

Policy Name: EKGA Risk Management Policy

Policy applies to: All EKGA Gymsports operations, programs, staff, volunteers, and participants.

Policy Review Date: May 2030

Statement of Commitment

EKGA Gymsports is committed to providing a safe, inclusive, and stable environment for gymnasts, coaches, families, and staff. Risk management is embedded in every aspect of our programs—from preschool gymnastics and recreational classes to competitive training and events. We aim to prevent injury, reduce hazards, protect property, and improve outcomes through continuous safety review. This policy outlines our proactive approach to identifying, assessing, and managing risks across gymnastics classes, events, facilities, and administrative activities.

Definition of Risk

Risk refers to the chance that an event could negatively impact health, safety, operations, or EKGA's reputation. Risk management is the structured process of identifying, assessing, treating, and monitoring those risks to reduce their likelihood or consequence.

Policy Application

This policy applies to:

- Gymnastics programs and classes (Gymnastics, Trampoline and NinjaZone)
- Events (Fun nights, Competitions and Challenges, Holiday programs and Special events)
- Facility use (training areas, equipment, amenities)
- Administration and day-to-day operations

Risk Management Principles

At EKGA, we manage risk by:

- Leading by example—safety starts with staff and coaches
- Addressing safety concerns immediately
- Empowering all staff and volunteers to act on hazards
- Providing training and clear procedures

- Encouraging athlete ownership of safety through education
- Celebrating examples of great risk management
- Reviewing incidents to learn and improve

Roles and Responsibilities

Directors and Management Team:

- Ensure this policy is understood and applied by all staff and volunteers
- Provide risk management training and documentation
- Integrate safety into programming and scheduling decisions
- Review high-impact risks and implement responses
- Maintain the Risk Register and documentation

Department Leaders and Senior Coaches:

- Conduct regular equipment and facility inspections
- Ensure gymnasts are only taught skills they are physically and technically ready for
- Support staff in reporting and addressing risks
- Review and update risk plans for events, excursions, and travel

All Staff and Volunteers:

- Apply risk management procedures in daily tasks
- Report hazards using the Hazard Form or directly to management
- Model safe behaviour and ensure gymnasts follow safety rules
- Maintain safe training areas (e.g. correct matting, clear walkways)
- Only use equipment for demonstrating skills and drills relevant to the class they are teaching.
- Staff do not “play on” or “show off” on equipment before, during or after classes
- Staff wishing to participate in self supervised training sessions must have permission from management and complete the appropriate waiver.

Gymnastics-Specific Risk Areas

EKGA focuses on:

- Safe use and maintenance of gymnastics and trampoline equipment
- Adequate warm-ups and skill progressions
- Supervision ratios appropriate to the age, skill level, and class type
- Correct spotting and hands-on coaching by accredited staff only



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- Clear guidelines for behaviour, transitions, supervision and using equipment safely
- Emergency procedures for injuries, medical conditions, allergic reactions, or evacuations

Risk Management Tools

EKGA uses:

- **Risk Management Plan** – outlines daily and program-specific processes
- **Risk Register** – tracks and ranks ongoing risks and required actions
- **Hazard Identification Form** – for reporting and documenting issues
- **Monthly WHS Review** – as part of Department Leader management meetings

Monitoring and Review

- Risks are reviewed monthly at management meetings
- Risk management is discussed at staff training and debriefs
- All incident reports are analysed for trends and updates are made to procedures
- The Club Manager reviews the Risk Register quarterly and shares updates with Department Leaders

Policy Availability

This policy is shared with all staff and volunteers during induction and is accessible at any time. Compliance with this policy is expected from all EKGA team members and program participants.