

Altitude Gym Sports

ADMINISTRATION POLICY



DOCUMENT NAME: Altitude Gym Sports Administration Policy

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INTRODUCTION & OBJECTIVES:

1. Altitude Gym Sports wishes to create a working environment where staff members are aware of all administrative responsibilities and procedures to follow, and members can be confident that their privacy is protected accordingly.
2. This procedure is designed to meet the following objectives:
 - Ensure that all staff are working within the guidelines and procedures in order to reduce errors and keep up standards.
 - Develop a simple process for the handling of paperwork that protects staff and member privacy.
 - Establish the legitimacy of management action by ensuring the application of management rules and decisions is done in an objective, fair, and consistent manner.
 - Ensure that managers are held accountable for decisions that deviate from the procedures.

2. ADMINISTRATION RELATES TO:

- Data Collection Forms
 - Trial forms,
 - Registration and Enrolment forms,
 - First-aid accidents/ injuries etc.
 - Competition Entry
- Team or committee selection (GymNSW or GA)
- Reports. (Everyday class rolls and class number Fee Collection etc.)
- Employment forms.
- Complaints and sanctions.
- Filing
- Payment Records

3. POLICIES RELATING TO ADMINISTRATION DATA COLLECTION FORMS

Trial Form:

- This information is collected and utilised for follow-up information and kept on file until the member form is completed - the trial form will then be destroyed. If a person does not become a member, the trial form will be kept and stored with the membership forms for the year. At the completion of the year the folder and its contents will be moved into secure archives and stored for a period of 7 years.

Members Forms:

- This information is collected online, copied once and stored alphabetically, and securely.
- Only office staff have access to this information and the information is entered into the GA database (which includes the insurance company). The information is also entered onto club database for the purposes of creating rolls, collecting fees, accounting etc.

Injury / Accident Forms:

- This information is collected, scanned once and paper copy is stored in date order, securely.
- The electronic copy is part of the computer back-up and will be kept as a back up should it be Required.

Rolls:

- Rolls are produced with first and last name only. At the conclusion of the terms rolls are collated and paper copy is stored in date order, securely.
- The electronic copy on GymBiz is part of the computer back-up and will be kept as a backup should it be required.

Employment Forms:

- Forms collected for the purposes of staffing will be kept electronically where possible, to negate the necessity of duplication of paperwork. Please see our electronic storage policy.

ELECTRONIC STORAGE POLICY:

Once information is scanned & saved in locked files and then will be stored on the club's computer back-up storage, which is only accessible by management.

Altitude Gym Sports shall take all necessary steps to ensure the confidentiality of any member or non-member. Privacy principles require that internal disclosure should be limited strictly to those staff members who need to have access for official purposes.