



# Surf Life Saving Club Gymnasium forms v2

December 2019



# Contents

SLS Gymnasium membership form	3
SLS Pre-activity questionnaire	4
SLS Terms and conditions for the use of the club gymnasium	5
SLS Gymnasium code of conduct	5
SLS Gymnasium Induction form	7
SLS Gymnasium sign-in/sign-out sheet	8

## Note

- All gymnasium forms should be collected by a surf lifesaving club's designated 'gym supervisor' and filed securely in accordance with the SLS privacy policy found at [sls.com.au/privacy-policy/](https://sls.com.au/privacy-policy/).

## Disclaimer

The example templates within this document are provided by SLSA to surf lifesaving clubs to assist them with the management of their surf lifesaving club gymnasiums and are intended for SLS members utilising their club's gymnasium. Any Surf lifesaving club operating as a public gymnasium needs to ensure that the appropriate local government approvals and insurance cover are in place.

Surf lifesaving clubs should seek appropriate legal and financial advice as necessary. SLSA is not liable and accepts no responsibility to users of these templates for any injury, illness, loss or damage however caused resulting from use of these templates.

All information obtained through the use of these forms are covered by the Surf Life Saving (SLS) privacy policy found at [sls.com.au/privacy-policy/](https://sls.com.au/privacy-policy/).



# SLS Gymnasium membership form

Member details			
Name		Date of Birth	
Gender (M/F/X)		Phone	
Address		Email	

Emergency contact details			
Name		Phone	
Relation		Email	

Gym membership form checklist	
SLS Form	Tick once read/completed
1 SLS Gymnasium membership form	<input type="checkbox"/>
2 SLS Pre-activity questionnaire	<input type="checkbox"/>
3 SLS Terms and conditions for the use of the club gymnasium	<input type="checkbox"/>
4 SLS Gymnasium code of conduct	<input type="checkbox"/>
5 SLS Gymnasium induction form	<input type="checkbox"/>

Member declaration	
<p>I acknowledge that I have:</p> <ul style="list-style-type: none"><li>• read the '<i>SLS Terms and conditions for the use of the Club Gymnasium</i>' and agree to be bound by those legally binding terms and conditions</li><li>• read the <i>SLS Gymnasium code of conduct</i> and shall follow it at all times when using a surf lifesaving club gymnasium</li><li>• completed the <i>SLS Pre-activity Questionnaire</i></li><li>• participated in a <i>SLS gymnasium induction</i>.</li></ul>	
<p>I declare that I have no medical condition that would involve a risk to me or other users in my use of the gym.</p>	
Signature	Date

SLSC Gym Supervisor Approval			
Name		Phone	
Signature		Date	

This form is to be submitted to your surf lifesaving club gym supervisor and is all information in contains is covered by the Surf Life Saving (SLS) privacy policy found at [sls.com.au/privacy-policy/](https://sls.com.au/privacy-policy/).

## SLS Pre-activity questionnaire

This questionnaire tool aims to identify Surf Life Saving members with a known disease, or signs and symptoms of disease, who may be at a higher risk of an adverse event during physical activity/exercise. It does not provide advice on a particular matter nor does it substitute for advice from an appropriately qualified medical professional. No responsibility or liability can be accepted by Surf Life Saving (SLS) for any loss, damage or injury that may arise from any person acting on any statement or information contained in this tool. This questionnaire is to be submitted to your surf lifesaving club gym supervisor and is all information it contains is covered by the SLS privacy policy found at [sls.com.au/privacy-policy/](https://sls.com.au/privacy-policy/).

