



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

WHERE YOU BELONG

Member Handbook

**SOUTHEASTERN INDIANA YMCA
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(812) 934-6006
siymca.org**

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Welcome to membership in the YMCA. You are now a member of one of the finest and largest human-service organizations in the world. We are a mission-driven organization committed to providing programs that are for youth development, for healthy living, and for social responsibility.

We invite you to join the programs, be a volunteer, and participate in the caring spirit of our organization as we help to make our community a healthier and happier place in which to live.

This handbook has been designed to answer your questions that come to mind when joining, and to involve you more completely in the Y. Please do not hesitate to call upon one of our caring staff if you have any additional questions at (812) 934-6006.

Good health and happiness from the Southeastern Indiana YMCA staff.

YMCA Mission:

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Our mission is fulfilled by intertwining the values of **caring**, **honesty**, **respect**, and **responsibility** into our classes and activities.

**The fruit of love is service.
The fruit of service is peace.
And peace begins with a smile.**

—Mother Teresa

THE Y TRULY IS A PLACE TO BELONG FOR LIFE

Strengthening Spirit, Mind and Body

Spirit

We lift spirit to new dimensions; promoting good health, strong families, leadership development, and community involvement. Touching lives from infancy to the elder life... that is what the Y is all about.

Mind

The Y is not all muscle. We also exercise the brain through our many engaging programs. We teach children to swim with our *Aquatics* programs...We promote teamwork and good sportsmanship through our diverse *Youth Sports*...the Y Learning Center provides your children with an enriching atmosphere, and a home away from home...that is what the Y is all about.

Body

Taking care of our body is an important responsibility. At the Y you will find a wellness center with a wide variety of equipment. You will find workouts including the latest in aerobics and fitness classes. You will find a professional staff and fitness specialists ready to help you design an effective exercise program that fulfills your goals...that is what the YMCA is all about.

But it does not end here. At the Y you will also find a family—friends who support and care about you—a place you will belong...that is what the Y is all about.



Our Areas of Focus

The Y is a cause-driven organization that is for youth development, for healthy living and for social responsibility. That's because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

For Youth Development

Nurturing the potential of every child and teen

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

For Healthy Living

Improving the nation's health and well-being

Improving the nation's health and well-being in communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.

For Social Responsibility

Giving back and providing support to our neighbors

The Y has been listening and responding to our communities' most critical social needs for 160 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, or preventing chronic disease and building healthier communities through collaborations with policy makers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people in the U.S. and around the world to be healthy, confident, connected and secure.



Membership Card:

The Y membership card is a verification of your agreement to receive the benefits of membership, and to abide by the rules and policies of the Southeastern Indiana YMCA. **Cards are non-transferable: they may not be used by anyone other than yourself.**

Please scan your membership card at the Membership Service Desk each time you enter the Y. Lost cards may be replaced at the Member Service Desk for a nominal fee.

Membership Fees:

Your membership fees are payable by an automatic bank draft or payment in full. **Membership fees are non-refundable.**

The bank draft allows you to pay membership fees by automatically deducting it monthly from your savings or checking account.

- Your fee will be drafted on the next to last working day of the month.
- Your membership is continuous until you complete the required form to stop your membership.
- If you wish to discontinue your membership, we require you do so by completing a form at the Y by the 24th of the month.
- A service charge will be assessed to any NSF. In the event of a second NSF, full payment will be required to continue your membership.
- The Joiners Fee is a one-time fee as long as you remain an active member of the Y.

Through our Annual Campaign, your membership fees could be at a lower rate. For details, ask at the Member Service desk about our income-based membership.

Membership Renewal

Full paying members will receive a letter about membership renewal prior to your membership anniversary date. Any price increase for members who pay by bank draft will automatically take effect January 1st.

Member Referral

Why not tell your friends all about being a Y member? If they join, we will show our gratitude by giving you a month free on your membership. For details, please ask the friendly Member Service staff.



