

MEMBER HANDBOOK

CAMBRIDGE AREA YMCA FAMILY CENTER



BUILDING HEALTHY FAMILIES

The Y.™ For a better family.

WHO WE ARE

The Cambridge Area YMCA Family Center has proudly been serving the Guernsey County area since 1948. Our programs and our staff are committed to demonstrating the Y core values for which we stand: CARING, HONESTY, RESPECT, RESPONSIBILITY, AND FAITH.

The Y provides a variety of programs and services designed to help you strengthen your spirit, sharpen your mind, and build your body. Personal training, child care, yoga, group exercise classes, weight management, youth sports, and swim lessons are just a part of what you will find at your local YMCA.

As a community-based charitable and collaborative organization that is volunteer-driven, the YMCA derives its strength from its community roots and strong volunteers. Through partnerships with other non-profit organizations, the Chamber of Commerce and the United Way, we are able to enhance and expand the programs and services we offer.

We encourage you to take full advantage of your membership and get to know the staff and the members of your Y. Please stop by or call 740-432-4600 if you have any questions. We look forward to serving you!

NATIONAL YUSA MISSION STATEMENT: To strengthen the community through its focus on youth development, healthy living, and social responsibility

YOUTH DEVELOPMENT: To nurture the potential of every child and teen

HEALTHY LIVING: To improve the community's health and well-being

SOCIAL RESPONSIBILITY: To give back and to provide support to our neighbors

CAMBRIDGE AREA YMCA MISSION STATEMENT: To build strong kids, strong families, and strong communities by providing educational, social, and physical education programs focusing on life skills, citizenship, character development, and health

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740-432-4600

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MEMBERSHIP TYPES

- Youth: Under 18
- Young Adult: 18-25 years of age
- Adult: 26-64 years of age
- Single Parent Family: One adult plus children up to age 25 (if that child is a full-time student living in the house and claimed on federal taxes)
- Family: Two adults plus children up to age 25 (if the children are full-time students living in the house and claimed on federal taxes)
- Senior: 65+
- Senior Family: One of the two adults 65+
- Hometown Hero: Active Police Officer will receive 25% off the membership rate

JOINER FEE – CAPITAL IMPROVEMENT FUND CONTRIBUTION

The CIF Joiner Fee is utilized to purchase new equipment and to upgrade the facility.

FINANCIAL ASSISTANCE

The YMCA's Scholarship Program provides subsidized rates on a sliding income-based scale modeled on an Ohio Job and Family Services paradigm. You will find the Scholarship Applications at the Front Desk kiosks or you can download the form from cambridgeymca.com.

PAYMENT OPTIONS

MONTHLY BANK DRAFT OR DEBIT/CREDIT CARD PAYMENT PLAN OPTIONS

The Y operates on a cashless system. This includes monthly, quarterly, and semi-annual memberships and tuitions. The Y offers two options that are easy, seamless, and secure. You can opt for an EFT bank draft or a Debit/Credit Card ACH. Our bank draft or credit/debit card payment options are safe ways to manage your membership. The Y system meets full-banking security protocols. Account numbers are not stored. Credit card numbers and personal banking information are encrypted and not visible to staff once entered. Your monthly payment is automatically deducted from your checking/savings/credit/debit account on the 1st or 15th of each month depending on your selection.

- Option 1: EFT Bank Draft
- Option 2: Debit/Credit Card ACH

ANNUAL PAYMENT PLAN

The one-time annual payment is a 5% savings off the annual membership cost. An annual membership is effective for one year from the joining date. Annual memberships are non-refundable.

MEMBERSHIP CANCELLATIONS/HOLDS

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The Y requires a written 30-day notice to cancel memberships. This requirement protects you from further automatic withdrawals. Without sufficient notice before your next draft date, an additional debit may occur which is outside the local Y's control. Memberships that have lapsed two months or more will need to complete a full membership process with the associated joining fee. Members will need to present a doctor's note to cancel membership for medical reasons. Members who return from a medical cancellation with proper documentation will not be subject to paying another joining fee. Members unable to attend the Y due to medical/health reasons may place their membership on a medical hold until they are cleared to return by a doctor. In order to release the medical hold and reactivate the membership, the member will need to bring a doctor's note to the Y.