Questionnaire		
Question	Yes	No
1 Has your doctor ever told you that you have a heart condition, or have you ever suffered a stroke?	<input type="checkbox"/>	<input type="checkbox"/>
2 Do you ever experience unexplained pains in your chest at rest or during physical activity/exercise?	<input type="checkbox"/>	<input type="checkbox"/>
3 Do you ever faint or have spells of dizziness during physical activity/exercise that causes you to lose balance?	<input type="checkbox"/>	<input type="checkbox"/>
4 Have you had an asthma attack requiring immediate medical attention at any time over the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
5 If you have diabetes (type I or type II) have you had troubles controlling your blood glucose in the last 3 months?	<input type="checkbox"/>	<input type="checkbox"/>
6 Do you have any diagnosed muscle, bone or joint problems that you have been told could be made worse by participating in physical activity/exercise?	<input type="checkbox"/>	<input type="checkbox"/>
7 Do you have any other medical condition(s) that may make it dangerous for you to participate in physical activity/exercise?	<input type="checkbox"/>	<input type="checkbox"/>
8 Are you allergic to any substances? — If yes, please comment below	<input type="checkbox"/>	<input type="checkbox"/>
9 Are you taking any medication? — If yes, please comment below	<input type="checkbox"/>	<input type="checkbox"/>
<b>Allergies</b>		
<b>Medications</b>		

If you answered 'Yes' to any of the first seven questions, lead a sedentary lifestyle or are over 40 years old, please seek guidance from a medical professional prior to undertaking any physical activity exercise. You will need the clearance from a medical professional before accessing the surf lifesaving club gymnasium at your club.

Member declaration		
<b>Name</b>		<b>Phone</b>
<b>Address</b>		<b>Email</b>
<p>I declare that the information I have provided in this questionnaire is true to the best of my knowledge. I understand that:</p> <ul style="list-style-type: none"> <li>I should seek a medical professional's advice if I have a medical condition that may affect my exercise program, if I lead a sedentary lifestyle or am over 40 years old.</li> <li>I may require a doctor's clearance before using the gym.</li> <li>I may participate in exercises/physical activities which may expose me to certain risks and that I do so at my own risk</li> <li>it is my responsibility to advise the gym supervisor of any medical/physical conditions that may prevent me from exercising</li> </ul>		
<b>Signature</b>		<b>Date</b>

## SLS Terms and conditions for the use of the club gymnasium

---

The below Surf Life Saving (SLS) terms and conditions are legally binding for members of surf lifesaving club gymnasiums.

1. I waive all claims or causes of action which I might otherwise have arising out of loss or life or injury, damage or any other loss, which I may suffer in the course of or consequent upon my entry or participation in any activities in the surf lifesaving club gymnasium.
2. This waiver, release and discharge shall operate separately in favour of any person involved in the ownership and/or operation of the gymnasium. The waiver shall operate whether or not the loss, injury or damage is attributable to the act or neglect of any one or more of such persons.
3. I acknowledge that I will comply with any reasonable direction of the officials and staff of the surf lifesaving club in relation to:
  - a. entry and exit to and from the gymnasium
  - b. the use of the facilities and equipment in the gymnasium
  - c. my behaviour and conduct whilst on the premises.
4. I acknowledge that I have sole responsibility for my personal possessions and athletic equipment whilst at the gymnasium or during its related activities.
5. I consent to receive medical treatment which may be deemed advisable in the event of injury, accident and/or illness whilst on the premises. It is suggested that all persons seek medical advice and obtain a medical clearance prior to engaging in physical exercise.
6. I am aware that the use of the gymnasium and its facilities may involve strenuous activity that can be physically demanding, and that exercise and the equipment used is potentially dangerous.
7. I agree that I am in a good state of health and I am medically fit to use the gymnasium facilities and there is no medical reason to prevent me from proceeding with the use of the gymnasium facilities without endangering my health.
8. I agree to conduct myself in an orderly and proper manner and not engage in conduct, which could cause harm, create a hazard or nuisance to other members.
9. I acknowledge that the surf lifesaving club cannot warrant the safety and suitability of the gymnasium equipment.
10. I hereby assume all risks associated with the use of the use of the premises and facilities.
11. I have undertaken an orientation tour and induction of the gymnasium.

**Note:**

Only SLS members utilising their SLS club gymnasium for the purpose of general fitness and training as part of their role as a volunteer lifesaver are covered by SLS member insurance.