AWAY Program

The Southeastern Indiana YMCA is a member of the AWAY (Always Welcome at YMCA's) program. This program entitles you to use your Y membership in other cities when you are traveling. Limitations may apply. To find any Y in the USA: 1-888-333-9622 or www.ymca.net.

Membership Reciprocity with Indiana and Cincinnati YMCAs

We want to encourage members to utilize the Y as often as they can. Sometimes, it's more convenient for members to utilize a Y in a different location when traveling, near a workplace or in another region. **This value is added to your membership at no additional fee.**

Day Pass Policy

- There is a Day Pass fee for anyone who is not a member.
- Available per membership is the opportunity to purchase one package containing five guest passes for \$25 per calendar year. A guest pass can be redeemed as a youth, adult or family pass.
- Youth guests (under 16) must come in with a member.
- Youth members may only bring in one guest at a time with a day pass.
- Children 3 years and under are free.

Building Hours

Monday through Thursday

5:30 a.m. to 10:00 p.m.

Friday

5:30 a.m. to 9:00 p.m.*

Saturday

7:00 a.m. to 5:00 p.m.

Sunday

1:00 p.m. to 5:00 p.m.*

*Hours change seasonally.

Holiday Hours

New Year's Day– 9:00 a.m.–12:00 p.m.

Easter–closed

Memorial Day– 7:00 a.m.–12:00 p.m.

July 4th– 7:00 a.m.–12:00 p.m.

Labor Day– 7:00 a.m.– 12:00 p.m.

Thanksgiving Day– closed

Christmas Eve– 7:00 a.m.– 12:00 p.m.

Christmas Day– closed

New Year's Eve– 7:00 a.m.–3:00 p.m.

Snow Emergency Policy

The Southeastern Indiana YMCA and YMCA Learning Center will be open for business unless a **Red Warning Level is declared in Ripley County. The Executive Director will decide when other factors require the facility to close.**

- If the Red emergency level is **not lifted** by 11:00 a.m. the YMCA and YMCA Learning Center will remain closed the rest of the day.
- If the Red emergency level **is lifted** by 11:00 a.m., the YMCA and YMCA Learning Center will be open at 12 noon.
- In the event that **we foresee a delayed opening**, we may post the evening before that the YMCA and YMCA Learning Center will open at 8:00 a.m. Please note: this may change to a **"closed"** status prior to 8:00 a.m.

Classes and programs will run when the Y is **open** for business and the program instructor is available.

NOTE: WRBI radio is our local source for opening and closing announcements. Nixle is also available and is used by the Southeastern Indiana YMCA to update our members about our open/close status. You may also view our status at www.facebook.com/siyymca or siymca.org.

Credit /Refund Policy

Program refund policy

Program refunds will be issued if the Y cancels a program due to insufficient participants to conduct the class. Refunds may also be issued if two or more classes are cancelled within the same program session. Other requests for refunds must be submitted to the Executive Director.

Program Credits

Program credits will be issued during the designated registration week. No credits will be issued after the designated registration week.

Revised September 23, 2016



Code of Conduct

All YMCA members and program participants are expected to **interact with one another with caring, honesty, respect, and responsibility**. We will not tolerate those who do not respect others at the YMCA, use foul language or purposely try to hurt or steal from others while at the YMCA. These behaviors may result in suspension or termination of YMCA membership.

We consider it of great importance to provide a safe and threat-free environment. For this reason the YMCA **monitors the sexual offender registry. Persons on the list will not be eligible for YMCA membership**, program participation, and volunteer or employment opportunities with this YMCA.

Food and Drinks

Water bottles are permitted in the aerobic and fitness rooms. Please keep other food and drinks in the Adult Lounge or Rec Room.

Lost and Found

A lost and found box is located under the coat rack. After a period of time the articles are donated to Goodwill.

