

CUMBERLAND YMCA

Member Information

Policies & Procedures



Riverside Recreation Center
601 Kelly Road
Cumberland, MD 21502
301-777-9622

Gilchrist Center
205 Baltimore Avenue
Cumberland, MD 21502
301-724-5445

www.cumberlandymca.org

Cumberland YMCA Mission

To serve human needs through programs and services that promote lifelong personal growth and the balanced development of spirit, mind and body for all.

The Cumberland YMCA is a non-profit, charitable organization based on Judeo-Christian values dedicated to strengthening spirit, mind and body through programs that enrich the quality of life for all people. The YMCA strives to make membership and programs affordable to every individual in our community who wishes to participate. Arrangements are made individually based on established guidelines. All requests are confidential.

All policies stated in this handbook are subject to change.

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Honesty **Respect** **Caring** **Responsibility**

Welcome to the Cumberland YMCA

Dear YMCA members,

As President of the Cumberland YMCA's Board of Directors, I want to welcome you to a truly community based organization. I invite you to take an active role in your hometown YMCA. You will have the opportunity, as a volunteer, to lead this YMCA into the future. Volunteers are an integral part of this organization, devoting their time and talents as youth sports coaches, swim team officials, administrative committee members, board members and many other positions. Experience the rewarding work of a Cumberland YMCA volunteer.

Attached are informational points about your membership. We hope this guide will be helpful as you participate in YMCA activities. A Table of Contents has been provided for your convenience. Take this information home and review it. If you have any questions, call Shelly Minnigh, Membership Director, or stop by the front desk.

Again, welcome to the Cumberland YMCA.

Sincerely,

Gary Horowitz, President
Cumberland YMCA Board of Directors



Cumberland YMCA Membership Information Packet



RIVERSIDE RECREATION CENTER HOURS OF OPERATION

Mon. – Fri.	5:00 a.m. – 10:00 p.m.
Saturday	7:00a.m. – 9:00 p.m.
Sunday	9:00 a.m. – 6:00 p.m.

YMCA is closed for the following Holidays:

New Year’s Eve Day @ 2:00 p.m.	Labor Day
New Year’s Day	Thanksgiving Day
Memorial Day	Christmas Eve Day @ 2:00 p.m.
Independence Day	Christmas Day
Easter Sunday	

Times subject to change. Please check at front desk for posted changes.

FINANCIAL ASSISTANCE

The Cumberland YMCA strives to make membership and programs affordable to every individual in our community who wishes to participate. Arrangements are made individually based on established guidelines. All requests are confidential.

AWAY PROGRAM

The Cumberland YMCA is a member of the National YMCA AWAY Always Welcome at YMCA’s National program. Members of other YMCA’s may use the Cumberland YMCA facility at no charge, by presenting a current YMCA membership card from their “Y” (limited to 5 visits per month). As a member of the Cumberland YMCA, you have an AWAY badge printed on your membership card. While traveling, you may use any participating “Y” by showing your current membership card and adhering to that YMCA’s policy with regard to the AWAY program, which may or may not include a fee.

GUEST POLICY

We welcome guests. The majority of new "Y" members are former guests. Guest usage is guided by the following policies:

- Members may bring one paying guest per visit.
- The host member, who must be 16 and older, must take responsibility for his/her guest and must stay with him/her at all times while at the facility.
- All guests must abide by all the YMCA rules while in the facility.
- A daily guest pass fee is \$10.00 for an individual and \$20.00 per family.
- The Cumberland YMCA reserves the right to restrict guest usage at any time.
- Guests may be asked to show picture ID.

MEMBERSHIP PROTECTION

- With each visit to our "Y", please present your membership card to be scanned at the front desk. If you forget your card, you may be asked to show a picture ID (license, school, etc.) for computer verification at the front desk.
- The YMCA staff reserves the right to ask for membership cards at any time.
- Report stolen or lost cards immediately to the front desk.
- **The Cumberland YMCA is not responsible for lost or stolen articles.** We discourage bringing valuables into the "Y". The front desk is not the place to leave keys, wallets, purses, or other valuables. Please lock these valuables in your car or keep them with you. Lockers are located in the locker rooms and are available for daily use or rent on a monthly basis. Please see the front desk staff for payment details.
- The Cumberland YMCA reserves the right to photograph members and participants during activities at the YMCA for use in promotional materials. If you wish not to be photographed, inform the YMCA photographer during the photo session.