NEW MEMBER CHECKLIST

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We are excited to have you as a member of the Cambridge Area YMCA. Here are a few suggestions to help you get the most out of your Y experience.

- Schedule a tour
- Schedule a FREE Fitness Orientation
- Invite Family and Friends to join you
- Get connected and stay informed with the Y on Facebook, Twitter, and Instagram
- Check out our website cambridgeymca.com
- Attend a Y event
- Review the Y Member Handbook

MEMBERSHIP CARD

New members will be issued a Y ID membership card. Members must present their membership card at the Front Desk each time they enter the facility. Lost cards can be replaced at the Front Desk for a fee of \$5. The Cambridge Area YMCA Family Center has the right to suspend or cancel a membership if a member shares his/her membership card or if the member's behavior or language is judged to be in conflict with the welfare of members or staff or with any of the YMCA's mission and core values.

NATIONWIDE RECIPROcity

By joining the Cambridge Area YMCA Family Center, your family has access to YMCA's across the Nation! Every family is welcome in every community!

- Valid for active, full facility Y members
- On a monthly basis, nationwide member visitors will need to use their home Y at least 50% of the time
- Program-only participants and special memberships are not eligible for nationwide memberships
- Make sure the Y offers the services and amenities you plan to use
- Bring a photo ID with you for your visit

YOUTH AT THE Y

Children 12 and under need to be supervised by an adult or in a supervised Y program. ALL youth ages 13-16 years of age wanting to use the Wellness Center will need to complete a Teen Strength Training Course and be accompanied by an adult when using the Wellness Center post training completion. Schedule your class sessions at the Front Desk. Sessions are based upon availability and will need to be scheduled ahead of time.

GUEST PASSES

The Cambridge Area YMCA allows full members to bring a guest to the facility. Guests will need to fill out an Emergency Medical Form Waiver and show a photo ID. Guests are subject to age-appropriate fees. It is possible to obtain a temporary membership card for specific time periods, i.e. Christmas break or summer break.

- Youth 17 and Under – Gymnasium Usage (*Gymnasium pass available for Young Adult and Adults as well)
- Young Adult 18-25 Years Old / Active Military Duty (with ID) / College Student (with ID) – Full Facility Usage
- Adult 26+ – Full Facility Usage
- Family – Does not include Child Watch

Guests at the Cambridge Area YMCA are to uphold the standards of member conduct. Failure to do so may result in the termination of the sponsoring member's membership.

BUILDING 1 – SPORTS ACTIVITY COMPLEX

Gymnasium: The Y offers a variety of organized activities utilizing the gymnasium while also allowing open gym hours. The gymnasium can be rented for special events.

Aerobic/Cardio Room I: The Y offers value-added Group Fitness classes. Classes are FREE to Y members. Members 14 and over can participate. Registration for classes is required. Certified instructors encourage and motivate. Check the latest fitness schedule for dates and times!

Child Watch: The Y provides supervision for children ages 8 weeks to 12 years of age. Parents will need to remain on-site during this time. All children ages 12 and under are to be placed in Child Watch if the child isn't in a Y-staff supervised program. All staff have First Aid/CPR/AED training.

- Members and non-members must check their children in at the Front Desk
- An Emergency Medical Authorization form must be on file
- Children's hands need to be stamped at the Front Desk each time they visit
- The person signing the child in needs to be the same person signing the child out (unless noted otherwise)
- YMCA staff aren't permitted to change diapers but will locate the parent in the facility when the child needs changed
- Sick children aren't permitted in the Child Watch – a sick child is defined as a child who has had a fever within 24 hours, diarrhea, vomiting, rash, open sores, cough, cold symptoms, lice, etc.
- Child Watch staff cannot administer medicine to your child
- Children cannot bring toys from home
- Only assigned, approved staff and registered children are permitted in the Child Watch area when in session
- Children need to obey all Child Watch room expectations

Preschool: The Y offers an Ohio State Certified Preschool Program. The creative curriculum fosters a fun learning environment that helps your little ones (ages 3-5 years old) prepare for kindergarten. Additional information can be found at the Front Desk Kiosk or at cambridgeymca.com. We encourage you to schedule a tour with a preschool instructor. Y members enjoy a 5% discount per month.