## SLS Gymnasium code of conduct

---

The following codes of conduct outline the expected behavioural guidelines for SLS members and persons using a surf lifesaving club gymnasium. The codes should be followed at all times by all SLS members and all people involved in any way with surf lifesaving club gymnasiums.

1. Each time you use the gym please write your name and the date in the *Gymnasium Sign In/Sign Out Sheet*. The *Gymnasium Sign In/Sign Out sheet* is located inside the entrance to the gym. Ensure any equipment faults or incidents are also recorded on the *Gymnasium Sign In/Sign Out Sheet*.
2. Admission to the gymnasium is in accordance with club policy and the area should be secured at all times to ensure no unauthorised use or access to the gymnasium.
3. No smoking, food or drink (other than bottles/water cooler) is permitted in the gymnasium.
4. Do not remove equipment from the gymnasium without the gym supervisor's approval.
5. Always use a separate towel for hygiene purposes and wipe equipment after use.
6. If you are on your own, or the last person in the gymnasium, switch off all electrical equipment on leaving and ensure gymnasium is secure.
7. Lifters should use collars on every set and should not drop weights on floor.
8. Lifters should use spotters on all moderate to heavy sets.
9. Only move weights from the racks to the bar. Do not leave weights on the floor.
10. Return all equipment to its allocated position.
11. Gymnasium users should dress appropriately at all times:
  - a. athletic shoes should be worn with laces tied at all times.
  - b. lower body clothing—athletic shorts, tights or aerobic outfits.
  - c. upper body clothing—T-shirts, singlets, sweatshirts or unaltered tank tops required.
  - d. athletic hats are acceptable.
12. Prescription glasses are permissible. No sun-glasses permitted unless suitable medical evidence supporting wearing them is provided.
13. Any jewellery that may possibly injure a gymnasium user, including rings and necklaces, is not permitted. Small earring and items that cannot inhibit or injure a gymnasium user are permitted

All persons using the surf lifesaving club's gymnasium facilities are reminded that they are required at all times to abide by the SLSA member protection policies and codes. Failure to observe the codes as misconduct and may take appropriate disciplinary action in accordance with relevant rules and regulations.

# SLS Gymnasium Induction form

The gymnasium ('gym') induction confirms the receipt of required documentation, includes a safety orientation to the gym as well as an introduction to exercise fundamentals. Gym inductions must be led by an instructor with a minimum qualification level of Certificate III in Fitness (or equivalent). This form is to be submitted to your surf lifesaving club gym supervisor and is all information in contains is covered by the Surf Life Saving privacy policy found at [sls.com.au/privacy-policy/](https://sls.com.au/privacy-policy/).

Member participating in gym induction			
Name		Phone	
Signature		Date	

SLSC Gym instructor leading induction			
Name		Phone	
Qualification level			
Signature		Date	

Induction element	Gym instructor comments	Tick once completed
<b>Safety and wellbeing</b>		
<ul style="list-style-type: none"> <li>Location of changing rooms, lockers, showers, water coolers and other facilities</li> <li>Essential gym etiquette, e.g., hygiene, cleaning equipment, appropriate clothing</li> <li>Safe use of gym equipment</li> <li>Duty of care</li> <li>Insurance</li> <li>Paperwork, e.g., sign-in/sign-out sheets.</li> <li>Location of fire extinguishers, first aid and resuscitation equipment, exits</li> <li>Emergency procedures</li> </ul>		<input type="checkbox"/>
<b>Exercise fundamentals</b>		
<ul style="list-style-type: none"> <li>Warm-up</li> <li>Cool-down</li> </ul>		<input type="checkbox"/>
<b>Equipment</b>		
<p>For each piece of equipment, the person leading the induction should:</p> <ul style="list-style-type: none"> <li>explain what the equipment is for</li> <li>explain how to use it (including a demonstration)</li> <li>provide feedback to the member after observing them use it</li> <li>make a written note of optimum settings, such as seat positions (where applicable)</li> <li>explain how to clean the equipment for safe use by the next person</li> <li>explain how to store the equipment to avoid trip hazards (where applicable)</li> </ul>		<input type="checkbox"/>