VIDEO CELL PHONE POLICY

Video/Camera cell phone usage is not permitted in the locker room or wellness center areas.

GENERAL CONDUCT POLICY

Possession or use of alcohol, drugs and any other illegal substances, firearms or weapons on YMCA premises *will not be tolerated*. Violators will be subject to expulsion and possible police intervention.

- The Cumberland YMCA is a smoke free zone for all users. Smoking is not permitted in the facility or on the grounds of the YMCA.
- Vandalism of YMCA or another member's property will result in immediate suspension.
- Designated Emergency Exit doors may only be used in the case of emergencies.
- Skateboarding is only permitted in the skate park, skateboarding is not permitted on any other YMCA premises.
- "Heelies" or skate sneakers are prohibited from use in the YMCA.

The following steps are a guideline used to handle discipline issues:

Children/Youth

a. Misconduct

- Verbal warning.
- Removed from situation.
- Parent notified to pick child up immediately.
- Police may be called to escort child/youth home. Parents will be advised of this action.
- Suspension from YMCA facilities.

b. Verbal Abuse/Harassment/Physical Misconduct

- Verbal Warning.
- Notify parents to pick child/youth up immediately.
- Police may be notified.
- Suspension from YMCA facilities.

Adults

a. Misconduct

- Staff speaks to adult privately.
- Upon the second occurrence, the individual will be asked to leave the YMCA grounds.
- YMCA Staff may seek police assistance if necessary.

b. Verbal Abuse/Harassment/Physical Misconduct

- Staff speaks to adult privately,
- Upon the second occurrence, the individual will be asked to leave the YMCA grounds.
- YMCA Staff may seek police assistance if necessary.

Repeated violation of the General Conduct Policy will result in Membership suspension or expulsion.

YOUTH MEMBERSHIP POLICY

- **Children age 10** and younger must be accompanied by a parent/guardian at all times, unless participating in a program.
- **Children ages 11 and 12** may use the Cumberland YMCA facility unaccompanied when the parent/guardian is in the facility. Children in this age group may use the gym, the pool (after meeting required criteria) or be in the lobby while their parents/guardians are in the building.
 - a. Children in this age group may use the pool while the parent/guardian is in the building once the following criteria has been met:
 - Be able to stand in the shallow end.
 - Pass the deep water test (swim 25 yards, tread water for one minute, and float for 30 seconds).
 - Check in with and inform the lifeguard of parent/guardian's location in the building.
- **Children ages 13 and over may**
 1. use most areas of the YMCA without parent/guardian supervision,
 2. take group exercise classes
 3. workout in the Wellness Center after meeting the following requirements:
 - Ages 13 to 15**
 - Complete a Teen Strength Class and be approved by the Fitness Director
 - Ages 16 to 17**
 - Wellness Center Orientation is required.
- Although staff is always on the "lookout" for abnormal situations, the Cumberland YMCA is only responsible for children during the time they are in a scheduled program. Please understand that the YMCA cannot take direct responsibility for unsupervised children outside these time periods.
- The Cumberland YMCA reserves the right to revoke youth privileges at any time.

GYMNASIUM POLICY/FIELD HOUSE POLICY

- Gym schedules showing open or members' free time are posted on the bulletin board by the gym, posted on our website www.cumberlandymca.org and are available at the front desk.
- Please do not use chairs, tables or other apparatus that might scratch floors.
- Only clean, soft-soled shoes are permitted.
- No hanging on basketball rims.
- No food, gum or drinks are permitted in the gymnasium. (Water is the only exception.)
- No profanity or horseplay.
- Conduct guidelines will be enforced in gym. (See **GENERAL CONDUCT POLICY**)
- The walking track in the field house is available during regular hours of operation. There may be times the track area is congested due to scheduled programs in the Field House.

