



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YOU BELONG AT THE Y.



## OAHE FAMILY YMCA MEMBERSHIP POLICIES AND PROCEDURES

Office Phone – (605) 224-1683  
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[www.oaheymca.org](http://www.oaheymca.org)

## OAHE FAMILY YMCA MISSION STATEMENT

The mission of the Oahe Family YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### **Opportunities for All**

The Y is for everyone. Our programs, services and initiatives enable kids to realize their potential, prepare teens for college, offer ways for families to have fun together, empower people to be healthier in spirit, mind and body; prepare people for employment, welcome and embrace newcomers and help foster a nationwide service ethic. And that's just the beginning.

The rules and guidelines of the YMCA are intended to assure each member the best services which the facility and programs can provide. Rules are made for the protection of our members and the enforcement of regulations is everybody's responsibility. The YMCA is yours and we hope that all members will assist the staff in keeping your YMCA facility neat and clean, and most of all, a useable, functional and pleasant experience for everyone!

**MEMBERSHIP IS A PRIVILEGE-NOT A RIGHT!** Members are privileged full use of the facility and programs. **THE YMCA RESERVES THE RIGHT TO REFUSE SERVICE TO ANYONE FOR JUST CAUSE.** Vandalism will not be tolerated. The cooperation of our members and guests is requested so that all may be better served. Misuse of any YMCA facilities, equipment, machines, etc. could result in suspension and/or loss of Membership privileges.

These policies were submitted, reviewed and approved by the Board of Directors.

2/14/17

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## **MEMBERSHIP INFORMATION**

The Oahe Family YMCA Board of Directors sets all policies and fees. Memberships can be taken out at any time and are available to all persons regardless of race, religion, or educational background.

All memberships in the Oahe Family YMCA may be paid in full or monthly cash or Electronic Fund Transfer. If you have any questions regarding these plans or policies, please contact the business office, 224-1683.

**PAID IN FULL MEMBERSHIPS:** Are valid for one year from the date of purchase and can be purchased at any time.

**MONTHLY MEMBERSHIPS:** Memberships will be prorated through the end of the month on initial sign up. This payment covers your first month. Beginning with the second month of your membership, the monthly amount is automatically withdrawn from your checking or savings account on or around the 1<sup>st</sup> of each month indefinitely or until you cancel your membership. To cancel a monthly membership you must notify the office **in writing** 30 days prior of the month that you wish your membership to stop. If a rate increase is made effective by the Board of Directors, EFT draft rates will be raised immediately and members will be notified by mail.

**FINANCIAL ASSISTANCE POLICY:** It is the policy of the Oahe Family YMCA to provide services to all those who need them regardless of ability to pay established fees. The intent of this policy is to set fees at rates affordable to the majority of the residents in the service area and to provide financial assistance to those for whom the YMCA's fees are not affordable. Those not able to pay a fee may be awarded full or partial assistance based on their demonstrated ability to pay and the YMCA's ability to fund the amount requested. Financial assistance applications are available at the welcome center.

## **MEMBERSHIP CATEGORIES**

**Youth** - 0 thru 13 years of age

**Student** - 14 thru 18 years of age

**College Student** - Must be full-time college student (12 credit hours) for local and out of town college students.

**Adult** - 19 thru 64 years of age

**Senior Citizen Adult** - 65 years of age and up

**Family** – A married couple and all legal dependents and wards, including former dependents and wards up to age 24.

**Single Parent Family**– One unmarried adult and all legal dependents and wards, including former dependents and wards up to age 24.

**Corporate Memberships** – Businesses may receive a discount for their employees by sending in the employees membership dues in one lump sum. A 10% discount is given if the business sends the dues once a month. A 15% discount is given if the business sends the dues once a year. Must have at least five employees participating to qualify. Call Carmen at 224-1683 for more information.

