



Club 10 Resources

What is Club 10?

Club 10 is Gymnastics Australia's quality assurance and risk management system for affiliated gymnastics clubs. Involving a series of checklists and application processes, clubs can move through the 5 levels of accreditation via self assessment, external assessment and endorsement. Club 10 was developed to help people who run gymnastics clubs understand how to establish and maintain management systems that will assure quality and give the necessary information to enable clubs to build such systems.

Management systems, if well planned and written, will underpin any service business such as a gymnastics club. Although, not all gymnastics clubs need to restructure all processes to meet National Standards. The Club 10 Resources help to show clubs how to apply management systems that make good business sense that lead to improvements within the club.

Assistance

To assist clubs comply with the National Standards and to help them assess and compare their current documentation, Gymnastics Australia, in partnership with State Associations, has developed a series of resources that address various quality management systems.

Management styles vary greatly from one gymnastics club to another. Whether the club is managed by an elected committee (volunteers) or is owned by a private operator or is even a "one man band", the Club 10 Resources have been designed to address all styles of management.

Club 10 Resources

There are three resource formats:

- Examples
- Templates
- Fact Sheets

Club 10 Resource Example

The image shows a 'Club 10 Injury Report Form Example'. The form is titled 'INJURY REPORT FORM EXAMPLE' and includes the following sections:

- Injury Details:** This report reflects an accurate record of the patient's reported symptoms of injury.
- Name of person injured:** Club (State/Territory)
- Date when injury occurred:** / /
- Date when injury is evident:** / /
- Person injured:** Athlete Coach Other
- Gender:** M F
- Supervising Coach:** Signature: _____ Date: _____
- Witness:** Signature: _____ Date: _____
- First Aid provided by:** Signature: _____ Date of first Aid: / /
- Initial Treatment:** No treatment required CR CRASH CRASH Dressing Skipping Massage Stretching
- Reason for presentation:** New Injury Aggravated Injury Other
- Where did the injury occur?** Gym Home Other
- Symptoms of injury:**
 - Injured
 - Head/Neck
 - Bruising/Contusion
 - Rash
 - Cardiac problem
 - Concussion
 - Confusion
 - Disorientation
 - Dislocation
 - Electrical Shock
 - Fracture/Head (if suspected)
 - Grade III/IV laceration
 - Heavy Swelling
 - Inflammation/Swelling
 - Infection
 - Internal Bleeding
 - Loss of consciousness
 - Open wound/abrasion
 - Pain
 - Hoarseness
 - Respiratory Problem
 - Spinal
 - Swain
 - Tired
 - Tenderness
 - Other
- Body part injured:** _____
- How did the injury occur?**
 - Collision with fixed object e.g. vaulting horse
 - Collision with another person
 - Fall from height/overhead landing
 - Fall/stumble on same level e.g. mats
 - Overbalance
 - Overstretch
 - Twisting
 - Other
- Explain how the injury occurred:** _____
- Was protective equipment worn on the injured site?** Yes No
- e.g. hand guard, Pommelion** Yes No
- No referral Medical Practitioner/Physiotherapist Hospital
- Immobilised Other
- Signature of person completing form:** _____ **Date:** / /

Examples demonstrate HOW the club could implement the management system within their current administration practices.



Club 10 Resource Template

CLUB 10 TEMPLATE

EMPLOYMENT AGREEMENT

THIS AGREEMENT IS MADE THE _____ DAY OF _____, 20____.

BETWEEN:

[Enter club name and ABN number if appropriate] of [enter club address here] ("we"),

AND

[Enter employee's name here] of [enter employee's address here] ("you").

A. We are involved in recreational and/or competitive gymnastics programs;

B. You are qualified and experienced in the instruction, training and preparation of athletes in the sport of gymnastics;

C. We wish to retain your services as [enter position title here], and you wish to render your services to us on these terms and conditions.

1. **Operative Provisions**
You agree to work for us in [insert position title] on the terms and conditions set out below.