LOCKER ROOM POLICY

- Be considerate of others in the locker rooms and treat the locker room areas with pride.
- The locker rooms are to be used as a bathing and changing area only.
- Lockers are for daily use only; nothing should be left in them overnight. A limited number of small and medium lockers are available to rent. See the front desk for additional information.
- Lockers are available on a first come, first serve basis and should be used for storing belongings during the time you are using the facility. Please supply your own locks and remove your lock after your visit. Lockers with locks left on them will be cleared out after 24 hours. Valuables (i.e. keys, wallets, purses, etc.) may be stored in your locked locker, but the Cumberland YMCA is not responsible for loss of these valuables, even in a locked locker.
- Please turn showers off when you are done and clean up after yourself. Towels should be placed in the appropriate towel barrels in the wellness center or hallway outside the locker rooms.
- Food and drink are not permitted in the locker rooms.
- The Cumberland YMCA cannot be responsible for items that are lost or stolen in the locker room.

FAMILY LOCKER ROOM

- This locker room is for moms with their sons, fathers with their daughters, or couples assisting their partner in changing.
- Parents and children of the same gender are asked to use the men's or women's locker room.
- Please remember the common area is for both genders to use. Changing should only occur in the private shower/dressing areas.

POOL POLICY

- Pool schedules are posted on bulletin boards around the pool and the building and also at www.cumberlandymca.org.
- Additional rules are posted on the pool deck.
- Refer to the schedule for open/recreational swim times.
- Swimming is prohibited when no lifeguard is on duty.
- Lifeguards' directions must be followed at all times.
- **ALL SWIMMERS MUST SHOWER BEFORE** entering pool.
- Persons with open wounds, sores and/or contagious diseases will not be permitted in the pool.
- All bandages must be removed prior to entering pool area.
- Appropriate bathing attire is required.
- Diapers are not permitted in the pool (rubber pants under swimsuits are an acceptable replacement). Swim diapers are permitted.
- Food, beverages, candy and gum are not permitted in the pool or pool area.
- Diving is permitted only from the deep end of the pool.
- Running and/or horseplay are not permitted in the pool or pool area. Pushing, fighting and/or dunking are grounds for immediate dismissal from the pool and/or pool area.
- The YMCA provides flotation devices that are **Coast Guard approved**. Water wings and rafts are not permitted in the pools. See the lifeguard on personal flotation devices.
- No street shoes are permitted on the pool deck.

LIGHTNING POLICY

In the event of severe weather, it is crucial to maintain the safety of our members and participants. Therefore, when a storm is approaching, the following guidelines should be followed:

- At the first sound of thunder or sighting of lightning, the pool, sauna, steam room and deck must be cleared.
- Patrons may return to the pool 30 minutes after the last sign of thunder or lightning.

WARM WATER POOL POLICY

- Swimmers must be 18 years of age or older to swim in the warm water pool without adult supervision.
- Fins are for swim lessons and lap swimming only. Equipment is not for recreational use. (Lifeguard discretion)
- Due to the small area of the Warm Water Pool, there may be times when the lifeguard may ask you to wait or use the Main Pool until it becomes less crowded. The bather load in the Warm Water Pool is 20 at maximum.
- During scheduled classes, the Warm Water Pool is reserved for class participants only.

WELLNESS CENTER POLICY

- A wellness center orientation is included in your membership.
- Be considerate of others in the wellness center. Language and behavior should reflect the principles of our family oriented YMCA.
- After using equipment, members are to wipe off the machines with cleaning solution provided.
- Proper attire is required at all times, including sneakers and shirts.
- No food or drinks are permitted in the wellness center (water is the only exception).
- All extra clothing and personal items should be left in the locker room or placed in the cubbies inside the wellness center.
- Free weights should be put back on weight trees after use; bars and dumbbells should also be returned to their racks.
- Initial orientation is highly recommended for all new members. Wellness center staff may require additional training for anyone.
- During unsupervised hours, report emergencies and broken equipment to the front desk.
- Half-hour limits are enforced on all cardiovascular machines when other participants are waiting to use the same machine.
- Circuit users have the right of way. Members who choose not to use the full circuit must follow the contingencies listed below:
 - a. Do not sit on the equipment unless you are using it.
 - b. Always be sure you are at least two machines ahead of someone using the circuit to avoid interrupting their workout. Ask the person on the circuit behind you if you can step in.
 - c. Be aware of the people using the circuit and understand that they have the right of way and you may have to find another exercise at that time.
- Please be familiar with the Youth Wellness Center Policy if applicable.