## MEMBERSHIP POLICIES

1. Your membership entitles you to the use the aquatic center, Y pool, aerobic classes, saunas, gymnasium, running track, racquetball courts, free weight room, cardio room, and dressing facilities at no extra fee; allows you to reserve the handball/racquetball courts; and also entitles you to pay a reduced amount for any program that requires a fee.
2. Membership expiration date will be the last date a member will be allowed to use the facility without renewing or purchasing a day membership.
3. Misuse of membership privileges will result in suspension or loss of membership privileges. Knowingly allowing someone to use your membership card will result in a suspension of membership privileges. Further infractions could result in permanent loss of membership privileges. Suspension may apply to a whole family on a family membership even if the infraction was done by only one person on that membership. The person allowed to use the membership card will face a suspension from either purchasing a membership or a day membership.
4. Membership cards are issued to all members (except those under the age of 7) on a family membership. **ALL MEMBERS ARE REQUIRED TO HAVE THEIR MEMBERSHIP CARD SCANNED AT THE WELCOME CENTER WHEN USING ANY PART OF THE YMCA FACILITY AND A PHOTO MUST BE TAKEN FOR OUR COMPUTER SYSTEM . MEMBERSHIP CARDS ARE NOT TRANSFERABLE!!**

## **MEMBERSHIP POLICIES continued**

7. ALL CHILDREN UNDER THE AGE OF 7 MUST BE SUPERVISED BY AN ADULT OR BY A YMCA EMPLOYEE OR INSTRUCTOR IN ORDER TO USE THE YMCA FACILITY. If a child under the age of 7 is dropped off at the YMCA and is not enrolled in a scheduled program at that time, parents will be notified that the child needs to be taken home or a parent must attend with them.
8. Parents will also be notified if any of their children that are in the facility misbehave. There is a 10 p.m. curfew for children under the age of 16 to be in the facility without adult supervision. We appreciate your efforts in making sure children are picked up in a timely manner.
9. **For EFT Memberships NO REFUNDS will be given. For Members who pay in full: Within 30 days a full refund LESS \$20 processing fee. There will be NO REFUND after 30 days and any exceptions to this must be submitted in writing to the Board Of Directors for approval.**
10. Articles found in the facility will be placed in the lost and found at the welcome center for a period of two weeks. Unclaimed articles will be disposed of after this period. **AGAIN**, the YMCA is not responsible for articles left in the facility.
11. Rented lockers are permanent lockers rented on a monthly or yearly basis to adult members 18yrs or older. Expiration date will coincide with expiration of membership. Rental fees will be pro-rated accordingly. Only current members of the Oahe Family YMCA are allowed to rent lockers. Small lockers are also available for keys and wallets in the lobby for .25 per visit.

## MEMBERSHIP POLICIES continued

12. The YMCA will not be responsible for valuables or articles left lying in the facility or in lockers. We urge that items of any value be left at home or some other arrangements be made for their care. Staff members are not allowed to hold valuables while members are in the facility.
13. Daily use lockers are available for use by members while in the facility. Members must provide their own locks. Locks are to be taken off each day. Locks left on overnight will be cut off.
14. Radios without the use of private listening devices are not allowed anywhere in the facility.
15. PHONE CALLS – The YMCA staff makes every attempt to make sure that members receive necessary phone calls. Please refrain from calling members in the facility unless it is an emergency. During busy times it difficult to hear a page and there is not always staff available to find the person being called.
16. At times the YMCA facility may close one or several areas for regular maintenance and repair. No extra time will be extended on membership for this. Any time the facility (or any part thereof) is closed, every attempt is made to reopen at the earliest possible time.
17. Program schedules appear twice a year in the local newspaper. Please keep for future reference. We attempt to keep members informed of any changes or new occurrences. This represents a service to you and a lot of time and materials expended by us. If you need extra copies of any of our literature, please feel free to stop in at any time and pick up what you need or you can visit our website [oaheymca.org](http://oaheymca.org) or follow us on Facebook to find program information and scheduling. Members may also receive YMCA member emails which go out several times per month.



## **MEMBERSHIP POLICIES continued**

18. Credit for program member fees will not be extended towards purchase of membership
19. If you have a change of name, address, phone number, have a new child to add to the membership, etc., please stop by the YMCA Welcome Center and fill out a new application so that we can update our records.

