



## HARRISON COUNTY YMCA

1 Lowndes Hill Park Road  
Clarksburg, WV 26301

[www.harrisoncountnymca.org](http://www.harrisoncountnymca.org)



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Member Handbook

## Harrison County YMCA



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# WELCOME TO THE HARRISON COUNTY YMCA!

We would like to sincerely welcome you as a new member to the Harrison County YMCA. You have just made a great decision that can benefit you and your family. Our programs and facilities can open the door to better health, more education and FUN! Our talented staff is here to provide you with information, activities, and unsurpassed service.

Please take a few minutes to read the information in this booklet. This handbook is designed to familiarize you with our programs and policies and explain how the YMCA implements our mission statement into all of our programs.

Take comfort that the YMCA serves you from a rich tradition of experience. For over 150 years, the YMCA nationally has been involved in helping people develop a strong Spirit, Mind and Body.

The Harrison County YMCA is a community non-profit organization that needs your feedback to better meet your needs. If we don't know the answer, we will find someone who does. We are always open to suggestions and comments that will help us serve you.

Whatever your situation, whether you are a family of many or one, a long-time resident or new to the area, there is a place for you here because... " *You can workout anywhere, but you belong at the YMCA.*"

Thank you,

Harrison County YMCA staff



## YMCA MISSION STATEMENT:

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

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1 Lowndes Hill Park Road  
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## Hours of Operation

### Fall/Winter/Spring/Summer

Monday - Thursday: 5:00AM-9:00PM

Friday: 5:00AM-8:00PM

Saturday: 7:00AM-5:00PM

Sunday: 12:00PM-4:00PM

**\*Hours are subject to change**

Ask about our scholarship program!

## 22. EMERGENCY PROCEDURES

In the event of an emergency, please follow the directions of the Y staff. Y staff will direct you toward which exits to use in the event of an emergency. Please exit in a calm and orderly manner. All exits are clearly marked. Members should familiarize themselves with these locations. The Y appreciates the cooperation of its members during these times.



**NOTE:** First Aid supplies and AEDs are located in Wellness Center, and some limited first aid supplies are located at the front desk.

## 23. REVOCATION

Members and guests are expected to practice good standards of behavior and follow YMCA guidelines. The Executive Director has the right to revoke any membership when there is conduct unbecoming of a YMCA member. The Executive Director may take such action as is believed to be in the best interest of the YMCA.



## MAKE CONNECTIONS, MAKE A DIFFERENCE



### WHAT DOES THE YMCA STAND FOR?

Everyone knows that YMCA is an acronym for “Young Men’s Christian Association;” however, those who participate in the YMCA are not just:

- **YOUNG** - - The Harrison County YMCA serves people of all ages, starting at 6 months old to our AOA - Active Older Adults programs (Silver Sneakers and Silver & Fit).
- **MEN** - - 50% of our membership is women.
- **CHRISTIAN** - - Founded on Christian principles, the YMCA is open to people of all faiths and backgrounds.
- **ASSOCIATION** - - This is what the YMCA is. We are an association of people working together to make our community a better place for people to live. Our YMCA has helped Harrison County for 50 years. We pride ourselves in bringing the community together in various ways, whether it is through our varied healthy living programs, our after-school program offerings, or our youth sports. We are an association that focuses on the people of the community, and not the money we can make off of them.

## 1. GENERAL INFORMATION

### YMCA HOLIDAYS OBSERVED

New Years Day	Labor Day
Easter Sunday	Thanksgiving
Christmas Day	Memorial Day
Independence Day	



## 2. ADMISSION

Upon entering the YMCA, all members are required to scan their membership card at the front desk. Thank you for helping us track our facility usage. NOTE: There is a charge for replacement membership cards. All members age 8 & older receive a card. Those under age 8 must be with an Adult 18+ while at the facility (exceptions in Wellness/Free Weight area).

## 3. INCLEMENT WEATHER POLICY

Opening and closing of the Y due to inclement weather will be determined by the YMCA Director and will be displayed on our website and our Facebook page. You may also call us or check the website for information. For additional policies on classes, please contact the YMCA.