Gymnastics: The Y offers a nationally-ranked competitive gymnastics program and skill-based progressive classes. Children can begin enjoying progressive gymnastics classes at the age of 3. Additional information can be found at the Front Desk Kiosk or at cambridgeymca.com. Y members enjoy discounted progressive classes.

BUILDING 2 – HEALTHY LIVING CENTER

The HLC: Y Staff members are available for scheduled fitness equipment orientations teaching safe operation of equipment.

- While performing sets, please be mindful of others waiting. We ask that you not rest on the machine between sets. Allow others to perform a set while you rest.
- Please use proper form and refrain from banging or dropping free weights and/or dumbbells on the floor
- Please refrain from grunting loudly or exhibiting other attention-getting behaviors when lifting
- Please do not exceed recommended weight limits on machines, slam balls, etc.
- Please return weights to their proper storage area and wipe off machines and equipment when finished
- Please place gym bags in a locker. They are not to be stored on the benches or left on the floor.

Aerobic/Cardio Room II: The Y offers value-added Group Fitness II classes. Classes are FREE to Y members. Members 14 and over can participate. Registration for classes is required. Certified instructors encourage and motivate. Check the latest fitness schedule for dates and times!

SOCIAL MEDIA POLICY

THE GOLDEN RULE: Caring. Honesty. Respect. Responsibility.

The Y social media presence was created to share program updates, weather closings, and volunteer opportunities. For reasons unknown, it has been used as an outlet by some for inappropriate comments and behaviors. The Y has zero tolerance for bullying of any kind, posting negative comments, or exhibiting trolling behaviors through our social media sites. The Y is designed to be a drama-free site. Those who insist on bringing drama to our sites will be blocked permanently. If the negative behavior persists, membership will be terminated. The Y encourages constructive, helpful suggestions that offer to make the Cambridge Area YMCA Family Center the best place it can be. The way to do this is not on social media. Please speak to the designated staff member in the area you are most interested in. With questions regarding membership, contact the Membership Director. With questions regarding fitness and youth programs, contact the Fitness/Youth Program Director. If they are unable to answer your questions, please request that the Executive Director contact you, leaving the best times and best number to reach you.

PROGRAMS AND PROGRAM REGISTRATION

The majority of fitness classes are included as part of your YMCA membership. In addition to value-added member classes, the Y offers a number of fee-based programs. Fee-based programs are offered by the session or season. Registration is required. Members receive priority registration. Members can register two weeks prior to the start of any program session. All registrations are taken at the Front Desk.

PROGRAM FEES

Program fees represent the cost of providing program activities or services not included in membership dues. Program fees need to be PAID IN FULL at the time of registration (prior to the start of a program).

WAITLIST

Program classes have a registration capacity to ensure quality instruction. If a class is full, a waitlist will be started. The Y makes every effort to put participants on the waitlist into classes when available.

PROGRAM BROCHURES

Program brochures are produced at the start of a new session. They contain class descriptions, dates, times, and fees. Not all classes are offered every session.

CREDITS/REFUNDS

Refunds will not be issued once a program session or season begins, unless warranted by a doctor's note stating a valid medical reason. There are NO refunds or credits due to inclement weather, loss of utilities, unplanned emergency/building maintenance, or other incidents out of the Y's control.

MAKE-UP CLASS POLICY

Due to student-instructor ratios and gym time availabilities, there are no makeup lessons/classes for absences or classes cancelled due to inclement weather. A credit will be issued to those with a medical necessity.

CANCELLATION OF CLASSES

To ensure a quality experience for all participants, the Y may choose to combine or cancel classes due to low enrollment. Classes of five or less will automatically be cancelled. If the Y cancels a fee-based class, a credit will be issued.