### **Guests**

20. Non-local guests who are accompanied by an Oahe Family YMCA member may receive two visits per year. After that time, then guest fees apply. Non-local guests who are not accompanied by an Oahe Family YMCA member must pay guest fees. Any member bringing a guest must report to the front desk.

#### **Guest fees**

- Youth (age 0-13) \$2 per day
  - Student (age 14 – 18, or in college) \$4 per day
  - Adult (age 19 -64) \$8 per day
  - Family\* \$10 per day  
\*(A married couple and all legal dependents and wards)
  - Senior Citizen (age 65+) \$4 per day
21. If a non-member is found using the facility without having purchased a day membership, they will not be given the opportunity to purchase a day membership at that time and will be asked to leave the facility.
  22. **A.W.A.Y. Program**  
"Always Welcome At YMCAs"  
While traveling, your membership card allows you the use of most YMCA facilities throughout the country. We will be happy to help you locate the closest YMCA to your travel destination.

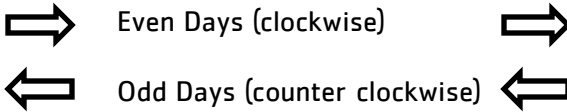
## **CARDIO/TRACK/FREE WEIGHT ROOM POLICIES**

1. No children under the age of 11 years allowed at any time.
2. Members and guests, 12-13 years of age, must have an adult with them at all times and successfully complete an orientation training.
3. Members and guests, 14 years of age and up may use all facilities as long as they are following facility guidelines.
4. All members are encouraged to complete orientation training before using any equipment. Please contact the Welcome Center to schedule an appointment.
5. Proper attire must be worn while using the cardio/free weight room. Shirts and proper shoes must be worn at all times.
6. For your safety, privacy and the respect of others, turn off your cell phone or set it to silent/vibrate mode.
7. To ensure fair and equal access to cardio equipment, there is a 30 minute time limit when others are waiting.

8. Please return weight and dumbbells to the racks when finished.
9. The YMCA strongly recommends the use of a spotter at all times.
10. Be mindful of others using the track.

### TRACK GUIDELINES

1. Walkers/Slower Runners stay to the inside.
2. 12 Laps per mile.
3. Youth must be supervised by a parent/adult
4. Direction:



## EQUIPMENT POLICIES

1. Black soled shoes that mark the floors are not allowed on any "Y" courts.
2. All racquets must have protective guards and must have safety straps.
3. **PROTECTIVE EYE WEAR IS STRONGLY SUGGESTED!** Eye guards are available for use at the Welcome Counter at NO CHARGE.
4. Members will be asked to leave the courts if they misuse equipment.
5. Racquets and eye guards are available at the Welcome Center.
6. Proper attire must be worn. T-shirts are mandatory.

## COURT POLICIES

### WHO CAN RESERVE A COURT

1. Only current Oahe Family YMCA Members in good standing may reserve a handball/racquetball court or be placed on the reservation waiting list.
2. Non-members or day members may not reserve a court ahead of time but may walk in and take a court that is open at that time.
3. Members of other YMCA's may make reservations by presenting a current card at the Welcome Center.

### HOW AND WHEN COURTS CAN BE RESERVED

1. Court reservations can be made up to 2 days in advance anytime during business hours.
2. When making reservations, please give first and last name of ALL players.
3. All court periods are reserved every 45 minutes. When reserved time is up, players must immediately leave the court. Players will not be allowed to finish a game they have started.
4. If those that have reserved a court are not present and signed in after their scheduled time, another person may take the reserved time.

## POOL AND SAUNA POLICIES

More rules are listed in the Aquatic Center and Y Pool areas for your safety.

