



SHIRE OF GOOMALLING

Office Address: 32 Quinlan Street, Goomalling

Postal Address: PO Box 118, Goomalling WA 6460

Telephone: (08) 9629 1101 Email: goshire@goomalling.wa.gov.au

GYMNASIUM ENROLMENT FORM

PERSONAL DETAILS

Given Names	
Family Name	
Date of Birth	Age
Postal Address	Gender
Suburb	Post Code
Home Phone	Work Phone
Mobile	Email

EMERGENCY CONTACT

Name	Phone
Name	Phone

MEDICAL QUESTIONNAIRE

Date of last medical check	
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Please answer all of the questions below by circling 'Y' for yes or 'N' for no and providing relevant information where requested.

PART A – Have you ever suffered, or do you currently suffer, from any of the follow?

- | | | | |
|-----------------------------------|-----|----------------------------|-----|
| 1. High Blood Pressure | Y/N | 7. Gout | Y/N |
| 2. High cholesterol/triglycerides | Y/N | 8. Stomach/duodenal ulcer | Y/N |
| 3. Pain/Tightness/chest | Y/N | 9. Diabetes | Y/N |
| 4. Rheumatic Fever | Y/N | 10. Epilepsy | Y/N |
| 5. Any Heart/Stroke Condition | Y/N | 11. Liver/Kidney Condition | Y/N |
| 6. Glandular Fever | Y/N | 12. Respiratory Disorders | Y/N |

If you answered "YES" to any of the questions in Part A **WE STRONGLY RECOMMEND** you obtain a medical clearance from a physician before participating in fitness activities.

PART B- Are you, do you have, or have you had, any of the following?

- | | | | |
|--|-----|---------------------------------------|-----|
| 1. A family history of heart disease , stroke or raise cholesterol | Y/N | 11. Any Major injuries | Y/N |
| 2. Asthma | Y/N | 12. Regular headaches | Y/N |
| 3. A hernia | Y/N | 13. Pounding/Palpitating heart | Y/N |
| 4. Arthritis | Y/N | 14. Chronic Cough | Y/N |
| 5. Back pain | Y/N | 15. Infectious Disease | Y/N |
| 6. Muscle pain/cramps | Y/N | 16. Prescribed Medication | Y/N |
| 7. Pregnant | Y/N | 17. Given birth in last six (6) weeks | Y/N |
| 8. Do you smoke | Y/N | 18. Do you drink alcohol | Y/N |
| 9. Are you dieting or fasting | Y/N | 19. Do you have any allergies | Y/N |
| 10. Any other pre-existing medical conditions | Y/N | | |

If you have answered yes to any of the questions in part B you must be off signed off by the gym instructor as fit to attend to Goomalling Gym prior to being issued your membership card

Gym Instructor Name	Signature	Date
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OFFICE USE ONLY**Annual Fees** (price by month paid) for expiry 30 June**STANDARD**

- Jul \$220
- Aug \$200
- Sep \$185
- Oct \$165
- Nov \$145
- Dec \$130
- Jan \$110
- Feb \$90
- Mar \$75
- Apr \$55
- May \$35
- Jun \$30

CONCESSION

- Jul \$143
- Aug \$130
- Sep \$120
- Oct \$110
- Nov \$95
- Dec \$85
- Jan \$70
- Feb \$60
- Mar \$50
- Apr \$35
- May \$25
- Jun \$15

PILATES ONLY

- Jul \$110
- Aug \$100
- Sep \$85
- Oct \$75
- Nov \$65
- Dec \$55
- Jan \$45
- Feb \$35
- Mar \$30
- Apr \$25
- May \$20
- Jun \$10

Amount paid \$

Monthly Fee

- Standard \$30
- Concession \$15

Receipt no.

Card bond paid YES NO

- bond transferred to trust
- card updated on SALTO
- member inducted

ACKNOWLEDGMENT OF RISK & DISCLAIMER (please read carefully)

I, (PRINT NAME) _____, for the purpose of being allowed to participate in activities at the Shire of Goomalling Community Gym, agree to acknowledge and accept the following conditions of use:

