



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Clinton County Family YMCA

Policy Procedure Handbook



Date Revised: August 2015

Welcome

Why join the YMCA of Clinton County?

- √ Our goal is to develop the total person-spirit, mind, and body-through character development programs that build strong kids, strong families, and strong communities.
- √ We celebrate a rich history-over 155 years of providing quality family youth and health enhancement services.
- √ We believe in four core values- caring, honesty, respect, and responsibility.
- √ We offer trained instructors who hold certifications offered by the YMCA of the USA.
- √ We can help you with an exercise program thru a Fitness Analysis Fitness Consultation by one of our Trainers.
- √ We provide something for everyone from infants to active older adults.
- √ Our facilities and programs are state-of-art
- √ We are a NON-Profit organization. You don't just join...you belong at the YMCA

YMCA Mission:

"To put Christian Principles into practice through programs that build healthy spirit, mind, and body for all"

LOOK WHAT A YMCA MEMBERSHIP MEANS FOR YOU AND YOUR FAMILY

- Free Group Exercise Classes on land and water
- State of the Art cardio equipment
- Complete circuit of strength machines
- Separate Free weight room with state of the art equipment
- Reduced rates on YMCA Programs
- Free child watch while you are in the building
- Indoor pool with open and lap swim times
- Free use of the Racquetball/Wallyball courts
- Open gym time
- Pick-up games
- Special family events
- Private Aerobic Studio
- Air Conditioned facility
- Indoor Walking/Running track
- Smoke free environment
- Informative Luncheons
- Periodic Electronic News Letters
- All day Child Care Facility at reduced fees
- Before & After School Care at reduced fees

NO Gum allowed in the YMCA facility!

The YMCA recommends you have approval from your Physician before starting any exercise program.

RUNNING TRACK

- **2 lanes available. Walk Inside/Run Outside**
- Keep moving when on track, Do NOT hang on rails!
- **Must be 13 or older, unless with an adult**
- No glass bottles or food allowed upstairs. Water in a sealed plastic container can be left in the stretching area.
- **Enter and exit track with caution**
- Wear approved gym clothing including athletic shoes
- **Report all problems to staff on duty or Service Desk**
- No wheeled objects permitted on track, strollers, skates,



MULTI PURPOSE ROOM

- No foul language or horseplay.
- Shirts and shoes required unless in a YMCA program.

AEROBIC STUDIO

- **Put all personal items in appropriate lockers, locks available at service desk.**
- Athletic shoes only! No street shoes, sandals, boots, etc...
- **No food, pop, sports drinks or glass bottles**
- Water bottles in a plastic sealed container must be placed on towel or mat

FREE WEIGHT ROOM

- **Youth under age 15 will NOT be allowed in Free Weight Area unless criteria by management has been met.**
- Shirts and athletic shoes must be worn at all times, no sandals of any kind is permitted.
- **All personal items must be placed in appropriate lockers, locks are available at the Service Desk.**
- Personal gym bags are not permitted in this area.
- **No food or drinks of any sort allowed.**
- **Must clean equipment with the cleaner provided.**

This handbook was prepared to help you understand your YMCA privileges and responsibilities so you may enjoy full use of your membership.

MANAGEMENT

The Clinton County Family YMCA is directed by a Volunteer Board of Directors consisting of YMCA members elected for a 3 year term. The professional staff interprets the policies set by the board and is responsible for the day to day operation along with the support staff.

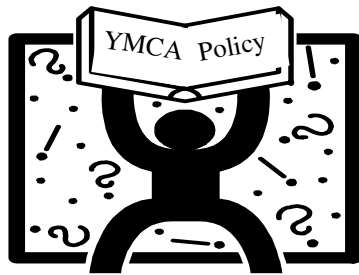
YOU ARE IMPORTANT TO US

Because you are important to us, we want to hear from you. Your compliments, suggestions, and concerns are always welcome. Become familiar with our professional staff and let them know how you feel about our programs and facility.

Who shall be eligible to hold membership in this corporation?

The Clinton County Family YMCA has a no-tolerance policy in regards to those persons who's name currently appears on the sex offender registry (SOR) and such persons will not be allowed to obtain or continue membership at the YMCA.

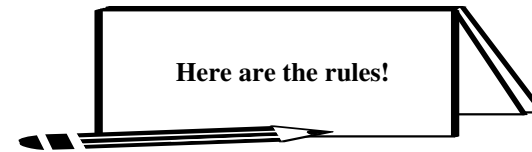
The YMCA reserves the right to check all participants and will run names through the S.O.R. before being allowed to enter the YMCA facilities.



SUPERVISION

The health and safety of all using the YMCA facility are of great concern to the staff. Therefore, the following policies are in effect.