EMERGENCY PROCEDURES

Our Emergency Procedures include plans for Fire, Power Outage, Lost Child, First Aid, Medical and Aquatic Emergencies, and Material Safety Data (MSD). Copies of our MSDS Sheets are provided upon request.

FIRE ALARM -- Stop whatever activity you are participating in and follow YMCA staffs' or instructor's directions to evacuate the building immediately in a calm and orderly manner. Exit routes are posted in all program areas. Do not re-enter the building until you are told to by a YMCA staff person.

POWER OUTAGE -- The staff of the Cumberland YMCA reserves the right to close the building during a power outage for safety reasons.

INJURIES/INCIDENTS/ACCIDENTS -- If a member or participant is injured, notify the Front Desk to respond with necessary First Aid or other intervention. A Staff member will complete an Accident/Incident Report.

INCLEMENT WEATHER POLICY

The Cumberland YMCA will make a decision to cancel classes or close the building at the times listed below. Listen to your radio (GO106, WCBC, Radio Disney) for the announcement. You may also call the YMCA or check our website www.cumberlandymca.org. We will base our decision on weather forecasts, road conditions, the availability of staff and the overall safety of everyone involved.

- Morning classes will be canceled by 7:30 a.m.
- Afternoon classes will be canceled by 11:00 a.m.
- Evening classes will be canceled by 4:00 p.m.

If the entire YMCA closes, two (2) hours notice will be given.

FREQUENTLY ASKED QUESTIONS

WHERE CAN I PARK?

There is plenty of free parking around the YMCA. Parking lots are located across the street and next to the Riverside Facility. During evening and weekend hours, additional parking is available at the Tri-State Community Health Center and the County Office Building.

WHY ARE THERE FEES FOR SOME CLASSES AND SPECIALIZED TRAINING IN ADDITION TO AN ANNUAL MEMBERSHIP FEE?

The membership fee does not support the full cost of the classes and training which we offer.

WHAT IS THE POLICY FOR YOUTH IN THE WELLNESS CENTER?

Teens 13-15 years old are permitted to use the wellness center after successful completion of the YMCA teen strength class. For safety reasons, teens will refrain from horseplay or loitering while in the wellness center.

DOES SOMEONE SHOW YOU HOW TO USE THE EQUIPMENT IN THE WELLNESS CENTER?

All members are given an in-depth, one-on-one orientation to the Wellness Center, which includes instruction on equipment use and Wellness Center etiquette. Please register at the front desk for your orientation.

WHAT TYPE OF CLOTHING IS REQUIRED FOR EXERCISING?

We do not require special attire. However, we do suggest that the clothing be comfortable, loose fitting and modest and allow maximum flexibility. Jeans are not recommended. Sneakers are recommended (required on all cardiovascular equipment).

HOW DO I REGISTER FOR PROGRAMS?

Registration for programs can be done at the front desk

AT WHAT TEMPERATURE ARE THE POOLS KEPT?

Because the two pools are designed for different usages the pools are kept at different temperatures. Our goal is to keep the warm water pool at 90 degrees and the lap pool at 80 degrees.

CLIMBING WALL POLICY

- All climbers must sign a waiver. Participants under 18 years of age must have a parent or legal guardian present to sign the waiver.
- A child seven years of age and younger must have a parent or legal guardian present to participate.
- For safety purposes, do not touch any equipment without a staff member's permission. Equipment includes: harnesses, helmets, ropes, carabineers, gri's gri's and the wall.
- If you don't successfully complete your climb in 3 attempts, you must come down and try the climb again.
- All new climbers must start with the beginner wall and will not be permitted to proceed to a more difficult wall until they have successfully complete the beginner wall.
- All climbers are asked to remain behind the orange floor anchor of the wall in which you wish to climb after a staff person places your harness and helmet on you.
- ABSOLUTELY no running or horseplay inside the climbing wall area.
- No yelling or screaming will be permitted in the climbing wall area. If you would like to be let down, turn to the staff person and ask them to let you down.
- Participants are not permitted to leave the climbing wall area while wearing a harness or helmet.
- Closed toe and closed heel shoes must be worn at all times. Sandals or clogs will not be permitted.
- Appropriate clothing must be worn. No skirts or short shorts.
- Helmets must be worn at all times while in the climbing wall area.
- For your safety and the safety of others, please follow the instructions of the staff members at all times.

