

# MEMBER CODE OF CONDUCT & POLICIES

## YMCA Member, Participant, and Guest Code of Conduct

It is important that you and your fellow members, participants and guests feel welcome at the Minot Family YMCA. The code of conduct embodies the spirit of the Y and is intended to help everyone feel comfortable and thrive.

As a member, participant, or guest, you agree to follow this code of conduct which is rooted in the values of caring, honesty, responsibility, respect, and health. That's why the following activities are prohibited in all YMCA facilities and programs:

A. Inappropriate attire. Appropriate attire must always be worn. No clothing with vulgar language, obscene gestures, racial slurs, or anything that contributes to a hostile environment or would be considered inappropriate in a family facility. Tops and bottoms should be adequately covered for the activity. Footwear is required in the facility except the aquatics area or for select classes in studios. Closed toe shoes are required in the Training Center. We reserve the right to deny use of the facility to any person whose attire we do not consider to be appropriate in connection with the public image of the YMCA.

B. Inappropriate language. Angry or vulgar language, including swearing, name-calling, or shouting.

C. Threatening physical contact. Physical contact with another person in any angry or threatening way including "play fighting".

D. Sexual activity. Any demonstration of sexual activity or sexual contact with another person.

E. Harassment / intimidation. Harassment or intimidation by words, gestures, body language or any menacing behavior that demeans another person or culture.

F. Theft / destruction of property. Theft or behavior that results in the destruction of property.

G. Illegal chemicals or alcohol. Using or possessing illegal chemicals or alcohol on YMCA property, in YMCA vehicles, or at YMCA sponsored programs.

H. Inappropriate conduct. Any other conduct of an inappropriate, threatening, or offensive nature.

I. Loitering. Loitering is not permitted in or outside YMCA facilities or programs.

J. Inappropriate cell phone activity. Cell phone or photographic/video equipment use of any kind – organizing playlists, music, texting, camera functions, video recording – is not permitted in the locker rooms at any time. Phone calls are not allowed in fitness areas or pool areas.

K. Tobacco usage. Tobacco use of any kind (cigarettes, chew, snuff, snus, vapor, e-cigarettes, etc.) is not permitted in or outside YMCA facilities or programs, or on YMCA property or program sites. YMCA facilities, ground, and vehicles are a tobacco free environment.

If a member, participant, or guest feels uncomfortable in confronting someone directly about offensive behavior or other issues that are in violation of the code of conduct they should report the behavior to a YMCA team member.

To create and maintain a space that embodies our core values, the Y is serious about being clear regarding activities that are not allowed. If you or your invited guests violate this code of conduct, consequences can include termination of membership or program privileges. The YMCA reserves the right to make situational decisions based on its mission and values.

## Membership Cancellation Policy

Memberships must be cancelled in person, email, mail, or fax. You may cancel your membership at any time by coming to the Y, filling out a cancellation form, and turning in your membership card(s). Members who want to ensure that their membership fee will not be withdrawn from their account must cancel by the 25th of the prior month. Memberships paid in full are non-refundable.

## Monthly Bank Draft Policy

Payments will be deducted at midnight on the 1st or 15<sup>th</sup> of each month and cover a calendar month. The membership will AUTOMATICALLY RENEW each month and if you wish to terminate or change your membership in any way, you must give a written notice/cancellation by the 25<sup>TH</sup> OF THE PREVIOUS MONTH. All dues are non-refundable.

All memberships that are being withdrawn from a debit or credit card will be charged a \$3.00 convenience fee. A checking or savings account can be used with no extra charge.

Should your bank or credit card for any reason not honor your membership draft; it is your responsibility for that payment plus any service fees applied for the Y, your bank, or your credit card company. You are also responsible to check your statements on a regular basis to make sure the membership rate being withdrawn is correct.

The Y at it's discretion of the Board of Directors may adjust membership rates. You will receive a 30-day written notice prior to any change.

## Enrollment Fee Policy

The enrollment fee is a contribution to the building and grounds fund. The fee is paid upon membership sign-up and will only be charged once except in the case of a lapse in membership. As a thank you to military and public service personnel, the Minot Family YMCA provides NO enrollment fee for all personnel who provide proof of service at time of sign up.

## Sex Offender Screening Policy

The YMCA conducts regular sex offender screenings on all members, participants, and guests daily. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation access.

## Responsibility Policy

The Minot Family YMCA, it's agents, representatives and employees are not responsible for any damages or claims that you or your family members may incur, as well as all claims or demands for damages, loss or injuries at the Minot Family YMCA or it's programs.