- ❖ If I have any known or medically diagnosed conditions that may adversely affect my ability to participate in gymnasium activities, medical advice and clearance will be obtained PRIOR to applying for gym membership. Any subsequent medical recommendations and/or restrictions will then be strictly adhered to. (The conditions/injuries can include, but are not limited to, sprains, strains, back injuries, previous heart issues, diabetes etc...)
- ❖ I realise it is in my best interest to consult a doctor before engaging in any physical training and will ensure that my health is of an adequate level so as to safely utilise the community gym facilities
- ❖ I am a free agent in choosing to use the gym and am under no obligation by the centre to use its facilities, nor am I being paid to do so.
- ❖ I acknowledge and declare that during such times as I am present on the premises and its immediate surrounds, both my property and my person shall be so at my own risk. I will not hold the Shire of Goomalling (or any of its employees) liable for any personal injury or loss of or damage to property, however caused.
- ❖ I commit to observing and abiding by all rules, regulations and advice within the gym and surrounding complex, inclusive of signage, verbal instruction or email correspondence from the Shire of Goomalling staff.
- ❖ I accept that it is my responsibility to utilise the gym facilities and equipment in a safe manner and to undergo a thorough induction into the appropriate and safe use of all equipment before commencing gym use and seek qualified advice if ever I am in doubt. If I do not observe the policies and guidelines, I acknowledge that I am at risk of serious injury.
- ❖ I acknowledge that the security access key card that I have been provided with, may electronically store all personal details I have supplied on this form, inclusive of membership expiry, and that the key card will cease activation at 11pm on the final day of my membership period. I am also aware that it will electronically record all details of my access to the gym area. I further acknowledge that this key card remains the property of the Shire of Goomalling and must be returned within 3 working days of membership expiry, unless a renewal form is completed with relevant fee paid. I am aware that failure to return my allocated key card upon expiry will result in the Shire of Goomalling issuing an invoice for \$55 as replacement cost for the key card and the same fee will also apply if I misplace, damage or lose my allocated key card and request a replacement to be issued.
- ❖ I will promptly notify the Shire of Goomalling if I perceive any risks or hazards within the gym and surrounds, in order to ensure a safe environment for all gym users. I will fill out the supplied works request forms and place in the managers in tray.
- ❖ I will partake in all necessary gym refreshers courses held and will follow all safety instructions and 'how to' guides.

- ❖ I will not allow any non-members access to the gym facilities or equipment, at any time.
- ❖ All members aged between 16 and 18 years must be accompanied by a nominated inducted responsible adult over the age 25 when utilising the gym
- ❖ I understand that the Goomalling Community Gym is under 24 hour surveillance and I will be recorded when entering and using the facility.
- ❖ I hereby forever release the officers at the Shire of Goomalling from all liability for any and all damaged. I acknowledge that participation is entirely by my own choice and understand the risk of accidental injuries possible from any activity within the gym.

WARNING

Any activity involving physical exercise creates the possibility of accidental injury. The Shire of Goomalling Community Gym and its equipment is intended for use only by registered, fully paid and inducted members, inclusive of the individual signed below. Gym use without previous instruction is dangerous and should not be undertaken. Before commencing your workout, know your limitations and those of the equipment you plan to use.

PRIVACY NOTICE

The Shire of Goomalling follows the National Privacy Principles set out in the *Privacy Act 1988*, as amended. We are committed to respecting the privacy of individuals through ensuring the security of personal information. The Shire of Goomalling will collect personal information from you in order to provide you with a fitness program. In order to fulfil our obligations under the Privacy Act, the necessary security measures have been implemented to minimise the risk of unauthorised access to, or loss of personal information. In the course of providing service to you, we may use the information for the purpose of rendering services to you, such as introducing new products or services to you. The Privacy Act is not intended to interfere with legal obligations to disclose information for law enforcement and regulatory purposes. Accordingly, we will co-operate with all law enforcement bodies in providing information when required. In each of the above situations, only information that is necessary for each situation would be disclosed. You can request to see your personal information maintained at our office by making a written request to the Shire of Goomalling. We would welcome any changes to your details so as to keep our records up-to-date. The Shire of Goomalling recognises that the law allows you to elect not to provide your personal information. However, please note that by not providing personal information, we may not be able to offer our services to you.

DISCLAIMER

The Shire of Goomalling provides the gym premises and the gym equipment for the sole use of Goomalling Community Gym members only. The Gym operates 20 hours a day, 7 days a week and is unsupervised (closed from 12 midnight to 4am). It is the responsibility of every user to ensure that they are familiar with the Terms and Conditions and are responsible for their own safety. To the extent permitted by law, the Shire of Goomalling disclaims all liability to the user for loss, injury or damage, arising out of, or related to, the use of gym equipment and premises in a way contrary to, conflicting with, or incompatible with, its intended purpose, howsoever arising. The Shire warrants the condition of the equipment as being fit for its intended purpose and of merchantable quality. Gym users must use the equipment in accordance with the Terms and Conditions as displayed in the gym and must not use the gym premises or the equipment for any illegal purposes, modify, or permit and modification of, the equipment in any way. Should there be breakdown or failure of the exercise equipment, the user should inform the Shire of Goomalling as soon as possible.

