



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

DODGE CITY FAMILY YMCA MEMBER HANDBOOK

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www.dcksymca.org**

Welcome

To the Dodge City Family YMCA...

We are so glad that you are here. As a member of the YMCA, you now belong to a community of people focused on wellness, family and helping others. You have taken the first step by becoming a member, and now we encourage you to become fully engaged in ALL that the Y has to offer. It is our mission to help you take charge of your health, spend quality time with your family and develop relationships with your neighbors.

In order to make the time you spend with us more enjoyable; we encourage you to become acquainted with our team, programs and services. This handbook will provide you with the general information regarding your membership, our facility, and YMCA policies. More information can be found on our website at www.dcksymca.org.

Thank you for choosing the Dodge City Family YMCA for your journey in health. You are now empowered to strive for those goals you have set. Come often to take full advantage of your new membership!

Sincerely,

Jackie Regan-Gaucin
CEO

Table of Contents

About Us

- Who We Are/DIG
- Member Benefits
- Code of Conduct/General Rules

Membership Information

- Membership Types
- Member Access/All-Access
- Holds and Cancellations
- Guest Past Policy/Day Pass Use
- Social Responsibility

Facility Rules & Guidelines

- All Access Rules
- Fitness Center Rules
- Pool Rules
- Kid Zone Policies
- Inclement Weather
- Lost/Stolen Items

Support Your YMCA

- Everyone Belongs Campaign
- Endowment Fund
- Volunteer

Stay Connected

- Contact Info
- Website
- Hours of Operation

Who We are...

The Dodge City Family YMCA was established in 2013 as a branch of the YMCA of Southwest Kansas through a partnership with the City of Dodge City to offer a fitness facility, childcare and family focused programming to the residents of Dodge City. In 2021, our YMCA became an independent association forming the Dodge City Family YMCA and is overseen by a local board of directors.

As a leading non-profit with over 200 associations across the country the YMCA's mission is "to put Christian principles into practice through programs that build a healthy spirit, mind and body for all." Our focus areas are youth development, healthy living and social responsibility.

Through these focus areas we serve our community through programs such as childcare, youth and adult sports, family nights, fitness classes, water safety and much, much more!

Our facility boasts a state-of-the-art fitness center, two full sized courts in our gymnasium, a four-lane lap pool, kids game room, aerobics room, virtual studio, drop in Kidzone and a childcare center.

DIG STATEMENT

Together we work to ensure everyone, regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, income, race, or sexual orientation has the opportunity to live life to its fullest.

MEMBER BENEFITS

- **KIDZONE:** Childcare provided with family membership for use while you are in the facility working out! Check at the Welcome Center for open hours and leave your kiddo with our trusted team members!
- **FREE YMCA360 and classes:** Workout beyond just a treadmill and weights in our YMCA360 studio- with classes ranging from boot camp to yoga. In person classes in our Aerobics room daily. Check the schedule at the Welcome Center for more information.
- **FREE WELLNESS APPOINTMENT:** Free with your membership, schedule an appt. with one of our fitness professionals to get a free orientation, body assessment and set goals for yourself. It's a \$75 value free upon membership signup!
- **DISCOUNTED PROGRAMS:** With your membership receive discounted programs such as childcare/youth and adult sports, rentals, swim lessons, and birthday parties!
- **NATIONWIDE MEMBERSHIP:** Enjoy your membership as you travel! YMCA members have the flexibility to use their membership anywhere in the county, with no extra charge!
- **MEMBER REFERRAL:** Need a partner in workouts? Bring a friend in to join and you both receive 15% off your membership!
- **ALL-ACCESS:** For our 18+ members you can use the gymnasium, fitness center, aerobics room 24/7. Inquire at the Welcome Center on how to sign up.

CODE OF CONDUCT

Using the principles of caring, honesty, respect and responsibility as a guide, we ask that all our members follow our code of conduct while in our facilities or participating in our programs.

We expect that our members avoid actions that do not adhere to our guidelines and the following is not permitted:

- Inappropriate, immodest or sexually revealing clothing. Remember we are a family facility.
- Using angry or vulgar language, including swearing or name-calling.
- Any physical contact with a person in an aggressive or threatening way.
- Engaging in sexual activity or contact with another person.
- Harassment or intimidation by words, gestures, body language.
- Stealing or Destruction of ANY property.
- Carrying concealed weapons or devices that could be used as a weapon.
- Using or possessing illegal chemicals or drugs on YMCA property.
- Disobeying any posted or reviewed rules in any area of the facility.
- Any conduct deemed inappropriate by YMCA staff.

