

WELCOME TO THE UNIONTOWN AREA YMCA!

MEMBER HANDBOOK



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

MISSION STATEMENT

The Uniontown YMCA develops spirit, mind and body in all people based on Christian principles regardless of their ability to pay for services.

Revised May 2011

Table of Contents:

3.....	Facility Hours Child Watch Hours Family Cardio Hours Holiday Closings
4.....	Membership card and photo ID's
5.....	Guest Memberships
6.....	Financial Assistance Changing your membership
8.....	Youth Guidelines
9.....	Youth Curfews & Restrictions Member Code of Conduct
10.....	Nannies and babysitters
11.....	Statement of Non-Discrimination Locker room policy
12.....	Important Notes about: Swimming/wet areas/gym/Wellness Area Program registration procedure Racquetball Court Policy
13.....	Program Cancellation or Makeup Policy

Facility Hours of Operation

Hours are subject to change

Please note that Pool, Sauna, Steam room & Whirlpool
OPEN ½ hour after facility opens and CLOSE ½ hour before the facility closes.

1st Sunday in November to last Sunday in March

Monday – Thursday:	5:00 a.m. – 10:00 p.m.
Friday:	5:00 a.m. – 8:00 p.m.
Saturday:	5:00 a.m. – 6:00 p.m.
Sunday:	1:00 p.m. – 5:00 p.m.

April to October

Monday – Thursday:	5:00 a.m. – 10:00 p.m.
Friday:	5:00 a.m. – 8:00 p.m.
Saturday:	5:00 a.m. – 6:00 p.m.
Sunday:	Closed

ChildWatch Hours

Hours are subject to Change

For DEPENDENTS of Adult, Couple, Family and Single Parent Family Memberships
There is a 2 hour per day maximum per child.

Parent must remain on site during time that child is using Child watch.

Parent must sign in and sign out child, BE PREPARED to show ID.

If child is not a member of the Uniontown YMCA, a waiver must be signed.

Childwatch is available for non-dependents and Guests for \$5 per day.

For Children between 6 weeks to age 7 years only.

Monday – Thursday:	8:30 a.m. - Noon & 4:00-9:00 p.m.
Friday-Saturday:	8:30 a.m. – Noon

“NEW” Family Cardio Hours

A time when youth ages 8-13 can use Cardio Machines.

Guidelines:

Parent must be on machine next to child

This is the only time children may be in the Wellness Center.

Only Cardio Machines no Selectorized or Weight Training Equipment.

Monday-Thursday	3:30-4:30 p.m. & 7:30-8:30 p.m. (summer months also 1:30-3:30 p.m.)
Friday	3:30-7:30 p.m. (summer months also 1:30-3:30 p.m.)
Saturdays	2:30-5:30 p.m.

Holiday Closings

New Year's Day	Good Friday	Easter Sunday
Memorial Day	4th of July	Labor Day
Thanksgiving Day	Christmas Day	

Welcome to the **UNIONTOWN AREA YMCA!** As a member, we appreciate you joining the area's finest facility in the area!

This handbook is designed to help you better understand the YMCA facility, its rules and guidelines.

Any time you are using the facilities and have a question, please feel free to ask one of our qualified staff.

Membership Cards and Photo IDs

Please present your membership card at the center's Welcome Center every time you enter the YMCA. Another form of photo identification, such as a driver's license, may be used if a member forgets his/her official membership card.

Membership cards are issued to members age 12 and older. A parent or legal guardian must present their membership card and accompany members under the age of 12. Upon entry into the Y you may be asked to wait while your membership is verified. If your membership is not current, you may not enter the facility.

Your membership is for your use only. Please do not share your membership card with others or attempt to transfer your membership to another person. These actions may put your membership status in jeopardy.