I will comply with the Goomalling Community Gym Policy and Guidelines and will follow the directions given to me by the Shire staff at all times. I am aware and acknowledge that the activities that I undertake at the Goomalling Community Gym involve possible health and safety risks associated with the physical activities that I undertake. It is my responsibility to ensure my safety at the Goomalling Community Gym, undertake physical activities within my fitness capacity, keep appropriate medical advice from a medical practitioner when necessary and inform the Goomalling community Gym of any relevant medical or health problems that I am currently or likely to suffer from participating in physical exercise. I also consent to receive medical treatment, which may be deemed necessary in the event of injury, accident or illness related to the use of the gym. I acknowledge that I have honestly and accurately disclosed my current medical condition and acknowledge that the Goomalling Community Gym relies upon medical information I have provide. I give permission for the Shire of Goomalling staff to arrange for medical attention or treatment to the best of their judgement, in an emergency situation and to notify the person nominated as my Emergency Contact should an emergency situation occur. I acknowledge that I have read and understood the Goomalling Community Gym Policy and Guidelines that non-compliance with this policy may result in suspension or forfeiture of my permission to utilise the gym.

Name:	Signature:	Date:
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By signing this form you are accepting the conditions as stated above and confirm that the information you have completed in this application form is true and correct.

Persons aged 16 to 18 years may only access the gym when accompanied by their legal guardian or a gym instructor.

LEGAL GUARDIAN (must be over 18 years of age)

By signing this form, I take full responsibility for _____ when utilising the Goomalling Community Gym and will accompany them at all times unless they are accompanied by a certified gym instructor. I understand that failure to comply with these conditions will result in automatic cancellation of both my membership and that of the above mentioned child.

By signing this form I acknowledge I am accepting the conditions (on behalf of the child in my care) as stated above and confirm that the information I have completed in this application form is true and correct.

Name:	Signature:	Date:
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GYMNASIUM POLICY & GUIDELINES

October 2022

INTRODUCTION

The Shire of Goomalling Gym is committed to increasing the health and wellbeing of the community and endeavours to facilitate the needs of all its members. The objective of this document is to ensure the Shire of Goomalling Gym (the gym) has a successful safety and operational process relating to the running of the gym. It defines and provides advice and suggestion on how to avoid physical injuries. It also outlines the rules and code of conduct when accessing the gym, including who may use the facilities.

GUIDELINES

WEIGHTS

The skill of using weights must be taught carefully as poor technique, reckless advancement and irresponsible behaviour can cause injury or accidents. Safety requirement will vary for specific weight training techniques.

- Keep talking limited to motivational communication when people are lifting
- All movements should be smooth and controlled both up and down
- When lifting or lowering weight to the floor level, try to:
 - Keep back straight and lift using legs bend at the knee,
 - Lift and lower dumb-bells along the side of the body; and
 - Ensure weights are as close to your body as possible before lifting

INJURY PREVENTION

Common Gym injuries

- Muscle Strains to back or limbs
- Sprains or injuries to ligaments
- Fractures
- Internal or external bleeding such as bruising or minor cuts;
- Head injuries such as concussion or eye damage
- Heat and cold related injuries
- Spinal injuries

Injuries occur suddenly, they are a result of over-exertion, inattention, poor technique, or through the incorrect use of equipment. Some gym injuries can develop more slowly, particularly from overuse.

It is important that members are alert to body signals that can be identified as early warning signs of impending injury.

The best approach to preventing Gym injuries is to identify and avoid injury in the first place by using safe practices and safe gym equipment. Using the safe practices and equipment appropriate to the activity reduces injury risk.

STRETCHING | WARM UP | COOL DOWN

Warming up before exercise is essential in reducing the risk of injury. Inactive joints, tendons and muscles are more likely to get strained or sprained by sudden movement or exertion. In normal conditions, a five to ten minute warm up is adequate but should be increased in cooler weather. Focus on “warming’ activating the muscle groups used in the activity. “Cooling down” after exercise is equally important and should be a part of your injury prevention strategy. Cool downs should include light movement to stop the blood pooling in the body. Static and dynamic stretches during both the warm-up and cool down period are effective.