WEATHER POLICY

INCLEMENT WEATHER FACILITY CLOSURE

The Y will make every effort to keep the parking lot and paths clear. Stay tuned to 96.7 FM. Stay informed with updates on our Facebook, Twitter, and Instagram pages for closings and delays.

- Level 1 Snow Emergency: The Y is open with regular business hours.
- Level 2 Snow Emergency: The Y will be closed; however, if the Level 2 Snow Emergency ceases before 12:00 PM, the Y will open at 2:00 PM. If the Level 2 Snow Emergency ends after 12:00 PM, the Y will open regular hours the following day.
- Level 3 Snow Emergency: The Y will remain closed.

HOLIDAY CLOSINGS

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- New Years Day: CLOSED
- Good Friday: CLOSE AT NOON
- Easter Sunday: CLOSED
- Memorial Day: CLOSED
- Independence Day: CLOSED

HOLIDAY CLOSINGS

- Labor Day: CLOSED
- Thanksgiving: CLOSED
- Christmas Eve: CLOSE AT NOON
- Christmas Day: CLOSED
- New Years Eve: CLOSE AT NOON



GIVING AT THE Y: WE ARE MORE THAN JUST A GYM. WE ARE A CHARITY.

The Cambridge Area YMCA Family Center is a 501 (c) 3 charitable organization. The Y is not a fitness club but a VOLUNTEER-BASED health, wellness, and lifestyle organization committed to making every community a better place to live. Your membership fees subsidize children's programs, community youth center programs, senior wellness programs, art and recreational programs, and much much more. The Y offers scholarships to subsidize those who cannot afford to pay for a regular membership. Nationally, Y membership fees cover 65% of the expenses and the Y members raise the rest through charitable giving and fundraisers. When you join the Cambridge Area YMCA, you are uniting with over 22 million other Americans trying to do something positive within their community.

ANNUAL CAMPAIGN

Every year Y members and friends donate tax-deductible contributions to help fund programs for youth and provide membership assistance to those in the community who are in need. The Y believes that no one should be turned away because of inability to pay. We count on you, our members and friends of the Y, to help those who may otherwise not be able to participate in our programs. Donations to the Invest in Youth/Strong Kids Campaign allows youth, their families, special need adults, and struggling seniors to be involved in Y programs. Please give generously.

ENDOWMENT FUND/PLANNED GIVING

The Cambridge Area YMCA Family Center has an endowment fund and planned giving options available for members and friends looking for alternative ways to support the Y. If you are interested in learning more about the Cambridge YMCA Foundation or setting up a planned gift, please contact the Y at cambridgeymca@rocketmail.com or contact the Executive Director at executive.cambridgey@gmail.com.

HOW THE Y GIVES BACK

1. FINANCIAL ASSISTANCE

The Y is committed to providing life-enriching opportunities to all people, regardless of their ability to pay. With your support, the Y is able to subsidize the memberships of many residents every year.

2. WELLNESS PROGRAMS FOR ALL AGES

Physical activity is a key component of good health. Wellness is a process of adapting patterns of behavior that lead to the integration of social, mental, physical, emotional, and spiritual health. The Y is committed to providing opportunities to people of all ages to meet these goals.

3. SAFETY AROUND WATER - SWIM LESSONS @ THE CITY POOL

Teaching children how to be safe around water is not a luxury; it is a necessity. The Y provides swimming instruction and essential water safety skills over a week of lessons. This program is open to members and non-Y members alike.

4. YOUTH SPORTS

At the Y, youth sports are based on the philosophy "Everybody plays, everybody wins!" No matter the child's ability, he or she learns character values such as teamwork, cooperation, and sportsmanship when they participate in Y Youth Sports.

5. CHRISTIAN EMPHASIS

The Christian emphasis is to accomplish the mission of the "C" in the YMCA by demonstrating the love of Christ through community service and demonstrating traditional YMCA core values. We are a zero-tolerance facility for bullying and inappropriate social behaviors.