If your child is involved in our school-aged child care program, it is important to note that SACC follows school district procedures for delay days, snow days, and early dismissal days. These days should be in the handbook given to you by your school district. Please call the Y for details.

## 4. NON-DISCRIMINATION POLICY

It is the policy of the Y to make membership available to all persons regardless of race, color, religious creed, disability, ancestry, national origin, age, gender or financial resources.



## 17. USE OF ELECTRONICS

Cell phones, video recorders, cameras, or any visual recording devices are not allowed in the YMCA without the expressed consent of the Executive Director. To protect members and guests from unauthorized photos, the YMCA of the USA has a policy of limiting the use of cell phones to the front lobby/parking area.

See our Executive Director for more information.



## 18. ACCIDENTS

The YMCA does not carry public health and accident insurance. You are participating at your own risk and are responsible for yourself and your children. All accidents, injuries, or unusual incidents must be reported immediately to the staff person on duty.

## 19. VOLUNTEERS

You are needed in many places! The Y needs volunteers for various activities such as helping with office work, coaching youth sports, serving on committees, assisting with fund raising for our youth programs, and more. Please talk to our Program Director if you have an interest in volunteering!

## 20. LOST AND FOUND

Please be diligent about gathering all of your belongings prior to leaving the facility. Keep in mind that lost and found items may not be kept for more than one week from the time they are turned in at the front desk. Toiletries and personal hygiene items such as soap, shampoo, hairbrushes and undergarments are discarded daily.

## 21. PHOTOGRAPHY NOTICE

Occasionally we will take pictures of our members and participants in the programs throughout the facility. These pictures are used in our various marketing publications. Should you choose not to have your picture taken, please inform the photographer.



### 13. PROGRAMS

Programs are offered to members at a special member rate. Now that you have a membership, you do not pay non-member rates! Many of our programs have maximum capacities. Please register in advance for any program prior to arrival on the starting date to ensure your placement in the program.

### 14. SCHEDULES

All schedules are posted at the front desk of the YMCA. Schedules are subject to change with minimal notice. The YMCA will make every attempt to post these changes visibly in advance.

### 15. SCHOLARSHIP/FINANCIAL ASSISTANCE

The YMCA strives to turn no one away due to financial hardship or an inability to pay appointed fees, provided there is registration space available in a given program or schedule. Scholarship application forms are available at the front desk. Scholarships are made possible through generous donations from our community and the United Way. All applications are kept confidential. For more information regarding our scholarship program, contact our Membership & Marketing Director.

### 16. ANNUAL CAMPAIGN

Annually, the YMCA conducts a fundraising campaign in the spring to raise money to provide scholarships. These funds are raised expressly for the purpose of supporting the scholarship fund for families and children in need of financial assistance in order to participate in YMCA programs and activities. Donations stay at your YMCA. If you would like to volunteer at a fundraiser, or can give to this cause, we welcome your contribution.



### 5. MEMBERSHIP INFORMATION

**Current membership fees are outlined in materials at the front desk. Memberships are non-refundable.**

*Bank Draft Policies:*

*EFT or Credit Card only.*

Harrison County YMCA dues are drafted on the 1st or the 15th of the month. If a bank draft is returned with insufficient funds, there may be additional returned draft fees assessed. This is in addition to any service fee your bank may charge. **Please understand that it is your responsibility to notify the YMCA should you change your financial institution and/or account at any time.**

*\*\*\*Members that wish to renew and have had an inactive membership for over 30 days must pay the \$30 joining fee again.\*\*\**



*Membership Cancellation or Transfer*

-Membership and the use of particular privileges cannot be transferred from one person to another.

-Bank draft memberships can be cancelled at any time by completing a cancellation notice at the front desk with **30 day-written notice after your initial 3 month commitment. It is understood that one final draft will be assessed after the cancellation.**

*Credit and Refund Policy:*

-If the Y cancels a program due to insufficient enrollment, participants may be issued a credit/refund in full.

