



WESTERN CAPE GOVERNMENT

USE POLICY OF THE WESTERN CAPE GOVERNMENT GYMNASIUM

1. INTRODUCTION

- 1.1 The purpose of this document is to describe the policy for the use of the Western Cape Government Gymnasium by members, invited guests and other users. Eligibility for membership is described in section 10.
- 1.2 This policy is intended to protect the security, safety and overall health of members and other users and it aims to help ensure that Gymnasium users enjoy the time they spend at the facility.
- 1.3 All members, guests and other users of the Gymnasium are required to adhere to the provisions of this policy.
- 1.4 Any Gymnasium member who fails to adhere to the provisions of this policy may be asked to leave, refused access or his or her membership may be cancelled.

2. BACKGROUND AND OBJECTIVES

- 2.1 The Director-General gave the go-ahead for the Western Cape Government Gymnasium to be established on 17 June 1998 and the Gymnasium was officially opened on 30 November 1998.
- 2.2 The Gymnasium is an active attempt by the Western Cape Government as an employer to enhance the general health of its employees.
- 2.3 The Gymnasium promotes wellness in order to maintain and increase the productivity of Western Cape Government employees.

3. MANAGEMENT AND STAFF

- 3.1 The Department of Cultural Affairs and Sport is responsible for administering the Western Cape Government Gymnasium.

- 3.2 Qualified instructors have been permanently employed to assist with the day-to-day management and running of the Gymnasium. They have the following responsibilities:
- a. Drawing up training programmes for members;
 - b. Assist members with following their training programmes and using the training apparatus correctly;
 - c. Ensuring the orderly use of the Gymnasium, including access control and dealing with matters relating to membership; and
 - d. Monitoring and maintaining the training apparatus and facilities.

4. PERSONAL HEALTH AND SAFETY

- 4.1 Any person applying for membership will be required to complete a health screening questionnaire. Any applicant who has moderate or high health risks will be asked to provide a medical clearance certificate before he or she is permitted to enter the Gymnasium.
- 4.2 All new members must complete the induction programme before they start using the facilities.
- 4.3 All Gymnasium users should consult with their healthcare service provider before beginning a new fitness programme. It is further recommended that users undergo a physical examination to assess whether they face any health risks.
- 4.4 Users should spend 10 minutes warming up their muscles before starting any type of exercise. Anyone who does not warm up properly risks muscle injuries and/or heart strain.
- 4.5 Any user who experiences acute pain, dizziness, sudden headache or chest pain must stop exercising immediately and inform a staff member.
- 4.6 Gymnasium users are requested to inform staff of any changes in their medical condition.

5. EQUIPMENT AND THE TRAINING FLOOR

- 5.1 Users are requested to use equipment for its intended purpose and follow the instructions provided. Users are invited to ask for help if they need it.
- 5.2 Users are requested to inspect equipment before use and not to use any equipment if it appears damaged and/or inoperable or any component appears to be missing, worn and/or damaged. Users are further requested to report any damaged equipment to a staff member.
- 5.3 Users using strength equipment are requested to ensure that the weight pin is completely inserted. The weight stack must never be pinned when it is in

an elevated position. Users are encouraged to inspect all cables, straps and other connections before making use of equipment.

- 5.4 Users are requested to ensure that the belt has come to a complete stop before stepping onto a treadmill, and never to jump off a treadmill while the belt is still moving.
- 5.5 Users are requested to handle weights and equipment with care and replace these after use.
- 5.6 Users are requested to adhere to any time limits specified on equipment so that all users have a fair chance to use this equipment.
- 5.7 Users are advised that only plastic water bottles and sports drinks are permitted on the training floor. No food, other drinks or bags are permitted on the training floor
- 5.8 Users are required to use a sweat towel at all times and wipe equipment after use.

6. LOCKERS AND SAFETY OF PERSONAL BELONGINGS

- 6.1 Lockers are provided in the changing rooms for storing other personal belongings during training, including smaller valuables like wallets, keys, sunglasses and cell phones.
- 6.2 The Western Cape Government does not accept responsibility for any loss or theft or damage of personal property left in a locker or anywhere else in the Gymnasium.
- 6.3 It is recommended that users ensure that they have personal insurance policies in place to cover the risk of loss of, or damage to, their personal effects.
- 6.4 Users are advised not to leave belongings unattended in the change rooms or anywhere else in the Gymnasium at any time. Users are requested to report any lost or damaged item to a staff member immediately.
- 6.5 Lockers may only be used for storing gym kits, toiletries and the clothing that users were wearing when they came into the Gymnasium. If the management and staff have reasonable grounds for thinking that a locker is being used for the storage of anything else, it reserves the right to open the locker and remove any offending items.
- 6.6 Lockers are available for use only while users are inside the Gymnasium. Any belongings left in a locker overnight will be removed.
- 6.7 Members are advised to bring their own locks.

- 6.8 Any belongings removed from lockers or found unattended will be kept at lost property for 14 days.
- 6.9 Any lost property that is not collected within 14 days will be donated to charity.

7. TRAINING ATTIRE

- 7.1 Users are required to wear appropriate attire and training shoes at all times in the Gymnasium. Users are invited to ask staff members for any advice on training attire they may need.

8. STUDIO AND FLOOR CLASSES

- 8.1 Some classes may need to be pre-booked or may have a maximum limit on the number of participants. Class timetables and instructors may change without notice. Users are advised to check the notice boards for up-to-date information.
- 8.2 Users are advised to arrive a few minutes early for a class because they may not be permitted to join the class if they are more than five minutes late. Users arriving late are requested to warm up before joining the class.