The Cambridge Area YMCA Family Center is committed to the principles of caring, respect for others, personal responsibility, integrity, and honesty. ALL members and guests will need to reflect these values in their personal conduct toward staff, other members, and guests. The Y retains the right to deny, suspend, or cancel a membership when a member's conduct is determined to endanger the safety of others or interfere with another member's enjoyment and reasonable use of the YMCA facilities.

MEMBERS (AND GUESTS)

- Members may not verbally, physically, emotionally, or sexually harass/abuse others on Y property
- Members may not be alone with children except with prior approval of senior management or in an emergency situation
- Members may not use profanity in the presence of children, parents, participants, or other staff on Y property or designated program locations
- Members are to report any suspected abuse or neglect of a child to a staff member
- Members will, at all times, portray a positive role model for children and youth by demonstrating respect, loyalty, patience, courtesy, tact, and maturity
- Members will treat all staff and children regardless of race, religion, gender, or disability with respect, compassion, and kindness
- Members will never leave a child unsupervised (camps, basketball, gymnastics, etc.). There needs to be an instructor with children at all times.
- Members may not argue, harass, or berate one another. Please refrain from discussion of political or religious views in the Wellness Center environment.
- Members may not use tobacco products at the Y as we are a tobacco-free facility
- Members will not use, possess, or be under the influence of alcohol or drugs on the Y property
- Members will honor the no firearms policy
- Members may not bring personal fitness equipment or fans onto the Y property
- Members may not sell or promote products or services on Y property

Failure to uphold the Code of Ethics will be grounds for suspension or termination of membership. No refund will be issued.

GROUND FOR DENYING ACCESS OR MEMBERSHIP

The Cambridge Area YMCA reserves the right to deny access or membership to any person who:

- Has been convicted of any crime involving sexual abuse or other sexual offense
- Is a registered sex offender or sexual predator or has plead guilty to or been convicted of any crime against persons such as child, spousal, or parental abuse
- Is intoxicated or exhibits signs of misusing narcotics or dangerous drugs
- Is currently suspended or terminated per the "Grounds for Suspension or Termination" listed in the Member Code of Ethics

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

GROUND FOR SUSPENSION OR TERMINATION

The Cambridge Area YMCA will not tolerate inappropriate, threatening, or harassing behavior including but not limited to:

- Use of profanity
- Destruction of property
- Sharing of membership card
- Theft
- Being in possession or under the influence of alcohol or drugs
- Sexual misconduct
- Disorderly conduct
- Physical fights
- Verbal or other forms of harassment
- Selling or promoting products or services without Cambridge Area YMCA Family Center authorization
- Dialogue within the Y or on Social Media placing the Y or others in a negative light by not practicing Y core values of Caring, Honesty, Respect, and Responsibility
- Any behavior that is determined to be unacceptable by the Y and detrimental to those we serve

Such conduct will be grounds for immediate suspension or termination of membership. NO refund will be issued.

CLOTHING, ATTIRE & CELL PHONE POLICY

Shirts and shoes must be worn at all times. Appropriate shirts, athletic shoes, shorts, or pants are required for the fitness facilities. Street clothes, non-athletic shoes, open-toed shoes, sandals and toe-shoes are not permitted in fitness classes or the Healthy Living Center areas. The YMCA is a family place - inappropriate or offensive dress will not be tolerated. Please be courteous of other members and staff and refrain from taking calls in the fitness center. NO video or pictures are allowed in the locker rooms. This is grounds for suspension or termination of membership. NO video or pictures can be taken without the subject's permission. This is grounds for suspension or termination of membership.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



HOURS OF OPERATION

The Y is open 7 days a week. Check with the front desk for the current hours of operation as hours can vary. Schedules are located at the Front Desk and can be viewed online at cambridgeymca.com.

SOCIAL PLATFORMS

FACEBOOK
[@cambridgeymcaoh](https://www.facebook.com/cambridgeymcaoh)



INSTAGRAM
[camohymca](https://www.instagram.com/camohymca)



TWITTER
[@camohymca](https://twitter.com/camohymca)



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