

GYMNASTICS NSW

VOLUNTEERS ROLES AND RESPONSIBILITIES

Gymnastics NSW events are athlete focused with an excellent standard of competition, held in a fun and friendly environment. Our athletes at all levels are truly amazing! You'll be awe of their skills from junior to elite level. When volunteering at a GNSW event you are joining a diverse, energetic and passionate group of people and will be surrounded by a focused and supportive team and gymnastics community. Volunteers are an essential and integral part of Gymnastic competitions. Volunteer team members are crucial to ensure that athletes can perform at their best and concentrate purely on their performance.

With Gymnastics NSW events held throughout the year in 7 Gymsports, volunteers are such an important element there is always an opportunity to volunteer and without the efforts of people like you the events wouldn't be possible, nor nearly as much fun!

The volunteer roles and responsibilities are designed to provide you with additional information about the sport and competition and give you a greater understanding of the vital role you will play. You will quickly develop skills and further your knowledge of the sport, with ongoing guidance and assistance offered. Thank you for your support and we hope that you enjoy this experience, make new friends and further your sporting skills and knowledge.



ANNOUNCER

Reports to: Competition Manager / Gymnastics NSW Event and Sport Development Officer

Area: Field of Play

Roles & Responsibilities

This position is responsible for making in venue announcements at Gymnastics NSW events. The announcer communicates information to the gymnasts, coaches, judges and spectators at allocated times during the warm-up period, competition, presentations and after the event. The announcer helps to communicate session details including competitor details, competition activity information including warm-up times, rotation times and scheduled competition times, result information and helps to communicate to the participants and audience what is happening during the event.

Announcers are provided with speaker notes/script and detailed run-sheet/order of work for each session of the competition.

- Read through the script and clarify any questions with the Event Manager prior to commencing announcements.
- Check the pronunciation of all names of competitors, clubs, officials etc. and ask the Event Manager to clarify difficult names before announcing them. It is best to do this during warm up before the session begins.
- Responsible for competition announcements which may include:
 - General and Apparatus Warm Up.
 - Emergency Evacuation Procedures.
 - Sponsor Messages.
 - Gymnastics NSW Messages.
 - March On and March Off.
 - Introducing athletes during competition.
 - Maintain ongoing announcements to spectators to inform them of the progression of the competition.
 - Presentations.

(The required announcements for each event will be detailed in the script. Some announcements are centralised for an event and will not need to be made by the announcer).

- At State Championships events operate the athlete welcome to the floor digital visual presentation.
- Liaise with the Event Manager regarding the award presentation process.
- Liaise with the Music Volunteer to ensure music is played at the correct times.
- Liaise with the Music Volunteer and/or Floor Marshall to ensure that athletes are announced onto the Floor at the appropriate time.
- Watch the judging table for the appropriate flag/signal to commence the competition. Thereafter, ensure that announcements are made once the signal is given.

Start Here, Go Anywhere!

The Roles and Responsibilities serve as a guide to the scope and range of activities that may be required of the volunteer in this position. The volunteer will be required to perform any other duties as reasonably requested by the Event Manager. The tasks performed at any event may be altered in part or wholly in accordance with the event requirements and the needs of the event.

Requirements

- Excellent speaking voice; be able to speak clearly and confidently.
- Experience with use of a microphone is desirable.
- Knowledge of the sport, and competition structure, format and flow are beneficial.
- Behave in a responsible manner and have good communication and interpersonal skills.
- Arrive at the competition venue at the time designated on the volunteer roster.
- Register at the official's entry point to the venue and report to the Event Manager/ESDO.
- A short briefing will be conducted with all volunteers for the session, so it is important that you arrive on time so as not to delay the team. You may not be required immediately to commence your role, however it is important that the Event Manager or their delegate is able to brief you before they become busy with other tasks and it provides an opportunity for you to become familiar and comfortable with your position and any session information before the event commences.
- Dress neatly in appropriate attire for your role, or in club uniform if available. Appropriate non-mark closed toe footwear with flat soles must be worn at all times.
- Must be 16 years or older.
- Volunteers over 18 years old are required to have a valid and verified Working with Children Check. Volunteers must be easily identifiable on the field of play by means of either a wrist band or stamp to ensure they have presented their WWCC. Volunteers can apply for a free WWCC, with applications can be made online through the NSW Government Office of the Children's Guardian (<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>).