HYDRATION

Maintaining body fluid level is critical and requires replenishing throughout a gym activity, as thirst may not indicate dehydration. Ingesting fluid before, during and after the activity is advised. Water is often the most effective fluid although some sports drinks or specific dissolving additives can help replace electrolytes lost through rapid depletion of bodily fluids.

TRAINING

Taking appropriate training before undertaking the activity is essential to minimising injury risks. This may include:

- Knowing the “rules of the gym”, the activity’s potential risks and how to avoid these
- Proper lifting techniques to minimise injury
- Familiarisation with the venue and facilities
- Tailored activities to building strength and fitness to undertake the activity safely
- An understanding of the best warm-up and cool-down methods for the activity

TREATING AN INJURY

- All attending gym members must show a duty of care to fellow members and assist in an injury situation.
- The injured individual should be advised to attend a trained First Aid person if available or a medical practitioner/health care professional, depending on the nature of the injury.
- You need to notify management personnel immediately if you are injured
- Appropriately trained medical practitioners need to treat severe injuries as soon as possible. Severe injuries include fractures, dislocations, head injuries and severe bleeding.
- Meanwhile, apply first aid to stabilise the severe injury or treat less severe injuries.

- The RICE Method is a simple and effective treatment for serious sprains and strains
 - R *Rest*, avoid any movement or activity that causes pain
 - I *Ice*, once bleeding is controlled, apply wrapped ice pack or cold compress to help reduce swelling and ease pain and discomfort. Apply this for at least 20 minutes as soon as possible after the injury, then every four (4) hours while you are awake, for next 48 hours.
 - C *Compression*, use a firm crepe or elastic pressure bandages on the affected joint or limb with a light padding under the bandage if the pain is severe.
 - E *Elevation*, Keep the injured arm or leg raised, ideally above the heart, to slow the flow of blood and reduce swelling.

POLICIES

Shire of Goomalling Gym operates as a **20-hour** access gym (no access between midnight to 4am)

1. Only members of the Shire of Goomalling Gym may utilise the gym facility and associated equipment in which case all members must hold their gym membership card whilst on the premises.
2. To use the gym, members must meet the following criteria
 - a. Be over the age of 16 years
 - b. Complete the Gymnasium Enrolment Form
 - c. Be approved to use the Gym
 - d. Be inducted into the use of the gym by a suitably qualified person as nominated by the Shire of Goomalling.
 - e. Get written clearance from a medical practitioner if requested by the qualified person as nominated by the Shire of Goomalling as result of medical questionnaire.
3. At no time may a current member allow a non-member/s (Adult/kids) access to the gym. This will result in an automatic cancellation of their membership.
4. No member may utilise the gym whilst under the influence of alcohol or recreation drugs. Medical advice must be obtained in the case of prescription medications.
5. Smoking is prohibited
6. IPODS/Mobile phones/sound devices are to be made inaudible to other users.
7. No food is to be consumed in the gym area but consumption of water is encouraged.
8. Members must not use any weight that they cannot lift at least eight times in each repetition of each set.
9. Members should be considerate of other and use their own towel to wipe down benches after use.
10. All equipment must be returned to its original storage place after use
11. Any damaged equipment should be reported. Please fill out the Works Request forms as supplied at the entrance to the gym and put in Shire administration office night

mailbox (left hand side of entry), 32 Quinlan Street, Goomalling or email to goshire@goomalling.wa.gov.au.

12. Any injuries sustained in the gym as a result of using the gym and associated equipment must be report to management staff as soon as possible and a feedback/incident/equipment condition form completed, the incident must also be recorded in the incident logbook.

13. Payments are non-transferable and non-refundable

We encourage members to be vigilant about personal safety at all times when entering and leaving the facility. Access to the facility will be available to financial gym members.

GENERAL ADVICE

- Gym users must not knowingly place their own safety or that of others in jeopardy
- Gym users must report any situations or practices that place their own, or the health of others at risk
- If you have an injury or concern, all related gym use should cease until the concern is fully investigated or problem rectified
- If gym users know or reasonably suspect that he or she may be at risk by participating in a particular fitness activity, the user must inform management staff.