## Nationwide Membership Policy

Nationwide Membership enables Y members to visit any participating YMCA in the United States through membership at their "home" YMCA, which they must attend 50% of the time. If their "home" YMCA does not participate in the Nationwide Membership, the member must pay a day pass to enter the facility.

## Membership Policies

Any person may become a member of the Minot Family YMCA with such provisions as may be established by the Board of Directors. Membership shall continue until terminated by the member of this association. The Y will provide the necessary forms for application and will annually renew a membership card to each member in good standing.

To promote safety and comfort for all, each area of our facility has individual policies that we ask members and guest to abide by while using our facility. All YMCA programs also have policies as outlined at program registration.

### General Policies

- The YMCA is not responsible for lost or stolen items. Please lock up any items of value while in the facility. All lost items will be kept for 2 weeks and then donated to goodwill.
- The YMCA facility and its grounds are a Tobacco free zone.
- Profanity will not be tolerated in any area of the YMCA
- All locks left on any day use lockers will be cut off each night and the items will be brought to the service desk and held for 2 months until donated to good will. In the case that a member abandons a rented locker, the items will be brought to the front desk and the owner will be contacted and given 2 months to retrieve their items. After this time, the items will be donated to good will.
- It is the responsibility of every individual, their parent or guardian, to provide their own accident and health insurance coverage while participating in all YMCA activities. The Minot Family YMCA does not provide accident or health coverage for it's participant.
- All children 8 years of age and younger must be accompanied by an individual at least 16 years old while attending the YMCA.
- Video recorders, video cameras, or any other visual recording devices used to record members or guests are not allowed within the facility without the expressed consent of the YMCA Staff.
- To protect members and guests from unauthorized photos or videos, Cell phone use is banned within the locker rooms, swimming pool, and the swimming pool observation area.
- Taking photos or video of any member or guest without their permission is strictly prohibited in all areas of the facility.
- Outside personal trainers are not allowed in YMCA facilities or on YMCA property.
- No external speakers may be used in any area of the facility.
- Appropriate attire as outlined in area policies is required.

### Locker Room Policies

- We require that individuals and families use their designated locker room for the safety of our youth and privacy of our members.
- Usage of cell phones for any purpose is prohibited in locker rooms. This includes texting.
- Day Lockers are free for member use; however, you must provide your own lock or borrow one from the front desk. We do not allow overnight locker usage on day lockers. All items must be brought home at the end of the day, including the lock. This helps us maintain a safe and secure facility.
- The Y is not responsible for any lost or stolen items. If you have left an item in a day locker, overnight contact the Service Desk to retrieve lost and found items. All content that is not recovered by two weeks will be donated to a local charity.
- Scented oils, perfumes, lotions or oils, and other body and hair products are not allowed in the hot tubs, steam rooms, or dry sauna.
- Water is not allowed on the rocks in the dry sauna.
- Refer to Hot Tub Policies under aquatics for policies relating to spas.

### Training Center Policies

- Age Policy
  - Children 9 years of age and younger must be supervised by parents at all times and are not allowed to use the Training Center Equipment.
  - Children 10-13 may use the cardio and weight equipment but MUST be directly supervised by their parent or guardian at all times.
  - Children 13 and younger are NOT allowed to use equipment or weights during peak hours: 11AM-2PM & 5PM-7PM