- **Safety of children is the parents responsibility.**
- **Parental supervision is strongly recommended by the MCA. Parents-please check program schedules, building hours, and read all policies for safety of your children.**
- Youth 9 and under must be with an adult (18 or older) when utilizing YMCA facilities unless in a supervised area. Child Watch is available during times posted for those 7 and younger.
- **After 6 pm youth 11 and younger must have an adult in the building (policy above in effect) unless they are in a scheduled class or supervised area.**
- Youth ages 13 - 15 must have an orientation before entering the fitness center and must check in at the Service Desk before each visit. Family time is allowed for ages 10-12 yrs. at certain times and all kids must have an orientation, check in at desk and be with an adult. Check at Service Desk for ages and times/days.
- **Free weight room is open to those 15 years and older after an orientation. This is a high risk area. Failure to obey posted rules could cause loss of privileges. Ages 15 - 17 must have an orientation.**
- All YMCA staff are empowered to correct, discipline and/or eject anyone not in compliance with YMCA policy.
- **For the safety of all, no wheeled items (baby strollers, in line skates, tricycles etc.) allowed on the Walking/Running Track.**



FITNESS CENTER

- Family time is allowed for ages 10-12 yrs. at certain times and **all kids must have an orientation**, get a stamp upon each usage and be with an adult.
- **Youth 13 thru 17 must have an orientation to use the fitness center. After the orientation you will need to check in at the Service Desk.**
- We strongly recommend an orientation from a fitness coach before using the equipment. Appointment's made at Service Desk.
- **ABSOLUTELY NO FOUL LANGUAGE OR HORSEPLAY!**
- Wear approved gym clothing including gym shoes. No sandals, street shoes, boots, etc...
- **All personal items should be kept in the lockers provided. Locks available at the Service Desk.**
- All rules posted in area apply.
- No dropping or slamming of machine weight stacks.
- **Water in a sealed plastic container is the only drink allowed.**

RACQUETBALL COURTS

- Members may reserve court times in advance
- Racquetball is free for members.
- Must be 13 years of age to use the racquetball courts without a parent

SPIN ROOM

- Wear appropriate comfortable clothing and gym shoes **Water in a sealed container highly recommended.**

POOL

- **The lifeguard is in complete control of the pool at all times.**
- Children 7 and younger must have an adult in the pool area at all times.
- **All pool rules posted apply.**
- Babies must have a swim diaper on.
- **No floatation devices allowed unless OSHA approved.**
- Must wear appropriate swim attire.

MEMBERSHIP CARDS MUST BE SHOWN !

Your membership card is your admission to the YMCA and **it must be scanned at the Service Desk each time you use the facility.** If you misplace your card there will be a replacement fee of \$5.00. If your card is damaged and won't work there is a replacement fee \$2.00. **If you forget your card you must purchase a courtesy pass for .50 in order to use the facility for that day.** There is an **AWAY** stamp on your card so you can visit participating YMCA's across the Nation. This "Y" honors those from other YMCA's on a limited basis.

GUEST POLICY

YMCA members are encouraged to bring guests. Each guest can come one time on a guest pass and then will need to pay a daily fee upon their second visit.

DAILY FEE POLICY

A daily fee can be purchased and will allow you to receive member benefits for that day such as fitness classes & racquetball. Check with the Service Desk for current fees.

BODY

PROSPECTIVE MEMBERS

Those that choose not to purchase a YMCA membership but register for YMCA programs are limited to participation in that program and no other privileges. Prospective members must pay a program fee and can sign-up for the program of their choice one week prior to the session.

CORPORATE MEMBERSHIP

The YMCA Corporate Memberships are an outstanding opportunity for employers to demonstrate concern for the health and well-being of employees and is a cost-effective addition to health and wellness packages. Discounts are 10% for companies with 5 or more membership units. Corporate Memberships help promote healthy lifestyles, less work time lost due to illness, and more alert productive employees. Contact the Membership Director for details on Corporate Memberships.

SUSTAINING MEMBERS

These are people that support the YMCA through their contributions. Because a sustaining members contribution is tax deductible they have no physical facility privileges.

BUILDING HOURS (call the "Y" to see what hours are in effect)

Monday through Thursday	5:00 am - 9:30 pm
Friday	5:00 am - 7:00 pm
Saturday	8:00 am - 3:00 pm
Sunday	1:00 pm - 4:00 pm

- The YMCA reserves the right to adjust the building hours due to usage.
- All members must be out of the YMCA at closing time.
- We reserve the right to limit guest passes at times of heavy facility usage.
- All food and drink must be kept in the lobby area. Water in a sealed container is the only drink allowed
- beyond lobby area.
- The Clinton County Family YMCA is a non-smoking facility and grounds.



CLOSING DATES:
(check current days and times)

New Years' Eve-close at 2pm (if on a weekend the "Y" will be closed)

New Years Day 

Easter Sunday

Memorial Day 

July 4th

Labor Day

Day before Thanksgiving (close early)

Thanksgiving Day (possible am hours call)

Christmas Eve close @ 2pm (if on a weekend the "Y" will be closed)

Christmas Day 

BUILDING RENTAL

The YMCA facility may be rented for before or after hour parties. If you or your organization would like to rent the YMCA facility for an activity other than during our open hours please contact the YMCA at 654-9622.

