

Workplace Health and Safety Queensland

# Assessment of safety during gymnastics activities

## July 2011

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## 1.0 Executive summary

In June 2009 a gymnast sustained a fatal injury at a Queensland gymnastics club. Following this incident, the adequacy of safety standards in gymnastics clubs was questioned and the Minister for Industrial Relations asked Workplace Health and Safety Queensland (WHSQ) to assess the adequacy of safety associated with gymnastic activities.

Workplace Health and Safety Queensland developed an assessment process in consultation with the peak industry bodies Gymnastics Australia (GA) and Gymnastics Queensland (GQ) and the Department of Communities, Community and Industry Development, Sport and Recreation Services (SRS).

Workplace Health and Safety Queensland assessed 25% of gymnastics clubs in Queensland that offered mens artistic gymnastics, womens artistic gymnastics or trampoline sports. Workplace Health and Safety Queensland inspectors assessed a total of 26 clubs and conducted 62 site visits.

The assessment reviewed the adequacy of measures that gymnastics clubs have in place to manage safety risks associated with gymnastics activity. The results were reviewed to determine the industry-wide nature of issues and where improvements can be made.

Inspectors issued a total of 37 enforcement notices. Contact with hard surfaces, such as unprotected gymnastics apparatus was the most common notice issue. The next most frequently issued notice was for unaccredited coaches.

Safety during gymnastics activities in Queensland clubs is being managed relatively well. Clubs have a strong awareness of workplace health and safety. Emergency management and incident recording is well managed. Improvement is needed in some areas of gymnastics safety including lesson plans, controlling the risk of contact with hard surfaces, documenting equipment maintenance, controlling the risk of manual task injuries and documenting the skill progression of gymnasts.

Gymnastics Australia and Gymnastics Queensland have a strong membership of gymnastics clubs in Queensland. Affiliated members have access to a comprehensive quality assurance program called Club 10. This provides gymnastics clubs with a strong foundation in workplace health and safety and the areas for improvement can be developed through Club 10.

Sport and Recreation Services provide funding and non-financial support to gymnastics clubs and Gymnastics Queensland. This relationship provides another opportunity to assist clubs to develop their safety systems.

This report tables a number of recommendations on how Gymnastics Australia, Gymnastics Queensland, Sport and Recreation Services and Workplace Health and Safety Queensland can continue to work in partnership with each other and the gymnastics industry to provide safe workplaces for participants and workers.

## 2.0 Summary of recommendations

The following recommendations are made to improve safety during gymnastics activities in Queensland:

1. Gymnastics Australia should review the level of training, assistance and monitoring provided to clubs to implement the Club 10 program. This review should include the methods of monitoring compliance with, and implementation of, the program.
2. Workplace Health and Safety Queensland, Sport and Recreation Services (SRS) and Gymnastics Queensland should research how to link improved safety outcomes in the sport of gymnastics with the funding and non-financial support provided by SRS.
3. Gymnastics Australia should review their GA lesson plan template, in consultation with its members, with the view to developing a lesson plan template that includes coach positioning and key safety controls. Consideration should be given to sample lesson plans for each apparatus and level.
4. Gymnastics Australia should conduct a training needs analysis and ensure that access to coach accreditation and professional development courses is available.
5. Gymnastics Australia should research and develop methods to assist gymnastics clubs to conduct risk assessments, specifically in the use of gymnastics apparatus.
6. Gymnastics Australia should review the Club 10 equipment maintenance policies and procedures with a view to achieving greater compliance with Club 10 documenting processes.
7. Gymnastics Australia should research and develop methods to assist gymnastics clubs in managing the risk of manual task injuries in gymnastic coaches.
8. Gymnastics Australia should review coach knowledge on spotting and provide additional guidance and training where required.
9. Gymnastics Australia should research the viability of a simple method to document skill progression of gymnasts, including injury management. This may vary for high level competitive gymnasts and low level or recreational gymnasts.

### 3.0 Introduction

On 18 June 2009, a gymnast sustained a fatal head injury. The 19 year old had successfully completed a routine and landed on the crash mats positioned at the end of the tumble track. Immediately after that she pushed off, or rebounded, from the mats which propelled her toward the edge of the crash mats. Tragically, her head and torso went over the mats and her head struck the concrete floor.

The matter was investigated by WHSQ and the person conducting the business or undertaking was charged under the *Workplace Health and Safety Act 1995*. The matter proceeded to trial and subsequent appeal. The relevant person was found guilty of the charge and fined.

This incident has raised questions over the adequacy of safety in the gymnastics industry. The Minister for Industrial Relations acknowledged these concerns and in turn requested that Workplace Health and Safety Queensland (WHSQ), in consultation with relevant industry parties, review the need for improvements to safety in the gymnastics industry.

Gymnastics Australia (GA) is the peak industry body for gymnastics in Australia. Gymnastics Queensland (GQ) is the local organisation that delivers GA services to Queensland members. In Queensland, GA benefits from a strong membership of clubs offering mens artistic gymnastics (MAG), womens artistic gymnastics (WAG) or trampoline sports (TRP). Of the 104 clubs in Queensland only two are not affiliated with GA. This strong membership of a single industry association provides a platform for effecting change in the industry. Gymnastics Australia is aware of the need for safety management in the gymnastics industry and has developed a quality assurance program called Club 10.

Club 10 is GA's quality assurance and risk management system for affiliated gymnastic clubs. Gymnastics Australia identifies several benefits of adopting Club 10 including improved management efficiencies, better business systems, greater staff morale and reduced likelihood and impact of liability claims. Another benefit of a quality assurance program is improved workplace health and safety. Affiliated clubs must meet the basic National Affiliation Standards and then can move through the five levels of accreditation achieving a "star rating" ranking.

Department of Communities, Sport and Recreation Services (SRS) provides funding and non-financial support to the sport and recreation industry including organisations delivering gymnastics activities. Since 1 July 1998, the Department has provided \$6.927 million towards the sport of gymnastics, and a further \$20.410 million to multi-sport projects that include gymnastics.

Sport and Recreation Services also support GQ. This includes approved funding of \$870000 over the next three years to GQ under the State Sport and Recreation Organisation Development Program. Sport and Recreation Services do not have any jurisdiction over the operation of GQ and are not able to intervene with decision making or day to day operations.

Eligible gymnastics organisations are able to apply for a variety of funding programs offered by SRS. This includes funding for infrastructure projects and participation and service delivery initiatives. Organisations that are successful in securing funds from SRS are required to formalise a funding agreement. Sport and Recreation Services also provides non-financial support to organisations through a variety of education and training workshops which representatives from gymnastics organisations are able to attend.

### **3.1 Injuries in gymnastics**

Worldwide, reported injuries in the gymnastics industry tend to be among gymnasts at the competitive level. Both acute and chronic injuries to the ankles, knees, wrist, elbows, hand/fingers and spine/trunk are the most common (Hecht & Burton 2009; Caine & Nassar 2005 and Marshall, Covassin, Dick, Nassar & Agel 2007). In womens gymnastics, the majority of injuries occur in the ankle and knee as a result from either landings in floor exercises or dismounts (Marshall et al 2007). Australian injury claim data shows that falls account for 45% of incidents resulting in a gymnastics injury.

In a review of injury data for womens gymnastics from 1988 to 2004, the head and neck were the body parts least likely to be injured (Marshall et al. 2007). This is supported by Australian injury claim data. However, injuries to the head and neck are more likely to result in a catastrophic injury, as compared to the higher incidence of injuries in the ankles and knees. One article credits the decline of acute injuries, especially in the cervical spine and head, to improved supervision (Edlich, Swainston, Dahlstrom, Gubler, Long & Beaton 2010).

Current research into gymnastics injuries tends to be epidemiological in nature and provides little information on injury risk factors and preventative measures outside of individual factors (Edlich et al. 2010; Hecht et al. 2005; Marshall et al. 2007 and Caine et al. 2005). For example, the incidence and severity of injuries is particularly high among advanced level female gymnasts (Caine et al. 2005). The factors that increase the risk of injury among female gymnasts are greater body size and body fat, periods of rapid growth, and increased life stress (Caine et al. 2005).

### **4.0 Project Outline**

The WHSQ assessment of safety during gymnastics activities assessed the level of compliance with the *Workplace Health and Safety Act 1995* among a representative sample of gymnastics clubs in Queensland. It was exploratory in nature to identify the need for improvements and how these improvements might be achieved.

The Terms of Reference (Appendix A) specified the measures that were to be assessed:

- levels of awareness of relevant health and safety obligations;
- risk identification and assessment strategies used to manage safety risks in gymnastics related activities;
- assessments of participant's skill level and ability;
- supervision arrangements;
- the competency of staff, coaches etc., and

- safety associated with the usage of equipment during gymnastics activities.

The project objective was to assess the adequacy of measures used by gymnastics clubs to manage gymnastics activity safety risks. How this was to be achieved is outlined in the Project Proposal (Appendix B).

### **Assessment Sample**

Gymnastics clubs can offer a wide variety of programs, see Table 1. To ensure core gymnastics activities were assessed, only clubs that offered mens artistic gymnastics (MAG), womens artistic gymnastics (WAG) or trampoline sports (TRP) were selected.

**Table 1. Gymnastics programs**

<b>Program</b>	<b>Description</b>
Men's Artistic Gymnastics Rec Lev 1-3 Lev 4-6 Lev 7-10 Int'l	Floor, Pommel Horse, Rings, Vault, Parallel Bars and Horizontal Bar Recreational participation and no levels achieved Level 1, 2 or 3 (National Levels Program) Level 4, 5 or 6 (National Levels Program) Level 7, 8, 9 or 10 (National Levels Program) International Stream (Elite)
Women's Artistic Gymnastics Rec NL 1-3 NL 4-6 NL 7-10 IDP 6/8/10 Jnr Snr	Vault, Uneven Bars, Balance Beam and Floor Recreational participation and no levels achieved National Development Program Level 1, 2 or 3 Level 4, 5 or 6 (National Levels) Level 7, 8, 9 or 10 (National Levels) Level 6, 8 or 10 (International Levels) Junior (International Levels) Senior (International Levels)
Rhythmic Gymnastics Rec Lev 1-3 Lev 4-6 Lev 7-10 Stages Jnr Snr	Rope, Hoop, Ball, Clubs and Ribbon Recreational participation and no levels achieved Level 1, 2 or 3 (National Levels Program) Level 4, 5 or 6 (National Levels Program) Level 7, 8, 9 or 10 (National Levels Program) Junior Int. Development Junior International Senior International
Gymnastics For All  K'gym Children Youth Adults Disability Displays  GymMix Schools	Apparatus Gymnastics; Gymnastics and Dance; Wellness; Fitness and Health Kindergym: a movement-based program for children 5 years and under Participation program for children 5-12 years (Aussie GymFun) Participation program for teenagers Participation program for adults Participation program for people with disabilities Group performance and display gymnastics (Gymfests, Gymnaestrada, etc) Utilises the GymMix resource and potentially the levels program within Delivers programs to schools; at the Club or school
Cheerleading CompCheer TeamCheer  Sport Aerobics Levels Nat A/B Int'l Aeroskools	Sport program involving tumbling, dance, jumps and stunting Competitive cheerleading TeamCheer Level 1, 2 or 3 (National Levels Program)  Individuals, Mixed Pairs, Trios and Groups Level 1, 2 or 3 (National Levels Program) National A or B (National Stream) International Stream School based program
Trampoline Sports Tramp DMT  Tumb. Jnr Snr	Trampoline, Double-Mini Trampoline and Tumbling Trampoline Level 1 to 10 (National Levels Program – PAS) Double-Mini Trampoline Level 1 to 10 (National Levels Program – PAS) Tumbling Level 1 to 10 (National Levels Program – PAS) Junior Senior
Sports Acrobatics  Lev 1-3 Lev 4-6 Lev 7-10 Jnr Snr	Women's Pairs, Men's Pairs, Mixed Pairs, Women's Trios and Men's Fours Level 1, 2 or 3 (National Levels Program) Level 4, 5 or 6 (National Levels Program) Level 7, 8, 9 or 10 (National Levels Program) Junior Senior

A total of 104 clubs were identified to operate within these parameters throughout Queensland and 25% (26) were selected for assessment. To ensure the sample was representative of the industry, clubs were selected by location (via WHSQ regions), affiliation or non-affiliation with GA and by their Club 10 star rating.

