



1.0 GYM MEMBERSHIP APPLICATION

NAME			DOB	
ADDRESS				
PHONE	(h)	(w)	(m)	
EMAIL *required for DD*				
EMERGENCY NAME			PH #	

MEMBERSHIP DETAILS

Term Membership: 1 month 3 months 6 months 12 months Direct Debit

Visit Passes: 5 visits 10 visits 20 visits

1. If, during the first seven days, from the date the contract was signed, the member, for any reason, wishes to discontinue the membership, they must notify staff in writing via email (irwinrec@irwin.wa.gov.au). The member will then be under no further obligations and all monies already paid will be fully refunded. If the member fails to fully comply with the above, then they will be liable to pay the full amount as agreed. The member acknowledges that they shall complete all payments due under the full term of this contract whether the member uses the facilities or not and that the failure of the member to attend or use the facilities will not release the member from the liability for payments in full of each successive instalment during the term hereof.
2. Minimum term for Direct Debit agreement is 6 months. Debits will continue on a fortnightly basis if the member fails to provide written directive to cancel their membership as per instruction included within the 'Cancellation' section of the Irwin Rec Centre 24 hour gym access terms and conditions.
3. The member agrees to comply with the 'Rules of the Gym', as displayed, for operating all of the facilities within the Gym.
4. The execution by Shire of Irwin staff shall be deemed the acceptance of an application, and this agreement shall therefore be binding upon the Shire of Irwin and the relevant Irwin Rec Centre member.

2.0 PRIVACY STATEMENT

The Shire of Irwin follows the principals set out in the Privacy Act 1988, as amended and is committed to respecting the privacy of individuals through ensuring the security of personal information. The information collected on this form is collected for the purpose of processing, managing and administering your membership. It will not be otherwise disclosed without your consent.

If you wish to seek access to your personal information or have any questions regarding the handling of your personal information, contact the Shire of Irwin Rec Centre during opening hours on 9955 9200. We welcome any changes to your details so as to keep our records up-to-date.

3.0 GUIDELINES AND CODE OF CONDUCT

1. Only members may access the Irwin Rec Centre Gym 24 hour facility.
2. To use the Irwin Rec Centre Gym members must meet the following conditions:
 - a. Complete the Membership Application
 - b. Agree to abide by the Guidelines and Code of Conduct
 - c. Pay the membership fee and be accepted as a member by the Shire of Irwin
 - d. Be over the age of 15 years
 - e. If aged 15 years old must be supervised by an adult inducted gym member
 - f. If aged between 16-18 years old you are able to utilise the gym unsupervised where parental consent is provided (see page 4)
 - g. Be inducted into the use of the Gym by a suitably qualified person as nominated by the Shire of Irwin
3. Members are encouraged to exercise with another member for safety and that at least one member has a mobile phone for use in case of emergency.
4. Members must be 16 years or older to use the facility alone.
5. If using the facility alone, members are advised to let someone know how long you may be, take a mobile phone to use in case of emergency and take extra care when using weights and equipment.
6. Access is via a scanner card issued upon membership approval. Access is limited to members only. Allowing non-members to access the room may result in cancellation of membership (refer to 'Inappropriate Use of Access Card' section of the 'Irwin Rec Centre 24 hour gym access terms and conditions' for further information).
7. Members must at all times exercise care in using equipment and to behave in a manner which does not endanger or inconvenience other users. If the gym is busy please share equipment and be considerate of others.
8. No food, alcohol or drinks other than water are to be consumed in the gym. Members can bring their own water bottle to ensure adequate hydration.
9. Use of appropriate footwear and clothing is encouraged for your safety, and a towel must be used on shared equipment. Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted. Members are free to bring their own music for personal use.
10. Smoking is not permitted in the Gym.
11. Please ensure that the lights and electrical equipment are turned off at the power points and that the door is securely closed after use.
12. Access is available 24 hours a day, 7 days a week. Please be considerate of the neighbours; arrive and leave considerately and ensure that music and noise does not impact on the neighbours.
13. Members are responsible for ensuring the Gym and equipment are cleaned after use and stored in a tidy manner. NO equipment is to be added to or removed from the Gym.
14. Report any defective or damaged equipment to Irwin Recreation Centre staff, place a warning-defective equipment sign on the equipment and complete a Faulty Equipment report (provided on the emergency board). If this sign is in place, only an authorised person is permitted to remove this sign. Signs will be removed when the equipment is made safe or fixed by the Shire of Irwin representative. Any injuries sustained in the Gym or as a result of using the equipment must be

recorded in the incident register book located in the gym. If First Aid equipment is used please notify staff during opening hours.

