



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

## **Hastings Family YMCA Facility Policies**

### **A. Code of Conduct**

The Hastings Family YMCA is committed to providing a safe and welcoming environment for all members and guests. To promote safety and comfort for all, we expect individuals to act appropriately at all times maturely and responsibly, and to respect the rights and dignity of others when they are in our facility or participating in our programs. The YMCA reserves the right to suspend or cancel a membership at our discretion if actions or behaviors are not deemed in the best interest of the organization.

Our Code of Conduct does not permit language or any action that can hurt or frighten another person, or that falls below a generally accepted standard of conduct.

Prohibited actions specifically include but are not limited to:

- Angry or vulgar language, including swearing or name-calling.
- Disrespect and immodesty in the locker room showers.
- Physical contact with another person in any angry, threatening, or offensive way.
- Any sexual activity or sexual contact with another person.
- Harassment or intimidation by words, gestures, body language, or any menacing behavior.
- Theft or behavior that results in the destruction of property.
- Carrying any weapons, devices, or objects that may be used as weapons.
- Using or possessing illegal substances or alcohol on YMCA property, in YMCA vehicles, or at YMCA sponsored programs.
- Loitering.
- Smoking, including the use of tobaccoless devices. The YMCA and its property are a smoke-free environment.

The Hastings Family YMCA reserves the right to deny access or membership to any person who has been accused or convicted of any sex-related crime; habitually or excessively uses illegal substances; has ever been convicted of any offense relating to the use, sale, possession, or transportation of illegal substances, or continuous or excessive use of alcohol.

Based on the recommendations from our national organization YMCA of the USA, and due to the fact that personal training services are offered by our YMCA, only Hastings Family YMCA certified personal training staff members will be allowed to utilize YMCA facilities for personal training services, including and not limited to sports technique/agility training.

If a member or guest believes a violation of any of the above mentioned codes has occurred, they should report the behavior to a YMCA staff member. The Hastings Family YMCA staff members are eager to be of assistance; members and guests should not hesitate to notify a staff member if assistance is needed. To be able to carry out these policies, we ask that members and guests identify themselves as YMCA members when asked.

## **B. Extended Hours Access**

### **Honor Code**

With the addition of extended hour access to our fitness center, the YMCA is adopting a strict honor code based on YMCA values of honesty, respect, caring, and responsibility. If a member fails to abide by the guidelines established, their extended hour access and potentially their membership will be revoked with no refunds given. These guidelines are in place for the safety and security of our members and deviations from our values are deemed inappropriate to our mission.

### **Usage**

As a member with extended hour access, you may use the Wellness Center during the times listed below. The rest of the YMCA will be staffed during advertised hours of operation, but once the YMCA closes there will be no YMCA staff on hand to assist members. After staff close the YMCA, only Hastings Family YMCA members 18+, who have signed an extended hour access waiver will have access. All active members will check in at the front desk during normal operating hours. The extended hour access door will only be available for use during the times listed below.

Sunday - 5:00 AM to 12:00 PM and 8:00 PM to 12:00 AM

Monday to Friday - 3:00 AM to 5:00 AM and 10:00 PM to 12:00 AM.

Saturday - 5:00 AM to 7:00 AM and 8:00 PM to 12:00 AM

### **Age Requirements**

Extended hour access is allowed for Hastings Family YMCA members aged 18 and older only. It is not available for group memberships or Nationwide membership. One adult on the account must sign the waiver before being granted access to extended hours. The waiver is valid for all adult members 18+ listed on the account.

### **Guest Policy**

Guests are welcome to use the YMCA, during advertised hours of operation when a YMCA staff member is on duty, by paying the appropriate guest fee upon arrival. Guests will not be allowed extended hour access, as it is for Hastings Family YMCA members only. If a member provides extended hour access to a guest that member will lose their extended hour access privileges and possible termination of membership.

### **Safety and Security**

Please be aware that your membership card is to be used only for your own personal entrance into the facility outside the advertised hours of operation. Members with extended hour access cannot grant access to others, even if they are YMCA members and known to you. This is so the YMCA can track who is in the building at all times. Granting access to another individual will result in the member losing extended hour access and possible termination of membership. We highly recommend that you exercise with another member who has extended hour access when doing so outside of advertised hours of operation. The YMCA has a 24-hour video recording system for security purposes. It will be reviewed on a daily basis to address any security concerns and monitor who is using our extended-hour access. Please note that this system does not provide staffing assistance for any emergency that might arise.