2. **Position**
As [enter position title here], you will be based at the Club's premises in [City, State] or such other place of work as we reasonably require. You will report to [enter position title here] and work in conjunction with the [enter appropriate 'teams' here - e.g. NZJ Gymnastics Coaching Team].

3. **Position Description**
Your Duties will consist of those set out in the position description in Schedule "A" ("Duties"), as amended from time to time in writing upon agreement by us.

4. **Entire Agreement**
This Agreement, including all Schedules and documents incorporated by reference, contains all the terms and conditions relating to your employment and supersedes any previous agreements or discussions that have taken place between us. Any amendment or variation will be valid only if it is in writing signed by both parties.

5. **Prerequisites**
It is a precondition of your employment that you obtain a current police check, sign a prohibited persons declaration and consent form, and comply with any other requirements of all relevant child protection legislations in [insert relevant State or Territory].

6. **Commencement Date & Term**
Your employment will commence on [enter date here], subject to the terms of this Agreement, the terms will be [insert period of time only if this is a fixed term contract].

7. **Probation**
You will initially be engaged on the basis of a three month probationary period. At the end of the probationary period, either you or we may terminate your employment for any reason without explanation and without reprobation. The purpose of the probationary period is to enable us to ascertain your suitability and our capability to work together. At the successful

Templates allow the club to MODIFY the document and implement it immediately. These include most, if not all, the National Standards required for compliance assessment.

Club 10 Resource Fact Sheet

Last updated July 05

Nuts and Seeds Guidelines

It is important that clubs are aware of the identification and management of athletes with allergies and severe allergic reactions, known as "Anaphylaxis".

In some cases, Anaphylaxis can cause death quite quickly. Therefore, as with any other serious medical condition, it is essential that athletes and parents of athletes be asked to advise the club of any known allergies that the athlete may have, in particular peanut allergies which are the most common and often have the most life threatening potential.

This would most easily be done at the time of registration of an athlete, however parents/coaches and athletes should be urged to advise the club at any time as soon as an allergy is diagnosed, and to provide the club with a detailed report from the treating doctor on risk factors and appropriate treatment.

Privacy legislation and common sense dictates that all such information obtained must be kept strictly confidential although consent should be obtained to disclose the relevant details to the people within your club who will need to know, such as coaches and teachers who supervise athletes, particularly children. These people should also have specific training or information in the emergency treatment required in the event of an anaphylactic attack, including permission to administer that treatment.

From a legal point of view, the club and its employees are required to do what is "reasonable in the circumstances". Clearly if the club is unaware of the athlete's allergy its legal obligations may be less, but that is not a reason not to make enquiries of all athletes as to any known allergies. Quite apart from the need to ensure the safety and well-being of athletes, it may well be required for a club not to take the relatively simple step of asking athletes to tell them of any known allergies or other serious medical condition.

Clubs introducing policies and procedures to meet the needs of anaphylactic children, while they may differ in detail, should include three general areas:

- information and awareness for the entire club community;
- avoidance of the allergens; and
- emergency response procedures in case of accidental exposure.

By its very nature, the information in these guidelines is by way of summary only and is very general. It is intended only to make you aware of the issues and is not intended to, nor should it be taken as, legal or medical advice. Clubs should obtain specific advice on their own situation from appropriately qualified legal and medical practitioners.

Disclaimer of Liability
The information contained in this document has been prepared to provide guidance to clubs. Gymnastics Australia is not providing legal advice and disclaims any liability arising from the use of this document.

Fact Sheets explain and identify the reasons WHY the management systems are important to quality assurance and risk management and why they are deemed best practice within our industry.

Accessing the Club 10 Resources

The Club 10 Resources are not available to the public. Access is only open to affiliated gymnastics clubs who are working within the Club 10 Accreditation Scheme. To request a Club 10 Resource, the club chooses a specific resource, from the Resource Register, and submits the request via the Club 10 Resources web site.

www.gymnastics.org.au/Club10/Club10_resources.htm