CODE OF CONDUCT

1. Take all actions reasonably possible to provide a safe training environment
2. No smoking, food or drink (other than water bottles/water cooler) is permitted in the gym
3. Remove no equipment from the gym
4. Patrons must respect other gym members at all times, show consideration for beginners, overweight and unfit users.
5. Derogative comments or abusive language will not be tolerated
6. Inappropriate and disruptive behaviour will not be tolerated
7. Always use a separate towel for hygiene purposes and wipe equipment after use
8. If you the last person in the gym, switch off all electrical equipment on leaving and leave safely
9. Wear gloves when using boxing equipment
10. Lifters must use collars on every set and must not drop weights on floor
11. Lifters must use spotters on all moderate to heavy sets
12. Replace all weights and do not leave weights on the floor
13. Return all equipment to its allocated position
14. Please wear body deodorant at all times
15. Gym users must adhere to dress code at all times
16. Close all doors as you leave
17. The Shire of Goomalling encourages you to not train alone.
18. Express concerns directly with management staff

19. Do not stand waiting for machines – this can rush users and cause incorrect exercise procedure
20. Do not sit on equipment during long rest periods, thus preventing use by others

GYM DRESS CODE

1. You must be dry and clean before entering the gym
2. Covered athletic shoes must be worn with laces tied at all times
3. Lower body clothing: athletic shorts, tights or aerobic outfits
4. Upper body clothing: T-shirts, singlets, sweat shirts.
5. Athletic hats are acceptable
6. Prescription glasses are permissible. NO sun-glasses permitted
7. Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted. Small earring and items that cannot inhibit or injure a user are permitted.

GYM HINTS

1. Don't Compete. Just improve your own performance. Work to your own limits
2. Please ask for assistance or advice on correct technique and posture
3. Warm up muscles and stretch before exercises
4. Use safe progressive movements
5. Ensure all collars and weights are secure and stable
6. Do not use any equipment if you aren't informed of the correct technique
7. Breathe correctly, Exhale when exerting pressure and inhale when relaxing
8. Rest between sets to allow muscles to recover
9. Stay hydrated at all times

EXCLUSION

The Shire of Goomalling excludes the liability for any death or personal injury however arising from members use of the Shire of Goomalling Gym.

EMERGENCY & EVACUATION PROCEDURES IN CASE OF EMERGENCY CALL 000

1. Assist any person in immediate danger, ONLY if SAFE to do so.



2. Close the door to isolate FIRE, make sure no-one is inside.



3. Ring 000, advise the location of Cnr of Quinlan & Hoddy St.



4. Evacuate to assembly area (muster point).



5. Remain at assembly area and ensure everyone is accounted for.



(The Defibrillator is located on the right of the entrance of the weights room)

AFTER HOURS CONTACTS

NAME	AUTHORITY	MOBILE
Natalie Bird	DCEO/Gym Instructor	0428 881 350
Peter Bentley	CEO	0439 496 559

By signing this form you are acknowledging you have read and understood the policies, guidelines and information within this document, and that you will adhere to them whilst using the gym.

Name:

Signature:

Date:

MEMBER INITIAL _____ STAFF SIGNATURE _____



SHIRE OF GOOMALLING

Office Address: 32 Quinlan Street, Goomalling

Postal Address: PO Box 118, Goomalling WA 6460

Telephone: (08) 9629 1101 Email: goshire@goomalling.wa.gov.au

GYMNASIUM INDUCTION FORM

When taking up occupancy of your property or changing address or contact details, please ensure that this form is completed and returned to the shire via post, in person or email.

MEMBER DETAILS

Given name (s)	
Surname	

INDUCTION CHECKLIST

<input type="checkbox"/> I was given a copy of the gymnasium policy and guidelines
<input type="checkbox"/> I have signed and completed the gymnasium enrolment form including the medical questionnaire
I was given an induction of the following
<input type="checkbox"/> how to warm up
<input type="checkbox"/> correct equipment usage
<input type="checkbox"/> how to cool down
<input type="checkbox"/> how to correctly clean equipment
<input type="checkbox"/> gym hygiene and etiquette
<input type="checkbox"/> Appropriate clothing
<input type="checkbox"/> What to do in case of an injury
<input type="checkbox"/> Emergency procedures

GYM INSTRUCTOR SIGN-OFF

Date of induction	
<input type="checkbox"/> All forms completed <input type="checkbox"/> Medical questionnaire reviewed <input type="checkbox"/> member understood information provided	
Induction conducted by	
Name	
Position	
Signature	

MEMBER ACCEPTANCE

I acknowledge received all the information in the induction checklist, and fully understand my responsibilities and expectation as a gym user.

Signature		Date	
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LEGAL GUARDIAN must be complete by parent or guardian over 18 year of age (for applicants under 18)

I acknowledge I am responsible for _____ and I received all the information in the induction checklist, and fully understand my/my child's responsibilities and expectations as a gym user.

Signature		Date	
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