The Lifeguard is not limited to posted rules. Space does not permit posting all the rules for a safe clean pool. Proper attire is a swimsuit, no cut offs allowed. **You must take a shower prior to entering the pool.**

### POOL

- ❖ Check the current brochure or website for pool schedules.
- ❖ Pool usage may be limited or closed during certain times due to scheduled programming.
- ❖ Persons with or suspected of having a communicable disease shall not use the pool.
- ❖ Any person with exposed tissue, open blisters or cuts is advised not to use the pool.
- ❖ A cleansing shower with soap is required before using the pool.
- ❖ No rough play or running.
- ❖ Diving is allowed in the deep end only.
- ❖ Long hair needs to be in a swim cap or hair tie.
- ❖ Children under 7 must be accompanied by an adult (18 yrs.)
- ❖ One person may use the slide at a time, going feet first only.
- ❖ Aquatic Center toy is for children ages 2-4

### LAP SWIM POLICIES

- \* If more than two swimmers per lane they must circle swim.
  - a. Always swim on the right side of the lane
  - b. Pass on the left
- \* Lap swimmers must be able to swim 25 yards continuously.

### SAUNA

You must be 16 years or older to use the sauna. For safety, limit use to a maximum of 10 minutes. Individuals at high risk (women who are pregnant, individuals who take prescribed medicine, elevated blood pressure, diabetes, or heart disease) should not use the sauna unless cleared by a physician.

## PROGRAM POLICIES

1. All programs require pre-registration through the Welcome Center. Any program which require an additional fee must be paid before you are officially registered for, or allowed to participate in a program. In addition, all youth registrants must have a release form signed before participation in the program will be allowed. Telephone registration will be taken, only if secured with a credit card. If a class or program is canceled by the "Y" after you have registered, you will receive a refund or credit on your account.
2. Most classes require a minimum registration and minimum attendance or they will be canceled.
3. Proper attire should be worn for all activities. Shorts, T-shirts, sweat suits, leotards and tights, etc. may be worn. Clean tennis shoes or athletic shoes and gym clothes are required to be worn when using the gymnasiums. T-shirts must be worn when using the racquetball courts and weight rooms.
4. The YMCA does not have accident insurance for its members and other program participants, Each person participates at his/her own risk, and agrees to hold the YMCA harmless for any injury incurred. Release forms must be signed for youth and adult program participants.
5. If any person knowingly participates in a program without having paid a required fee, that person could face a 30-day suspension and must pay the required fee before participation resumes.
6. To insure flexibility in it's programming, the "Y" reserves the right to periodically amend its program schedule as well as its rate schedule.

## **NURSERY POLICIES**

1. The YMCA Child Center provides a loving environment for infants 6 weeks to 7 years while you are in the YMCA facility. We reserve the right to cancel service if participation at that time is low. Services are limited to a two-hour stay and children are expected to be picked up on time. Fees are due when services are rendered. Parents may purchase punch cards from the Welcome Center. Although the Child Center services are for use while parents are in the YMCA facility, we ask parents to fill out an emergency contact list.

For current schedules, rates and specific policies, please see Child Center attendant.



## CODE OF CONDUCT

All persons involved with the YMCA are expected to model our core values of *Caring, Honesty, Respect* and *Responsibility*.

Expectations include:

1. All members and guests must check in at the welcome center upon arrival.
2. Food and drink is limited to the front entry lobby area with the exception of water.
3. Appropriate attire must be worn at all times.
4. No angry or vulgar language including swearing, name-calling or shouting.
5. No physical contact with another person in an angry, sexual, or threatening way.
6. Carrying or concealing objects that may be used as weapons is prohibited.
7. No use or possession of illegal chemicals or alcohol is allowed.
8. YMCA facilities and grounds are tobacco free.
9. Behavior that results in the loss and/or destruction of property is not tolerated.
10. The use of cameras or video recording devices, including those on cell phones are prohibited in locker & rest rooms.
11. Children ages 6 and under must be under the direct supervision of a parent/adult or enrolled or participating in a YMCA program.

Violation of the Code of Conduct may result in the suspension or termination of YMCA privileges as determined by the staff management.

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**THE YMCA RESERVES THE RIGHT TO  
ADJUST ALL SCHEDULES, FACILITY TIMES AND  
PROGRAM TIMES IF PARTICIPATION AT  
SCHEDULED TIMES DOES NOT WARRANT  
CONTINUATION.**