Only two clubs offering MAG, WAG or TRP were not affiliated with GA. Both were included for assessment. Most clubs in the sample were a star 1, 2 or 3 (Table 2). There are no star 5 clubs and only three star 4 clubs in the population.

**Table 2. Club 10 star rating**

Star rating		
1	7	27%
2	8	31%
3	8	31%
4	1	4%
Not affiliated	2	8%
<b>Total</b>	<b>26</b>	<b>100%</b>

To ensure even representations across the state, 25% of clubs located in each WHSQ region were selected (Table 3). More clubs were assessed in the south east corner of Queensland, which was considered appropriate in light of the concentration of gymnastics clubs in this region.

**Table 3. Gymnastics clubs by WHSQ region**

WHSQ Region		
Brisbane North, Sunshine Coast	8	31%
Brisbane South, Gold Coast	7	27%
Central Queensland, Wide Bay	4	15%
North Queensland	5	19%
South West	2	8%
<b>Total</b>	<b>26</b>	<b>100%</b>

Two clubs originally selected for assessment were removed from the sample and replaced by similar clubs in the same regions. This action was taken because one club was no longer operating and the second was a consultation service and did not match the intended profile of the sample.

## 5.0 Assessment process

Assessments were conducted from 23 March to 19 May 2011.

All gymnastics clubs in Queensland were first notified of the campaign via an email (Appendix C). Gymnastics Queensland notified all their members and WHSQ notified the two non-affiliated clubs.

The assessment comprised of two parts:

1. a desktop assessment, and
2. an inspection while classes were being conducted.

The desktop component required access to the club’s documented procedures and a club representative. Therefore, an appointment was made by the inspector to conduct the desktop assessment. The inspection was conducted without advance notice within two weeks (where possible) of the desktop assessment. The assessment process is outlined in Appendix D.

The assessment checklist (Appendix E) was developed in consultation with GQ, GA and SRS. It was developed both as an information gathering tool and as a benchmark for inspectors to determine the level of compliance. The checklist was piloted at two clubs prior to the assessment phase and adjusted in light of issues highlighted in the pilot.

The checklist addresses three key areas:

1. Awareness of workplace health and safety
2. Managing health and safety in gymnastics
3. Emergency management and incident recording

Gymnastics Queensland and GA provided significant support during both the checklist development and assessment process. They assisted by providing specific technical advice and unlimited access to Club 10 resources.

## 6.0 Results

### 6.1 Club demographics

Nearly half (46%) of the clubs assessed had a membership of between 100 and 300 (Table 3).

**Table 3. Membership size of gymnastics clubs**

No. of Members		
<100	5	19%
101 to 300	12	46%
>300	9	35%
<b>Total</b>	<b>26</b>	<b>100%</b>

The majority of clubs (76%) were operating as incorporated associations (Table 4), i.e. a group of volunteers who enter into an agreement to form a committee to accomplish the purpose of running a gymnastics club. Only seven of the 26 clubs were operating on a profit basis.

**Table 4. Legal structure of gymnastics clubs**

Legal structure		
Company	3	12%
Incorporated Association	19	73%
Sole Trader	4	15%
<b>Total</b>	<b>26</b>	<b>100%</b>

Less than half (42%) of clubs owned their own facility and all the clubs, except one, owned their own equipment (Table 5).

**Table 5. Ownership of gymnastics clubs equipment and facility**

	Facility		Equipment	
Leased	15	58%	1	4%
Owned	11	42%	25	96%
<b>Total</b>	<b>26</b>	<b>100%</b>	<b>26</b>	<b>100%</b>

Clubs were selected if they offered MAG, WAG or TRP. These clubs also offered a number of other programs, including adult classes and kinder gym (Table 6).

**Table 6. Programs offered by the gymnastics clubs selected for assessment**

Program		
MAG Recreational	22	85%
MAG Competitive	16	62%
WAG Recreational	23	88%
WAG Competitive	20	77%
Rhythmic Gymnastics Recreational	2	18%
Rhythmic Gymnastics Competitive	2	18%
Kindergym	19	73%
Children	12	46%
Youth	7	27%
Adults	11	42%
Disability	3	12%
Displays	2	8%
GymMix	3	12%
Schools	9	35%
Cheerleading	3	12%
Sport Aerobics	3	12%
Trampoline Sports	11	42%
Sports Acrobatics	1	4%
Other	7	27%

## 6.2 Inspector activity

Inspectors conducted 62 site visits to 26 businesses. A total of 36 improvement notices and one prohibition notice were issued. The most common notice issue was contact with hard surfaces (N17) and accreditation of coaches (N8) (Table 7).

**Table 7. Enforcement notice issues**

Notice Issue	Total
Accreditation	8
Contact with hard surfaces	17
Emergency evacuation systems	3
Manual tasks	1
Pit retrieval system	1
Quality of matting	1
Slips, trips and falls	2
Supervision	3
Unsafe apparatus	1
<b>Grand Total</b>	<b>37</b>

### 6.3 Checklist Analysis

#### Awareness of workplace health and safety

Indicators in the assessment tool (Appendix E) were used to verify the awareness of workplace health and safety among gymnastics clubs. Most clubs are aware of workplace health and safety (Table 8). However, less than half the clubs (46%) allocated adequate time or money to meet safety responsibilities, while 42% partially met this requirement (Item 1.3).

**Table 8. Awareness of workplace health and safety**

Item	Issue	Result
1.1	Are workplace health and safety obligations understood by the PCBU?	Yes 96% Partially 4% No 0
1.2	Are workplace health and safety obligations understood by workers (staff, volunteers, coaches)?	Yes 73% Partially 23% No 4%
1.3	Is time/money allocated to meet safety responsibilities?	Yes 46% Partially 42% No 12%
1.4	What processes does the club have to ensure health and safety?	Many 88% Some 4% Little or none 8%
1.5	Does the club have safety rules and are participants, staff, volunteers and visitors aware of them?	Yes 69% No 31%
1.6	Are managers and workers involved in all safety decisions and developing safety initiatives?	Yes 88% Partially 4% No 8%

#### Managing health and safety in gymnastics

Lesson plans were being used by 25 of the 26 clubs (table 9). However, only 31% of lesson plans stated the level of supervision or coach positioning. A total of three (12%) affiliated clubs were knowingly using coaches not accredited with GA. Eighteen clubs taught saltos (somersaults) and of these, three (16%) used coaches who were not accredited to teach this skill.

During the inspection, most lessons were supervised (96%) and participants were behaving in a controlled manner (92%).

Less than half the clubs (46%) outlined safety considerations of the layout of equipment in lesson plans and even less clubs consulted manufacturer’s instructions (23%) or equipment suppliers (38%) for advice on equipment layout.

About half the clubs (54%) had measures in place to control the risk of injuries from manual tasks.

Less than half the clubs (46%) had well developed policies and procedures to maintain their equipment. However, during the inspection most clubs (92%) had equipment that appeared well-maintained and safe to use.

The risk of contact with all hard surfaces was not controlled in most clubs (8% compliance). Hard surfaces can include unprotected components of apparatus such as the feet of a beam, walls, floor and other equipment located in close proximity that may be contacted during gymnastics activities. However, most clubs (73%) had appropriate matting in designated landing areas and on areas surrounding these landing areas.

Most clubs (77%) had their equipment set up permanently but less than half (42%) had the entire facility flooring completely covered with matting.

Only half the clubs (50%) evaluated their gymnast’s capacity/ability.

**Table 9. Managing health and safety in gymnastics**

<b>SUPERVISION/POSITIONING</b>			
<b>Item</b>	<b>Issue</b>	<b>Result</b>	
2.1	A lesson plan is prepared for every lesson.	Yes No	96% 4%
2.2	The lesson plan outlines adequate positioning of the coach and/or what level of supervision is required.	Yes No	31% 69%
2.3	All supervision is conducted by an accredited coach.	Yes No	88% 12%
2.4	Participant behaviour is managed.	Yes Partially No	92% 4% 4%
INS1	Are all groups supervised during lessons, whether general or specific, as per the lesson or supervision plan?	Yes No	92% 8%
INS2	Are there any volunteers or non-accredited coaches supervising groups?	Yes No	15% 85%
INS3	Are there any unsupervised groups?	Yes No	4% 96%
INS4	Are groups behaving in a controlled manner and remaining in the area/apparatus they are required to be in?	Yes No	92% 8%
INS7	Accredited coaches are teaching classes as assigned on the Club’s session plan?	Yes No blank	88% 8% 4%
INS8	Coaches are coaching groups they are qualified to coach?	Yes No blank	88% 8% 4%
<b>COACHING</b>			
2.5	The club uses accredited coaches to run its programs and classes	Yes Some	88% 12%

		No	0%
2.6	Accredited coaches are assigned to programs and classes they are qualified to teach.	Yes Some No	85% 15% 0
	Saltos are only taught by L2 coaches or L1 coaches who have completed the Salto Bridging Course. (Response only for clubs that teach saltos (N 18).)	Yes No	83% 16%
2.7	On employment coaches are inducted and receive regular training by the club.	Yes No	88% 12%
<b>FACILITY AND EQUIPMENT</b>			
2.8	A risk assessment has been conducted to identify any risk of injury due to the layout of equipment.	Yes	42%
	A risk register identifies the risk of injury due to the layout of equipment and control measures are implemented.	Yes	15%
	The club session plan identifies where equipment is to be placed and the sequence in which it will be used to minimize injuries	Yes	62%
	The lesson plan identifies any safety considerations of the layout of equipment and supervision required.	Yes	46%
	There are designated walkways	Yes	65%
	Manufacturer's instructions/specifications are used to guide the layout.	Yes	23%
	Equipment suppliers (e.g. Acromat) are consulted to provide advice on layout.	Yes	10%
	The layout is inspected by the head coach before classes begin.	Yes	73%
2.9	The risk of manual task injuries has been controlled.	Yes No	54% 46%
2.10	Equipment is maintained and safe to use.	Yes Partially No	46% 35% 19%
INS9	Do the apparatus, mats and other equipment appear to be maintained and safe to use?	Yes No	92% 8%
INS10	The risk of contact with hard surfaces has been controlled? (This analysis includes all possible hard surfaces)	Yes	8%
	The risk of contact with hard surfaces has been controlled? (This analysis includes all hard surfaces that could be contacted through the gymnast's use of a particular apparatus)	Yes	73%
INS11	Access to unsupervised equipment is restricted?	Yes No	96% 4%
INS12	Is the facility:	Purpose built and apparatus and mats remain static	77%
		Equipment is moved around and set-up for each lesson	23%
		Other	0
INS13	Is the facility flooring:	Concrete/hard surface, with areas not covered by matting	58%
		Concrete/hard surface and completely covered with matting	42%
		Fixed soft landing material e.g. rubber	0
		Other	0
<b>PARTICIPANTS</b>			
2.11	Gymnasts are evaluated for capacity/ability.	Yes Partially No	50% 50% 0
2.12	Gymnasts are informed of the safety risks.	Yes Partially No	50% 15% 35%

INS14	Is the group learning skills outlined in the lesson plan?	Yes No blank	96% 0 4%
INS15	Does the coach explain and demonstrate the nature of risks e.g. safe landing techniques, pathways and “no go” zones.	Yes No blank	96% 0 4%
INS16	Is there any signage used to communicate risks?	Yes No blank	42% 52% 4%

### Emergency management and incident recording

Emergency and incident management is generally managed well by clubs. During the inspection, most clubs had measures in place to manage this. However, this was frequently not documented.