Parking

The parking area directly in front of the YMCA Learning Center is reserved weekdays from 6 a.m. to 6 p.m. for picking up and dropping off children for Child Care. There are special parking places near the entrance for senior members. Bike racks are also available at the front of the building.

Member Suggestions

This is your Y; make your concerns and comments known! Member suggestion cards are available and we pledge to acknowledge each comment and respond appropriately.

Valuables

The Southeastern Indiana YMCA cannot be responsible or liable for personal items that are damaged, lost or stolen. It is recommended you bring your own lock or purchase one at the Members Service Desk to secure your possessions in the locker rooms while you are here for your workout. Locker rentals are available.

Volunteers

Southeastern Indiana YMCA volunteers participate every year as support to staff. Youth sport coaches, leaders for special programs, fundraisers, board and committee members use their special talents to really make a difference. So join us! For more information and list of opportunities, check with the Volunteer Director.

Emergency Procedures

Please locate and read evacuation maps in each room so that you will know where to go in case of a fire or tornado.

YMCA Gift Certificates

A Southeastern Indiana YMCA gift certificate can be purchased at the Member Service desk. Gift certificates may be used toward memberships, day passes or any program of choice.

Child Watch

Babysitting services are available while you are at the Y for children 6 weeks to 7 years of age for a maximum 2 hour limit. For more information check at the Member Service desk.

The Y. For a Better Us™

Annual Campaign of the Southeastern Indiana YMCA

We count on the generosity of our members, partners, and advocates to keep our doors open to whoever needs a place to go to help them be more healthy, connected and secure. We look to our members to support our efforts by donating to our YMCA. Through the Annual Campaign and the Daniel A. Hillenbrand Family Support Program, we are able to ensure no child or family is turned away for the inability to pay.

Memorials Gifts

A memorial gift will honor the memory of someone while carrying forward that individual's ethic of community service. Contact the Fund Development Coordinator for more details.

Youth Program Scholarships

Thanks to our community's support of our Annual Campaign, we offer scholarships for youth programs to our Y families in need. See the Member Service desk for details.

General Information

- Unisex restroom room is available.
- Black soled shoes are prohibited on the gym floors.
- One lap on the outdoor track is approximately 1/2 mile.
- The length of the pool is 25 yards.
- 10 laps on the indoor track is approximately one mile.



Tobacco, Alcohol and Drugs

The Southeastern Indiana YMCA is a tobacco, alcohol and drug free campus.

Facility Guidelines

- All members under 8 years of age must be supervised by a parent or adult (16 or older).
- Examples of recreation room activities include traverse rock wall, pool table, air hockey, foosball, shuffleboard table, T-wall and Exerbikes.
- Equipment for air hockey, ping pong and foosball may be checked out at the Member Service desk.
- There are many basketballs located on the ball rack in each gym for your use. With your membership card, you may check out newer basketballs at the Member Service desk.

Indoor Track

- Members must be 10 years or older to use the track.
- 8 and 9 year olds may use the track if walking or running with a parent.
- Look both ways before stepping onto the track.
- Observe the direction sign before beginning your laps.
- There are areas designated for stretching.
- The track is not to be used as a spectator area for the gyms.
- Strollers are not permitted on the track.
- 10 laps on the track is a mile.

Facility Rental

Lock-ins. The Y is available for lock-ins on Friday and Saturday nights from closing until 6:00 a.m. Contact the Y for more information, scheduling, and fees.

Party packages. Check out available party packages available during the day, evening or overnights. Party packages are great for birthday parties, baby showers, Tpperware, Pampered Chef parties, etc.



Y Pool Procedures

- Swim suits must be worn. Other attire may be worn but must be approved by the Aquatic Department prior to wearing in the pool
- Children must wear proper swim diapers (not paper diapers) with tight fitting legs and waist.
- Children must pass a swim test in order to swim where they cannot stand.
- Keep food, drink and gum out of the pool area.
- Walk at all times on the pool deck.
- Please remove Band-Aids before entering the pool. If sore underneath is open (pad is sticky and yucky), you should not swim.
- Please shower before entering the pool.
- Children ages 8 and younger must have a parent in the pool area.
- Children ages 5 and younger must have a parent in the water with them.