4.0 PRE-ACTIVITY REVIEW

If you have any of the following conditions, are pregnant or have not undertaken an exercise program before it is strongly recommended you seek a review from your GP before commencing an exercise program:

- Asthma or any other respiratory disorder
- Hernia or any other muscular problems
- Heart trouble/pain/tightness in chest/high/low blood pressure/high cholesterol
- Arthritis, back problems or any other skeletal injury
- Diabetes/stroke/epilepsy/blood disorders or any other chronic health condition

If you have not seen your GP in the last six months and have any of the following or are taking prescription medication it is strongly recommended that you seek a review before commencing an exercise program

- Family history of heart disease/high blood pressure/stroke
- Regular headaches/pounding/palpitating heart/chronic cough
- Chronic pain
- Incontinence
- Allergies that cause a significant reaction

5.0 DECLARATION

I have read the Irwin Rec Centre Gym Guidelines and Code of Conduct and I agree to abide by them. I have read the Pre-Activity Review and I declare that I have no medical conditions that would involve a risk to myself or others using the Irwin Rec Centre Gym. I have sought medical advice and a medical clearance before commencing a gym program and/or using the gym facilities. If required during the course of my membership for any medical conditions that may impact on my safe use of the Irwin Rec Centre Gym I will seek medical advice and clearance.

I waive all claims or causes of action which I might otherwise have arising out of loss of life or injury , damage or any other loss, which I may suffer in the course of or consequent upon my entry or participation in any activities in the Irwin Rec Centre Gym.

This waiver, release and discharge shall operate separately in favour of any person involved in the ownership and/or operation of the Irwin Rec Centre Gym. The waiver shall operate whether or not the loss, injury or damage is attributable to the act or neglect of any one or more of such persons.

I acknowledge and agree that

- I will comply with any reasonable direction from Shire of Irwin staff in relation to entry/exit to and from the Irwin Rec Centre Gym; the use of facilities and equipment in the Irwin Rec Centre Gym; my behaviour and conduct whilst on the premises.
- I have been provided a copy of the usage terms and conditions for the 24 hour gym and agree to be bound by these terms and conditions.
- I have sole responsibility for my personal possessions whilst at the Irwin Rec Centre Gym or during its related activities.



Irwin Rec Centre 24 hour Gym Access Terms and Conditions

MEMBER ACCESS

Members have access to Irwin Recreation Centre (IRC) gym facilities 24 hours a day, 7 days a week. Group fitness classes are offered as per the current timetable.

Access is to the gym only. Any unauthorised access to the Squash Courts or any other areas within the Irwin Rec Centre not included within the 24/7 access area may result in your membership being suspended or cancelled.

Any member who has monies owing on their membership will not be able to gain access to the gym facilities or any group fitness classes.

ENTERING THE GYM

To enter the gym, scan your access card over the door sensor. Once the scanner has approved your entry the door will unlock, allowing you to enter.

If your access has been restricted for any reason, the door will not unlock and access will be denied. Please contact IRC reception on 9955 9200 during opening hours to reinstate your access.

EXITING THE GYM

When exiting the gym please ensure you don't grant access to anyone who hasn't successfully scanned their card.

TOILET

Toilet access is to the unisex disabled toilet located to the right of the 24 hour entry/exit door. The light will come on automatically as you enter the toilet.

INAPPROPRIATE USE OF ACCESS CARD

An IRC access card must only be used by the member it was issued to.

Any member allowing another individual to use their access card in any capacity, will be subject to disciplinary action. In most cases, action will be taken in the following order:

- 1st offence: Warning
- 2nd offence: 30 day membership suspension
- 3rd offence: Cancellation of your membership + payment of applicable cancellation fees

If you knowingly allow entry to a non-paying individual then you are accepting responsibility and liability on their behalf. This includes liability for any injury, loss or damage attributed to the non-paying individual.

Non-paying individuals include previous members who do not have a current membership agreement and individuals with outstanding membership payments.

IMPORTANT: Staff conduct a daily audit of all access points to ensure compliance.



LOST ACCESS CARDS

If you lose your access card please notify staff as soon as possible on 9955 9200 so we can cancel the card ensuring there is no unauthorised use. Lost access cards will attract a \$15 replacement fee payable at the time of receiving your new card.

SAFETY & SECURITY

Emergency Response Board - Located on the wall next to the office door. The emergency response board contains:

- Emergency evacuation information
- Emergency phone (Phone use is to be limited to occasions where gym members may feel that their safety or health is at risk (not for personal calls))
- First aid kit (located in the storage cubes)
- Defibrillator (located in the storage cubes)
- Reporting forms

FIRST AID

A first aid kit is located in the storage cubes (near office door) for use in the event of a minor injury e.g. cuts, abrasions,

In the case of a serious injury, emergency services should be contacted by dialing '000'.

A user-friendly defibrillator is also available next to the first aid kit. Once switched on, the defibrillator will provide an audible guide to the operator on its use.

IMPORTANT: Please report all injuries or incidents to staff either in person during staffed hours or via the first aid reports located in the first aid kit or incident reports at the main entry desk.

