifies, defames, degrades or humiliates another person based on age; breastfeeding; gender; identity; impairment; industrial activity; lawful sexual activity; marital status; parent/carer status or status as a carer; physical features; political belief or activity; pregnancy; race; religious belief or activity; sex; sexual orientation; personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes;
 - Consistently behaves in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other member.

Please note: For incidents that occur outside of ARGOS Gymnastics or in locations other than those listed above, a suspension cannot be used as a response. The impact of cyberbullying (and other behaviours) outside of ARGOS Gymnastics' premises is acknowledged, however, if the behaviour occurs solely outside of ARGOS Gymnastics premature suspension is not an available recourse.

MEMBERSHIP TERMINATION:

Only the committee has the authority to terminate a membership from ARGOS Gymnastics. Termination is the most serious consequence and this action will only be taken when all other measures consistent with the Class Management Flowchart, outlined above, have been tried and it is deemed the only appropriate measure.

The gymnast's behaviour must meet one or more of the following conditions:

- Behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
- Causes significant damage to or destruction of property;
- Commits or attempts to commit or is knowingly involved in the theft of property;
- Possesses, uses or sells or deliberately assists another person to possess, use or sell illicit substances or weapons;
- Fails to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
- Consistently engages in behaviour that vilifies, defames, degrades or humiliates another person based on age; breastfeeding; gender; identity; impairment; industrial activity; lawful sexual activity; marital status; parent/carer status or status as a carer; physical features; political belief or activity; pregnancy; race; religious belief or activity; sex; sexual orientation; personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes;
- Consistently behaves in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other member.

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed as part of ARGOS Gymnastics' review cycle and/or if guidelines change.

APPENDIX 5: HEAD & NECK INJURY POLICY

PURPOSE

To ensure any injured gymnast receives immediate and appropriate treatment for any head and/or neck injury sustained at ARGOS Gymnastics Club.

GUIDELINES

- This policy applies to any gymnast who falls on or from the apparatus, landing mats or floor, and lands on their head or neck, either in training, competition or any gymnastic related activity.
- Coaches and club officials should be aware that symptoms related to a head or neck injury may not be immediately apparent hence the need for immediate stand downs from gymnastic activity.
- Any head or neck injury sustained should be reviewed by a medical doctor in the shortest appropriate time frame.
- Any gymnast showing signs of concussion (ie. Dizziness, loss of memory, nausea, confusion, slurred speech, pupil size difference or loss of consciousness) will automatically be stood down from all gymnastic activity until clearance to continue is received from a medical doctor.

- Where concussion is suspected, but not evident, despite a head injury, the gymnast must be stood down from all gymnastic activity until clearance to continue is received from a medical doctor.
- Any significant neck injury should be assessed for the presence of any associated neurological symptoms (ie. Weakness, numbness or similar). These neck injuries should be screened by a medical doctor following the injury and appropriate x-rays taken to exclude a fracture.
- Any gymnast suffering a significant neck injury must be stood down from all gymnastic activity until clearance to continue is received from a medical doctor.
- On receipt of a medical clearance document, the event director in consultation with the control judge (in the situation of a competition) or the supervising coach (in the situation of training) is the official authorised to approve resumption of continued gymnastic activity. A copy of the clearance document should be made and kept on record in the office.
- It is a Gymnastics New Zealand requirement that at any time gymnastic activity is occurring within the club, at least one person holding a current first aid certificate, will be present at all times.

This policy is dependent on the severity of the injury and any associated symptoms. Due caution must be taken by all ARGOS Gymnastics Coaches where a head or neck injury occurs.

APPENDIX 6: PHOTOGRAPHIC MEDIA POLICY

PURPOSE

To ensure the privacy and protection of all club members, participants and visitors whilst in the club's facilities. To ensure safety guidelines are followed when dealing with any publishing on the Internet.

GUIDELINES

- Photographic media includes any device capable of taking and storing an image eg. cameras, videos, phones.
- Mobile phones, regardless of their functions, are not to be used in the toilet/changing room areas.
- The use of photographic media within the gym's facilities is only permitted when it is clear that you have the permission of the person being photographed.
- Flash photography is not permitted while gymnasts are competing and/or training on any of the equipment.
- If you come to the gym specifically to film or take photos you must have authorisation from ARGOS Gymnastics e.g, photographers from the media during an event or doing an article for the newspaper, parents/caregivers photographing their children during training sessions.
- The taking of photos must comply with principles 1,3 and 4 in the Privacy Act 1993:
Principle 1 = purpose of collection -is it necessary and is it for a lawful purpose?
Principle 3 = fact of collection- Does the person know it is being taken and by whom?
Principle 4 = manner of collection (photos must not be intrusive or inappropriately taken).
- Where the gymnast does not have a signed current Membership form, then permission must be obtained from that person before any photos are published on the club website or any other internet site.
- Photos used by the club for publications not on the internet are covered by the declaration on the club membership form.
- Any photographs posted to the club website or other internet site must not contain any personal information that may lead directly to the identity of the person in the photo.

ARGOS Gymnastics Club reserves the right to approach and question the purpose of anyone suspected of breaching this policy.

APPENDIX 7: SMOKEFREE POLICY

PURPOSE

We want our workplace to have a positive and healthy culture. To ensure the club environment is safe and healthy for staff, members and their families and visitors, in accordance with the Smoke-free Environments Act 1990 and amendments (2003). The act requires all internal areas of sports clubs to be permanently smoke-free, 24 hours a day, 7 days a week. This policy applies to all employees at our workplace, and to anyone who comes into our workplace.

