

Policy Name: Power Outage

Policy Objective and Scope

The purpose of this policy is to outline the conditions under which classes will be cancelled as a result of a local power outage.

This policy applies to all classes and events held at NG&SC.

Conditions & Procedure for Cancellation

Definitions:

Power Supplier – the current electricity supplier to NG & SC

ACTION

If a power outage occurs, a series of Emergency Lights will illuminate within seconds, so the gym will not be in total darkness

- All Coaches will take control of their own class and move them quickly and quietly to the main floor where they will be seated in their classes.
- An Administration team member or Senior Coach will check the Power Supplier website via a mobile device to gather as much information as possible
 - If the outage has been reported
 - If the outage it is not appearing on their website, report the outage
 - Any listed duration of the outage
- If no information is available, we will wait a maximum of ten (10) minutes before any further action is taken
 - Any parents attending are able to take their child at any point in time and the class will be reimbursed
- After ten (10) minutes the power supplier website will be checked again.
 - The action will then be dependent on many factors
 - Time of day
 - The outage delay
 - The classes left in the day
 - The condition of the gym – hot / cold / day / night



- These will all be considered before a committee member will be called to give approval to cancel classes for that day.

HOW WE NOTIFY YOU

- An automated SMS alert will be sent to all members and coaches and any other visitors due that day, cancelling classes.
- A message will be uploaded to our website cancelling classes.
- A sign will be posted outside of the Club.

Reimbursement

The cost of the class will be reimbursed one of two ways

Tumble Tots, Rec, Gymstar, ACRO Development

If a class has to be cancelled then a credit will be raised. If you have paid your fees, the credit can be applied to any other terms changes or rolled over to the following term.

MAG / WAG Squads, ACRO Senior, RG

These classes have two choices

- Our first priority will be to reschedule the class at a convenient time for all concerned
- If this is not possible for anyone in the class, then a credit will be raised as stated above

Requirements & Responsibilities

Members & Parents

- Provide correct and up to date contact details to our office staff including a mobile phone (preferred), email and home phone

Coaches

- Take control of the class if a power outage occurs
- Move the class quickly and quietly to the main gym floor
- Seat the class as a group
- Get the role and do a role check
- Keep the class as calm as possible

Administration Team / Senior Coach

- Check the power supplier website re power outage information
- Check the coaches have classes under control on the floor area
- Once an action is finalised, act upon that decision as detailed previously

Administration Team

- Notify coaches and assistant coaches of the action
- Put notice on Home page of Website regarding planned action and notify parents of the power outage action by SMS or phone call if needed;
- Post a notice on the gym doors stating that training is cancelled due to power outage
- Organise reimbursements to be prepared for all classes cancelled affected on the day.

Confidentiality

Breaches of this policy must be reported to the Club's Management within 14 days of any occurrence.

Breaches of this policy will be dealt with according to the Club's grievance procedure, and treated in a timely, serious and confidential manner.

Disciplinary action will be taken against anyone who:

- a) Is found to be in breach of this policy;
- b) Victimises or retaliates against a person who has complained of a breach of this policy;
- c) Is found to have made a frivolous or vexatious complaint.

Any action taken will depend on the severity of the case, and may include an apology, counselling, suspension, dismissal or other form of action.

Breaches of this policy must be kept confidential and disclosure to any third party beyond the clubs management is not permitted unless required by law.

Policy Outcomes

Anticipated outcomes of the club's Power Outage Policy are as follows:

- Increased awareness of how a Power Outage will be handled and all stakeholder requirements



This Policy was implemented by the Committee of Management of the Nunawading Gymnastics & Sports Club Inc. in January 2018.

Review Date: 2019

Approved by:

President: Bruce Treble
Secretary: Jackie Whitbourn