In the event of an emergency dial 911. The YMCA address is posted by the telephone and emergency personnel will be able to access the building during non-advertised hours of operation. Some parking lot lights will be left on after the YMCA closes for safety. Please park your vehicle in the area of the parking lot that is lit. Members with extended hour access can utilize the YMCA but at their own risk from the elements.

### **Key Cards**

Adult members wanting extended hour access to the YMCA will be required to sign an extended hour access waiver and have their own membership card for entry. Your membership card is unique to your membership and will allow access as long as your membership remains current. To gain access hold your card to the reader to the right of the door, you will hear the door activate when the card is read. When you hear it activate, pull on the door to gain access. Upon entering and exiting the facility, please make sure the door closes behind you. Do not hold the door for anyone, as they will need to use their card for access.

## **C. Wellness Center**

- No one 10 and under is allowed in the weight room.
- Youth 11-13 can be alone in the Wellness Center but must be able to present the correct YMCA identification from Youth Equipment Orientation.
- Wipe down equipment after each use.
- Do not slam or drop weights.
- Unload and re-rack your weights when finished.
- Be respectful of our equipment. If you do not know how to use a piece of equipment please ask for help.
- Be respectful to members and staff and do not use abusive language.
- Please avoid monopolizing several pieces of equipment during busy times.
- No food is allowed in the Wellness Center.
- No chalk is allowed in the Wellness Center.
- No third party training is allowed in our facility.
- Report any issues to a YMCA staff member.
- Unwanted recording, photography, and other multimedia of members is not permitted in the Wellness Center.

### **DRESS CODE:**

- Wear proper exercise attire when utilizing the YMCA.
- Graphics on clothing must be free of profanity, drugs, or alcoholic references.
- Wellness Staff have the final say in what is appropriate.

## **D. Walking Track**

- Members 13 and under must be accompanied by an adult.
- Strollers are allowed when used appropriately.
- Walkers use the inside lane, runners use the outside lane.
- No spectating from the walking track.
- No throwing items from the walking track.
- No weights on the track unless working with YMCA staff.
- Approximately 11 laps = 1 mile.
- Please notice the track directions for each day:
  - Monday, Wednesday, Friday - Clockwise
  - Tuesday, Thursday, Saturday, Sunday - Counterclockwise

## E. Aquatic Center

### General Recommendations:

- Swim lessons are a member service. No outside instructors are allowed to teach in YMCA facilities.
- Pool schedules are available at the Welcome Center, online, or on the pool bulletin board. These schedules are subject to change at any time with or without notice. Special events may also affect pool availability.
- Lap swimming = continual down and back swimming utilizing a single lane. During busy times, lap swimmers will be asked to share a lane. With 2 swimmers, a lane may be divided in half down the middle or swimmers may choose to circle swim. Please ask the lifeguard for clarification on these styles.
- Exercise equipment is for adult or swim lesson use only. Some recreation equipment/toys is provided along the West wall of the pool, rec swim toys must stay in the shallow end. Lifejackets are also available to borrow as needed.
- No street shoes are allowed on deck. Water shoes are allowed on deck and in the pool.
- Swim lesson programming: No make-up lessons will be offered unless it was a Y decision to cancel the lessons. Refunds after a program has started will not be allowed unless by medical/special circumstances. Sole discretion will be up to the Aquatics Director. Additional documentation may be required.
- Bare feet or wet swimsuits are not allowed outside the pool/locker room area.

### Pool Regulations:

1. No person is permitted to use the pool without first having taken a warm water shower, and using soap.
2. No person having an obvious communicable disease, skin eruption, cut, sore or lesion, eye, ear, nose, or throat infection, is permitted to use any public swimming pool.
3. Spitting or spouting water, blowing the nose, or any other similar activities in the swimming pool are strictly prohibited.
4. No running, boisterous, or rough play, except supervised water sports, is permitted in the pool, or on the runways, diving boards, floats, platforms, or in the dressing rooms.
5. The maximum patron load is 272 persons.
6. No person is permitted to use the pool without wearing appropriate swim attire (no street clothes allowed - ie. gym shorts, cutoffs, sports bras).
7. All children who are not completely potty trained will be required to use a swim diaper. No regular diapers are allowed in the pool.
8. Children must be 8 years of age or older, AND be able to swim, to be in the pool without a supervising party in the water with them. The supervising party must be 14 years of age or older and have no more than two children in their care who are under 8 years old or can't swim.
9. When standing, children are not allowed in water deeper than mid-chest of the pool unless: (a.) They have passed an appropriate swimming test (b.) They are wearing a USCG approved flotation device (c.) They are within arm's reach of a responsible adult caregiver (who has no more than 2 such children in his/her charge (d.) They are actively involved in an approved swimming lesson.
10. Only US Coast Guard approved flotation devices are permitted in the pool. No inflatable devices, such as water wings, will be allowed.