GENERAL FACILITY RULES:

- You must be either checked in or registered as a guest to be in the facility UNLESS you are attending a youth or adult sports event. First and foremost, safety is our number one priority and to ensure safety we must know who is in the facility at all times.
- You must follow the YMCA code of conduct at all times.
- You must obey each area's posted rules and regulations.
- Please respect each other and the equipment and facility. Failure to do so will result in termination of your membership or guest opportunity.
- You must be 8 years old to be in the facility without a guardian. A guardian is defined by someone 12+ years of age or older and is in charge of supervision of anyone under the age of 7
- Youth under the age of 8 without supervision must be a member and must be checked into Kid Zone.

Membership Information

Membership Types:

Youth (0-17)

Adult (18+)

Family (2 adults living in the same household and their dependents)

Senior (65+)

Senior Family (2 adults living in the same household 65+)

To sign up for membership we require a photo id, photo on file, and payment upfront as an annual/semi-annual or a monthly draft. If you do not have a credit card or bank to go on file, you can sign up as a temp pass and pay a monthly fee upfront. There is a \$50 joining fee for all but youth membership.

Return Payment Policy: Outstanding balances, resulting from uncollected returned payments, must be resolved before the participant can attend or enroll in any YMCA program or membership benefits. A redraft of a fee payment can occur up to three times if the initial redraft is unsuccessful.

Member Access:

Your membership gives you access to the full facility during open hours. For our 18+ members we offer ALL-ACCESS through our keycard, which can be used when the lobby and front of the facility is closed. This has a \$10 card fee, and you must register at the Welcome Center, sign an additional contract and abide by all-access rules.

Current Facility Hours:

Mon-Fri 8:00am-9:00 PM

Saturday 8:00 am – 6:00 pm

Sunday 1:00 PM- 6:00 PM

*Facility hours are subject to change and closed on certain holidays. Certain parts of the facility may be closed for programming or have different operating hours.

Holds and Cancellations:

Your membership can be placed on hold for up to three months for a \$5/month fee. Fill out the proper paperwork at the welcome center prior to your draft date in order to put your membership on hold. We have NO CONTRACT only a 30-day cancellation notification in order to properly process your cancellation. You MUST fill out a cancellation form in order to cancel your membership. You will draft one more time and can use the facility for the entirety of the cancellation notice.

REFUND POLICY:

Membership Refunds: Refunds are not issued on one-time joining fees or for membership fees because of lack of use or non-attendance. Refunds are only honored in the case of error on the YMCA's draft process or by approval of the Director.

Program Refunds: Program refunds are only offered when a program is canceled by the YMCA staff or prior to a program session start date. After the program has started the participant will only qualify for a program credit to use for future programming.

A refund/credit request form must be filled out and approved by the Director for any credits or refunds.

GUEST PASS POLICY:

The Y will allow you to use a guest pass up to five times in one year. Guests MUST show their photo ID and register at the Welcome Center. Youth must have a signed waiver with a parent signature on file before using the facility.

GUEST FEE POLICY:

\$7 daily fee for an individual, and \$17 daily fee for families. Guests must show their photo ID and register at the Welcome Center. Youth must have a parent-signed waiver on file before using the facility.

SOCIAL RESPONSIBILITY:

We believe “Everyone Belongs” at the YMCA. We offer scholarships and assistance for membership, guest fees and programs. Please inquire with any of our team members about how you can qualify for discounts at our facility. We have multiple options, and our policy is to not turn anyone away due to inability to pay. Volunteer options are available for day passes or membership.

FACILITY AMENITIES:

- Multi-purpose full sized gymnasium
- State of the Art Fitness Center - includes free weights, circuit and cardio
- YMCA360 Virtual Studio
- Aerobics Room
- Kidzone
- Group Exercise - Land and Aquatic
- Before and After-school childcare facility-Cargill Childcare Room
- Cheer & Gymnastics facility - partner with Flip zone and Diamonds respectively
- Locker rooms
- Game room
- Summer Day Camp-Cargill Childcare Room
- Youth Sports Leagues
- Adult Sports Leagues
- School's Out Fundays
- Volunteer Opportunities
- Classroom Space for Rentals and Birthday Parties
- EGYM Studio
- Cargill Youth & Teen Center

ALL-ACCESS RULES:

ALL ACCESS CONTRACT AGREEMENT

All Access/24 hours require STRICT agreement to the following rules. If any rules are broken the Y will immediately terminate your all-access card and your membership will follow our cancelation policy 20 you may be drafted one more time (30-day policy).