**Table 10. Emergency management and incident recording**

Item	Issue	Result	
3.1	Injuries and incidents are managed.	Yes Partially No	46% 54% 0
3.2	First aid is managed.	Yes Partially No	46% 50% 4%
3.3	The risks associated with emergencies are managed.	Yes Partially No	69% 31% 0
INS17	Are staff, volunteers, visitors and gymnasts aware of the emergency evacuation procedure and the assembly point?	Yes No blank	88% 8% 4%
INS18	Is there a first aider at the facility?	Yes No	100% 0
INS19	Are emergency procedures on display at the facility?	Yes No blank	92% 4% 4%
INS20	Are emergency exits accessible?	Yes No	92% 8%
INS21	Is the first aid kit appropriately stocked?	Yes No blank	92% 0 8%
INS22	Is incident recording paperwork available?	Yes	100%

### Affiliation with Gymnastics Australia

When safety performance was compared across clubs by their Club 10 star rating, there was not a consistent improvement in performance with higher star ratings. In some instances the star 1 clubs performed as well as the star 2 and 3 (Table 11).

Non-affiliated clubs accounted for only two of the 26 clubs. This is not a large enough sample to be representative of non-affiliated clubs. These clubs did not show a reportable difference in performance when compared with the GA affiliated clubs (Table 11).

**Table 11. Comparison of average compliance results against Club 10 star ratings**

	<b>Total sample</b>	<b>Star 1</b>	<b>Star 2</b>	<b>Star 3</b>	<b>Non-affiliated</b>
Awareness of workplace health and safety	67%	54%	54%	75%	50%
Managing health and safety in gymnastics	60%	56%	61%	56%	73%
Emergency management and incident recording	53%	43%	67%	59%	67%

A high percentage of compliance was achieved for most of the GA National Affiliation Standards that translate to workplace health and safety requirements (Table 12). However, compliance was only approximately 50% for items 11 and 16 – “fire drills are conducted at least twice a year” and “equipment is checked at least once per month using an equipment safety checklist” (Table 12).

**Table 12. Compliance with GA National Affiliation Standards relevant to workplace health and safety**

<b>GA National Affiliation Standard</b>		<b>Checklist Issue</b>	<b>Compliance</b>
2a.	All classes are conducted by an Accredited Coach registered with GA.	2.3A	88%
2b.	All trainee/unqualified coaches are directly supervised by an Accredited Coach	2.3C	79%
8.	Safety Rules for participation are on display within all club venues.	2.4D	75%
9a.	Documented Injury Procedures	3.1A	75%
9b.	Injury report forms accessible during class	3.1B, INS22	96%, 100%
10.	Documented emergency procedures are on display	INS19	92%
11.	Fire Drills are conducted at least twice per year	3.3D	58%
12.	First Aid Kit is on site and accessible during all classes	3.2E	100%
13.	A working telephone is on site	3.3G	100%
14.	At least one current First Aider is on site and accessible during all classes.	3.2D, INS18	100%, 100%
16.	The equipment used by the club’s participants is checked at least once per month using an equipment safety checklist	2.10F	50%

## **7.0 Discussion**

### **7.1 Safety management and the Gymnastics Australia Club 10 program**

The Club 10 quality assurance program provides gymnastics clubs, most of which are volunteer run associations, with a framework that addresses issues of service delivery, organisation, financial management and safety. Club 10 allows clubs to move through the five levels of accreditation via self-assessment, external assessment and endorsement. The levels are rated through a star system (star 1 to 5). All affiliated clubs are rated as star 1 and must meet the basic National Affiliation Standards (Appendix F).

To reach higher star ratings, clubs must demonstrate higher level compliance through documented policies and procedures and increasing levels of evaluation. However, the results of the current assessment program did not demonstrate that clubs with higher star ratings had better management of safety issues (Table 11) or even that all clubs met the base level National Affiliation Standards (Table 12).

More than half of the National Affiliation Standards are workplace health and safety requirements and were assessed during the current campaign. A high percentage of compliance was achieved for most areas. However, compliance was only at about 50% for items 11 and 16 – “fire drills are conducted at least twice a year” and “equipment is checked at least once per month using an equipment safety checklist” (Table 12). Non-compliance with the National Affiliation Standards is likely to be a reflection of the limitations of self-reporting on compliance.

Compliance at the star 1 and 2 level is by self reporting and at the star 3, 4, and 5 level by external audit of a club’s documented policies and procedures. However, there appears to be no monitoring or assessment of how the documented systems are implemented. The external auditing occurs every four years for star 3 and 4 clubs. Clubs operating as incorporated associations may change committee members, and consequently operating systems, many times in four years.

The Club 10 program provides a substantial number of example policies and procedures, fact sheets, manuals and checklists to assist clubs to implement the program. Generally, the content of Club 10 documents is good quality and inspectors made extensive use of these during the assessment to assist clubs to improve their systems. However, it was noted that some documents are past their review dates and that some clubs are not aware of the Club 10 resources available or how to access them.

Generally, the Club 10 program is a well resourced quality assurance program that assists gymnastics clubs to meet their requirements under the *Workplace Health and Safety Act 1995*. However, uptake and implementation of the program appears inconsistent. Clubs need more training and assistance to implement the program and compliance monitoring should be more frequent and comprehensive.

### ***Recommendation 1***

Gymnastics Australia should review the level of training, assistance and monitoring provided to clubs to implement the Club 10 program. This review should include the methods of monitoring compliance with, and implementation of, the program.

## **7.2 Funding for the gymnastics organisations**

Sport and Recreation Services provide funding and non-financial support to eligible gymnastics clubs/organisations and GQ. Funding available to clubs/organisations is focussed on the development of infrastructure, delivery of participation initiatives and improved service delivery. A limited amount of funding is available under one of these programs (when the program is active) for the purchase of equipment, including safety equipment. It is noted however that the program has a limited budget and is run on a competitive application basis, while sporting equipment is not an eligible item under the larger Sport and Recreation Infrastructure Program. The non-financial

support that SRS provide to organisations may be another avenue through which clubs/organisations can consider safety aspects of their activities and potential responses e.g. risk management workshops.

***Recommendation 2***

Workplace Health and Safety Queensland, Sport and Recreation Services and Gymnastics Queensland should research how to link improved safety outcomes in the sport of gymnastics with the funding and non-financial support provided by SRS.

### **7.3 Awareness of workplace health and safety**

Gymnastics clubs in Queensland have a moderately strong awareness of workplace health and safety including the general obligations of the club to ensure workplace health and safety of its workers and other persons, including gymnasts. This awareness does not always translate into well-developed and implemented policies and procedures. This is evidenced by the use of non-accredited coaches and the lack of manual tasks policies and procedures and risk assessments on the use of apparatus.

A key finding of the audits revealed adequate time and/or money is not allocated to meet safety responsibilities in more than half the clubs (Table 8). This is likely to be a reflection on the corporate structure of most clubs as incorporated associations. Volunteers are donating their own time to conduct all areas of running the business. The clubs that partially met this criterion allowed head coaches to prepare lesson plans during paid time or paid an administration officer to prepare Club 10 documentation. No clubs allocated money to meet safety responsibilities.

### **7.3 Managing health and safety in gymnastics**

#### **Lesson plans**

Lesson plans are an essential coaching tool and a requirement to obtain accreditation as a coach. All but one of the 26 clubs had documented lesson plans (Table 9). The club that did not document lesson plans had only one coach who suggested that he had coached for so long that there was no value in documenting what he did.

Although lesson plans were prepared, the format and quality of the content varied considerably. Some clubs used notice boards to set out what skills the gymnasts will be applying during that week or class while others kept detailed notes set out as per the sample lesson plan supplied by GA (Appendix G).

The content varied according to a number of factors including the defined level of the class, the size of the class and the gymnastics program. Classes defined as high level often had skills for individual gymnasts documented. The more comprehensive plans would include details about individual gymnasts, such as injuries or areas for development. Whereas lesson plans for lower level classes, with greater numbers of participants, were typically more general in their content and often lacking in detail.

The two key areas most lesson plans missed were the level of supervision required and key safety controls. Key safety controls require the coach to conduct a risk assessment of the skill and/or apparatus and note controls for any high risk areas. For

example, key safety controls may include “ensure gymnasts keep legs bent as they dismount”, “line up remaining gymnasts against the wall while they take turns to use the vault” or “ensure landing mats are placed on either side of the mini tramp”.

The USA Gymnastics Safety Handbook and Gymnastics Safety Manual (1979) emphasises the importance of supervision by a coach. Gymnastics Australia refers to this as “positioning” of the coach. The positioning of the coach can change depending on the skill being taught, the ability of the gymnast and the age of the gymnast. It is important for coaches to position themselves correctly during coaching. However, only 31% of lesson plans stated the position of the coach (Table 9). It has been suggested that more experienced coaches may instinctively apply positioning techniques and consequently do not record it on their lesson plans. However, regardless of coach experience, clubs should ensure coach positioning is documented to manage the risk of injury to both their coaches and gymnasts. Documenting coach positions allows clubs to review and monitor the adequacy of coach positioning and it can also be used to develop trainee coaches.

One of the clubs with a high safety performance had coach positioning and key safety controls documented on their lesson plans (Appendix H). The lesson plan author is an experienced coach. These lesson plans were one of the most comprehensive in terms of format and quality of content.

The same club has a lesson plan for each apparatus at each level. For example, beam level 1 and parallel bars level 9. The lesson plans are a form of risk assessment for each apparatus. This is an appropriate way to manage the risks of coaching each apparatus and level. These principles could also include recommended matting and layout of apparatus. Many clubs requested more guidance on suggested matting requirements. Combining risk assessment principles and recording control measures on lesson plans could address this need.

### ***Recommendation 3***

Gymnastics Australia should review their GA lesson plan template, in consultation with its members, with the view to developing a lesson plan template that includes coach positioning and key safety controls. Consideration should be given to sample lesson plans for each apparatus and level.

### **Coach accreditation**

Gymnastics Australia has a regime for accreditation of coaches in Queensland. Accreditation is an affiliation, and insurance requirement for GA affiliated clubs. It ensures clubs employ coaches with the appropriate skills and experience to teach gymnastics.