CCTV CAMERAS

For the safety and security of users, 3 closed-circuit security cameras have been installed. These cameras are located in the gym entry and gym floor area and also within the Recreation Centre.

Footage from these cameras can be remotely viewed at any time by approved Shire of Irwin staff. Footage will be reviewed on a regular basis to ensure members comply with the terms and conditions of usage.

STORAGE CUBES

The gym contains 25 storage cubes for the storing of your possessions.

IMPORTANT: Any item/s remaining in storage cubes at the end of the day will be removed by staff and placed in lost property

PERSONAL BELONGINGS

We encourage you to use the storage cubes provided. For the safety of all users, bags and other personal belongings are not to be carried around or left on the floor of the gym.

The Shire of Irwin takes no responsibility for any personal belongings left within the Centre.



MOBILE PHONES

During unstaffed hours, we encourage all gym users to carry their mobile phone so that they may be used should an emergency situation arise.

TRAIN WITH A BUDDY

During unstaffed hours it is strongly recommended that you work out with a partner.

EMERGENCY EVACUATION

In the case of a fire emergency an audible and visual alarm will be activated. During unstaffed hours, all individuals within the gym are required to calmly leave the building through your nearest emergency exit, permitting it is safe to do so.

During normal opening hours please follow the directions of staff.

POWER OUTAGE (Blackout)

In the event of a power outage, emergency lighting will automatically turn on. Access to the centre will not be granted during a power outage.

Anyone in the gym is required to cease exercising and vacate the building if power is not restored within 5 minutes. This instruction applies at all times.

EQUIPMENT

Damaged equipment - If you come across any equipment that is damaged or requires maintenance please complete the appropriate 'Danger – Out of Service' tag and attach it to a visible area of the equipment. 'Danger – Out of Service' tags are located on the emergency response board.

WILFUL DAMAGE OR MISUSE OF EQUIPMENT

If you are found to have willfully damaged or misused any equipment then you may be held liable for the cost of repair or replacement.

EQUIPMENT FAULT REPORTS

If you find any equipment that has a fault and/or requires maintenance, please complete the appropriate 'Danger – Out of Service' tag. This alerts staff and other users that a problem has been identified rendering it unusable until the tag is removed by an authorised Shire of Irwin staff member. Tags are located at the emergency response board.

MUSIC

Please be mindful of your music selection if utilising the gym stereo when there are others utilising the facility at the same time. We encourage you to bring your own personal music device eg. ipod, iphone and headphones should you wish to listen to music that may cause offence or discomfort to other users.

GYM ETIQUETTE

All users of the IRC gym facilities must abide by the following rules of etiquette

- Patrons aged 15 years old must be accompanied by a gym inducted adult 18 years or older at all times
- Patrons aged 16-18 years old must provide parental consent for unsupervised use of the gym
- All members are to wear suitable clothing and appropriate footwear with closed in toes
- All members are to use a towel when working out



- Weights are to be returned after use so other patrons may easily find them
- In order to minimise damage to weights please do not drop them
- Use appropriate language in the gym
- Reserving of equipment is not allowed. When doing supersets, please allow others to use the machines while you are busy elsewhere
- Wipe machines after use. Cleaning stations are provided in the gym for this purpose

Failure to abide by the above rules of etiquette may result in immediate removal from the gym and suspension/ cancellation of your membership.

COMMUNICATION – WE WANT TO HEAR FROM YOU

In order to maintain our high standards of service, maintenance, safety and cleanliness we ask you to communicate any concerns you may have as soon as possible. All reporting forms can be found on the emergency response board.

INCIDENT REPORTS

If an incident or near-miss occurs to you or someone else in the gym please notify us by completing an incident form as soon as possible. Instructions on how to complete this form can be found with the report forms. If you are unsure if you should complete an incident form, please complete one anyway so our staff can access the situation. *If in doubt, fill it out.*

FIRST AID REPORTS

If any first aid incident occurs, no matter how small, please complete a first aid report. Not only does this help us keep track of the items used from our first aid kit, it also assists us in maintaining a high level of health and safety.

CANCELLATION

If you wish to cancel your membership at any time, please provide written direction of this by either hand delivering correspondence to staff at the Irwin Rec Centre during opening hours or otherwise emailing a cancellation directive to irwinrec@irwin.wa.gov.au. All fixed-term gym memberships will automatically expire at the term in which has been mutually agreed. All direct-debit gym memberships will only be cancelled upon the receipt of written direction from the gym member to whom the gym membership relates, if a directive fails to be provided, the Shire will continue to make a fortnightly deduction in line with their adopted fees & charges.

Note - if payments are terminated prior to the 6 month minimum being reached on a direct-debit membership contract, the remainder of the contractor is still required to be paid in full by the person with whom the membership relates to.

If you have any other concerns, suggestions or questions, please contact us via:

- Email: irwinrec@irwin.wa.gov.au
- Phone: 9955 9200 (during opening hours)
 - In person during opening hours
 - Customer feedback form