11. No swimmers requiring the use of a flotation device will be allowed in the deep end. All swimmers wishing to swim in the deep end must pass a swim test conducted by a lifeguard.
12. Absolutely no diving into the shallow end. Diving is permitted only in the far deep end of the pool.
13. Anyone requiring lifeguard assistance from the water will not be allowed back in the water that day.
14. No food or drink allowed on deck besides water. Absolutely NO glass.
15. Swimmers shall keep off the lane-ropes. Use ladders only for getting into or out of the pool.
16. Rest breaks may be called at the lifeguard's discretion. People under the age of 16 must exit the water during these breaks.
17. When lap swimming during busy times, you may be asked to share a lane.
18. Be respectful of those swimming around you.

THE LIFEGUARD IS THE AUTHORITY ON THE POOL DECK. FAILURE TO FOLLOW THE LIFEGUARD'S INSTRUCTIONS OR DISRESPECTFUL BEHAVIOR IS ADEQUATE GROUNDS FOR EJECTION FROM THE YMCA.

### **Diving Rules:**

1. No swimmer requiring the aid of a flotation device (ie. life jacket, pool noodle, etc) may use the diving board.
2. All divers must be able to demonstrate the ability to swim unaided before entering the deep end or using the diving boards. All swim tests will be administered by a lifeguard.
3. Parents/guardians are not allowed on the diving board with their children or in the water to "catch" their children.
4. All divers must use the ladder to mount the diving board and may not mount the board until the previous diver is no longer on the board.
5. All divers must verify the previous diver is completely clear from the diving area before diving into the water.
6. All divers must swim to the ladder or side of the pool immediately after diving.
7. No diver may hang onto or under the diving board.
8. No diver may sit on guardrails or on the board.
9. No more than one bounce is permitted by divers using the diving boards.
10. A divers hands must enter first during head first dives.
11. All divers must enter the water from the end of the board, not off the side of the board.
12. No goggles are allowed when using the diving board.
13. No fancy dives (such as any type of gainer, teddy bear, inward, or reverse dive). Lifeguards may restrict divers or dives as deemed necessary.

LIFEGUARDS HAVE THE AUTHORITY TO MAKE DECISIONS REGARDING THE ABUSE OF RULES AND UNSAFE CONDITIONS ON THE DIVING BOARD AND IN THE SWIMMING POOL.

## **Spa Regulations: (includes hot tub, steam room, and dry sauna)**

1. No person is permitted to use the spa without first having taken a warm water shower, using soap. No person is permitted to leave the spa area to enter the pool without repeating this process between usages.
2. Pregnant women, elderly persons, and persons suffering from heart disease, diabetes, or high or low blood pressure should not enter the spa or hot tub without prior medical consultation and permission from their doctor.
3. Do not use the spa or hot tub while under the influence of alcohol, tranquilizers, or other drugs that cause drowsiness or raise or lower blood pressure.
4. Do not use at water temperatures greater than 104° Fahrenheit (40°C).
5. Do not use alone.
6. Unsupervised use by children under the age of 16 is prohibited. Absolutely no one under the age of 15 years is permitted in the spa.
7. Enter and exit slowly.
8. Observe reasonable time limits (that is, 10-15 minutes), then leave the water and cool down before returning for another brief stay.
9. Long exposure may result in nausea, dizziness, or fainting.
10. Keep all breakable objects out of the area.
11. The maximum patron load is 2 persons.
12. Diving or jumping into the hot tub is prohibited.
13. All spa users must be in area appropriate clothing at all times. (a.) Hot tub attire: swimsuits only, no street clothes.  
(b.) Dry sauna/steam room attire: no street shoes such as tennis shoes, no heavy clothing such as sweat suits.
14. All food or drink (including water) is strictly prohibited in all spa areas. Hydrate properly before and after each use.
15. Body lotions or oils of any kind are not allowed in any spa area.
16. No pouring liquid of any kind on or laying any items on heating elements.
17. No personal grooming/bathing in any spa area.