- Children 12 & 13 who are YXO Certified may use the Training Center and it's equipment unsupervised at any time as long as they abide by the YXO Certification Policies
- Use equipment properly and if applicable, return it after use.
- Wipe down equipment with the provided sani-cloths.
- No food or soda allowed on the Training Center floor.
- No external speakers may be used in the Training Center.
- Please do not sit on machines in between sets and be courteous of others wishing to use machines
- Appropriate Attire Policy
  - Shoe Policy
    - Clean, closed toe shoes must be worn while using the equipment in the Training Center
    - Flip flops, sandals, bare/stocking feet, etc. are prohibited during any type of workout
    - Gym shoes or athletic shoes with non-marking soles are preferred
  - Shirt Policy
    - Profane language or pictures are prohibited
    - Shirts must be worn at all times for both men & women
    - Sports Bras, swim-suit tops, etc. as tops are prohibited
    - Crop tops are allowed, however midriff cannot exceed 3-4 inches
  - Bottoms Policy
    - Athletic shorts, spandex, leggings, sweats, etc. are recommended
    - Shorts/spandex must cover the buttocks
- Track
  - Please follow the daily track direction located on the east and west walls of the track.
  - Slower participants must use the inside lane of the track.
  - No more than 2 people side by side.
  - Children under 13 years of age MUST be directly supervised by a parent or guardian at all times. (within arms length)
  - Strollers, weight sleds, and portable weights are allowed on the track.
- Family Cardio Room
  - Children ages 9-13 may use all the machines in the Family Cardio Room as long as there is a parent or legal guardian in the room with them.
- Circuit Training Room
  - Please spend no more than one minute at each machine, this includes resting between sets.
  - Be mindful of others using machines in number order.
  - Follow the indicated clockwise direction of the circuit.
- CrossFit Room
  - A CrossFit membership is required to participate in CrossFit classes. Each individual is entitled to a free 7 day trial period before becoming a member.
  - Equipment should not be removed from the CrossFit room as this equipment is purchased through Trinity and not the YMCA. Please refrain from bringing equipment into the CrossFit room as well.
  - When there is not a CrossFit class scheduled, the room is open to Y members and guests to use. If CrossFit is being held in the pool, the Box is considered open during the scheduled class time.
  - The door to the CrossFit room must remain open for member use if a CrossFit class (coach or participant led) is not in session.
  - Stereo use is prohibited outside of scheduled CrossFit classes as our music licensing agreement only covers employees affiliated with the YMCA.
  - Due to the structural integrity of the space, dropping weights directly onto the floor from above waist height (or approx. 28") is not recommended or tolerated as advised by CWStructural Engineers.
- Free Weight Usage
  - Please do not drop weights
  - Strip bars after use and return equipment to proper location.
  - Always keep bars and weights off the vinyl flooring to prevent tearing
  - Spotters and collars are recommended.
  - Horseplay will not be tolerated.
  - Please do not place weights or bars against railings or building structures.
- Cardio Equipment Usage
  - Do not spray disinfectant on display panels.
  - Wipe down equipment after use.

- Wear indoor gym shoes only.
- Please ask staff to assist you if you are unsure how to properly use any of the equipment.

## **Aquatics Policies**

- **Pool Area Policies**
  - Swimming without a guard on duty is prohibited
  - Children under 9 must be accompanied in the water by an adult 16+
    - Children 6-8 may pass a swim test to be unaccompanied in the water. An adult age 16+ must supervise the swimmer via the pool or observation deck.
  - Obey lifeguard at all times
  - Electronics of any kind prohibited in pool area
  - Running on deck is not permitted
  - Shower before using the pool or hot tub
  - Appropriate swimming suits & attire must be worn at all times
  - Breath holding activities are not permitted
  - Gum, food, soda, etc. are not permitted in the pool area
  - Horseplay, improper ramp use, or any unsafe behavior, as determined by the lifeguard, is prohibited
  - Vulgar or offensive language or actions, including PDA, is not permitted
  - Children not toilet-trained must wear a swim diaper
  - Spitting in the water or on pool deck is not permitted
  - Bandages, open cuts, and wounds are not permitted in the water
  - Dive only where permitted
  - Please ask a lifeguard before entering the lifeguard room for equipment
  - Floatation devices will be available for those who need them.
  - Balls, toys, and diving bricks may be used during open swim times if used appropriately.
- **Swim Attire Policy**
  - Allowed in the Pool
    - One or two piece bathing suits
    - Swim trunks/board shorts
    - Speedos
    - Jammers
    - Technical suits
    - Drag Suits
    - Burkinis
    - Rash guards/ Sun protection shirts
    - Floatation suits
    - Swim diapers (cloth diapers with the protective rubber cover are allowed)
    - Water fitness shoes/ Swim shoes
    - Wearing a T-shirt or shorts over top of a swim suit is allowed. However swimmer must have a swim suit on underneath the shirt or shorts.
  - Not Allowed in the Pool
    - Basketball shorts/ cargo shorts/ jean shorts
    - Compression shorts/athletic shorts/ athletic leggings
    - Sports bras/ regular bras
    - Underwear of any kind
    - Regular Diapers
    - Regular footwear
- **Hot Tub Policies**
  - Shower thoroughly before using hot tub
  - Children may use the hot tub with the lifeguard's permission
  - Pregnant women or individuals with health problems should avoid the hot tub
  - No Horseplay
  - Individuals must shower before entering the hot tub
  - No floatation aids, goggle or toys of any kind permitted
- **Lap Swim policies**
  - Please lap swim during the designated times. Lap swim is available during other times depending on the population in the pool. Ask the lifeguard on duty.
  - Please practice circle-swimming when sharing a lane This means to swim in a counter-clockwise circle in the lane. Down on the right, back on the left.