Coaches can obtain a level 1 or 2 accreditation in any of the gymnastics programs. Gymnastics Australia develops and GQ deliver the training for accreditation. A level 1 coach must complete a course and associated assessment, prepare a 10 week unit plan, prepare three lesson plans and have a record of 40 hours supervised practical coaching experience. A level 2 coach must complete a higher level course with at least 200 hours of practical coaching experience.

To maintain accreditation, coaches must continue their professional development through training and workshops each year. This can include online training, workshops conducted by GQ, attendance at Congress (an annual gymnastics conference held in Brisbane) or training organised at a local club level by approved trainers.

A salto, or somersault, is a forward or backward complete revolution with the feet coming over the head. This is a high risk manoeuvre and GA recommends that level 1 coaches only teach saltos if they have completed a Salto Bridging Course/Salto Workshop. This provides level 1 coaches with the skills required to teach saltos. Level 2 coaches have already gained these skills.

Not all gymnastics clubs teach saltos and they are usually only taught at the higher levels of training required for competitive gymnastics. During the assessment, 18 clubs claimed to teach saltos and three of these clubs (16%) did not have appropriately qualified coaches.

Some clubs claimed it is difficult to gain access to salto workshops. Records from GQ show that 11 Salto Workshops were conducted across the State in 2009, 2010 and 2011 (Appendix I). In response to the current campaign, a number of extra workshops were conducted, or are to be conducted. A club can request a workshop to be conducted. Some clubs in northern and central Queensland stated that courses are often cancelled because enough participants can not be found.

Three clubs knowingly operated with non-accredited GA coaches or trainee coaches not directly supervised by an accredited coach. These clubs stated the coaches were experienced. However, in the event of an incident the club's insurance is compromised and it may be more difficult to demonstrate how the club has ensured workplace health and safety. These clubs were all located in the north Queensland region.

The north Queensland clubs without accredited coaches claimed that it was difficult to gain access to coaching courses to maintain or obtain their accreditation. Coaching is a form of secondary employment for most gymnastics coaches and this limits their availability to attend training. In north Queensland, GQ conducts courses on request and when enough attendees are available. They have consistently conducted coach accreditation courses over the last three years. .

#### ***Recommendation 4***

Gymnastics Australia should conduct a training needs analysis and ensure that access to coach accreditation and professional development courses is available.

#### **Supervision**

Gymnastics classes were well supervised and participants were behaving in a controlled manner during inspections (Table 9). One class, observed during the inspection, was not adequately supervised and an improvement notice was issued. The class was an adult gymnastics class. There was no lesson plan available and participants selected their own apparatus. The inspector observed participants using apparatus in an unsupervised manner. The club made the decision to cancel this class on the grounds of difficulty in getting participants to follow instruction, the loss of

one of the three coaches taking this class and the high risk nature of adults using gymnastics equipment unsupervised.

### **Apparatus and facility safety**

Many gymnastics clubs had not conducted a risk assessment on the safe use of their apparatus, including the layout of apparatus (Table 9). Further, not many clubs had sought guidelines from equipment manufacturers and suppliers (Table 9).

The lack of risk assessment is the likely reason that the risk of contact with hard surfaces was poorly controlled (Table 9). This is evidenced by the large number of enforcement notices issued for the uncontrolled risk of contact with hard surfaces (Table 7). Only two clubs had controlled all risks of contact with hard surfaces. When the data was analysed to consider the risk of contact with a hard surface in an incident similar to that sustained by the deceased gymnast, 73% of clubs had controlled the risk. This includes matting on all floor surfaces that could be contacted, appropriate matting in designated landing areas and appropriate matting on areas surrounding landing areas.

Less than half the clubs had facility flooring completely covered with matting (Table 9). However, it is contact with hard surfaces, other than the floor, that presented the greatest risk in the assessment sample. This included contact with unprotected components of the apparatus, unprotected walls and the close proximity of other apparatus. A risk assessment on the use of each apparatus would have identified these factors.

Most clubs own their own gymnastics apparatus, but less than half own the facility where they conduct gymnastics (Table 5). Often the layout of a facility is dictated by the size and shape of the building. A risk assessment would consider this limitation and allow clubs to set up their apparatus in the safest manner.

Prescriptive guidelines on competition apparatus and layout is specified in the International Gymnastics Federation (FIG) norms, the Gymnastics Safety Manual (1979) and European Standards. These documents specify technical information on the ratings of apparatus, the size and thickness of matting and layout distances. However, these are high level competition standards and the majority of gymnastic clubs do not have a facility large enough to set up in accordance with these.

A risk assessment on the use of each apparatus is the best method to control the risk of injury. It would allow clubs to assess the apparatus specific to their environment and use. Further, other factors that must be used to control the risk of injury can also be considered. These include the capacity of the gymnast, skill progression and supervision.

### ***Recommendation 5***

Gymnastics Australia should research and develop methods to assist gymnastics clubs to conduct risk assessments, specifically in the use of gymnastics apparatus.

### **Equipment maintenance**

Less than half the clubs had documented policies and procedures on equipment and equipment maintenance (Table 9). However, during the inspection most clubs had

equipment that appeared to be maintained and safe to use (Table 9). Club 10 provides a lot of guidelines, example policies and checklists for managing equipment safety. It appears that the importance of documenting and recording systems is not apparent to many gymnastics clubs. The procedures suggested in Club 10 are onerous including daily, monthly and quarterly inspections with corresponding checklists. A review of the Club 10 processes could simplify, and in turn improve, the equipment maintenance policy, procedure and checklist/s, and increase compliance with the documentation requirements.

***Recommendation 6***

Gymnastics Australia should review the Club 10 equipment maintenance policies and procedures with a view to achieving greater compliance with Club 10 documenting processes.

**Manual tasks**

Gymnastics coaches are required to move gymnastics equipment, including apparatus and matting. Twenty-three percent of clubs use a facility where they must set up and pull down apparatus every time classes are conducted (Table 9). Even in clubs where apparatus is set up permanently, coaches still move some apparatus and mats to suit lessons.

The risk of manual task injuries amongst gymnastics coaches must be controlled. However, only 54% of clubs are doing this. Other than the general risk assessment material, Club 10 does not provide information on controlling manual task risks in gymnastics. Clubs need more guidance and information in this area.

***Recommendation 7***

Gymnastics Australia should research and develop methods to assist gymnastics clubs in managing the risk of manual task injuries in gymnastics coaches.

**Spotting**

Spotting is a method of coaching that may or may not be used. Spotting can be used for minor assistance and to support confidence or for the safety of a gymnast. It should not be used when manoeuvres have been rushed as there is inadequate physical preparation, unsuitable apparatus or a substitute for proper sequence of progressions.

During the assessments it was established that coaches use a wide variety of different techniques to spot a gymnast. For example, some coaches look to catch a gymnast if they fall or physically “hold” them through a manoeuvre the first time they perform it so the gymnasts can “feel” the manoeuvre. For this reason, data collected on spotting was not consistent and was not used analysed. However, it is apparent that guidance on correct spotting techniques and when to use spotting should be provided to gymnastic coaches.

***Recommendation 8***

Gymnastics Australia should review coach knowledge on spotting and provide additional guidance and training where required.

### **Gymnast capacity**

Determining a gymnasts' capacity or ability to perform a manoeuvre is a key skill of a coach and essential to control the risk of injury to a gymnast. Most coaches claim to know their gymnasts' abilities through working with them. This was most apparent at the higher levels of competitive gymnastics where the classes are smaller and gymnasts are training for many hours every week. However, at the lower levels, or in recreational classes, knowing the ability of every gymnast in the class was less likely.

Only 50% of clubs comprehensively assessed their gymnasts' capacity and ability and recorded this information (Table 9). Nearly all clubs had a process, although not documented, to assess new gymnasts. Very few recorded what skills a gymnast had achieved or provided a record of achievement to gymnasts. Some clubs use the National Flexibility and Strength test to assess the skills and abilities of their gymnasts, but only for the higher levels.

Assessing the capacity and ability of a gymnast is an important part of managing the risk of injury. Recording this is also important because if a coach takes leave, the relieving coach needs to be informed on the ability of each gymnast, or at least those gymnasts that are not yet at the same level of the class. Recording skill progressions could be made simple through a checklist and used to inform lesson plans.

#### ***Recommendation 9***

Gymnastics Australia should research the viability of a simple method to document skill progression of gymnasts, including any injuries suffered. This may vary for high level, competitive gymnasts and low level or recreational gymnasts.

## **7.4 Emergency management and incident recording**

Emergency management and incident recording was managed well by the majority of clubs, though most clubs did not have documented policies or procedures.

The areas that clubs could improve include:

- Developing a pit retrieval process in the event of a serious injury. It is important to not enter a pit when someone is seriously injured as disturbing the foam may cause further injury (Gymnastics Safety Manual, 1979). Clubs should have a process that includes a cantilever device that enables access the injured person.
- Developing a procedure to include the stabilisation of persons suffering fractures, cerebral and spinal injuries. While most clubs commented that they would phone 000, it is still important to ensure coaches and others are aware of the initial first aid techniques to apply in the interim. The USA Gymnastics Safety Handbook (1994) provides advice on this.
- Conducting regular fire drills. As foam matting burns quickly emitting a toxic smoke, it is important to evacuate quickly. Conducting a fire drill twice yearly is a GA National Affiliation requirement, however, only 50% of clubs were compliant.
- Understanding the requirement to notify WHSQ in the event of a “notifiable event”. Most clubs were not aware of this requirement and inspectors provided advice to nearly all the assessed clubs.

## **8.0 Conclusion**

Safety during gymnastics activities is being managed through a combination of the commitment of club coaches, volunteers and industry associations. Gymnastics clubs have a strong awareness of workplace health and safety and emergency management and incident recording. There is room for improvement in the areas of lesson plans, risk management, equipment maintenance, manual tasks and documenting skill progression.

Gymnastics Australia enjoys a strong membership in Queensland and deliver a comprehensive quality assurance program called Club 10. Club 10 is a valuable program that has ensured gymnastics clubs have a strong foundation to implement workplace health and safety systems. This program should be reviewed to ensure that it better meets the safety requirements of clubs and focuses more on implementation rather than documentation.

Sport and Recreation Services provide funding and non-financial support to GQ and gymnastics clubs. These services provide another opportunity to assist clubs to improve their safety systems.

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## Appendix A

### Terms of Reference

#### **TERMS OF REFERENCE – WHSQ ASSESSMENT OF SAFETY DURING GYMNASTICS ACTIVITIES**

##### **PURPOSE OF THIS DOCUMENT**

The purpose of this document is to set arrangements for a health and safety assessment of gymnastics activities at facilities operating in Queensland.

##### **BACKGROUND**

The mother of a young woman who sustained fatal injuries while undertaking gymnastics activities at a gymnastics facility in North Queensland has questioned the adequacy of safety in this industry.

The Minister for Industrial Relations has acknowledged these concerns and has in turn requested that Workplace Health and Safety Queensland (WHSQ), in consultation with relevant industry parties, review the need for improvements to safety in these facilities.

##### **SCOPE**

The WHSQ assessment of safety during gymnastics activities will be exploratory in nature, that is, it will attempt to assess the need for improvements. In this regard, the assessment will be limited to a representative sample of facilities conducting gymnastics activities. Facilities will only be contacted prior to the assessment where it has been deemed necessary to facilitate the conduct of the assessment.

The assessment will be limited to gymnastics facilities that are operated by Police Citizen Youth Clubs (PCYC), Young Men's Christian Associations (YMCA), clubs and associations regardless as to if they are operating as an affiliated member of Gymnastics Queensland.

