



# Gym Facilities Usage Policy

<b>POLICY CATEGORY:</b> Facilities Management	<b>POLICY NUMBER:</b> Policy FCT-2025-001
<b>SPONSORING OFFICE:</b> Deputy Principal (Administration)	<b>POLICY ADMINISTRATOR/RESPONSIBLE OFFICER:</b> Executive Officer
<b>APPROVAL DATE:</b> February 27, 2025	<b>LAST REVIEWED:</b>
<b>EFFECTIVE DATE:</b> March 03, 2025	<b>NEXT SCHEDULED REVIEW</b> February 2030

**Errors or changes to:** Quality Assurance Office

## PURPOSE/OVERVIEW

The Samuel Jackman Prescod Institute of Technology's gym usage policy was designed to provide clear guidelines for the use of the institution's gym facilities, the Jeffrey Yarde Sports Complex Gym. This policy aims to promote safety, equity and respect of all individuals who utilize the gym, as well as those tasked with its operation.

## SCOPE

This policy applies to all staff and students who seek to utilize the Jeffrey Yarde Sports Complex Gym and its equipment; individuals tasked with the day-to-day operation; and individuals granted special permission by the principal or his delegates.

## POLICY STATEMENT

1. The gym is available solely for use by Samuel Jackman Prescod Institute of Technology constituents and those who have obtained special permission from the principal or his delegates.
2. Use of the gym at the Jeffrey Yarde Sports Complex is strictly at the users own risk, whether or not they received an induction session. Individuals using the gym will be doing so at their own risk and the institution will **NOT** be liable for any injuries sustained by any person as a result of using the gym equipment.

3. New users of the gym should receive an induction from a qualified gym employee to ensure the proper use and minimize the occurrence of accidents from the improper use of the gym and/or its equipment. Use of the gym or its equipment without proper induction is not advised.
4. It is advised that individual receive a thorough physical examination from a medical practitioner before engaging in physical activity at the gym.
5. The opening hours of the gym are as follows:

<b>Monday-Friday</b>	<b>6:30 a.m. to 9:30 a.m.</b> <b>11:00 a.m. to 2:00 p.m.</b> <b>4:00 p.m. to 8:00 p.m.</b>
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<b>Weekends</b>	<b>CLOSED</b>
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6. Users should adhere to the hours of operation as outlined in this policy. The gym facility will be closed during bank holidays, scheduled maintenance, or special events, which will be communicated in advance on the SJPI website.
7. Access to the facilities are free of cost, but this is subject to change at any point from the principal or his delegates.
8. All students wishing to utilize the gym facilities should present their Samuel Jackman Prescod Institute of Technology identification card with the sticker to show that the student is fully registered to the operators of the facility. Students who have any active academic warnings or punishments (suspension or expulsion), would not be allowed to utilize the gym facilities.
9. All staff members should present their Samuel Jackman Prescod Institute of Technology identification card to the operators of the facility.

#### **RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS**

<b>Related Policies &amp; Standards</b>	<b>Legislative References</b>
Students' Discipline Policy Student Handbook Rules and Regulations for Using the Jeffrey Yarde Sports Centre Gym	Public Service Act

## CONTACTS

If you have any questions about SJPI Policy FCT-2025-001 Gym Facilities Usage Policy, contact the following office(s):

<b>Subject</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>Email/URL</b>
Concerns about the general facilities or environs.	Executive Officer	246-535-2243	executive.officer@sjpi.edu.bb

## DEFINITIONS

<b>Constituents</b>	Individuals that have an existing relationship with the institution, including but not limited to staff, students, alumni, retirees, or partners in industry.
<b>Induction</b>	A session at the gym where the qualified staff will give a tour of the facilities and inform the user how to properly and safely use certain equipment, and relay any special rules and regulations.

## PROCEDURES

### Code of Conduct

1. All users are expected to exhibit respect towards each other and those operating the facilities at all times.
2. All users should adhere to the regulations outlined in the Students' Discipline Policy or the Public Service Act.
3. Abusive language, bullying, smoking, alcohol consumption, or disruptive behaviour is strictly prohibited in the gym.
4. The consumption of food in the gym is strictly prohibited.
5. Users should wear clean, proper gym attire and use a towel during workouts.
6. Shoes should be worn at all times in the gym.
7. After completing a set on any of the machines or mats provided, users are expected to sanitise the area.
8. Users should refrain from making any excessive noises that could potentially disrupt other users.
9. Users are solely responsible for their belongings. Any belongings stolen, lost, or damaged are not the responsibility of the institution.