During Your Role

- Mobile phones are not allowed to be used by volunteers while they are performing their assigned duties, or at any time while on the competition floor during a competition. This includes making/receiving calls, taking photos, video recording, text messaging or reading texts received. Volunteers should turn their mobile phones to silent to avoid interfering with the competition. Special circumstances requiring access to a phone should be discussed with the Event Manager prior to the start of the session.
- No photos or videos are to be taken on the competition floor. If you want to have photos or videos taken of your child performing we recommend asking another trusted parent or friend and these can be taken from audience.
- Volunteers are to have no communication with the competitors unless it is in an official capacity.
- Volunteers are not to be accompanied by family, friends or children on the competition floor.
- Once the competition has commenced athletes, coaches, judges and volunteers are not permitted to leave the Competition Floor or warm up area without the express permission of the Event Manager, Floor Manager or Head Judge.
- Through the performance of your duties and by volunteering on the competition floor you may have access to privileged or confidential information, such as competitor or official information and unpublished athlete results. Volunteers must behave at all times in a professional manner and exemplify nonpartisan ethical behaviour, maintain the highest standards of integrity and protect member privacy. No volunteer should attempt to access any information not pertinent to the completion of their assigned duties or disclose any confidential information they have directly or indirectly had access to, to any other party.

Start Here, Go Anywhere!

MUSIC OPERATOR

Reports to: Competition Manager / Gymnastics NSW Event and Sport Development Officer

Area: Field of Play

Roles & Responsibilities

This position is responsible for ensuring that the correct routine music for each of gymnast is played when required. The music operator will also be required to play all pre-recorded music and audio items during the competition including background music, marching music, recorded sponsor advertisements, presentation music and competition announcements.

The music operator will be provided with competition order of work detailing the run order for the event and the order for the competition music to be played. The music will be cued in a playlist for the event ready for each session.

- Check all music for the session is listed on the playlist for the session and check you understand how the music system operates. Ensure you know where the Competition, Background and Marching music folders are located.
- Liaise with the Competition Manager and Announcer throughout the event. It is important to work closely with the Announcer so that music is played at the correct times. Watch the judging table for the appropriate signal that the gymnast is about to enter the competition area and start the music when the athlete(s) are set. Once set, wait 2 seconds before playing the gymnasts music.
- Ensure background music and any other audio is turned off prior to the gymnast's routine music commencing.
- Ensure the music volume is appropriate for the competition space and ensure the volume hasn't been set too loud to interfere with any other events currently in progress.

Acrobatic, Aerobic, Performance, Rhythmic and Women's Gymnastics:

- Background music prior to competition, during breaks and after competition.
- Routine music for all Floor routines.
- March Music for March On, during gymnast march from one apparatus to another and for Presentations.

TeamGym:

- Background music prior to competition, during breaks and after competition.
- Routine music for all routines.
- March Music for March On, during gymnast march from one apparatus to another and for Presentations.

FreeG, Men's Artistic, Trampoline Gymnastics:

- Background music prior, throughout and after competition, including during Floor routines.
- March Music for March On, during gymnast march from one apparatus to another and for Presentations.

Coaches are required to have with them a back-up of all their gymnasts competition music at the event in case of any missing files or problems with the music playing. The back-up music must be on a device with an auxiliary (AUX) output port (headphone port).