The assessment will review the adequacy of measures that facilities have in place to manage gymnastics activity safety risks. Examples of the measures that may be covered during this assessment include:

- levels of awareness of relevant health and safety obligations;
- risk identification and assessment strategies used to manage safety risks in gymnastics related activities;
- assessments of participant's skill level and ability;
- supervision arrangements;
- the competency of staff, coaches etc.; and
- safety associated with the usage of equipment during gymnastics activities.

The assessment findings will be analysed with a view to determining the industry-wide nature of issues identified and the need or otherwise for WHSQ and/or industry to introduce strategies to respond to the issues.

## **RESPONSIBLE AGENCY**

The assessment and development of a response to the findings will be undertaken by Workplace Health and Safety Queensland (WHSQ), a division within the Office of Fair and Safe Work Queensland, Department of Justice and Attorney-General.

## **CONSULTATION**

WHSQ recognises that consultation with relevant parts of industry will be necessary to ensure the assessment achieves its intended objectives. Therefore, relevant stakeholders will be consulted during the development and conduct of the program including: Gymnastics Queensland, Gymnastics Australia and the Department of Communities – Sport and Recreation. These stakeholders will be consulted:

- on the development of assessment tools;
- the proposed assessment timeframes; and
- at the conclusion of the process to provide comments on the findings and any proposed responses.

## **TIMEFRAMES**

- Development of assessment plan to be completed by end January 2011
- Development of assessment materials to be completed by end February 2011
- Assessments to be conducted between March and April 2011
- Results of assessments to be compiled by mid May 2011
- Feedback from stakeholders on results of assessments to be completed by end May 2011
- Proposed response to assessment findings and stakeholder feedback to be finalised by end June 2011

These timeframes will be constantly reviewed and adjusted as necessary to allow consultation to occur.

Workplace Health and Safety Queensland

WHSQ assessment of safety during gymnastics activities

Project Proposal

Version FINAL

<b>CIS descriptor</b>	GYMASSESS		
<b>Industry</b> (Include Target Groups)	Health and Community Services Gymnastic facilities and activities		
<b>Project Objectives</b>	Assess the adequacy of measures used by gymnastics facilities to manage gymnastic activity safety risks.		
<b>Justification</b>	<p>In June 2009 an experienced gymnast sustained a fatal injury while completing a routine on a tumble track. She pushed off or rebounded from the mats which propelled her toward the edge of the crash mats. Tragically her head and torso went over the edge of the mats and her head struck the concrete floor.</p> <p>The adequacy of safety standards in gymnastics facilities have been questioned by the mother of the deceased gymnast and the Minister for Industrial Relations has asked for a review.</p>		
<b>Project process</b>	The purpose of this project is to consult with stakeholders and assess a representative sample of Queensland gymnastics facilities to establish how gymnastic activity safety risks are being managed. WHSQ will use this information to determine if any further intervention with the gymnastics industry is required.		
	<b>Steps</b>	<b>Who</b>	<b>Milestone</b>
	1. Develop and obtain approval of project proposal	Project Coordinator	End January 2011
2. Consult with stakeholders	Project Coordinator	End February 2011	

	3. Develop assessment process and associated tools	Project Coordinator	Early March 2011
	4. Conduct assessments	Project team	End March to End April 2011
	5. Collate assessment findings	Project Coordinator	Mid May 2011
	6. Present preliminary findings to stakeholders and collate feedback	Project Coordinator	End May 2011
	7. Prepare a proposed response on way forward for Senior Director, Service Delivery	Project Coordinator	End June 2011
	8. Brief the Minister for Industrial Relations on the outcomes and any future interventions.	Project Coordinator	End June 2011
<b>Key external stakeholders</b>	<ul style="list-style-type: none"> <li>• Gymnastics Queensland (GQ)</li> <li>• Gymnastics Australia (GA)</li> <li>• Department of Communities – Sport and Recreation (DoC-S&amp;R)</li> <li>• Police Citizen Youth Clubs (PCYC)</li> <li>• Young Men’s Christian Associations (YMCA)</li> </ul>		
<b>Resources required</b> e.g. human and financial	<ul style="list-style-type: none"> <li>• Project Coordinator</li> <li>• WHS Inspectors - to conduct the assessments (number TBA)</li> <li>• OSS Senior Advisor - to assist with evaluation</li> <li>• Some travel may be required to consult with stakeholders and undertake assessments</li> </ul>		
<b>Deliverables</b> e.g. meetings, workshops, presentations, site visits	<p>Meetings with key external stakeholders- (GQ, GA, DoC-S&amp;R) regarding:</p> <ul style="list-style-type: none"> <li>• The scale and scope of the gymnastics industry in Queensland.</li> <li>• The operation of gymnastics facilities with regard to health and safety risk management.</li> <li>• Development of assessment tools</li> <li>• Assessment timeframes</li> <li>• At the conclusion of the process, to provide comments on the findings and any proposed responses</li> </ul> <p>Assessment of 25% of facilities in Queensland. The sample will be representative of gymnastics facilities with regard to size, location and affiliation and non-affiliation with Gymnastics Queensland.</p> <p>Project report (incl. min info brief) summarising the assessment process, outcomes and any recommendations for further interventions.</p>		



## APPROVAL

<b>Jim Carmichael</b>  Senior Director, Service Delivery  <b>Signature:</b>   <b>Date:</b>	<b>Comments:</b>	<b>Project Co-ordinator:</b>  Nicole Wildman/Chris Coxon
		<b>Team:</b>



## Appendix C

### Email to all gymnastics clubs

Dear Sir/Madam

Workplace Health and Safety Queensland (WHSQ), in partnership with Gymnastics Australia, Gymnastics Queensland and Sport and Recreation Queensland, is conducting an assessment of Queensland gymnastic facilities to assist clubs in developing better safety systems and prevent workplace incidents and injuries.

In March and April 2011, WHSQ inspectors will visit selected clubs to assess their safety systems and monitor compliance with their obligations under the *Workplace Health and Safety Act 1995*.

Prior to your visit, you will receive a phone call from an Inspector to make arrangements for a suitable time and place for the assessment.

During the visit the Inspector will be assessing safety during gymnastics activities including:

- Awareness of Workplace Health and Safety. Indicators may include a club workplace health and safety policy, implementation of a quality assurance program (eg Club 10) and managing safety issues when they are reported.
- Managing Health and Safety in Gymnastics. Indicators may include appropriate supervision/positioning, lesson plans, using accredited coaches, safe layout of equipment, a system for the maintenance of equipment and a process to identify individual capacity.
- Emergency Management and Incident Recording. Indicators may include emergency procedures, club injury/incident policy and a first aid policy.

The visit will be in two parts. In the first part the Inspector will meet with club representative/s (preferably the head coach) to review club documents and discuss safety processes. It will assist in this part of the assessment if the relevant documentation is readily available. During the second part the Inspector will attend the gymnastics facility while lessons are occurring and review the processes discussed during part one.

Following the assessments, the results from all clubs will be analysed with a view to identifying any issues and the need for WHSQ and industry to introduce strategies to respond to these. A report containing the assessment findings will be prepared and made publicly available on the WHSQ website

If you require further information on workplace health and safety you can visit [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au). If you require more information on the assessment please contact Kym Dowdell at Gymnastics Queensland on 07) 3036 5600 or Workplace Health and Safety Infoline on 1300 369 915.

Yours sincerely



Dr Simon Blackwood  
Executive Director  
Workplace Health and Safety Queensland

## WHSQ Assessment of Safety During Gymnastics Activities

### Assessment Process for Inspectors

Version 1

#### Step 1. Introduction of Campaign to Industry

- Gymnastics Queensland will introduce the campaign to all affiliated gymnastics clubs via an email.
- WHSQ will notify all non-affiliated clubs with a similar email.

#### Step 2. WHS Inspector contact the workplace

- Telephone the gymnastics club and make an appointment to meet with a club representative (preferably the head coach) and conduct the desktop assessment.
- It is expected the desktop assessment will take between 1 to 2 hours and should be conducted at a time when there are no distractions i.e. not during classes
- Obtain a schedule of classes over the next two weeks at the facility. From this schedule, determine when your inspection will occur.
- The inspection will be conducted unannounced within 2 weeks of the desktop assessment. Do not make an appointment.
- The inspection will take up to one hour and must be conducted when equipment is set up and classes are being conducted.
- Attempt to conduct the desktop assessment within 7 days of your phone call.

#### Step 3. Conduct the desktop assessment

- Collect as much evidence as you can on the assessment checklist.
- View all documents the club claims to have.
- If possible, obtain a copy of the documents you will need to cross check during the inspection such as session plans, lesson plans, equipment layout diagrams, first aider roster.

#### Step 4. Conduct the Inspection

- Arrive unannounced before classes commence.
- Be mindful of the impact your presence may have on parents and children.
- Photograph equipment and the facility layout before participants arrive.
- DO NOT PHOTOGRAPH GYMNASTS.
- If any notices are to be issued take a photograph of the equipment and/or activity.
- If you concentrate on one or two classes during the inspection make note of this on the assessment checklist.

#### Step 5. Administration

- Place all your activities on CISR.
- Send the completed assessment checklists to Nicole Wildman by scanning and emailing or hard copies by post to WHSQ, PO Box 501, NAMBOUR Q 4560.

# Safety During Gymnastic Activities Checklist

## 2011

This checklist has an emphasis on public (participant) safety. This is in response to the Minister for Industrial Relations request to assess the adequacy of safety standards in gymnastics facilities following the fatal injury of a gymnast in 2009.

The checklist has been developed in consultation with Gymnastics Australia and Gymnastics Queensland.

CISR Ass No.		Club 10 Level	<input type="checkbox"/> Star 1 <input type="checkbox"/> Star 2 <input type="checkbox"/> Star 3 <input type="checkbox"/> Star 4 <input type="checkbox"/> Not Aff
Club Name		Number of club membership	
Inspector		Number of coaches	
Contact Person		Legal structure	<input type="checkbox"/> Incorp. Ass <input type="checkbox"/> Company <input type="checkbox"/> Sole Trader
Head Coach/s		Facility	<input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Other.....
Date	Desktop:                      Inspection:	Equipment	<input type="checkbox"/> Owned <input type="checkbox"/> Leased <input type="checkbox"/> Other.....

## What programs are offered at this club? (Tick all)

Men's Artistic Gymnastics (MAG) | Floor, Pommel Horse, Rings, Vault, Parallel Bars and Horizontal Bar.

- o Rec | Recreational participation and no levels achieved.
- o Lev 1-3 | Level 1, 2 or 3 (National Levels Program)
- o Lev 4-6 | Level 4, 5 or 6 (National Levels Program)
- o Lev 7-10 | Level 7, 8, 9 or 10 (National Levels Program)
- o Int'l | International Stream (Elite)

Women's Artistic Gymnastics (WAG) | Vault, Uneven Bars, Balance Beam and Floor.

- o Rec | Recreational participation and no levels achieved
- o NL 1-3 | National Development Program Level 1, 2 or 3
- o NL 4-6 | Level 4, 5 or 6 (National Levels)
- o NL 7-10 | Level 7, 8, 9 or 10 (National Levels)
- o IDP 6/8/10 | Level 6, 8 or 10 (International Levels)
- o Jnr | Junior (International Levels)
- o Snr | Senior (International Levels)

Rhythmic Gymnastics (RG) | Rope, Hoop, Ball, Clubs and Ribbon.