Lightning Policy for the Pool

The Southeastern Indiana YMCA endorses the policy of closing the indoor pool when an electrical storm is present. During such a period the pool will be evacuated. The pool will remain evacuated until 30 minutes after the last evidence of lightning is present. The Aquatic staff will make the decision when such a lightning potential exists. Swim lessons will not be cancelled during the first lightning storm of a program session. The instructor will work on safety skills and character development from the pool deck. If there are more storms that closes the pool in that same session, those lessons will be rescheduled.





Wellness Center

General Information

- Members 10 and 11 years are permitted in the Wellness Center as long as a parent or guardian is with them at all times.
- Members need to wear appropriate attire including shirt, shorts and shoes. Attire must be consistent with the Y character values.
- Sweat towels are available in the Wellness Center. Please return towels to the Wellness Center when finished.
- All members are encouraged to take an orientation prior to using the equipment. You will receive a Y t-shirt for completing the orientation.
- Equipment should be wiped off after use to remove perspiration.

If you notice any equipment that is not functioning properly, please notify a Y staff member.

Medical Release

- Southeastern Indiana YMCA offers a full range of sports, recreation, and health activities. While a physician's release is not required for most activities, the Y advises that you consult your physician before participating in any vigorous physical activity.



Personal Hygiene

For your personal health, the locker rooms have lockers, restrooms, showers and hair dryers. Respect all members by leaving the room as clean and neat as possible.

Personal Trainer

Personal trainers are available by appointment to help you with a personalized health program. The staff in the Wellness Center can schedule your appointment. There is a separate fee for this service.



Racquetball Court

- Proper gym attire must be worn at all times.
- For your own safety, it is suggested that all players wear eye goggles.
- Be courteous, respect others right to play, use the court responsibly.
- Ages: 8-10 years must be accompanied by parent or guardian.
- Racquets are available to check out at the Member Service desk.
- Racquetballs may be purchased at Member Service desk.

Reservation Policy

- Only members can reserve racquetball court time.
- Reservations will be accepted no more than 2 days in advance.
- Court time is 50 minutes: reservations will be held for 10 minutes.
- Unreserved courts are available on first come, first serve basis 10 minutes before court time.



Avoiding injuries during physical activity

To help prevent common injuries as you play or work out, keep the following tips in mind:

- **Listen to your body.** Monitor your levels of fatigue, heart rate and physical discomfort.
- **Be aware of the signs of overexertion.** Breathlessness and muscle soreness could be danger signs.
- **Be aware of the warning signs of a heart attack.** Sweating, chest and arm pain, dizziness and lightheadedness are common symptoms.
- **Use appropriate equipment and clothing for the activity.** For example, when biking always wear a helmet and don't wear loose clothing that may get caught in the chain.
- **Warm up before starting.** Take 3–5 minutes at the beginning of any physical activity to properly warm your muscles through increasingly more intense activity. For example, before jogging, walk for 3–5 minutes, gradually increasing your pace to a brisk walk, then a jog.
- **Cool down when you're finished.** As you near the end of an activity, cool down by decreasing the level of intensity. After jogging, walk briskly, gradually decreasing your pace to a slow walk over 3–5 minutes. Finish by gently stretching the muscles you used—in this case, the muscles of the legs.
- **Start at an easy pace.** Increase speed or distance gradually as you build your endurance level.
- **Drink plenty of water throughout the day to replace lost fluids.** Drink at least eight 8-ounce cups of water daily, including a glass of water before you start a physical activity and another half cup every 15 minutes while you remain active.

Source: CDC National Center for Chronic Disease Prevention and Health Promotion, Nutrition and Physical Activity

**The beginning
is the most important part of the work.**

—Plato