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Requirements

- Basic computer skills.
- Capable of using an iPad and iTunes. Experience with use of a sound system is desirable.
- Knowledge of the sport, and competition structure, format and flow are beneficial.
- Behave in a responsible manner and have good communication and interpersonal skills.
- Arrive at the competition venue at the time designated on the volunteer roster.
- Register at the official's entry point to the venue and report to the Event Manager/ESDO.
- A short briefing will be conducted with all volunteers for the session, so it is important that you arrive on time so as not to delay the team. You may not be required immediately to commence your role, however it is important that the Event Manager or their delegate is able to brief you before they become busy with other tasks and it provides an opportunity for you to become familiar and comfortable with your position and any session information before the event commences.
- Dress neatly in appropriate attire for your role, or in club uniform if available. Appropriate non-mark closed toe footwear with flat soles must be worn at all times.
- Volunteers over 18 years old are required to have a valid and verified Working with Children Check. Volunteers must be easily identifiable on the field of play by means of either a wrist band or stamp to ensure they have presented their WWCC. Volunteers can apply for a free WWCC, with applications can be made online through the NSW Government Office of the Children's Guardian (<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>).

During Your Role

- Mobile phones are not allowed to be used by volunteers while they are performing their assigned duties, or at any time while on the competition floor during a competition. This includes making/receiving calls, taking photos, video recording, text messaging or reading texts received. Volunteers should turn their mobile phones to silent to avoid interfering with the competition. Special circumstances requiring access to a phone should be discussed with the Event Manager prior to the start of the session.
- No photos or videos are to be taken on the competition floor. If you want to have photos or videos taken of your child performing we recommend asking another trusted parent or friend and these can be taken from audience.
- Volunteers are to have no communication with the competitors unless it is in an official capacity.
- Volunteers are not to be accompanied by family, friends or children on the competition floor.
- Once the competition has commenced athletes, coaches, judges and volunteers are not permitted to leave the Competition Floor or warm up area without the express permission of the Event Manager, Floor Manager or Head Judge.
- Through the performance of your duties and by volunteering on the competition floor you may have access to privileged or confidential information, such as competitor or official information and unpublished athlete results. Volunteers must behave at all times in a professional manner and exemplify nonpartisan ethical behaviour, maintain the highest standards of integrity and protect member privacy. No volunteer should attempt to access any information not pertinent to the completion of their assigned duties or disclose any confidential information they have directly or indirectly had access to, to any other party.

Start Here, Go Anywhere!

SCORING PERSONNEL

Reports to: Competition Manager / Gymnastics NSW Event and Sport Development Officer

Area: Field of Play

Roles & Responsibilities

This position is responsible for ensuring the correct scores are recorded for all competitors. The scoring personnel will be required to enter and/or check scores entered into the scoring laptop to ensure all athletes scores have been entered correctly ready for presentation.

Men's and Women's Artistic Gymnastics:

- All scores checked by looking at the manual score sheets and ensuring the scores in the scoring computer are the same.
- Identify any missing scores or discrepancies and alert the competition manager / competition jury.
- Observe score display screens and alert competition manager to any issues identified.
- Record withdrawals and alert the competition manager / competition jury.

Aerobics, Acrobatics, FreeG, TeamGym and Rhythmic Gymnastics:

- Scores entered into the scoring laptop from the data contained on the Judging slips.
- Scores may be required to be displayed from the scoring program to the display screens.

Trampoline Gymnastics:

- Following signal from Chair of Panel, scoring system needs to be started and stopped each routine.
- Scores must be published when directed by Chair of Panel.
- Record individual judges scores on the manual judging sheet.
- Check scores in the scoring system match the manual judging sheet and alert the Chair to verify any discrepancy.
- Scores need to be finalised at the end of the competition.

Once all results have been entered and checked in the system, inform the competition manager who will take over to produce the final result reports.

Event and sport specific scoring instructions and assistance will be provided at each event.

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Start Here, Go Anywhere!