LIFEGUARDS HAVE THE AUTHORITY TO MAKE DECISIONS REGARDING THE ABUSE OF RULES AND UNSAFE CONDITIONS IN THE SPA AREAS AND MAY RESTRICT PATRON USE.

## **F. Locker Room Policy**

- Private changing areas: Available for use by any gender/of any age. Lockers are not for rent in this location. Please do not leave personal belongings in these areas.
- Locker rooms: For the respect, comfort, and safety of all members, children of the opposite gender and older than 2 are not permitted in the locker rooms at any time. Adults with children of the opposite gender who are older than two should use the private changing rooms.
- All children utilizing the locker rooms must be escorted by a parent or guardian of the same gender until the age of 14. If no parent or guardian is available, then children under 14 must use the private changing rooms.
- The use of lockers and locks is encouraged to store personal belongings but locks MUST be removed daily. For full-time locker use, monthly or yearly locker rental is available to members. Please inquire at the Welcome Center Desk for more information regarding locker rental.
- Locks that remain on lockers overnight will be cut off and contents will be kept for 30 days before being discarded.
- The Hastings Family YMCA is NOT responsible for lost or stolen items.

## **G. Child Watch:**

### **AGES:**

6 weeks - 7 years old

### **HOURS:**

Monday - Friday: 8:00 am - 1:00 pm | 4:15 pm - 8:00 pm

Saturday: 8:00 am - 12:00 pm

Sunday: Closed

- Members receive 2 hours per day, per child in Child Watch.
- Child Watch is for members only.
- Only parents can drop off and pick up children from Child Watch.
- Parents must stay in the facility while children are in Child Watch.
- Child Watch is on a first come, first serve basis. If spots are full, we are unable to accept additional children.
- If children are not picked up before the 2-hour time period, parents will receive a warning. We operate on a strike system. Warnings and strikes are given at the discretion of the Child Watch Coordinator.
- No outside food, drinks, or toys are allowed.
- If your child is crying for 10+ minutes, staff will locate you in the facility and ask that you come and try to soothe your child before continuing to use the facility.
- Provide your own diapers and bottles if necessary.
- If your child can't attend school (school age, or preschool) for the day due to illness they can't attend child watch.
- An ill child will not be permitted to use Child Watch. Children must be symptom free for 24 hours from the following symptoms before returning to Child Watch: Fever of 100+, loose/weeping bodily fluids, undiagnosed rash, intestinal disturbance accompanied by diarrhea or vomiting, sore or discharge from eyes or ears, profuse colored nasal discharge, any communicable disease.

## **H. Golf Simulator**

### **Booking**

- To book a tee or playtime, this can be done digitally by visiting: [www.supersaas.com/schedule/Hastings\\_YMCA/Golf\\_Simulator](http://www.supersaas.com/schedule/Hastings_YMCA/Golf_Simulator)
- Each booking will require you to pay the base rate. These rates are non-refundable unless given a 24 hour notice before your reservation to the YMCA.
- All participants are required to sign this agreement prior to using the golf simulator.

### **Start & Finish Details**

- A YMCA staff member will escort you from the welcome center to the golf simulator room. Staff will unlock the door and help get you started.
- It is recommended that you arrive at the Y a minimum of 15 minutes before your reserved session to sign this agreement, pay (day-pass rate for non-members only), and get ready.
- We would love for you to be able to finish your "last hole", but if another group is waiting, we will transition the simulator to the next group promptly at the end of your hour.

### **Rules**

- No more than 4 people are allowed in the room at one time.
- Only one person is allowed to swing at a time.
- Players 17 and under must be accompanied by an adult.

- Players must bring their own golf clubs.
- Golf balls and tees will be provided. Players are NOT allowed to use their own golf balls or tees.
- Clean shoes must be worn at all times and equipment must be clean.
- Aside from water, no food or beverages are allowed in the room.
- No outside professional training is allowed.
- No swinging clubs outside the simulator room.
- If you have any technical issues, please notify the Welcome Center.
- Users are financially responsible for any damage caused by failure to follow the rules and guidelines which may result in permanent loss of simulator privileges.
- The YMCA is not responsible for lost, stolen, or damaged personal equipment.