## **Group Exercise Studio Policies**

- Group Fitness Studio
  - Wipe down all equipment after use with the provided disinfectant
  - Use equipment properly and return it after use.
  - Water is the only food or beverage allowed in the studio.
  - After use of projector, ensure the projector is turned off and screen is returned to proper position.
- Cycling Studio
  - Please wipe down bikes with sani-cloths or disinfectant spray before and after use.
  - Water is the only food or beverage allowed in the studio.
  - Please refrain from adjusting any of the controls on the studio stereo or TV.

## **Sport Court Policies**

- Must be at least 14 to reserve a court. Ages 9 to 13 may use the courts if available without reserving.
- 72-hour court reservation and 2-hour cancellation notice
- An individual may only reserve one court per day

## **Gymnasium Policies**

- No dunking on the basketball hoops.
- Food and beverages other than water are not allowed inside the gyms.
- Non-marring athletic shoes are required in the gym and courts.
- Noon basketball is only for adults 18+ and out of high school.
- Gym divider must only be controlled by YMCA staff.
- During peak times full court play is not allowed at the discretion of the YMCA staff.
- Pickleball courts can only be reserved at times indicated on brochure.
  - Must be at least 14 to reserve a court. Ages 9 to 13 may use the courts if available without reserving.
  - 72-hour court reservation and 2-hour cancellation notice

## **In-Y Daycare Policies**

- You must sign your child in with the day care staff. This includes presenting a receipt if paying the daily fee.
- Staff must be informed of your general location in the facility in case of an emergency.
- Children may not be left longer than 2 hours at a time.
- Children must be healthy at time of drop off to prevent the spread of illness within the daycare. The following symptoms would indicate that your child is too ill to be dropped off or stay in the childcare:
  - Watery, inflamed eyes or crusty eyelids
  - Deep and severe cough
  - Heavy nasal colored discharge
  - Fever within the last 24 hours
  - Vomiting or Diarrhea
  - Diagnosed infection by a doctor within the first 24 hours of starting prescription medications

## **Kids Gym Policies**

- Children 18 months to 8 years of age may use the Kids Gym.
- Children not signed in with our Daycare must be supervised by a parent/guardian at least 16 years old while using the Kids Gym.
- No food or drink of any kind allowed in the room.
- No outside shoes allowed. Shoes, jackets and bags should be placed in the hallway cubbies or in the locker rooms.
- No outside equipment/toys allowed

- Parents/guardians are responsible for their children's positive behavior. Aggressive behavior is not acceptable
- Report any misbehavior and or damaged equipment to the YMCA service desk staff
- Failure to follow gym policies may result in loss of gym privileges.
- If the door is locked, please contact the front desk to unlock the room.
- Use of the Kids Gym is not allowed during certain reservations.

### **Climbing Wall Policies**

- Each climber will have to sign our mandatory waiver before climbing
- Each climber must pick up a timecard at the service desk in order to climb.
- Climbers must wear tennis shoes or proper climbing shoes while climbing.
- Any climbers under the age of 18 are required to wear a helmet.
- Children 8 and under must be accompanied by a parent or guardian in the rock wall area.

### **Community Outdoor Fitness Park Policies**

- The area closes nightly at sundown
- The entire area is under video surveillance and will be monitored
- Follow instructions on equipment for proper use
- All children 8 years of age and younger must be accompanied by an individual at least 16 years of age
- The Minot Family YMCA is not responsible for accidents

## **Membership Suspension Guidelines**

- Any YMCA staff member has the authority to remove a member or guest for the remainder of the day for Code of Conduct violations.
- Staff member notates incidents in Daxko Operations on the individual's unit and fills out an incident report and gives to the Membership Director.
- Members are responsible for their guests and can have their guest privileges revoked or any consequences matched for both guest and member.
- Membership suspension is with the individual. Consequently, members in a family membership will continue to be allowed facility access unless there are special circumstances.
- Membership termination, although indefinite, may be reviewed after one year except in instances involving illegal activity.
- The information regarding the incident that led to termination will be shared with the Nationwide YMCA Reciprocity System.
- The YMCA will file charges in the event police are called to intervene in a situation if warranted.
- The **Last Chance Agreement** is an agreement that states that any further misbehavior will result in an indefinite ban from the YMCA.