INCLEMENT WEATHER

The Clinton County Family YMCA attempts to remain open regardless of the severity of the weather. **However, when a snow emergency is in effect for city, the YMCA, including all Child Care department Programs, will be closed.** Other conditions may warrant late openings or early closings. Tune to WIL0/Shine 99 for updates. Call the YMCA at 654-9622 if there is any doubt.



PROGRAM REFUND POLICY

- ◇ **A refund will be issued in full if you cancel before the class starts or for medical reasons (doctors authorization).**
- ◇ No refunds will be issued if class has started.
- ◇ **If YMCA cancels class, you will receive refund or credit** only in the event of class not being rescheduled.
- ◇ No refunds or credit for canceled classes due to "act of God", severe weather, power failure, etc.

ACCIDENT, INJURY OR INCIDENT REPORTING

Please report all accidents, injuries or unusual incidents to a staff person or to the service desk. The YMCA assumes no responsibility for injuries while you are participating in YMCA activities. An accident report is required to be filled out & signed.

VOLUNTEERS

The YMCA is a not-for-profit organization and is dependent on members who volunteer their services on Board of Directors, Committees, Youth Sport Leagues, and other special events. If you are interested in volunteering for your YMCA, contact the Executive Director or the staff director in the area of your interest.

GENERAL MEMBERSHIPS

All memberships include usage of gym, swimming pool, free weight room, fitness center, walking/running track, selected Free group exercise classes, free child watch, free racquetball & locker room areas. Fitness center, free weight room, walking/running track, & racquetball courts have age restrictions. See that areas information for details.

Spirit

MEMBERSHIP DUES

The Board of Directors meet monthly to discuss issues and finances of the YMCA. Membership dues are reviewed yearly and will increase January 1st each year. **Paid in full** memberships will not take effect until your renewal time, **Bank Draft and Corporate monthly payroll dues** will take place January 1st when an increase has been approved. Memberships have a 1 year contract.

Mind

MEMBERSHIP TRANSFERS OR REFUNDS

Memberships are non-transferable and non-refundable. The joiner fee will be re-assessed after membership has lapsed for 30 days from your expiration date.

SCHOLARSHIP ASSISTANCE

The Clinton County Family YMCA is committed to making its memberships and programs available to everyone in the community. We have scholarships available for people who wish to apply for assistance. This help is funded by individual and business contributions.



CHILD WATCH

Infants ages 6 weeks through age 7. Parent or a Guardian 18 yrs. or older must be in building while children are in our care. Two hour limit at a time.

This service is free to YMCA Members

YMCA Learning Ladder

Quality child care for children ages 30 months - 7 years. Call 654-9622 for more information on how to enroll your child.

- Daily pre-school curriculums
- Nutritional Meals & Snacks
- Gym & outside time

With a focus on:

- Fines Arts
- Gross motor skills
- Water readiness
- Language Art



SCHOOL AGE CHILD CARE

Provides children, grades K-6 with quality, supervised activities both before and after school. Mini Camps are available during school breaks also through the Summer.

PROGRAMS

The YMCA offers a wide variety of programs for tiny tots through active older adults. **Most group exercise classes are free to YMCA Members. The YMCA reserves the right to charge for special classes and classes that require a licensing fee.**

PROGRAM REGISTRATION

Registration must be in person to sign the program/waiver form. All classes have maximum limits. Members can register 2 weeks prior to session.

LOCKER ROOMS

The YMCA has locker rooms for men and women. **Children age 5 and under may accompany either parent into the locker rooms, children over the age of 5 will need to go to the appropriate locker room for their gender.** You may use the restroom in the lobby and take your child through the side door by asking the Service Desk staff.

We ask that you **lock your belongings in your locker prior to leaving the locker room or while showering.** A limited number of lockers in the men's and women's locker rooms will be available for annual rental. No overnight storage is allowed unless you use the annual locker rental service. Lockers are checked periodically and lockers without the paid service will have lock's removed and item's emptied out of the locker, items are kept for two weeks then will be taken to Salvation Army or Goodwill.



Personal Items

Locks are available to borrow while you are in the building. Check at the Service Desk. The YMCA is not responsible for broken, lost or stolen items.

Annual Locker Service: \$40 for one locker - you provide your own lock

ANNUAL TOWEL SERVICE: \$60/1 TOWEL PER VISIT FOR 1 YR. CONTRACT MEMBERSHIPS ONLY

DAILY TOWEL SERVICE The daily towel service is open to all patrons of the YMCA for a \$1.00 for the 1st towel & .50 for additional towel's.

Towel Locker Combo: \$100/1 locker and annual towel service

Y-ATTIRE

Proper attire must be worn at all times (no vulgar or indecent clothing). Shirt and shoes must be worn in building at all times. Appropriate gym shoes (no outdoor shoes) are to be worn in all fitness areas, gym and track. Swim suits must be worn in pool or other approved attire, no cut-offs allowed in the pool. No swimwear beyond the pool/locker room area.