## **I. YMCA Membership Facility Policy**

### **YMCA Check-In:**

YMCA members are required to have their photo taken to ensure safety and security for all. Members are required to check in with their Membership Scan card or the App each visit to verify membership and track facility usage. Non Members must purchase a Day Pass.

### **Sex Offender Screening:**

The Hastings 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.

### **Use of Facilities by Children:**

Children under the age of 5 must be directly supervised by an individual age 14 or older at all times. All children under age 8 must have an individual age 14 or older on site at all times. Must be age 14 or older to use the fitness equipment and weight room areas unless youth equipment orientation is taken. Must be 14 and older to enter locker rooms and utilize the hot tub, sauna, and steam room.

### **Use of Pools by Children:**

Children under the age of 8 with an approved floatation device must be directly supervised and within arm's reach of an individual age 14 or older in the water.

### **Safety:**

The Y uses these measures and more to ensure safety:

- On-site AEDs (automated external defibrillators)
- Staff certified in CPR, First Aid, AED
- Certified lifeguards on duty
- Indoor and outdoor security cameras
- Random safety walk-thru of locker rooms and key areas
- Background checks conducted on all Y staff

### **Smoking/Tobacco Products:**

Use of tobacco products and/or smoking, including tobacco-less devices, is prohibited in all YMCA facilities and on all YMCA grounds.

### **Guest Privileges:**

Members receive 5 free guest passes per calendar year, per unit, and are tracked on your YMCA membership account. Please contact the Membership Department for policies on extended-stay guests. Community members and guests may utilize YMCA facilities by purchasing a day pass at either Welcome Center.



**Nationwide Membership:**

When you join the YMCA, you join a nationwide association of people. You're warmly welcomed by more than 2,000 Y's across the nation. Restrictions may apply. By participating in the YMCA Nationwide Membership Program, you agree to release the National Council of Young Men's Christian Associations of the United States of America, and its independent and autonomous member associations in the United States and Puerto Rico, from claims of negligence for bodily injury or death in connection with the use of YMCA facilities, and from any liability for other claims, including loss of property, to the fullest extent of the law.

**Insurance Statement:**

The Hastings YMCA does provide accident insurance for injuries sustained during YMCA activities. Members and community participants participate in programs and use the facility at their own risk, and are encouraged to have personal medical insurance coverage.

**Expected Behavior:**

The YMCA is an inclusive, family-friendly organization. We expect all members and guests to model four core values - caring, honesty, respect, and responsibility - in their conduct and language (including within digital and/or social media). The YMCA reserves the right to suspend or cancel a membership at our discretion if actions or behaviors are not deemed in the best interest of the organization. Please see the YMCA Member Code of Conduct.

**Personal Training/Private Lessons:**

Personal, partner, and group training/lessons are a member service. Outside trainers are not allowed in YMCA facilities.

**Attire:**

The YMCA is a family-friendly facility; please dress appropriately. YMCA Staff reserve the right to distinguish what is appropriate. Athletic shoes must be worn on wood floors. Proper swimsuits must be worn in pool areas, including the hot tub, sauna, and steam room. Open-toed shoes are prohibited in fitness centers.

**Lost & Found:**

The Hastings Family YMCA is not responsible for lost or stolen items. Lost and found items are kept for 30 days; unclaimed items will be donated to a local charity.

**Cell Phones:**

Use of electronic devices, cameras, or video recording devices is prohibited in ALL locker rooms and restrooms. Headphones should be utilized to keep music personal.

**Photo Notice:**

The YMCA takes pictures and videos of various activities for promotional use. Please let the photographer know if you do not wish to be included in the pictures.

**Membership Refunds:**

Membership fees are non-refundable except in the case of members who paid a full year in advance and are dealing with an injury, major illness, or moving from the area. Credits expire after one year.

**Auto Draft Cancellation Policy:**

The monthly bank draft/credit card charge is a continuous membership or program payment plan and will continue unless the YMCA is notified 30 days prior to your next draft. Automatic Bank draft/credit card cancellation forms can be requested at the Welcome Center.

**Returned Checks/Bank:**

All returned fees will be charged a \$30 service fee.

**Infrastructure Fee**

We impose an Infrastructure Fee of 3% on Credit Cards and 1% on ACH transactions, which is not greater than our cost of acceptance.

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