GUIDELINES

- We are a smokefree workplace. If you work with us, we expect you to follow our smokefree policy.
- ARGOS Gymnastics recognises that vaping, smoking and passive smoking is hazardous to health.
- ARGOS Gymnastics is in favour of reducing the social approval of vaping and tobacco use, particularly among young people.
- ARGOS Gymnastics will ensure all areas are smoke free including the change rooms, coaches office, toilets, spectator viewing areas, offices, main floor area and within 5 metres of entrances/exits.
- There will be no selling of tobacco or vaping products on the premises.

- ARGOS Gymnastics will ensure that organisations or individuals using the facility agree to comply with our Smoke-free policy.
- All club officials, members, coaches and/or administrators are not permitted to smoke or vape while wearing a club uniform whether acting in an official capacity (both at our club and while away for competitions) or out in the general public eye.
- ARGOS Gymnastics will advise contractors or individuals working within the premises of our Smoke-free policy.
- Ensuring a complaints procedure whereby notification of any breach of this policy can be made in writing to the Management Committee.
- ARGOS Gymnastics will ensure prominent display of non-smoking signage.
- **Vaping and e-cigarettes:** The terms of this policy also applies to vaping and using e-cigarettes, and other tobacco products that are used in other ways.

APPENDIX 8: SOCIAL MEDIA POLICY

PURPOSE

The purpose of the social media policy is to provide employees and members of ARGOS Gymnastics Club with:

- *Guidance with respect to both personal and ARGOS Gymnastics Club's use of social media so that the use of social media by staff and member is consistent with objects and purposes of ARGOS Gymnastics Club as detailed in its constitution; and*
- *Information on the course of action should this policy be breached*

APPLICATION

- This policy applies to all employees and members of The ARGOS Gymnastics Club.
- This policy is broad in nature to accommodate the fast-changing landscape of social media
- The following documents must be read in conjunction with this policy:
 - a) Club Code of Conduct Policy;

DEFINITION

In this policy "**Social Media**" means a dialogue allowing people to socially interact with on another online; some examples of social media sites and applications include Facebook, YouTube, Tik Tok, blogs and other sites that have content based on user-participation and user-generated content.

PRINCIPLES

ARGOS Gymnastics Club supports the use of social media as a way of:

- Facilitating communication and dialogue between its members, employees and the public audience and;
- Promoting the objects and purposes of ARGOS Gymnastics Club as detailed in its constitution.
- Employees, committee members and other individual members must always be alert to the fact that posting on social media site can be immediate, public and permanent.
- The line between personal and professional are easily blurred in social media. What you say online is public, even when you are speaking in your own personal profile (such as your personal facebook page) Therefore, anything you say online has the potential to have consequences for ARGOS Gymnastics Club.

PERSONAL SOCIAL MEDIA INVOLVEMENT

While ARGOS Gymnastics Club respects the rights of its members and employees to free speech, an employee, committee member, or other individual member using a social media site for private use should:

- When posting about ARGOS Gymnastics Club be polite and respectful to all staff and members, do so in a professional manner and always consider how the post may reflect on that person and/or ARGOS Gymnastics Club
- Not say or do anything that may bring the purposes, objects or reputation of ARGOS Gymnastic Club into disrepute;
- Show proper consideration for the privacy of members and employees;
- Ensure that any information posted about ARGOS Gymnastic Club is factually correct; and
- Use common sense.

ARGOS GYMNASTICS CLUB SOCIAL MEDIA PRESENCE

- Any member who wishes to hold administrative rights to an official ARGOS Gymnastics Club social media presence must seek prior approval to do so from the Centre Manager
- Authority to approve the establishment of any official ARGOS Gymnastics Club social media presence rests with the Centre Manger, and as part of the approval process, the Centre Manager will identify who will have responsibility for maintain each area of the particular site.
- Any person identified by the Centre Manager as having responsibility for an ARGOS Gymnastics Club social media presence must ensure that the information posted on the site is:
 - a) Up to date and includes appropriate links to the ARGOS Gymnastics Club's webpage applicable;
 - b) Accurate and factually correct; and
 - c) Professional in tone and style.

- The Centre Manager has authority to moderate any ARGOS Gymnastics Club content on any social media site and to delete any post that, in his or her opinion, pose a reputational risk to the ARGOS Gymnastics Club or any of its employees or members.

NON-COMPLIANCE WITH THIS POLICY

Non- compliance with this policy:

- For club employees this may result in disciplinary actions, and
- For all other members this may result in terminations of membership in accordance with the process presently contained in clause 9.3 of the constitution.

PRIVACY

The Club shall maintain the protection of our members' privacy by:

- ensuring information is collected for necessary and lawful purposes only.
- taking reasonable steps to make individuals aware that information is being collected and the reason for such collection.
- ensuring that information is collected in a fair manner.
- requiring the appropriate storage and security of recorded information
- ensuring information is used only for the purpose for which it was collected.
- complying with Principles 6, 9 and 11 of the Privacy Act 2020 relating to access to and retention and disclosure of information.

Please refer to the ARGOS Gymnastics Club Privacy Policy for further information

ARGOS Gymnastics Club will take all practicable steps maintain a safe club environment and implement sound Health & Safety practises.



Club President

1 April 2025

Date:

Read & Understood

Staff Member/Volunteer/Committee Member

Date