Requirements

- Basic computer skills and capable of using simple programs such as excel.
- Behave in a responsible manner and have good communication and interpersonal skills.
- Arrive at the competition venue at the time designated on the volunteer roster.
- Register at the official's entry point to the venue and report to the Event Manager/ESDO.
- A short briefing will be conducted with all volunteers for the session, so it is important that you arrive on time so as not to delay the team. You may not be required immediately to commence your role, however it is important that the Event Manager or their delegate is able to brief you before they become busy with other tasks and it provides an opportunity for you to become familiar and comfortable with your position and any session information before the event commences.
- Dress neatly in appropriate attire for your role, or in club uniform if available. Appropriate non-mark closed toe footwear with flat soles must be worn at all times.
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RUNNER

Reports to: Competition Manager / Gymnastics NSW Event and Sport Development Officer
(or if required Head Judge / Jury)

Area: Field of Play

Roles & Responsibilities

This position is responsible for ensuring that the competition runs smoothly by ensuring that appropriate information is transported to the appropriate people.

- Assist with transfer of Judge score sheets and/or chits from Judges to Scoring Personnel.
- Collection of manual score sheets from judging panels and transferring to competition jury / scoring personnel.
- Work closely with the Competition Coordinator and ESDO.
- Work closely with the Head Judge and pass any paperwork or messages to the appropriate people.
- Do not interfere or communicate with any of the competitors.
- Ensuring the correct chits are together for each gymnast before transporting to the appropriate people.

Requirements

- Behave in a responsible manner and have good communication and interpersonal skills.
- Arrive at the competition venue at the time designated on the volunteer roster.
- Register at the official's entry point to the venue and report to the Event Manager/ESDO.
- A short briefing will be conducted with all volunteers for the session, so it is important that you arrive on time so as not to delay the team. You may not be required immediately to commence your role, however it is important that the Event Manager or their delegate is able to brief you before they become busy with other tasks and it provides an opportunity for you to become familiar and comfortable with your position and any session information before the event commences.
- Dress neatly in appropriate attire for your role, or in club uniform if available. Appropriate non-mark closed toe footwear with flat soles must be worn at all times.
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Start Here, Go Anywhere!

FLOOR MARSHAL

Reports to: Competition Manager / Gymnastics NSW Event and Sport Development Officer

Area: Field of Play

Roles & Responsibilities

This position is responsible for ensuring that the competition runs smoothly and to schedule. Floor marshals will be provided with a competition order of work and schedule run sheet for the competition.

- Report any problems/disruptions and injuries in the warmup area and competition floor.
- Control warm up times to ensure that gymnasts are given the allocated time and not any more or less, as relevant.
- Inform the Competition Manager and/or announcer when warm up times are completed, as relevant.
- Inform the Competition Manager and/or announcer when the competition rotation is completed, as relevant.
- Ensure that gymnasts are lined up and ready before the session, prior to their routines and marching on for presentations.
- Ensure competitors are competing with the correct apparatus / on the correct discipline, and in the correct order.
- Informing the Competition Manager of any withdrawals.
- Prepare the next athlete/group/flight to be ready to enter the competition floor and ensure no breaks in the competition flow.
- Ensure that gymnasts are lined up and ready prior to marching to their next apparatus.
- Ensure that no gymnasts leave the competition floor without the Floor Manager's approval.
- Ensure athletes march to next apparatus or on/off competition floor when required.
- Ensure no food or drinks (other than water) are consumed within the Field of Play including warm-up area.
- Do not permit athletes to come into the warm-up area without a coach and before the allocated warm-up time.
- Use a two-way radio for communication when required.
- Pre-read the event and session briefings provided to ensure you are aware of the details and procedures.
- Ensure no unauthorised persons enter the warm-up or competition areas. Ensure no spectators or parents/guardians enter the Field of Play.

Start Here, Go Anywhere!

Requirements

- Knowledge of the sport, and competition structure, format and flow are beneficial.
- Good communication skills. Good rapport with athletes.
- Good attention to detail.
- Behave in a responsible manner and have good communication and interpersonal skills.
- Arrive at the competition venue at the time designated on the volunteer roster.
- Register at the official's entry point to the venue and report to the Event Manager/ESDO.
- A short briefing will be conducted with all volunteers for the session, so it is important that you arrive on time so as not to delay the team. You may not be required immediately to commence your role, however it is important that the Event Manager or their delegate is able to brief you before they become busy with other tasks and it provides an opportunity for you to become familiar and comfortable with your position and any session information before the event commences.
- Dress neatly in appropriate attire for your role, or in club uniform if available. Appropriate non-mark closed toe footwear with flat soles must be worn at all times.
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Start Here, Go Anywhere!