- o Rec | Recreational participation and no levels achieved
- o Lev 1-3 | Level 1, 2 or 3 (National Levels Program)
- o Lev 4-6 | Level 4, 5 or 6 (National Levels Program)
- o Lev 7-10 | Level 7, 8, 9 or 10 (National Levels Program)
- o Stages | Junior Int. Development
- o Jnr | Junior International
- o Snr | Senior International

Gymnastics For All (GFA) | Apparatus Gymnastics; Gymnastics and Dance; Wellness; Fitness and Health.

- o K'gym | Kindergym: a movement-based program for children 5 years and under
- o Children | Participation program for children 5 - 12 years (Aussie GymFun)
- o Youth | Participation program for teenagers
- o Adults | Participation program for adults
- o Disability | Participation program for people with disabilities
- o Displays | Group performance and display gymnastics (Gymfests, Gymnaestrada, etc)

o GymMix | Utilises the GymMix resource and potentially the levels program within

o Schools | Delivers programs to schools; at the Club or school  
Information in Section 6 will be used to promote to the general public the programs offered

Cheerleading (CHL) | Sport program involving tumbling, dance, jumps and stunting

- CompCheer | Competitive cheerleading
- TeamCheer | TeamCheer Level 1, 2 or 3 (National Levels Program)

Sport Aerobics (AER) | Individuals, Mixed Pairs, Trios and Groups

- o Levels | Level 1, 2 or 3 (National Levels Program)
- o Nat A/B | National A or B (National Stream)
- o Int'l | International Stream
- o Aeroskools | School based program

Trampoline Sports (TRP) | Trampoline, Double-Mini Trampoline and Tumbling

- o Tramp | Trampoline Level 1 to 10 (National Levels Program – PAS)
- o DMT | Double-Mini Trampoline Level 1 to 10 (National Levels Program – PAS)
- o Tumb. | Tumbling Level 1 to 10 (National Levels Program – PAS)
- o Jnr | Junior
- o Snr | Senior

Sports Acrobatics (ACR) | Women's Pairs, Men's Pairs, Mixed Pairs, Women's Trios and Men's Fours

- o Lev 1-3 | Level 1, 2 or 3 (National Levels Program)
- o Lev 4-6 | Level 4, 5 or 6 (National Levels Program)
- o Lev 7-10 | Level 7, 8, 9 or 10 (National Levels Program)
- o Jnr | Junior
- o Snr | Senior

Other Programs (please list)

- o
- o
- o

# DESKTOP

Conduct this section with a club representative and the Head Coach or Program Director at a location where club documentation is available.

## 1. Awareness of Workplace Health and Safety

Item	Issue	Indicators	Description
1.1	Are workplace health and safety obligations understood by the PCBU?	<ul style="list-style-type: none"> <li>○ A person is allocated to manage safety responsibilities.</li> <li>○ Job descriptions have safety components</li> <li>○ Managers lead by example.</li> <li>○ Consultation processes for safety issues exist and works.</li> <li>○ Safe work procedures exist (e.g. lesson plans, moving equipment).</li> <li>○ Ongoing training and supervision in safety</li> <li>○ Safety issues are reported and acted upon.</li> </ul>	
1.2	Are workplace health and safety obligations understood by workers (staff, volunteers, coaches)?	<ul style="list-style-type: none"> <li>○ Obligations outlined in induction.</li> <li>○ Workers take responsibility for safety issues.</li> <li>○ Workers lead by example.</li> </ul>	
1.3	Is time/money allocated to meet safety responsibilities?	<ul style="list-style-type: none"> <li>○ Time available to prepare safe work procedures (e.g. lesson plans), deliver training, complete risk assessments, site walkthroughs, pre-start checks etc</li> <li>○ Regular meetings of safety</li> </ul>	

		committee or safety discussed regularly at meetings.	
1.4	What processes does the club have to ensure health and safety?	<ul style="list-style-type: none"> <li>○ WHS Policy</li> <li>○ Quality assurance program (e.g. Club 10)</li> <li>○ Risk register</li> <li>○ Safety rules</li> <li>○ Risk Assessments</li> <li>○ Safety meetings</li> </ul>	
1.5	Does the club have safety rules and are participants, staff, volunteers and visitors aware of them?	<ul style="list-style-type: none"> <li>○ Safety rules are displayed at the facility in appropriate location.</li> <li>○ Safety rules are explained during club registration.</li> <li>○ Safety rules form part of the agreement for club membership.</li> </ul>	
1.6	Are managers and workers involved in all safety decisions and developing safety initiatives?	<ul style="list-style-type: none"> <li>○ Workers involved in safety decisions, procedure development and risk assessments</li> <li>○ Issues raised during pre-start talks/team meetings/committee meetings</li> <li>○ Issues taken to safety committee, club committee meetings or directly to the Program Director</li> </ul>	

## 2. Managing Health and Safety in Gymnastics

### SUPERVISION/POSITIONING

Item	Issue	Indicators	Description
Desktop			
2.1	A lesson plan is prepared for every lesson	<ul style="list-style-type: none"> <li>○ Documented lesson plans are made for each lesson</li> <li>○ The lesson plan details supervision arrangements</li> </ul>	
2.2	The lesson plan outlines adequate positioning of the coach and/or what level of supervision is required.	<ul style="list-style-type: none"> <li>○ If a new skill or apparatus is being taught direct supervision and/or close positioning is specified.</li> <li>○ Reasonable ratio numbers which are indicative of the level of skill of the coach and the skills being taught.</li> </ul>	
2.3	All supervision is conducted by an accredited coach.	<ul style="list-style-type: none"> <li>○ Coaches are accredited and registered with GA.</li> <li>○ A record of coaches' accreditation is held by the Club</li> <li>○ Trainee coaches are directly supervised by an accredited coach.</li> </ul>	EAO
2.4	Participant behaviour is managed	<ul style="list-style-type: none"> <li>○ There is a behaviour management policy and plan that includes what action to take when behaviour needs to be addressed.</li> <li>○ Participants are aware of the behaviour management policy.</li> <li>○ Inappropriate behaviours are addressed.</li> <li>○ Safety rules are displayed at the facility.</li> </ul>	

## COACHING

Item	Issue	Indicators	Evidence
Desktop			
2.5	The club uses accredited coaches to run its programs and classes.	<ul style="list-style-type: none"> <li>○ The club's coach accreditation is on file and includes:               <ul style="list-style-type: none"> <li>○ A list of all programs and classes</li> <li>○ The name of coaches assigned to each program and class</li> <li>○ Technical membership ID number for each coach.</li> <li>○ Accreditation level held by each coach.</li> <li>○ Other courses completed by each coach e.g. Saulto bridging course.</li> </ul> </li> </ul>	EAO
2.6	Accredited coaches are assigned to programs and classes they are qualified to coach.	<ul style="list-style-type: none"> <li>○ Saultos are only taught by L1 coaches who have completed the Saulto Bridging Course or L2 Coaches</li> <li>○ Recreation/Gym for All = Gym for All Coach</li> <li>○ MAG/WAG L 1-3 = MAG/WAG L1 Coach</li> <li>○ MAG/WAG L 7-10 = MAG/WAG L2 Coach (or experienced L1 coach)</li> <li>○ International = L2+ Coach (or experienced L1 coach)</li> <li>○ Trampoline, tumbling &amp; double mini-tramp = TRP L1 and L2 (for saulto competencies)</li> </ul>	EAO
2.7	On employment coaches are	<ul style="list-style-type: none"> <li>○ In house Coach Education Program</li> </ul>	

	inducted and receive regular training by the club.	<p>which includes:</p> <ul style="list-style-type: none"> <li>○ Club specific information (emergency &amp; administration procedures)</li> <li>○ Coaching specific information (obligations, safety &amp; class management)</li> <li>○ Other methods of upskilling/educating are used e.g. information distributed by email, placed in coach “pigeon holes” or via a regular newsletter</li> </ul>	
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## FACILITY AND EQUIPMENT

Item	Issue	Indicators	Evidence
Desktop			
2.8	The layout of equipment is safe	<ul style="list-style-type: none"> <li>○ A risk assessment has been conducted to identify any risk of injury due to the layout of equipment.</li> <li>○ A risk register identifies the risk of injury due to the layout of equipment and control measures are implemented.</li> <li>○ The club session plan identifies where equipment is to be placed and the sequence in which it will be used to minimize injuries.</li> <li>○ The lesson plan identifies any safety considerations of the layout of equipment and supervision required.</li> <li>○ There are designated walkways.</li> <li>○ Manufacturer’s instructions/specifications are used to guide the layout.</li> </ul>	EAO

		<ul style="list-style-type: none"> <li>○ Equipment suppliers (e.g. Acromat) are consulted to provide advice on layout.</li> <li>○ The layout is inspected by the head coach before classes begin.</li> </ul>	
2.9	The risk of manual task injuries has been controlled	<ul style="list-style-type: none"> <li>○ A risk register identifies the risk of injury due to moving equipment and control measures are implemented.</li> <li>○ A Manual Tasks Policy exists</li> </ul>	EAO
2.10	Equipment is maintained and safe to use.	<ul style="list-style-type: none"> <li>○ Club Equipment Policy</li> <li>○ Club Equipment Procedures</li> <li>○ Club Equipment and Venue Checklist</li> <li>○ Equipment Safety Inspection Checklist</li> <li>○ Daily checks prior to classes and signed off by coach</li> <li>○ Monthly checks conducted by the property officer (Equipment Safety Inspection Checklist).</li> <li>○ Quarterly checks by coach and property officer (Equipment and Venue Checklist)</li> <li>○ Equipment reports documented and actioned.</li> <li>○ A process is in place to check the compression of matting</li> </ul>	

## PARTICIPANTS

Item	Issue	Indicators	Evidence
Desktop			
2.11	Gymnasts are evaluated for capacity/ability	<ul style="list-style-type: none"> <li>○ The club has a process to identify individual capacity/ability (e.g. individual training and assessment records) before training starts.</li> </ul>	

		<ul style="list-style-type: none"> <li>○ The club has a process to identify a new gymnast's capacity/ability to place in the appropriate class.</li> <li>○ Gymnasts are provided with progress reports.</li> <li>○ Gymnasts are rated on the National Strength and Flex Test (usually only in the higher levels).</li> <li>○ Member enrollment process identifies any incapacity/disability/injury.</li> <li>○ Injury report forms are completed and reviewed.</li> <li>○ Rehabilitation programs are documented.</li> <li>○ Skill progression is documented.</li> <li>○ Gymnasts are matched by skill level</li> <li>○ Adult classes have lesson plans that accommodate the varying skill levels that may be present in a group</li> </ul>	
2.12	Gymnasts are informed of the safety risks	<ul style="list-style-type: none"> <li>○ Lesson plan highlights safety risks.</li> <li>○ Written and/or verbal information is provided at enrollment.</li> <li>○ Signage is used to communicate risks.</li> </ul>	

### 3. Emergency Management and Incident Recording

Item	Issue	Indicator	Evidence
Desktop			
3.1	Injuries and incidents are managed	<ul style="list-style-type: none"> <li>○ Club injury/incident policy and procedure exists.</li> <li>○ Injury report forms are accessible during classes.</li> <li>○ Injuries and incidents are recorded</li> <li>○ Injuries and incidents are evaluated and control measures are implemented.</li> <li>○ Notifiable events are notified to WHSQ</li> </ul>	
3.2	First aid is managed	<ul style="list-style-type: none"> <li>○ A club first aid policy and procedure exists.</li> <li>○ The procedure includes the stabilization and evacuation of fractures, cerebral and spinal injuries</li> <li>○ A register of First Aiders is maintained.</li> <li>○ At least one current First Aider is on site and available during all classes.</li> <li>○ An appropriately stocked first aid kit is available on site and accessible during all classes.</li> <li>○ The first aid kit includes spinal injury management equipment.</li> <li>○ A roster displays who the First Aider</li> </ul>	

		is during all classes.	
3.3	The risks associated with emergencies are managed	<ul style="list-style-type: none"> <li>○ Club emergency procedures are documented.</li> <li>○ Emergency procedures address fire, missing child, unauthorized person, evacuation and serious injury (including retrieving from pits and spinal &amp; cerebral injury).</li> <li>○ All staff are trained in emergency procedures and this is documented.</li> <li>○ Fire drills are conducted at least twice a year.</li> <li>○ Emergency procedures are displayed at the club facility.</li> <li>○ Fire extinguishers are available and staff are trained in their use.</li> <li>○ A telephone is available at the facility.</li> <li>○ Emergency contact details for all gymnasts are documented and available at the facility.</li> </ul>	EAO

# INSPECTION

Conduct this section while observing a coach conducting a MAG, WAG or TRP class. Assess at least two different groups and coaches.