-If a participant cancels participation prior to its start, the Y will issue a credit. After a program has met, no credits will be issued.

-In case of medical emergencies, a credit statement will only be issued for the remaining balance of the program fee. A doctor's note must be presented.

-Credit issued can only be used for programs or membership fees and not redeemed for cash or check. Credit expires one year from the date of issue.

-All fees paid for membership/guest fees, including the joining fee are non-refundable.

## 6. WELLNESS CENTER & WEIGHT ROOM

The YMCA Wellness Center is open for use during all of our regular hours. Members, guests, and day pass participants may use the equipment during open hours. **Please be advised of our age requirements by asking a staff member.** A staff member is always available to answer any questions. Please keep the following guidelines in mind when using the Wellness Center.

- Shoes and shirts must be worn at all times (no sandals or flip-flops).
- The use of a spotter is encouraged for all free-weight exercises.
- Return weights to the appropriate areas after usage.
- Do not drop or slam weights forcefully on the floor.
- Wipe down all equipment after use with provided materials located in the Wellness Center.
- Only water and available vending products (in container with lid) are permitted in the Wellness Center. Food is not permitted in this area.

## 7. YOUTH

- Children under the age of 8 are not permitted in the Weight Room or Wellness Center.
- Children ages 14-17 must first complete a fitness orientation and then be accompanied by a person who is at least 18 years old while working out in the Weight Room or Wellness Center.

## 8. NEW MEMBER ORIENTATION

Do you want to change your life but don't know where to start? That's why we're here. Your membership includes a free orientation appointment with the YMCA FIT STAFF to help you get familiarized with our equipment. For youth ages 8-14, the orientation is mandatory.

## 9. WELLNESS COACHING

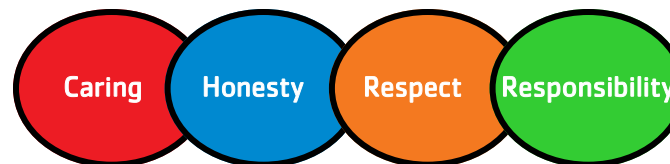
This service is available to members at a special rate. Appointments are scheduled at convenient times for the trainer and individual. Please refer to the information at the front desk to schedule these sessions.

## 10. LOCKER ROOMS

Men's and Women's locker rooms feature adequate shower and changing facilities. It is necessary to bring your own towel and toiletries. We suggest that a combination lock be used on the lockers. When leaving the facility, we ask that you take all your belongings along with your lock - lockers may be rented on a monthly basis. **The YMCA is not responsible for lost or stolen property.**

## 11. CODE OF CONDUCT

The YMCA is committed to providing a safe and welcoming environment for all members and guests. To promote safety and comfort, all individuals are asked to act appropriately at all times when in our facility and participating in our programs. We expect everyone using the Y to act maturely, behave responsibly, and respect the rights and dignity of others.



## 12. GENERAL POLICIES

As members of the YMCA, you are expected to wear appropriate attire and to act in a manner that is conducive to a family atmosphere. Activity-appropriate foot-wear, shirts, and shorts are required. Please remember we are a YMCA, and we have a large number of children in our facility. Therefore, clothing that has alcohol, tobacco, foul language, or implied content is not permitted. Persons wearing clothing with this type of content will be asked to leave the premises immediately.

No food or open-lid beverages are permitted in the gymnasiums, wellness centers, or free-weight areas. Water and available facility vending products in a plastic container with lid are permitted.

We are very strict with regard to foul language. It is simply not permitted. We are a tobacco-free facility; this includes all of our outdoor facilities as well. Please dispose of your cigarettes/tobacco prior to arriving at the YMCA. Alcohol and/or drug use is not permitted at any time on YMCA property, including the parking lot and outdoor facilities.

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 this list will not be eligible for YMCA membership, program participation, volunteer or program opportunities with this association.

Any incidents, accidents or injuries must be reported to a Y staff member immediately.

With your cooperation, your YMCA will remain a family-friendly atmosphere!