CAMERA OPERATOR

Reports to: Competition Manager / Gymnastics NSW Event and Sport Development Officer

Area: Field of Play

Roles & Responsibilities

This position is responsible for videoing each athlete's competition routine on the provided recording device.

- Record the designated competition routines.
- Watch the judging table for the appropriate flag/signal to commence the competition and start the video prior to the commencement of the gymnast's performance.
- Stop the video at the conclusion of each routine.
- Notify competition manager if there are any issues with the recording device, including camera battery running low and low space on the devices memory before the space is filled to avoid any delays to the competition.

Requirements

- Behave in a responsible manner and have good communication and interpersonal skills.
- Arrive at the competition venue at the time designated on the volunteer roster.
- Register at the official's entry point to the venue and report to the Event Manager/ESDO.
- A short briefing will be conducted with all volunteers for the session, so it is important that you arrive on time so as not to delay the team. You may not be required immediately to commence your role, however it is important that the Event Manager or their delegate is able to brief you before they become busy with other tasks and it provides an opportunity for you to become familiar and comfortable with your position and any session information before the event commences.
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Start Here, Go Anywhere!



SPOTTER - TRAMPOLINE

Reports to: Competition Manager / Gymnastics NSW Event and Sport Development Officer and Chair of the Trampoline Judging Panel

Area: Field of Play

Roles & Responsibilities

This position is responsible for catching/spotting athletes if they are coming off the side/end of the trampoline.

- A spotter assists to manage risks associated with gymnasts bouncing on trampolines.
- A spotter stands around the sides of the trampoline bed. Two spotters are positioned on each side of the trampoline while in competition.
- Supervision and the direction for the placement of the spotters will be by the Chair of the Trampoline Judging Panel.
- A competitor may have either one (1) or two (2) of their own spotters, one of each side of the trampoline.
- If a coach elects to 'stand-in' one of the spotters from that side 'stands-down'.
- A spotter will assist the gymnast to land safely where possible.
 - Spotters should be prepared and ready to act if required, but they should not put themselves at risk either.
 - The spotter should:
 - Push the gymnast back onto the trampoline.
 - Protect the gymnast's head and upper body.
 - Lessen/slow the fall.
 - Watch the gymnast at all times.
 - The spotter should not:
 - Attempt to catch the gymnast.
 - Position your arms between the gymnast and trampoline.

Start Here, Go Anywhere!

Requirements

- Must have attended a sanctioned Spotters course or be an accredited Trampoline coach.
- Must wear the required spotters vest / uniform.
- Behave in a responsible manner and have good communication and interpersonal skills.
- Arrive at the competition venue at the time designated on the volunteer roster.
- Register at the official's entry point to the venue and report to the Event Manager/ESDO.
- A short briefing will be conducted with all volunteers for the session, so it is important that you arrive on time so as not to delay the team. You may not be required immediately to commence your role, however it is important that the Event Manager or their delegate is able to brief you before they become busy with other tasks and it provides an opportunity for you to become familiar and comfortable with your position and any session information before the event commences.
- Dress neatly in appropriate attire for your role, or in club uniform if available. Appropriate non-mark closed toe footwear with flat soles must be worn at all times.
- Volunteers over 18 years old are required to have a valid and verified Working with Children Check. Volunteers must be easily identifiable on the field of play by means of either a wrist band or stamp to ensure they have presented their WWCC. Volunteers can apply for a free WWCC, with applications can be made online through the NSW Government Office of the Children's Guardian (<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>).