A few benefits of being a Member of the YMCA:

1. A place to grow your family in Spirit, Mind and Body!
2. An organization that provides financial aid based on need for families and individuals.
3. "New" effective June 1st, 2011 Group Exercise (Land, Water and Spin) is included in all New memberships!
4. Priority placement in Group Exercise Classes (members have priority over Non-members and Guests)
5. Priority sign up for youth sport programs, swim lessons and summer camp programs!
6. Member discounts for sports, swim lessons and summer camp programs!
7. Only Members can be part of our Competitive Swim and Gymnastics teams!
8. Access to a Great Wellness Center!
9. Access to indoor air conditioned Gym and Racquetball courts!
10. Childwatch for your dependent children 6 weeks to age 7!

Guest Memberships:

The YMCA is a member organization and seeks to encourage membership through guest privileges. Members are invited to bring a **local guest** (photo ID with address required) with them to enjoy the YMCA at no additional charge. Each local guest will be limited to one visit to the YMCA per calendar year and must sign Uniontown Area YMCA release form. Guest must be accompanied by a member and guest must be at least 18 years of age to be onsite without their guardian. Children must be accompanied by a guardian and are subject to the age guidelines as outlined in the member handbook and program guide.

Attention guests: In order to avoid overcrowding during peak hours or for our most popular classes the YMCA reserves the right to limit access to facility and/or a class by guests. All members should check prior to bringing a guest of any limitations that may currently exist.

Away Member: Members of other YMCA's involved in the AWAY program and temporarily visiting from **out of town** may use the Uniontown Area YMCA for up to 15 visits per year. Member must show photo ID verifying out of town residency, proof of Y membership and all away members must sign Uniontown Area YMCA release form. Residents of Fayette County that belong to another YMCA are not eligible for this program.

Out of Town Guest: A member's out of town guest may visit the Uniontown Area YMCA for up to 5 visits at no charge. Guests must be accompanied by a member, provide photo identification and sign a guest release form in order to enter the facility. An adult (with photo ID) must be on the premises with a guest under the age of 14. Guests under the age of 18 must be signed in by a parent and provide emergency contact information.

3-Day Membership: as an opportunity for a prospective member to "TRY the Y" for a short time we have available for \$25 a 3-Day Membership. Participant must be at least 16 years of age or older and have guardian sign waiver, this opportunity is limited to once per calendar year.

Short Term Membership: as an opportunity to provide service to out of town guests that would like to enjoy the Uniontown Area YMCA for their limited stay in our community we have available for \$55 per person per month a short term membership. Participant must be at least 18 years of age or older, show photo ID and sign release form, this opportunity is limited to a minimum of 1 month and a maximum of 3 months within a 12 month period.

Short Term College Membership: as an opportunity to provide service to college students who attend college out of town and are in town for Christmas and Summer Break the Uniontown Area YMCA provides a Short Term College Membership for \$35 per person per month. Participant must be between the ages of 18 and 28 years of age. All participants are required show photo ID, proof of college enrollment, and sign release form, this opportunity is limited to a minimum of 1 month and a maximum of 4 months within a 12 month period. Short term Memberships are limited to once per calendar year and only to out of town residents.

Financial Assistance

Thanks to our generous donors such as yourself, our annual support campaign raises more than \$30,000 to fund our Open Doors program. Through this program we are able to make the YMCA accessible to you based on our income and expense verification process.

Household incomes below \$55,000 may be eligible to take part in this program. Through this program we have designed a scale to fit each individual's financial situation. A pre-determined monthly rate has been established in a sliding scale format.

How to apply:

- You will need to complete a simple income/expense verification form, available at the Welcome Center, which you will turn in to the Welcome Center with:
 - A copy of your most recent tax return, or
 - Social Security verification, or
 - Disability verification, or
 - Unemployment verification.
- Our Financial Assistance Coordinator will review your application based on the information that you provide, he or she will assist you to determine your income-based rate and notify you by phone or by mail within two weeks of the award you are eligible for.

You will then complete the simple membership application form and be on your way to being a member of the Uniontown Area YMCA.

Changing Your Membership

To change any of your membership information, please complete a simple change of membership form at our Welcome Center.