9. TRAINING TIMES

- 9.1 The Gymnasium facilities are available from 6:00 to 18:00 on weekdays (excluding public holidays).
- 9.2 Members may request permission from supervisors if they participate in training sessions during working hours.
- 9.3 The gymnasium is closed during the festive season. Members will be notified in advance.

10. ELIGIBILITY FOR MEMBERSHIP

Membership of the Gymnasium is available to the following persons:

- 10.1 Members of the Provincial Legislature and their immediate families.
- 10.2 Staff members (permanent and temporary) of the office of the Secretary of the Provincial Legislature and their immediate families.
- 10.3 Permanent and temporary staff members of the provincial departments and their immediate families (husband, wife and children).
- 10.4 Members of the South African Police Service working at the Provincial Legislature.

- 10.5 Pensioned former employees of the abovementioned departments.
- 10.6 People employed by the Western Cape Provincial Sports Confederation.
- 10.7 VIPs from the City of Cape Town. VIPs may include the Premier, Executive Mayor and MECs.

11. MEMBERSHIP FEES AND APPLICATION FORMS

- 11.1 The contract will only commence once it has been signed and payment has been received.
 - 11.2 Membership of the Gymnasium is subject to the payment of a membership fee (see table below).
 - 11.3 Membership fees will be reviewed annually in consultation with the Head of Department: Treasury.
 - 11.4 Membership fees will not be refunded to members.
 - 11.5 Membership application forms are available from Gymnasium staff.
- 11.5 Members who are in arrears with fee payments will not be permitted to enter the Gymnasium.

	MEMBERSHIP OPTIONS	PAYMENT OPTIONS
A	Annual membership	R480 in cash, once off
B	6-month membership	R264 in cash, once off
C	3-month membership	R138 in cash, once off

12. ACCESS CARDS

- 12.1 An access card is required for members to access the Gymnasium.
- 12.2 Members are required to bring their access cards with them every time they enter the Gymnasium.
- 12.3 Any member without an access card may be refused entry.
- 12.4 An access card will be activated as soon as a person becomes a member of the Gymnasium.

- 12.5 An access card may only be used by the member it belongs to.
- 12.6 Any person presenting an access card belonging to someone else will be refused access.

13. SAFETY

- 13.1 No user is permitted to tamper with fire doors or any safety equipment.
- 13.2 Users are required to follow the health and safety notices displayed in the Gymnasium.
- 13.3 Users are required to take note of emergency procedures in the Gymnasium. In the event of an emergency, users are required to follow staff instructions at all times.
- 13.4 Users are advised not to run in the Gymnasium. Users are further advised to remain aware of the different floor surfaces that they encounter in the Gymnasium to ensure their personal safety.
- 13.5 Users are advised that cleaning and maintenance is an ongoing process. Users are further advised that they must take note of cleaning equipment and/or maintenance tools in the Gymnasium in order to ensure their personal safety.
- 13.6 Users are advised that floors may be wet and slippery at times and that they must exercise the necessary caution to ensure their personal safety.
- 13.7 Users are requested to report all injuries, incidents and/or hazards to a staff member.

14. CODE OF CONDUCT

- 14.1 Users may not enter the Gymnasium or use the facilities whilst under the influence of alcohol, illegal and/or performance enhancing drugs or supplements (including steroids).
- 14.2 Users may not use foul, loud, offensive or abusive language (including, but not limited to, discriminatory language based on an individual's race, ethnic or social origin, colour, gender, sexual orientation, age, religion or disability).
- 14.3 Users may not commit any acts of intimidation or threats, or use menacing behaviour towards other members, guests, visitors or members of staff.
- 14.4 Users may not physically or sexually abuse or harass or be violent towards other members, guests, visitors or members of staff.

- 14.5 Users must pay for any damage they, their minor dependants, dependants and their guests cause while in the Gymnasium.

15. Performance Enhancing Drugs

- 15.1 The Western Cape Government Gymnasium has a zero tolerance approach towards the use, sale or endorsement of any form of illegal and/or performance enhancing drugs (including steroids).

16. GENERAL

- 16.1 Children under the age of 16 years are not permitted to enter the Gymnasium without supervision.
- 16.2 Users are requested to leave the Gymnasium no later than closing time. Closing times are displayed at the Gymnasium entrance.
- 16.3 No pets (other than guide dogs) are permitted in the Gymnasium.
- 16.4 No firearms or other weapons are permitted in the Gymnasium.
- 16.5 No smoking is permitted anywhere on the Gymnasium premises.
- 16.7 No user or staff member may bring alcohol or recreational drugs into the Gymnasium.
- 16.8 No user or staff member may sell or market any goods or services inside the Gymnasium premises without the permission of the Head of Department of Cultural Affairs and Sport.

17. CHANGES TO THIS POLICY

- 17.1 This Gymnasium use policy may be changed from time to time and members are required to keep abreast of any changes. Members will be informed of any changes via the website www.westerncape.gov.za and via notices sent out by Western Cape Government Corporate Communications.

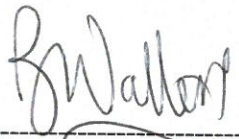
18. PHYSICAL LOCATION OF THE GYMNASIUM

- 18.1 The Gymnasium is situated on the Mezzanine Floor of the Tower Block at 4 Dorp Street, Cape Town.


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Director: Sport Promotion
Mr. T Tutu

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Chief Director: Sport & Recreation
Dr L Bouah



HOD: Cultural Affairs & Sport
Mr. B Walters

11/12/18