During Your Role

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ACCESS CONTROL MARSHAL

Reports to: Competition Manager / Gymnastics NSW Event and Sport Development Officer

Area: Field of Play

Roles & Responsibilities

This position will work with the Event Manager to control the entry to, exit from, and the movement of clients between the various access zones. These zones include spectator zones, back of house areas and onto the Field of Play. Access control marshals will work with various groups and may be rotated through various positions throughout their shift.

- Greet all spectators, athletes and guests and welcome them upon arrival.
- Be positive, friendly and approachable. Stay calm under pressure, listen first and then act.
- Ensure only people with the correct accreditation/authorisation are admitted to controlled areas.
- Ensure all venue entry/admission procedures, ingress and egress plans, patron flow and movement around and through controlled areas are adhered to. Ensure required venue sign-in procedures are followed and conditions met for admission.
- Ensure only registered athletes and officials (coaches, judges and volunteers) have access to enter the Field of Play (including but not limited to; marshalling areas, warm-up areas, official rooms, competition zone and athlete waiting areas). Verified officials will be listed and marked off on the provided access list. Ensure all officials are wrist-banded or receive a stamp to show they have been verified, as required.
 - Do not admit any official who is not listed on the Official's list. Seek approval from the competition/event manager for authorisation.
- Clubs must organise a meeting point outside the venue where the parents will meet the coaches and drop-off their gymnasts. This point must not be the entrance door or within any ingress/egress points or thoroughfares which must be kept clear and free of congestion at all times. Coaches are to collect their gymnasts at this meeting point and will escort their group of gymnasts into the venue and sign-in for the session they are entering. Athletes must not enter the venue without their coach.
- Ensure athletes do not enter the competition and warm-up zones without their coach and prior to the designated time for their session. Participants arriving early for a session should be directed to wait outside the venue, or in a designated spectator zone if appropriate.
- Ensure no spectator or parent/guardian enters any of the Field of play areas.
- Ensure all athletes and officials remain in the field of play areas throughout the competition session, until the conclusion of the session.
- Monitor official spaces and alert competition management to any problems or issues.
- Ensure all access and thoroughfares are kept clear of people and obstructions.
- Wear the provided access marshal vest to clearly identify yourself.
- Be prepared to use a radio for communication with other event personnel.

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Requirements

- Behave in a responsible manner and have good communication and interpersonal skills.
- Arrive at the competition venue at the time designated on the volunteer roster.
- Register at the official's entry point to the venue and report to the Event Manager/ESDO.
- A short briefing will be conducted with all volunteers for the session, so it is important that you arrive on time so as not to delay the team. You may not be required immediately to commence your role, however it is important that the Event Manager or their delegate is able to brief you before they become busy with other tasks and it provides an opportunity for you to become familiar and comfortable with your position and any session information before the event commences.
- Dress neatly in appropriate attire for your role, or in club uniform if available. Appropriate non-mark closed toe footwear with flat soles must be worn at all times.
- Volunteers over 18 years old are required to have a valid and verified Working with Children Check. Volunteers must be easily identifiable on the field of play by means of either a wrist band or stamp to ensure they have presented their WWCC. Volunteers can apply for a free WWCC, with applications can be made online through the NSW Government Office of the Children's Guardian (<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>).

During Your Role

- Mobile phones are not allowed to be used by volunteers while they are performing their assigned duties, or at any time while on the competition floor during a competition. This includes making/receiving calls, taking photos, video recording, text messaging or reading texts received. Volunteers should turn their mobile phones to silent to avoid interfering with the competition. Special circumstances requiring access to a phone should be discussed with the Event Manager prior to the start of the session.
- No photos or videos are to be taken on the competition floor. If you want to have photos or videos taken of your child performing we recommend asking another trusted parent or friend and these can be taken from audience.
- Volunteers are to have no communication with the competitors unless it is in an official capacity.
- Volunteers are not to be accompanied by family, friends or children on the competition floor.
- Once the competition has commenced athletes, coaches, judges and volunteers are not permitted to leave the Competition Floor or warm up area without the express permission of the Event Manager, Floor Manager or Head Judge.
- Through the performance of your duties and by volunteering on the competition floor you may have access to privileged or confidential information, such as competitor or official information and unpublished athlete results. Volunteers must behave at all times in a professional manner and exemplify nonpartisan ethical behaviour, maintain the highest standards of integrity and protect member privacy. No volunteer should attempt to access any information not pertinent to the completion of their assigned duties or disclose any confidential information they have directly or indirectly had access to, to any other party.