Upgrading

Do you have a new addition in your family? Have you been recently married? We want your entire family to be able to enjoy your YMCA membership.

Should your new addition put you in a new membership category, you will be responsible for any additional membership dues as well as the difference in joining fees. We ask that you pay the difference in the first month's dues and joining fee at the time when you submit your Change Form. If you pay by annual, we ask that you also pay the difference in your dues for the balance of your invoice period.

Downgrading

Have your children grown and left the nest, making you eligible for a couple or adult membership? We will happily adjust your membership category as well as your membership dues.

All you need to do is complete a Change Form and return the membership cards of dropped family members. Please allow 30 days to adjust bank draft amount.

Temporary membership cards will be issued for dropped members for the balance of their membership period.

Moving

If you are moving out of the area and would like to have a YMCA membership in your new city, you will need to cancel your membership with the Uniontown Area YMCA and join the YMCA in your new hometown. We will be happy to provide a letter stating the cancellation date of your membership here in Uniontown and the amount of joining fees you paid at your request. Be sure to contact the Y where you will be living to find out their policies concerning joining fees, dues, etc.

Cancellations

Should you decide to part ways with the Y, we ask that you complete and sign the YMCA Cancellation Form available at the Welcome Center. Unfortunately, verbal, fax, email, and phone notices cannot be accepted. Please include your membership cards with your written notice. Thirty days is required in order to stop your bank draft.

Temporary cards will be issued to you and other family members included in your membership for the time remaining on your membership.

The YMCA reserves the right to cancel a membership with appropriate notice.

Rejoining the YMCA

Should you cancel your membership with the Y and wish to rejoin, we will be happy to assist you in becoming a member again. Please note that once you cancel your membership and you choose to rejoin, you will be responsible for paying the current membership dues as well as any outstanding fees you may owe. An additional joining fee will be assessed at the time of rejoining. One exception to this guideline is during the annual membership amnesty program. Please check with the Welcome Center about amnesty.

Holds

Membership in the Y is an ongoing commitment. Should members need to suspend their membership, they may cancel it by completing and signing a Cancellation Form and submitting it 30 days in advance. Exceptions to this guideline may be made due to medical circumstances at the discretion of the Membership Coordinator.

Membership Refunds

Should you decide to cancel your membership with the Uniontown Area YMCA we will happily stop the automatic withdrawal from your bank account upon request with a 30 day notice. Sorry, Annual Memberships are non-refundable and non-transferable. We are unable to refund membership fees due to lack of use or non-attendance.

Joining fees are non-refundable.

Please monitor your monthly bank statement for discrepancies. Should you discover an error on our part and report it within 90 days, we will correct our error and refund the appropriate amount up to 90 days. After 90 days, we will only be able to correct our error, **no refund will be available.**

MEMBERSHIP NOTES

1. All Annual Memberships are for one year from the date of purchase. Membership is non-transferable and non-refundable.
2. Children less than 18 years of age are included in family and single parent family memberships. Also, full-time college students (ages 18-24), with valid school I.D. and transcript, may be included in the family and single parent family membership.
3. Membership cards can only be used by the person named on the card. Your membership card **MUST** be presented to the Welcome Center each time you visit the YMCA.
4. Members receive reduced rates on program fees.
5. Membership privileges can be suspended or revoked without refund from any member, who aids in the unauthorized entrance of non-members; becomes verbally or physically abusive to other members or YMCA staff; and/or disregards posted rules and regulations.
6. In case of inclement weather or other emergency, any YMCA closing will be announced on WMBS (590 AM) or Pickle/Froggy (WPKL).
7. Lost or damaged Photo I.D. cards are replaced for a fee of \$5.
8. This facility is monitored by surveillance cameras, for our members' safety.
9. A \$25.00 fee will be charged for all NSF checks and monthly bank drafts.
10. Destruction or theft of any YMCA property or the property of others will result in restitution of such property and/or suspension or termination of your YMCA privileges.