## SUPERVISION/POSITIONING

Item	Issue	Indicator	Evidence
<b>Inspection</b>			
INS 1	Are all groups supervised during lessons, whether general or specific, as per the lesson or supervision plan?	<ul style="list-style-type: none"> <li>The coach can always see and hear his/her gymnasts.</li> </ul>	EAO
INS 2	Are there any volunteers or non-accredited coaches supervising groups?		EAO
INS 3	Are there any unsupervised groups?		EAO
INS 4	Are groups behaving in a controlled manner and remaining in the area/apparatus they are required to be in?		
INS 5	What is the ratio of gymnasts to coach?		
INS 6	Is spotting conducted in the manner as advised by GA (see across)	<ul style="list-style-type: none"> <li>Lesson plans highlight skill progression techniques</li> <li>Spotting is conducted by an accredited coach</li> <li>Children and volunteers are not used as spotters</li> </ul>	<ul style="list-style-type: none"> <li><i>Spotting in MAG and WAG is only used to provide minor assistance and is not used when skills have been rushed; there is inadequate physical preparation, unsuitable apparatus or a substitute for proper sequence of progressions.</i></li> <li><i>During competition TRP requires four spotters in designated positions around the trampoline. This may be used during training. The role of these spotters is to assist gymnasts if they contact the springs/mats or look to roll off. They do not catch a gymnast if they bounce off the trampoline.</i></li> </ul>

## COACHING

Item	Issue	Indicator	Evidence
<b>Inspection</b>			
INS 7	Accredited coaches are teaching classes as assigned on the Club's session plan.		
INS 8	Coaches are coaching groups they are qualified to coach.		EAO

## **FACILITY AND EQUIPMENT**

Item	Issue	Indicator	Evidence
<b>Inspection</b>			
INS 9	Do the apparatus, mats and other equipment appear to be maintained and safe to use?	<ul style="list-style-type: none"> <li>○ Equipment appears to be maintained.</li> <li>○ Equipment is stable e.g. not positioned on matting causing the item to be unstable, equipment is adequately bolted to the floor.</li> </ul>	EAO
INS 10	The risk of contact with hard surfaces has been controlled	<ul style="list-style-type: none"> <li>○ Where equipment is located near a wall and there is a risk of contacting the wall, the wall is padded.</li> <li>○ Walls are not used as terminating points for games, relays or landing from springing devices.</li> <li>○ Matting is used to cover solid surfaces of the equipment that could be inadvertently contacted e.g. the metal feet of a beam.</li> <li>○ Matting is provided on all floor surfaces that could be contacted intentionally or otherwise.</li> <li>○ Appropriate matting is provided in</li> </ul>	EAO

		<p>designated landing areas.</p> <ul style="list-style-type: none"> <li>○ Appropriate matting is provided on areas surrounding designated landing areas.</li> <li>○ Springs on tramps are covered with matting.</li> <li>○ Pits are adequately edge padded and filled to the top of the pit</li> <li>○ Trampolines are at ground level</li> <li>○ Harnesses are used in training.</li> <li>○ Matting does not appear to be worn and compressed.</li> </ul>	
INS 11	Access to unsupervised equipment is restricted	<ul style="list-style-type: none"> <li>○ Physical barriers</li> <li>○ Signage</li> <li>○ Unused equipment is stored away</li> <li>○ Groups are fully supervised to prevent gymnasts leaving the group</li> </ul>	EAO
INS 12	Is the facility:		<input type="checkbox"/> Purpose built and apparatus and mats remain static, or <input type="checkbox"/> Equipment is moved around and set-up for each lesson. <input type="checkbox"/> Other.....
INS 13	Is the facility flooring:		<input type="checkbox"/> Concrete/hard surface, with areas not covered by matting; or <input type="checkbox"/> Concrete/hard surface and completely covered with matting; or <input type="checkbox"/> Fixed soft landing material e.g. rubber <input type="checkbox"/> Other.....

## PARTICIPANTS

Item	Issue	Indicator	Evidence
<b>Inspection</b>			
INS 14	Is the group learning skills outlined in the lesson plan?		EAO
INS 15	Does the coach explain and demonstrate the nature of risks e.g. safe landing		

	techniques, pathways & no go zones		
INS 16	Is there any signage used to communicate risks?		

### EMERGENCY MANAGEMENT AND INCIDENT RECORDING

Item	Issue	Indicator	Evidence
<b>Inspection</b>			
INS 17	Are staff, volunteers, visitors and gymnasts aware of the emergency evacuation procedure and the assembly point?		
INS 18	Is there a First Aider at the facility?		EAO
INS 19	Are emergency procedures on display at the facility?		
INS 20	Are emergency exits accessible? <i>Test doors to ensure they are not locked.</i>		EAO
INS 21	Is the first aid kit appropriately stocked?		
INS 22	Is incident recording paperwork available?		

## Section 10 | National Affiliation Standards

### 10.1 National Affiliation Standards:

Affiliation with **Gymnastics QLD** for the year commencing January 1, **2011**, is conditional upon compliance with the following National Affiliation Standards.

*Please tick each standard to acknowledge the club's compliance*

1.  All affiliation fees paid in accordance with **Gymnastics QLD** procedures
2.  All classes are conducted by an Accredited Coach registered with Gymnastics Australia. All trainee/unqualified coaches are directly supervised by an Accredited Coach
3.  The club's name complies with the National Club Name Policy
4.  All of the club's participants are registered with **Gymnastics QLD** in accordance with the National Membership Database Policy
5.  The club accepts and complies with **Gymnastics QLD**'s and Gymnastics Australia's Constitution, Regulations and Policies, including but not limited to:
  - o Member Protection Policy
  - o Privacy Policy
  - o Athlete Transfer Policy
  - o Athlete Multi Club Policy
  - o National Club Name Policy
  - o National Membership Database Policy
  - o Anti-doping Policy
6.  The club's General Liability Insurance meets the National Insurance Standards
7.  Working With Children Checks (Suitability Check) for all staff (paid or unpaid) are conducted in accordance with State Legislation
8.  Safety Rules for participation are on display within all club venues
9.  Documented Injury Procedures and Injury Report Forms are stored on site and accessible during all classes
10.  Documented Emergency Procedures are on display within all club venues
11.  Fire Drills are conducted at least twice per year
12.  A First Aid Kit is on site and accessible during all classes
13.  A working telephone is on site and accessible during all classes and includes emergency contact numbers on display near the handset
14.  At least one current First Aider is on site and accessible during all classes
15.  All membership forms, including medical information, are stored on site. Disclosure and storage comply with the Privacy Act 1988 (Cth) (Victorian clubs must comply with the Health Records Act 2001 – VIC).
16.  The equipment used by the club's participants is checked at least once per month using an equipment safety checklist

# Appendix G

## GA Sample lesson plan

### Level 1 Coaching Course Assessment Task – SAMPLE Lesson Plan

Term:- 2 Lesson No: 4 Lesson Theme: Floor & Dance Activities

#### Main Aim of Lesson and Description /Type of Class

Class Type: WAG Levels 2-3

# 1 : to re-iterate the importance of good "static" shapes, and also the entry & exit phases of the H/Stand & C/Wheel

#### Warm up

Duration:- 15 minutes

#### Order of Activities

- ↳ ① Games
- ↳ ② Stretching

Activities:- 3mins


3mins

#### Game No: 1 - Statues

One person at front of class with back turned. Treasure b/w legs. Gymnasts try to sneak the treasure. If person turns to catch you moving find, you must stop dead still.

Variation: try diff methods of locomotion.  
: try to music

#### Game No: 2 - Dead Ants

# Gymnasts move randomly to music. When stops, assume a dead ant position (ie ) Last one down or moving thinks of a new way to move to the music.

#### Stretching - 9 minutes

# Slow stretch to music, from head to toes

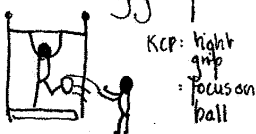
#### Equipment Required

- Tape Recorder
- Treasure (ball, beanbag)

#### 1<sup>st</sup> Section of Lesson

Duration:- 10 minutes

① Hang on Bar, and kick a ball through by your partner



KCP: tight grip  
: focus on ball

② Gymkit Partner Balances by any on the cards



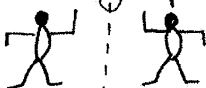
KCP: work together with partner

③ Dish rocks with a Partner



KCP: back rounded, chest in

④ Perform a static sequence & mirror your partner



KCP: watch & mirror your partners actions

⑤ Jump to f/support on a single rail & penguin walk across.



KCP: high support / tight legs

⑥ Perform a tuck handstand with feet supported against a wall.