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EVENT SAFETY INDUCTION

Welcome to the Gymnastics NSW induction for all parties engaged in planning, designing, preparing, and conducting events.

The Aim of This Induction

The aim of this induction is to:

- Ensure that users of our venues are able to enjoy the performance in a safe manner.
- Brief you on what is expected from you as a venue user.
- Alert you to some common hazards.
- Also, to make you aware of safety procedures that are particular to each venue.

Introduction

Gymnastics Centres and Sports Halls are workplaces and as such they can be dangerous places. The following are some of the hazards that may be found in or around Gymnastics Venues:

- Falling from height
- Manual handling
- Electrical
- Hazardous substances
- Traffic hazards
- Uneven Surfaces

Duties of Employees

Under the WHS Act any volunteer involved with the event is considered an employee of the organisation. Employees also have a responsibility under the WHS Act in that they should:

- Take reasonable care for their own health and safety.
- Be aware of how their actions may affect others.
- Co-operate with the employer with respect to the employer's duties under the Act.

They should not:

- Wilfully or recklessly interfere with or misuse anything provided by the employer in the interests of health and safety.
- Place other persons health and safety at risk.

What IS expected from YOU as a co-ordinator or volunteer of GNSW competitions:

- Abide by all the rules and procedures of the association and venue.
- Be aware of what you do and how it may affect your safety and the safety of others.
- Do not use any equipment or perform any procedure unless you have been trained and authorised to do so.
- Children are to be fully supervised by responsible adults at all times and in all areas during events and while in the venue.

Ask

- If you are unsure or have concerns for your safety or for the safety of others, approach Gymnastics NSW, the venue staff or management and request assistance.
- Safety is everybody's business.

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Consultation

Consultation between the a region committee, a gymnsport committee, the competition coordinator, Gymnastics NSW and the competition venue is an important tool for managing health and safety programs for competitions.

Hazards and Risks

Remember:

- A HAZARD is something that has the potential to cause harm, injury or disease.
- A RISK is a measure of the probability of the hazard occurring.

Common Risks and Hazards

Manual Handling

- Manual Handling can involve:
 - Lifting, pushing, pulling, restraining, gripping, carrying or moving
 - These types of activities often result in some form of musculoskeletal type injury.
 - Manual handling tasks should undergo hazard identification and risk assessment followed by the establishment of a safe system of completing the task.
 - A reduction in the risk of incurring a musculoskeletal type injury can be achieved by a safe system of work involving:-
 - Team Lifting;
 - Reducing the weight;
 - Applying some form of mechanical assistance i.e. a hand trolley;
 - Reducing the dimensions;
 - Using lifting aids;
 - Redesigning the task and;
 - Adopting correct lifting postures.
- Remember:
 - If unsafe, DO NOT perform the task!

Electrical Safety

- Use of electrical equipment:
- Do:
 - Use only current tested and tagged equipment
 - Remove faulty equipment from service
 - Report electrical faults to staff or management
- Do Not:
 - Don't use faulty equipment
 - Don't perform electrical installations unless qualified and authorised

Safe Work at Heights

- Falls from height have the potential to result in a severe injury or death.
- A risk assessment must be undertaken for any task that requires work above two metres.
- Persons working at height must wear the appropriate fall protection equipment and have a safe means of access.

Hazardous Substances

- Prior to using any substance:
 - Obtain a current Material Safety Data Sheet (MSDS) from supplier or manufacturer
 - Identify the hazards
 - Assess the risks
 - Implement control strategies to reduce the risks
 - Ensure the correct Personal Protective Equipment (PPE) is worn as last resort.
- If you have any concerns with the substances, you are using or intend using seek advice from the Management.