YOUTH GUIDELINES

Children in the YMCA

Building strong kids lies at the heart of the Y's mission. Each day, hundreds of children come to the Y to learn, play, dream and achieve in a safe, fun and nurturing environment.

All parents and guardians should be aware of the Y's policies regarding the supervision of children at Y facilities and programs. These policies are designed to make sure the Y continues to be a safe and caring place for all children.

1. All children under the age of 8 must be directly supervised by their parent or guardian while they are on YMCA property or at a YMCA program location. The only exceptions to this policy are if the child is participating in an organized YMCA program or activity, such as our Childwatch (nursery) services, Kid's Gym, Hang Time program, swim lessons, etc.
2. Parents or guardians of children under the age of 12 must remain on YMCA property while their child is at the Y.
3. Beginning June 1, 2011, only children age 12 and older will be allowed to be at the YMCA in an unsupervised environment without their parent or guardian present. If your child has previously received his or her own membership card, your child will be able to keep that card. However, they will not be allowed to be in the facility alone.

Youth Curfews and Restrictions:

Elementary / Middle School

1. Must have parent on site during all visits and must be out of facility by:
9:00 p.m. Monday –Thursday.
2. Youth members under 12 years of age **CANNOT** use the track unless there is direct adult supervision.
3. Youth members under 12 years of age **CANNOT** use the racquet ball court unless there is direct adult supervision.
4. Youth members under 14 years of age **CANNOT** use the Wellness Center other than Family Cardio hours (for children ages 8-13 only).

Family Cardio Hours:

Parent must be on machine next to child

Only Cardio Machines no Selectorized or Weight training Equipment

Monday-Thursday 3:30-4:30 p.m. & 7:30-8:30 p.m. (summer months also 1:30-3:30 p.m.)
Friday 3:30-7:30 p.m. (summer months also 1:30-3:30 p.m.)
Saturdays 2:30-5:30 p.m.

5. Once turning 14, members must have an orientation by the Wellness Director or Wellness Center Staff, before using the Fitness Center.
6. Members under 18 years of age cannot use the adult locker room, sauna, steam room, or whirlpool.
7. Those who reach 18 years of age cannot use the adult locker room until they purchase a Young Adult membership.
8. Running and ball bouncing are only permitted in the gymnasium.

If you have any questions about these policies, don't hesitate to visit or call.

Membership Policies

Member Code of Conduct

The YMCA welcomes anyone in the community to join our association and reap the benefits of membership. With membership, however, comes the responsibility to act in accordance with the values that make the YMCA a place everyone can enjoy.

The Y is committed to providing an atmosphere that is free of offensive and unlawful conduct. Fighting, use of abusive language, disrespect for property rights of the Y or others, conduct or actions of a sexual nature, derogatory or unwelcome comments based on individuals' sex, race, ethnicity, age, religion, marital status, citizenship, disability, sexual orientation or any legally protected status are examples of the conduct that will not be tolerated.

As a private organization, the Y reserves the right to cancel the membership of any member who does not live up to the standards and commitments set forth in the Member Code of Conduct and Enforcement Policy. Inappropriate behavior (as defined by YMCA staff) will result in suspension or termination of your membership. Individuals who experience or observe this type of conduct are encouraged to promptly report their concerns to Y staff. Every effort will be made to ensure that reports are investigated and resolved promptly, confidentially and effectively.

Attire

Please keep in mind that the Y is a family-oriented facility and wear attire that is appropriate at all times and in all areas of the facility. Swimsuits are required in the pools — no cut-offs or street clothes (no thong type suits). Proper gym shoes and workout attire should be worn in the wellness center, aerobic studio, basketball courts, track and other program areas. Towels/wraps or appropriate clothing should be worn in locker rooms, steam rooms, saunas and whirlpools.

Locker Rooms

You will be responsible for any personal belongings you bring into the locker rooms. Please bring and use a secure lock for your protection. Lockers are for use only during normal operating hours. Unauthorized locks left overnight may be removed at the discretion of YMCA staff and the locker's contents held for one week. After one week, the contents will be donated to charity.