## Health and Safety

1. Users should ensure that they are physically fit and capable of engaging in physical activity.
2. All users should engage in proper warm-up and cool-down exercises to reduce the chance of injury.
3. The machinery in the gym should only be used for their intended purpose. Users should seek assistance from those operating the gym if they are unsure how to use the machinery.
4. Users must follow all safety instructions posted around the gym, particularly regarding the use of heavy equipment.
5. Avoid training alone.
6. Inspect equipment before each use for loose, worn or fayed parts. Check that wire ropes are not frayed or kinked and that pulleys rotate freely.
7. When using the weights in the gym, they should be lifted and lowered under control. Weights should not be dropped to the floor or left in any walkway.
8. After using the equipment, users should wipe down surfaces with provided sanitizing agents to maintain hygiene for others.
9. Weights, mats and other equipment should be returned to their respective area directly after use.
10. Any broken or damaged equipment should be reported to the staff immediately. Staff should then place an 'Out of Order' sign on the damaged equipment, and then immediately notify the Executive officer of the damage.
11. The gym is a place of exercise, so horse-play around machinery and equipment is strictly prohibited.
12. In the event of any injury or emergency, notify the gym staff immediately.

## Reporting of Injuries

1. Injuries received on the premises of the Jeffrey Yarde Sports Centre Gym should be immediately reported to the designated gym personnel.
2. If the injury is received during campus open hours, gym personnel should immediately report it to the Student Services Section for immediate attention.
3. The Student Services Section should then action the report as outlined in the Student Handbook.
4. In the event that an accident occurs outside noted campus hours, after handling the reported injury, gym personnel should immediately report the occurrence to the Executive Officer. Reports should include the nature of the injury; a brief of the occurrence; time and location; and the action taken.

## Supervision and Management

1. A qualified gym instructor should be present during the specified opening hours to provide guidance and assistance to users.
2. For enquiries related to the gym facilities contact the Executive Office of the Samuel Jackman Prescod Institute of Technology at **535-2243** or call the facilities directly at **535-2341**.

## Disclaimers

3. By using the Jeffrey Yarde Sports Complex Gym, users acknowledge and accept the risks associated with physical exercise. The SJPI Guest Waiver (**Appendix I**) must therefore be completed and signed by all users to signify their acknowledgement and agreement.
4. The institution is not responsible for any personal injury, illness, or accidents sustained while using the gym facilities.
5. Users are responsible for adhering to this policy, and violations may result in suspension or revocation of gym access.



# Samuel Jackman Prescod Institute of Technology

## GUEST WAIVER

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_ / \_\_\_ / \_\_\_

Cell # : \_\_\_\_\_

Email: \_\_\_\_\_

### EMERGENCY CONTACT:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name	Relationship	Phone #
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I do hereby declare myself to be physically sound and suffering from no conditions, impairment, disease, infirmity, of other illness that would prevent my participation in any of the activities and programs at The Jeffrey Yarde Sports Complex or use of equipment-or machinery. I acknowledge that I have either had a physical examination and have been given my physician's permission to participate, or that I have decided to participate in activity and/or use equipment and machinery without the approval of my physician. In either case, I do hereby assume all responsibility for my participation and activities, and utilization of equipment and machinery in my activities. (Please initial) \_\_\_\_\_

In consideration of being allowed to participate in the activities and programs of The Jeffrey Yarde Sports Complex and to use its facilities, I do hereby waive, release and forever discharge and hold harmless The Jeffrey Yarde Sports Complex and its employees, representatives, and all others from any and all responsibilities or liability for injuries or damages resulting in any activities at said facility. I do also hereby release all of those mentioned and any others acting upon their behalf from any responsibility or liability for any injury or damage to myself, including those caused by the negligent act or omission of any of those mentioned or others acting on their behalf or in any way arising out of or connected with my participation in any activities of The Jeffrey Yarde Sports Complex. (Please initial) \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Guest Signature: \_\_\_\_\_

The Gym Representative: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_