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Safe Use of Equipment

- A gymnastics centre uses a variety of equipment for a competition. The equipment should be correctly setup and assembled and safe for purpose, including appropriate matting for the type of event to be conducted.
- Equipment should be subjected to regular equipment maintenance checks. This can be verified by an equipment maintenance schedule and a current/up-to-date Equipment Risk Assessment.
- Do not attempt to use any equipment within the venue unless you are trained, qualified and have received authorisation from the venue Management.

Noise

- Exposure to excessive levels of noise may cause a loss of hearing ability.
- Noise induced hearing loss is not repairable, nor will your hearing ability return to pre-existing levels
- A rough indication that you are being exposed to excessive levels of noise is when you are communicating with someone and you have to approach that person closer than normal to determine what they are saying.
- Australia's noise exposure standard sets a safe maximum exposure level of 85 decibels (A-weighted) averaged over an eight-hour period, and a peak level of 140 decibels (c-weighted).
 - It is advisable that personal hearing protection devices such as earmuffs or ear plugs be worn when communication is difficult, or discomfort is experienced during noisy periods.
 - Noise also causes secondary risks in that it is difficult to detect approaching warning signals or other hazards that may be present within the competition venue.

Competition Setup Considerations

- Total weight
- Slips, trips and falls
- Stage loading
- Plant used
- Manual handling
- Structural integrity
- Activities during bump in and out

The setup for a competition should initially undergo the hazard identification and risk assessment process.

The hazard identification and risk assessment process needs to be completed to ensure the safe and correct setup for the level and format of the competition.

Traffic Management

- Do:
 - Undertake a hazard identification & risk assessment of traffic movement.
 - Segregate pedestrians from traffic whenever possible.
 - Obey signage and protective fencing.
 - Give vehicles a wide berth.
 - Be aware of what is going on around you.
- Do Not assume drivers have seen you.
- The movement of traffic around the venue presents a risk to the health and safety of all users.

Over Crowding

- Be aware of venue and stadium capacities.
- Aisles and stairways are to be kept free of obstructions at all times, ie:
 - Prams
 - Tripods
 - Additional Seating
 - Un-seated patrons

Slips, Trips and Falls

- Injuries from slipping, tripping or falling can occur as the result of uneven surfaces, surfaces at different heights, loose or spare supplementary equipment, equipment cables and structures, loose cables trailing over the floor, slippery surfaces, spilt liquid, unstable structures, open pits and unsafe systems of work
- As a general rule do not leave instruments, tools or equipment lying on the floor unattended.

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Emergency Evacuation

- Every venue is required to provide an Emergency Evacuation procedure.
- In case of an emergency at the venue you should:
 - Ensure you are aware of the nearest exits and assembly area.
 - Do not attempt to fight the fire unless you have been trained to do so.
 - Be aware of the venue emergency evacuation procedure.
 - Obey the directions of the Fire Warden and exit the building in an orderly fashion.
 - Supervisors of children are responsible to assist in their evacuation and assembly.
 - Most importantly do not panic!

Accident and Incident Reporting

- Report all accidents, incidents and injuries to Gymnastics NSW no matter how minor.
- Unreported events will not be acted upon and chances are they will reoccur, with the possible result of a severe injury.
- Your inaction may result in the next person being injured.

Workplace Violence

- Everybody should feel comfortable at work with the knowledge that they will not be bullied, harassed or victimised.
- In the event of a hostile situation personnel should try the following:
 - Do not aggravate the situation.
 - Attempt to walk away.
 - Gain the attention of another employee.
 - Do not confront the aggressor.
 - Maintain a neutral stance.

First Aid

Every event requires a designated and trained first aid officer to be in attendance during all competition.

Safety Induction

Pre-event briefings and safety inductions will occur at every event. Volunteers should read and understand their responsibilities, and duty of care for themselves and those around them.

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