We offer an "Assisted Changing Room" or mixed-gender family rooms. Please check with the Welcome Center to find out the location of this family room.

When using ALL locker rooms, please respect that others may not be comfortable with public nudity. We ask that you wear a towel or clothing at all times in all areas of the locker room, including the sauna, steam room and whirlpools.

Security

The YMCA makes every effort to ensure that your visit to our facility is a safe and enjoyable one. However, we cannot be responsible for any theft or damage to your property. Should you experience theft or damage, please complete an incident report at the Welcome Center. This enables us to track such incidents and take steps to prevent them from happening again. It also helps us to apprehend the perpetrators whenever possible. The YMCA will prosecute those engaging in criminal activity on its premises.

The best way to protect your property is to bring a lock and secure it in a locker. Valuables should be left at home. YMCA staff will NOT hold your valuables for you and we do not encourage leaving valuables in a locked car.

Lost and Found

We have all forgotten something at one time or another. The YMCA will make every effort to hold any items found within the facility in a designated Lost and Found area within the building. Any items not claimed within one week will be donated to charity.

Some things to keep in mind:

1. Fighting is not permitted on the YMCA premises and will result in an automatic three (3) month suspension of all involved parties, followed by a three (3) month probation period.
2. Stealing will result in an automatic six (6) month suspension.
3. Dunking a basketball on the YMCA courts is not permitted and violators will receive a three (3) month suspension.
4. Deliberately damaging YMCA equipment or property is prohibited and will result in a six (6) month suspension and restitution of equipment or property replacement.
5. Smoking or use of tobacco products is not permitted anywhere inside or on the property of the YMCA facility.
6. Drugs, alcoholic beverages, and weapons (Local Police officers are exempt) are not permitted anywhere inside the YMCA facility or outdoors on YMCA property. This will result

in a permanent suspension.

7. Cell phones can not and will not be used at anytime for picture taking by non-YMCA staff (only with approval of CEO). Any person or persons discovered taking pictures will be prosecuted to the full extent of the law and this action will lead to the suspension of the person or persons in violation of this rule. Cell Phones will not be used at anytime in locker rooms, pool area or Wellness Center (fitness area), if you need to accept a call while in these areas you must move to a hallway to answer and talk on the phone.

Nannies and Babysitters

The YMCA encourages families to take advantage of their membership as much as possible by offering a “nanny pass” for families who have a nanny or babysitting service for their children. Families and nannies interested in utilizing this service must first complete and sign a “Nanny Pass Policy” form.

Once the “nanny pass” has been issued, the specified caretaker may visit the Y at any time **with** the child/children in a supervisory role. The “nanny pass” does not constitute a membership and the nanny is not entitled to the benefits of full membership. Although a nanny often feels like part of the family, he/she cannot be added to your family membership. The nanny must be with the children at all times. If a child is 8 or younger, the nanny must be at least 18 in order to supervise at the YMCA.

Statement of Non-Discrimination

The Uniontown Area YMCA does not discriminate on the basis of age, race, sex, color, national origin or disability in admission to, access to, or operations of its programs, services or activities. The YMCA does not discriminate in its hiring or employment practices.

Inquiries concerning non-discrimination policies other than ADA and Title VI compliance should be forwarded to:

Uniontown Area YMCA
One YMCA Drive
Uniontown, PA 15401

LOCKER ROOM POLICY

1. Members under 18 years of age **CANNOT** use any adult locker rooms. They must use the youth locker rooms.
2. Parents assisting their children must use the youth locker rooms. If a mother brings a daughter, use the girl's locker room and if a father brings a son, they will use the boy's locker room. However, if a mother brings a son or a father brings a daughter, they must use the family changing room this changing area located in the lobby across from the nursery.
3. Members may use any open locker only while they are in the building. Locks on un-rented lockers and on any large locker will be cut off each night.
5. Anyone who wants to rent a small kit locker must give the locker number and yearly fee to the YMCA Welcome Center.
6. The YMCA is not responsible for lost or stolen articles.
7. NO valuables, keys or personal items will be held at the Welcome Center.
8. Use of the Welcome Center telephone is prohibited.
9. **Cell phone** use is **PROHIBITED** in the locker room area.
10. While in locker room area members and guest must always be wrapped in a towel when not in shower or getting dressed, be considerate of others and do not walk around naked in the locker room