Failure to follow these policies will result in the following disciplinary actions:

- First offense will result in a verbal warning.
- Second offense will result in leaving the climbing wall for the evening.
- Third and continued offenses will result in further actions and possible suspension from the YMCA facility.

YMCA SKATE PARK POLICY

The Cumberland YMCA Skate Park is open to YMCA members and guests. Skate park admission is free to YMCA members. Non-members may participate for \$3.00 per day. All participants must check in at the front desk in the lobby of the YMCA. Participants are required to have a signed waiver, which is available at the skate park. Participants under 18 years of age must have a parent or legal guardian present to sign the waiver. Waivers are valid for a one year period from the date of signing.

Participants must wear all of the following safety equipment: helmet, knee pads, and elbow pads. Limited equipment will be available for rent at \$2.00 per item or \$5.00 per set at the skate park.

Due to safety concerns, the skate park will not open in inclement weather or if any surface of the park is wet.

Children ages 10 and under must be accompanied by an adult. Children 12 and under must have a parent or legal guardian on the YMCA premises. Please consult our Youth Membership Policy for further details.

Participants should read and understand the following park rules before participating.

Park Rules

- Skating is permitted only when the park is open.
- Participants must provide their own skateboard, roller blades or bicycles.
- Smoking and the use of tobacco products are not permitted inside the skate park.
- Alcoholic beverages and use of controlled substances, including unlawful use of prescription drugs, is not allowed on YMCA property.
- Chewing gum, food, and beverages are not permitted on skate surfaces. Glass bottles are not allowed inside the skate park facility. No littering.
- Obscene language, fighting and unsportsmanlike conduct are not permitted.
- Fireworks, firearms and weapons of any kind are not permitted.
- Graffiti, stickers, or destroying or defacing the skate park facility will not be tolerated.
- All injuries must be reported immediately to the skate park attendant.
- Extreme recklessness will not be tolerated.
- Anyone who violates these rules may be asked to leave. Repeat violators may result in permanent loss of skating privileges.
- The skate park attendant has the right to enforce these rules.

CUMBERLAND

PROGRAM PROMISE

Standard of Excellence

1. **SAFETY**- YMCA will ensure that all staff have had a background check, are CPR, First Aid and AED certified.
2. **KNOWLEDGEABLE STAFF**- A minimum of 2 years experience in a related area, completion of the program instructor orientation and sports safety course is highly recommended (RED CROSS).
3. **FACILITY UPKEEP**- YMCA will ensure a clean, well maintained facility. All equipment will be inspected by the instructor prior to class/game. The Instructor is responsible for reporting any unsafe, unusable equipment to the proper management staff.
4. **ATMOSPHERE**- It is the instructors responsibility to provide an environment that fosters the YMCA core values of; honesty, caring, respect and responsibility.
5. **INTEGRITY**- The instructor demonstrates responsibility through planning and committing their time each class to all students/participants.
6. **ACHIEVEMENT**- The instructor will provide each participant/parent with goals and objectives for the class.
7. **SPORTSMANSHIP**-The instructor demonstrates sportsmanship so that is can be reflected by all participants/ parents involved in the program.

SPORTSMANSHIP CODE OF CONDUCT:

- I will keep in mind the YMCA core values (responsibility, respect, honesty and caring) while participating in this program.
- I will exercise self control.
- I will accept accountability for my behavior and its outcomes.
- I will respect the efforts of others.
- I will be fair with other in my dealing with them on and off the "playing field."
- I will treat other players, coaches, fans, and officials, YMCA staff with respect regardless of race, sex, creed, sexual orientation or ability.