



**SWARRNIM STARTUP AND INNOVATION  
UNIVERSITY**

**Standard Operating Procedure  
For  
Gymnasium**

## **SOP for the use of GYM**

This policy is designed to promote, protect and regulate the use of the GYM and its facilities.

### **Purpose**

The University multiplex gym is well-equipped with ultra-modern facilities and equipment's. The main objective of the gym is to help the students develop strength and stamina.

The formation of the gym will enhance the overall development of the students as they will be exposed to many types of exercises to improve their fitness and endurance power. The basic aim of the gym is to give the students a change from their regular time table of studies and classes. It helps them to acquire more sports skills and makes them shine brighter in the field.

The gym is equipped with Treadmills, Weight bars, Cross Trainers, Rowing Machine, Crunches Pads, Bench-press and Cycling Machines.

### **Scope**

The gym is available solely for the use of Students and Staff members. No Student, Fellow or Member of Staff is permitted to use the gym unless they have attended a safety induction and the instructor has verified the use of equipment.

### **Guiding Principles**

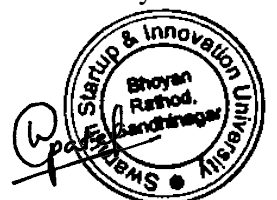
The intended policy outcomes of this document are to ensure outlines for a successful safety and operational process relating to the running of the University gym. This document defines and provides advice and suggestions on how to avoid gym injuries, rules and processes to apply when accessing the gym.

### **Responsibilities**

The skill of using Instruments must be learned carefully as poor technique, inattention, reckless advancement and irresponsible behavior can cause injury or accidents.

Common Gym injuries occur suddenly. They can result from over-exertion incorrect use of equipment's.

The best approach to preventing Gym injuries is to identify the risks and avoid injury in the first place by using safe practices. Using the safe practices and equipment appropriate to the activity reduces injury risk.



## **Stretching/warm up/cool down**

Warming up before exercise a 5-10 minute warm up is needed. 'Cooling down' after exercise is also important

## **Hydration**

Maintaining body fluid levels. Take fluids before, during and after the activity depending on its nature and extent.

## **Training**

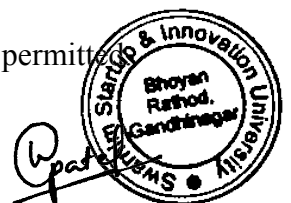
Taking appropriate training before undertaking the activity. Know the 'rules of the gym'  
Familiarisation with the venue or facilities and use protective or other safety equipment

## **Gym Rules**

- Hours of gym 07.30 am to 09.30 am & 05:30 pm to 07:30 pm.
- The gym sign in/sign out sheet must be signed prior to entry and when you leave the gym.
- Shoes need to be worn at all times in the gym.
- Wash your hands before and after exercising.
- Bring a drink bottle to your workout.
- Gym users must dress appropriately at all times.
- Bring a towel to every session.
- Wipe down equipment before and after use.
- No food is to be taken into the gym.
- Do not move any equipment from its allocated position in the gym.
- Report any equipment damage immediately to the gym in-charge.
- Reserving of multiple pieces of equipment is not to happen, reserving one piece of equipment at a time with a towel on it would be more acceptable and workable.
- All the students must work under the supervision of the coach.
- Students must familiarize themselves with the gym guidelines and the equipment.

## **Gym Code of Conduct**

- Towels must be used.
- Shoes must be worn at all times.
- Lower body clothing: athletic shorts, tights or aerobic outfits.
- Upper body clothing: T-shirts, singlets, sweat shirts are required
- Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted.
- Small earring and metal items that cannot inhibit or injure a user are permitted.



## **Gym Injuries**

All gym injuries should be reported to the Gym Coordinator as soon as reasonably possible.

Injuries are properly treated to aid quick recovery and prevent further injury or long term damage by trained First Aid person/In-house health care professional/medical practitioner/Nurse.

## **Gym Safety:**

- Avoid training alone
- Always warm up prior to exercise and cool down afterwards.
- There is a risk of injury when using (or misusing) weight training equipment
- Inspect equipment before each use for loose, worn or frayed parts.
- Check that wire ropes are not frayed or kinked and that pulleys rotate freely.
- Work with weight you can manage/handle.
- Do not continue training if you feel dizzy or unwell.

