



WEIGHTS ROOM USER MANUAL

Date: July 2025

Rev - 01

1. INTRODUCTION

- a. This document provides rules and guidance for any users of the weights room at Spelthorne Gymnastics, both members and non-members. Any injuries caused or sustained as a result of not following these rules and guidelines will be the sole responsibility of the user.
- b. All Weights Room Users must thoroughly read and observe this User Manual.

2. PERMISSION TO USE THE WEIGHTS ROOM

- a. As a **member** of Spelthorne Gymnastics, you must receive permission from your coach to use the weights room as part of your gymnastics training. You cannot use the weights room on your own accord. If your coach does not give permission expressly you must not enter the room as it contains specific hazards.
- b. As a **non-member** (Staff or Public) you must have written (email) permission from the General Manager or a Principal to use the room, and you must have completed a waiver form before entering and using the room. The waiver form is available at Reception.

3. REMOVING EQUIPMENT FROM THE ROOM

- a. Do not remove any equipment from the Weights Room unless specifically instructed by your coach.
- b. If you do remove equipment, you must return it to the room afterwards and place it safely back into its proper storage place.

4. REPAIRS AND MODIFICATIONS

- a. Do not carry out any DIY repairs or modifications on any equipment.
- b. If something is broken, report it to Reception and put it out of service.
- c. Only use the equipment in accordance with manufacturers guidance or your coach's instructions (i.e. only for the purpose for which it is designed).

- d. Do not try to invent exercises or techniques that you have not been instructed to follow or do not represent good practice.

5. DRINKS

- a. Ensure any drinks are in a sealed / lidded sports bottle.
- b. Drinks bottles must be placed on a level surface out of the way of people's hands / arms, where they are not likely to be knocked over. Not on the floor.
- c. Hot drinks are not allowed. Only cold 'non-fizzy' drinks are permitted in the Weights Room.
- d. The placing of drinks bottles on electrical equipment in Weights Room is prohibited.
- e. Any other fluids that could form slip / fall hazards, such as fluids that have leaked from the equipment or bodily fluids (if a person has been taken ill and vomited on the floor) to be cleaned up by the Gym Staff immediately.

6. ELECTRICAL EQUIPMENT

- a. Ensure all smaller items of portable electrical equipment are placed on a stable flat surface so they are not liable to fall over easily if knocked.
- b. Do not to unplug and relocate small items of electrical equipment without the permission of a member of the Gym Staff.

7. MUSIC & TV

- a. When leaving, make sure you disconnect any Bluetooth connections you have made.
- b. Remember to switch off the TV.

8. STORAGE

- a. Ensure all items of Weights Room equipment have been properly cleared / stowed away at the end of each session.

9. BEHAVIOUR

- a. Avoid throwing any items within the Weights Room when setting up or putting away equipment in this room
- b. Avoid entering into competitive one-upmanship with other Weights Room Users.
- c. Exchanging verbal insults or engaging in violent and / or confrontational behaviour (e.g. all bullying, pulling, pushing, punching and other misdemeanours) will not be tolerated. Repeated bad behaviour will result in the Operations Manager or coaches banning the person(s) concerned from the Weights Room.
- d. Pay attention and have respect to the other users at all times.

10. TECHNIQUE AND LOADING

- a. All Weights Room Users must recognise there is a difference between the maximum amount they can lift, and the maximum amount it is safe for them to lift – i.e. Weights Room Users are to ensure during their work out they use lifting weights that are appropriate and safe for their physique and ability and must follow the coach's instructions. Any Weights Room Users unsure about what is and isn't safe for them to use should ask their coach for advice.
- b. Users must use correct manual handling technique when lifting bars, barbells, and / or weights in standing position. Any User unsure about their technique should consult their coach for advice.
- c. Users should follow the general principle of lifting (2 secs) lowering (4 secs) and not to lift weights ballistically or using throwing techniques unless specifically advised by their coach.

11. CLOTHING, SHOES AND BAGS

- a. Users should use appropriate weightlifting gloves and belts to ensure they get a good grip on the equipment and maintain good posture to minimise the risk of back injuries.
- b. Users must wear appropriate sensible sports clothing and rubber-soled footwear when using the Weights Room. Bare feet or gymnastics shoes are not allowed.
- c. Users must use the changing rooms to store their personal possessions, and not litter the Weights Room with their bags, clothes, etc.

12. INJURIES

- a. Anyone coming into the Weights Room to lift weights whilst recovering from injury must strictly follow their Health Professionals advice and take care not to overexert themselves.
- b. Users should always ensure that their Health Professional advice has been communicated to their coach.
- c. Users should always seek the expert advice of their coach how best to safely work back up to using larger weights.
- d. Persons with pre-existing heart conditions and those advised by their GP not to exercise must not use the Weights Room.

13. SPOTTING AND SAFETY

- a. Users lifting barbells or any equipment that might fall and trap them must use one or two spotters / watchers with them (one on each side), ready to take the bar and weights off them should they get tired or get into difficulty.
- b. Ensure you have adequate space around you when lifting weights to avoid accidentally hitting other people whilst working out.

- c. Ensure you have an exit strategy when working alone on any item of equipment.
- d. In case of fire or injury, make sure that at least one other person knows that you are training in the Weights Room.

14. OVERCROWDING

- a. The maximum number of users at any time is 10. Do not use the Weights Room if there are already 10 users working.

15. TIDYNESS

- a. User must maintain good housekeeping so that any waste generated in the Weights Room is cleared up between sessions this can pose a trip hazard to anyone.
- b. Users must use the equipment in the Weights Room mindful of the need to avoid creating trip hazards, such as ensuring weights are always stored correctly and not left out on the floor.

16. REPORTING PROBLEMS

- a. Users must report any faults in the equipment and report it immediately to Reception. If the fault is dangerous then make sure the equipment is taken out of use.

17. WHEN LEAVING THE ROOM

- a. Make sure all weights are stored correctly
- b. Windows are closed
- c. Doors are Locked
- d. Disconnect Bluetooth from speakers
- e. Turn off all electrical items.

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