KCP: straight arms, head neutral



Direction of Rotation


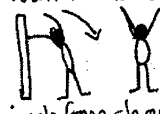


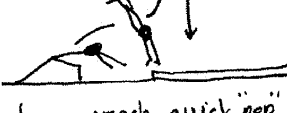

#### Statics Circuit (previously set-up)

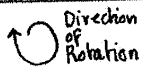
# Gymnast complete circuit in Pairs



**2<sup>nd</sup> Section of Lesson**

Duration:- 15 minutes

<p>① Cartwheel from a Raised surface</p>  <p>KCP: go thru h/stand. push from hands</p>	<p>② From a side arch push from a wall to stand</p>  <p>KCP: push from shoulder, do not bend arms to get the push</p>	<p>③ H/Stand fwd roll down a wedge (coach assisted drill)</p>  <p>KCP: toes stretch to h/stand head neutral</p>
<p>④ Cartwheel down a wedge</p>  <p>KCP: fast legs, strong push from hands</p>	<p>⑤ Handstand Pop to a scatter mat.</p>  <p>KCP: low approach, quick "pop" from hand.</p>	<p>⑥ Dish rocking with a Rope</p>  <p>KCP: shoulder &amp; toes do not touch the floor</p>



Handstand / Cartwheel Circuit

**3<sup>rd</sup> Section of Lesson**

Duration:- 15 minutes

<p><u>Whole Class Method</u></p> <p>Activities to develop Rhythm:</p> <p># ① Random distribution on floor</p> <ul style="list-style-type: none"> <li>- swing one arm in front of body</li> <li>- swing both arms</li> <li>- swing arm (&lt;math&gt;60^\circ&lt;/math&gt; degrees)</li> <li>- swing arm (&gt;math&gt;180^\circ&lt;/math&gt; degrees)</li> </ul> <p># ② As above, but this time swing from hips up</p> <ul style="list-style-type: none"> <li>- move clockwise &amp; anti-clockwise</li> </ul> <p>KCP: gentle flowing movements</p>	<p><u>Dance Activities (to music)</u></p> <p># Music should have an easy to follow beat &amp; be in 4/8 counts.</p> <p>Activities to teach the <math>\frac{1}{2}</math> turn</p> <p>The following activities are completed to teach the <math>\frac{1}{2}</math> turn on toes, to 4 counts of music</p> <p># ① step, feet together &amp; raise onto toes (relevé)</p> <p># ② as above, but with a <math>\frac{1}{4}</math> turn.</p> <p># ③ continuous <math>\frac{1}{4}</math> turn on toes, using an arm swing</p> <p># ④ relevé arm swing to <math>\frac{1}{2}</math> turn to toes</p> <p>KCP's: turn at peak height on toes, turn body as 1 unit, head remains neutral.</p>
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**Cool Down**

Duration:- 5 minutes

Activities:-

Game: Chiefs & Indians

X = Indian  
 Δ = Chief.



When Chief called they turn crawl through legs of Indian, run around circle & return to their seated position in front of the Indian.

When Indian called, they run around circle & return to stand in front of the Chief.

Variation: use diff locomotions & music

Equipment Required

- Tape Recorder
- Music

Stretching (with a partner)

- # Legs, shoulders, wrists, ankles
- # Neck circles (by themselves)

Order of Activities

↳ ① Games

↳ ② Stretching



Appendix H  
Comprehensive lesson plans



**LAWNTON ACADEMY OF ARTISTIC GYMNASTICS**

PRINCIPAL: Louise Cross (PCML.GCML.) A.B.N. 48 604 350 750  
 13 Walter Crescent Lawnton 4501 Website: [www.lawnton.gymnastics.org.au](http://www.lawnton.gymnastics.org.au)  
 Ph: 3205 6181 Fax: 3205 8816 Email: [lawntongym@bigpond.com](mailto:lawntongym@bigpond.com)



Safe - Active - Kids

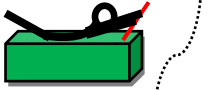


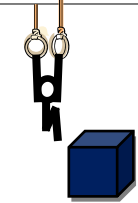
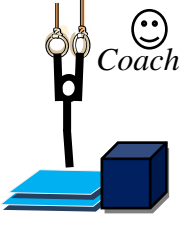
**RINGS 9**

**Monday May 16 and MONDAY May 23 2011**

**TIME:** From \_\_\_\_\_ to \_\_\_\_\_ [APPROX 12½ MINS]

**Key Safety Point:** Coach must stand where he can see all boys at all times.

**EQUIPMENT:** Rings X 2; 3 Spotting Boxes; 3 Mats, 1 Stick.

ACTIVITY/DRILL/SKILL	SAFETY	KEY COACHING POINTS
<p><i>Circuit:</i></p> <p>2. Arch rocks on box holding stick</p>  <p>3. Dish rocks on Mat V 5</p>  <p>5. 'L' Sit on Wall Bars</p>  <p>1. Tuck Hold on White Rings off Spotting Box</p>  <p>Level 0 routines</p> 	<ol style="list-style-type: none"> <li>Ensure Box is placed where gymnast can easily get on and off the Rings</li> <li>Gymnasts to take care with stick</li> <li>Care with mounting Box and grabbing Rings. Use 2 mats for landings. Care that boys do not land on face or back.</li> <li>Ensure boys take turns and do not jump but climb down</li> </ol>	<ol style="list-style-type: none"> <li>Arms over ears, knees to belly, point toes, look straight ahead</li> <li>Straight legs, look down as legs rock up</li> <li>Correct Dish hold first, small rocks to start, arms straight and behind head</li> <li>Tight body &amp; legs, point toes, look down on back swing, motorbike landing</li> </ol>

**LESSON EVALUATION**

EVALUATION QUESTIONS	COACH RESPONSE
<ol style="list-style-type: none"> <li>What went well?</li> <li>What did not go well?</li> <li>What will I do differently next time?</li> <li>How could I improve this lesson for the future?</li> </ol>	



# LAWNTON ACADEMY OF ARTISTIC GYMNASTICS



PRINCIPAL: Louise Cross (PCML.GCML.) A.B.N. 48 604 350 750  
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Safe - Active - Kids

## P/BARS 9

**Monday May 16 and MONDAY May 23 2011**

**TIME: From to [APPROX 12½ MINS]**

**Key Safety Point: Coach must stand where he can see all boys at all times.**

**EQUIPMENT: 2 X Parelletts; 1 P'Bars; 4 Spotting Boxes-2small & 2 large; Wooden Floor Bars; Mat.**

ACTIVITY/DRILL/SKILL	SAFETY	KEY COACHING POINTS
<p><b><u>Circuit:</u></b></p> <p>1. 'L' sits on Parelletts 2 X 3</p> <p>2. Tuck support on Parelletts 2 X</p> <p>3. Front Support on Floor Bars</p> <p>4. Two swings dismount off end</p> <p>5. Jump backwards off</p>	<p><b><u>Circuit:</u></b></p> <ol style="list-style-type: none"> <li>1. Ensure mat under Parelletts for protection</li> <li>2. Same as 1.</li> <li>3. Use wooden Floor Bars</li> <li>4. Ensure no one is standing where boys will be swinging for dismount</li> <li>5. Ensure boys do not look backwards, landing area to stay clear</li> </ol>	<p><b><u>Circuit:</u></b></p> <ol style="list-style-type: none"> <li>1. Straight legs &amp; arms, Head up</li> <li>2. Look FWD, knees to belly, point toes</li> <li>3. Look FWD, tight legs &amp; body, toes pointed</li> <li>4. Mount bars from box, tight body &amp; legs, dismount at height of 2<sup>nd</sup> backswing</li> <li>5. Push up and back with legs, motorbike landing</li> </ol>

## LESSON EVALUATION

EVALUATION QUESTIONS	COACH RESPONSE
<ol style="list-style-type: none"> <li>1. What went well?</li> <li>2. What did not go well?</li> <li>3. What will I do differently next time?</li> <li>4. How could I improve this lesson for the future?</li> </ol>	

## REMINDERS

## Appendix I

### Workshops offered by GQ

Code	Name	Venue
QLD09C001	Education Week	Chandler
QLD09C002	Level 1 WAG, MAG & KG Coaches Course	Y-West
QLD09C003	Level 1 WAG, MAG & KG Coaches Course	Gold Coast Gymnastics Club
QLD09C004	Level 1 WAG, MAG, TRP, KG & RG Coaches Course	Chandler
QLD09C005	Level 1 WAG Coaches Course	Mount Isa
QLD09C006	Level 1 WAG, MAG & KG Coaches Course	Chandler
QLD09C007	Level 2 Part 2 Principles	Cancelled
QLD09C008	Level 2 Part 3 MAG Coaches Course	Cancelled
QLD09C009	Level 2 Part 3 WAG Coaches Course	Cancelled
QLD09C010	Level 2 Part 3 TRP Coaches Course	Cancelled
QLD09C011	Level 1 AER Coaches Course	Chandler
QLD09C013	Level 1 WAG & MAG Coaches Course	Gladstone Gymnastics
QLD09C014	Level 1 KG Coaches Course	Gymnastics Townsville
QLD09C015	Level 1 RG Coaches Course	Brisbane
QLD09C016	Level 1 WAG Coaches Course	Emerald Gymnastics Club
QLD09C017	Level 1 KG Coaches Course	Cooina Family Centre
QLD09C018	Level 1 AER Coaches Course	Chandler
QLD09C019	Level 1 KG & WAG Coaches Course	Cooktown
QLD09C020	Level 1 KG Coaches Course	Emerald Gymnastics Club
QLD10C001	Education Week	Chandler
QLD10C002	Level 2 Part 2 Principles	Brisbane
QLD10C003	Level 2 Part 3 MAG Coaches Course	Brisbane
QLD10C004	Level 2 Part 3 WAG Coaches Course	Brisbane
QLD10C005	Level 2 Part 3 TRP Coaches Course	Brisbane
QLD10C006	Level 1 WAG Coaches Course	Glennie Gymnastics Club
QLD10C007	Level 1 KG & WAG Coaches Course	Cooktown
QLD10C008	Level 1 WAG Coaches Course	Gymnastics Townsville
QLD10C009	Level 1 WAG, MAG & KG Coaches Course	Y-West
QLD10C010	Level 1 KG & WAG Coaches Course	Barron Valley
QLD10C011	Level 1 WAG Coaches Course	Mackay Gymnastics
QLD10C012	Level 1 WAG, MAG, KG, TRP, AER & ACR Coaches Course	Chandler
QLD10C013	Level 1 MAG Coaches Course	Mackay Gymnastics
QLD10C014	Level 1 WAG & MAG Coaches Course	Cooroy Gymnastics
QLD10C015	Level 1 WAG & MAG Coaches Course	Chandler
QLD10C016	Level 1 WAG Coaches Course	Emerald Gymnastics Club
QLD10C017	Level 1 KG Coaches Course	Theodore
QLD10C018	Level 1 KG Coaches Course	Weipa Gymnastics Club
QLD10C019	Level 1 GG Coaches Course	Weipa Gymnastics Club
QLD11C001	Education Week	Chandler/Y-West
QLD11C002	Level 2 Part 2 Principles	Brisbane
QLD11C003	Level 2 Part 3 MAG Coaches Course	Brisbane
QLD11C004	Level 2 Part 3 WAG Coaches Course	Brisbane
QLD11C005	Level 1 GG Coaches Course	Southside Swallows
QLD11C006	Level 1 KG Coaches Course	Southside Swallows
QLD11C007	Level 1 WAG Coaches Course	Southside Swallows
QLD11C008	Level 1 WAG & MAG Coaches Course	Gladstone Gymnastics Club
QLD11C009	Level 1 WAG & MAG Coaches Course	Mount Isa
QLD11C010	Level 1 MAG Coaches Course	Mackay Gymnastics Club
QLD11C011	Level 1 WAG Coaches Course	Harristown
QLD11C012	Level 1 WAG & MAG Coaches Course	Y-West

<b>Code</b>	<b>Name</b>	<b>Venue</b>
QLD09W002	Brisbane Salto Workshop	Y-West
QLD09W006	Sunshine Coast Salto Workshop	Sunshine Coast
QLD09W008	Brisbane Salto Workshop	Chandler
QLD09W021	Gladstone Salto Workshop	Gladstone Gymnastics Club
QLD10W028	Brisbane Salto Workshop	Chandler
QLD10W050	Cairns Salto Workshop	Barron Valley
QLD10W002	Brisbane Salto Workshop	Chandler
QLD10W003	Barron Valley Salto Workshop	Barron Valley
QLD11W003	Toowoomba Salto Workshop	Garden City PCYC
QLD11W004	TRP Bridging Salto Workshop	Bayside PCYC
QLD11W006	Redlands Salto Workshop	Redlands Gymnastics Club