

Seafit Gym Officials, Session Supervisors & Trainees : Roles and Expectations



Club Safety Policy – Officials and Session Supervisors are expected to:

- Support the implementation of the safety policy.
- Lead by example.
- Commit to the safety policy.

Communication of Safety Information – Officials are expected to:

- Communicate rules and safety recommendations to Supervisors under their supervision.
- Report all perceived safety issues to the Club Rowing Safety Adviser and Club Committee.
- Report all incidents using the CPGA Incident Reporting System.

Club Safety – Seafit Gym Risk Assessment – Session Supervisors are expected to:

- Be conversant with the Risk Assessment for the activity that they are leading.
- Ensure that participants are aware of, and abide by, the club's rules.
- Understand the risks associated with the activities that they are leading.
- Take action, where necessary, to ensure that nobody is exposed to substantial or intolerable risk.
- Ensure that participants are aware of the hazards that are associated with the activities that they are leading.
- Report all occurrences of disregard for the Safety Rules to the club.

Club Safety Plans and Safety Rules – Session Supervisors are expected to:

- Lead by example.
- Report all occurrences of disregard for the Safety Rules to the club.
- Encourage trainees to report incidents to the Club Rowing Safety Adviser and Club Committee.

Club Emergency Response Plan – Session Supervisors and Trainees are expected to:

- Read and understand the Club Emergency Response Plan.
- Ensure that trainees know what to do in an emergency and where to find the notices showing key location and contact information.
- Ensure that participants know the location of First Aid kits including an AED, if available.
- Report any incidents to the Club Rowing Safety Adviser and Club Committee.

People New to Seafit Gym – Session Supervisors are expected to:

- Ensure all trainees have an adequate Club Induction Programme - and check their understanding of what is expected of them.
- Set standards that trainees will follow - lead by example.
- Ensure a higher level of duty of care is promoted with beginners, juniors, adaptive Supervisors and adults at risk.

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- Encourage new trainees to ask about anything they are unsure of.
- Provide advice on any health or injury issues that may affect their safety, or refer them to their medical professional as appropriate.

Heat Illness and Exhaustion – Session Supervisors are expected to:

- Have read Avoiding Heat Illness and have studied the effects.
- Know and watch for the symptoms of heat exhaustion (such as high levels of fatigue/tiredness, dizziness, nausea/vomiting, chills or shivering, fast weak pulse, clammy cool skin, appearing pale, numbness or tingling in head, neck, back or hands).
- Know and watch for the symptoms of heat illness (such as confusion/lack of mental clarity, inability to hold a conversation, bizarre behaviour, hot, red skin, fainting, headache, rapid strong pulse and sweating).
- Know how to respond if they detect any of these symptoms.
- Ensure that their crews remain hydrated and take breaks and rest in the shade.

First Aid – Session Supervisors are expected to:

- Keep their First Aid qualification up-to-date by attending a First Aid course at least every three years.
- Report First Aid and medical incidents to the Club Rowing Safety Adviser and Club Committee.
- Ensure that trainees know where the First Aid kits are kept and which trainees are qualified First Aiders.

Concussion – Session Supervisors are expected to:

- Recognise the signs and symptoms of concussion.
- Know how to help someone who is concussed.

Coping with Illness and Diseases – Session Supervisors are expected to:

- Check that trainees are fit to use facilities.
- Encourage trainees to refrain from exercising when unwell.
- Avoid putting pressure on trainees to exercise when unwell.
- Take account of individuals' known health issues when training or planning training programmes.

Asthma – Session Supervisors are expected to:

- Be aware of exercise induced and seasonal asthma.
- Ensure that all asthmatics carry their inhalers.
- Recognise the symptoms of an asthma attack and the difference between asthma and hyperventilation.
- Be aware of the Asthma Recovery Position.
- Understand how to support a person having an asthma attack.
- Know how to access help.

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What to do if someone Collapses – Session Supervisors are expected to:

- Set an example by ensuring that they are fully competent to assist with a person who has collapsed.
- Encourage participants to learn how to assist with a person who has collapsed.

Topics Covered in a Risk Assessment

Pre Existing Medical Conditions and Low level of Fitness – Session Supervisors are expected to:

- Check that trainees are sufficiently fit and well for the planned activity.
- Support trainees who feel that they are unfit or unwell.
- Ensure that no pressure is put on trainees who are unfit or unwell.

Indoor Rowing – Session Supervisors are expected to:

- Adequately manage activities of all users and exercise a higher level of care for those trainees who present a higher risk - beginners, the elderly, juniors and those with special needs or health problems.
- Know how to deal with specific health-related issues that have been identified.
- Promote safe use of the facility and equipment.
- Check the facility and the equipment is safe to use.
- Train users to use the rowing machines correctly including:
 - Identifying and naming the key parts of the rowing machine.
 - Setting the rowing machine up and adjusting the damper and feet height.
 - Demonstrating good technique and posture.
 - Cleaning the rowing machine after use
- Implement the CPGA guidelines for the use of rowing machines by juniors and “How much and how often?”
- Take care to ensure that their trainees do not over exert themselves or encourage others to do so.
- Ensure that their trainees work at appropriate intensity and overall workload.
- Ensure that the drag or resistance is set at the appropriate level for the rower.

Gym Training – Session Supervisors are expected to:

- Check that their trainees are fit and healthy enough to perform the exercises that they are attempting discourage trainees from starting an exercise if they feel unwell.
- Encourage trainees to work with a partner when training with weights.
- Ensure that trainees work with spotters when lifting heavy weights.
- Encourage trainees to breathe in time with the exercise; exhale when lifting the weight, inhale when lowering.
- Stop the exercise if a trainee becomes unwell.

Reference : LRGK safety document – Seafit Gym Officials, Session Supervisors & Trainees Roles and Expectations - issue 1 (January 2018)

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- Encourage trainees to keep their limitations in mind and push them in a sensible and controlled way.
- Encourage trainees to keep the gym clean and tidy.
- Discourage trainees from loitering around the gym or getting in the way.
- Encourage trainees to put away equipment when the exercise is complete unless someone else is about to use it.
- Encourage trainees to check equipment before use and only use equipment that is in good condition.
- Encourage trainees to warm up thoroughly before starting training and stretch thoroughly when the exercise is complete.
- Encourage trainees to use good technique.
- Encourage trainees to pay attention and be alert to what is going on around them.
- Report incidents to the club and to the club.

Incident reporting – Session Supervisors are expected to:

- Promote a no-blame culture of reporting all incidents in order to improve safety.
- Ensure that trainees understand the importance of reporting incidents, in which they are involved or that they witness.
- Encourage trainees to report all incidents Club Rowing Safety Adviser and Club Committee.

Auditing – Session Supervisors are expected to:

- Report any issues or concerns with the gym safety equipment or procedures.
- Assist with Safety Inspections as requested by club officials.