RACQUETBALL COURT POLICY

1. Goggles **MUST** be worn at all times.
2. **NO** black-soled shoes are permitted.
3. Closed court schedules on the half hour. Glass court schedules on the hour.
4. Members who walk on the court may do so fifteen (15) minutes before start time and **MUST** sign in at the Welcome Center.
5. To reserve a court in advance, the court time **MUST** be prepaid. Therefore, if you place your name in the book longer than fifteen (15) minutes before start time, you **MUST** prepay (\$7.00 per hour for Members/ \$25.00 Non-Members) for the time or you may lose it to someone following the rules. Reservations can be made up to 48 hours in advance only using the above fee structure.
6. YMCA programs, racquetball, and wallyball players have priority over those using the courts for workouts or other activities.

IMPORTANT NOTES

1. Food or drinks are not permitted beyond the lobby area
2. **Swimming Pool** – Swimsuits ONLY! NO cut-offs or gym clothes are permitted.
 - a. Children who cannot swim and need assistance in the water must have Parent in water and within arms reach at all times.
 - b. Everyone **MUST** shower before entering the pool.
 - c. NO food or drinks are permitted in the pool area.
 - d. Spectators **MUST** enter through the door to the observation area.
 - e. NO shoes are permitted on the pool deck.
 - f. Children who are NOT toilet trained **MUST** wear swim diapers.
3. **Gymnasium/Wellness Area** – Appropriate attire is required. Black soled and street shoes are not permitted. No food or drinks are allowed in these areas. No coats or gym bags are permitted in the

Wellness Area (fitness center).

4. You **MUST** replace weights, dumbbells, and barbells after use.
5. **Whirlpool/Sauna/Steam Room -**
 - a. Swimsuits **ONLY!** NO cut-offs or gym clothes are allowed.
 - b. Shaving is **NOT** permitted in any area, other than the locker room.
 - c. Washing hair in whirlpool is **NOT** permitted.
 - d. Shampoo, soap, and body oil products are **NOT** allowed in these areas. Showers **MUST** be taken prior to entering the whirlpool.
 - e. Individuals with high blood pressure, a heart condition, or pregnant women are encouraged **NOT** to use these areas.
 - f. Maximum time spent in these areas should **NOT** exceed twenty (20) minutes. Please note the tolerances to heat and humidity vary, some people may **NOT** be able to handle even the minimal exposure time.
 - g. **DO NOT** dry clothes or towels in the sauna.
 - h. Suit mates are available in adult locker rooms, to dry swimsuits **ONLY**.

PROGRAM REGISTRATION

Member and non-member registration for all YMCA programs **MUST** be made at the Welcome Center. Payments **MUST** be presented at the time of registration to officially be in the class or program. Cash, Check, Visa, MasterCard, or Discover may be used. Program fees **MUST** be paid in full. Partial payment is **NOT** accepted.

Program participants are issued a receipt at registration. Please have this available to show the Welcome Center or instructor upon request.

Please see Members early registration dates in our program guide, Non-Members will be able to register for program a few days to 1 week after members register. Some classes have enrollment requirements or limits. If the minimum is **NOT** met, the class may be cancelled and credit will be given to registrants.

PROGRAM Cancellation or Makeup Policy

You will be notified by your instructor if a class must be cancelled by the YMCA due to weather, staffing or mechanical problems. Due to facility usage and staffing considerations only one make up date and time will be made available to you for this cancelled class.

Sorry, if a member and participant must miss a class due to a personal conflict or sickness the YMCA does not have the capacity to create a make up for the member or participant due to class ratio limitations.