I will not bring any guests to the facility during all-access time. I understand All Access is a benefit to members only. I understand that if I bring a non-member in, I could face membership termination

I will write down my name and time I am using the facility. I understand that this will be cross reference with the check-in software and if I have not written down my information and check in, I could face membership termination.

I will notify YMCA management if I see something that is broken and needs repaired. I will notify management if I see someone damaging equipment.

I understand that ALL ACCESS includes the gymnasium, aerobics room & bathrooms (upstairs), EGYM, and the fitness center. I will not exit through the front of the facility or go through the SOUTH gym doors at any time. I understand that if caught on camera leaving through the south doors, I will face membership termination. **AREAS NOT ALLOWED – locker rooms, lobby, welcome center, pool, childcare, KidZone, classrooms, front bathrooms. Locker rooms and pool open at 5 a.m.**

I will enter and exit through the north gym door. I will make sure the building is secure when I do enter or exit the facility.

I understand that the YMCA has cameras throughout the facility, and I am under surveillance at all times. I understand that Y will pursue full criminal charges if I do any damage or sneak anyone into the facility. If

I am over the age of 18. **CARDS WILL ONLY BE ISSUED TO MEMBERS 18+. Children are not allowed in the facility during after hours.**

For families- We will allow parent/guardians to bring their child during closed hours but not for all-access. Children are NOT allowed in the facility between the hours of 9pm and 5am. If this rule is broken membership will be terminated. Kids 12-17 can come in with parents from 5:00am to 8:00am.

EGYM - Follow posted rules. MUST FOLLOW THE CORRECT WORKOUT FLOW (arrows).

FITNESS CENTER RULES

- Limit use of the cardiovascular machines to sixty (60) minutes while others are waiting.
- Children under the age of 12 are NOT allowed in the Fitness Center.
- Clean equipment after each use. To prevent damage, spray disinfectant on the towel, not directly on the equipment.
- Tobacco, food, chewing gum, glass bottles, and open containers are not allowed in the Fitness Center. Plastic water bottles are acceptable.
- Raise and lower weights in a smooth, fluid motion. Do not slam or drop weights. Misuse of equipment will result in loss of fitness center privileges.
- Pick up and properly dispose of all trash.
- Return all weights and supplies to the appropriate location when finished
- The YMCA is not responsible for lost or stolen items.
- Personal training outside of YMCA trainers is **STRONGLY** discouraged due to high risk of injury. If reported, the YMCA reserves the right to terminate membership of parties involved in unapproved training.

ETIQUETTE

- Be respectful of others.
- No Profanity.
- Use safety clips when using plated weights.
- Utilize a spotter when lifting weights.
- Let others rotate in while resting between sets.
- Request a free orientation with a Fitness professional if you are unsure of the proper technique or have questions about a piece of equipment.
- Use headphones. Open speakers are not allowed in the Fitness Center.
- Step away from the other members when receiving a phone call.
- Report any equipment malfunction to the Welcome Center or any other Y team member.

ATTIRE

- Proper and appropriate family friendly workout attire is required.
- Athletic shoes must be worn during exercise in all workout areas of the facility. Sandals, flip flops, boots and dress shoes are prohibited.

POOL RULES

1. Swim only when a lifeguard is present.
2. Obey the lifeguard.
3. An adult must supervise anyone under the age of 8.
4. Children under the age of 7 must have an adult over the age of 16 in the water with them at all times.
5. Infants & Toddlers must wear swim diapers.
6. NO:
 - T-shirts, diapers, cut-offs or gym shorts . . . swim attire ONLY
 - Food, drink, gum or tobacco will be allowed in the pool area.
 - Shoes allowed on deck.
 - Running or horseplay on the deck.
 - Playing on steps, railings or ladders.
 - Dunking or hanging on other swimmers.
 - Spitting, blowing nose or spouting water.
 - Profanity, obscene gestures, or public displays of affection.
7. All swimmers MUST take a shower before entering the pool.
8. Do not use the pool as a bathroom.
9. Diving is allowed only in deep end along east edge. NO back dives, back jumps, or flips of any kind allowed.
10. Be responsible and pick up equipment after use & return to the proper storage area.
11. NO inflatables may be brought into the pool without permission.
12. NO toys, kickboards, barbells, or pull buoys will be given out during Open Swim.
13. Swimming tests MUST be given to all children, under the lifeguard's discretion, that want to swim in the deep water.

LAP SWIM RULES

1. Final decisions made by lifeguard.
2. Adult Exercise times are only open to ages 16 & above.
3. When you are finished with your workout and someone is waiting to use your lane, please exit the pool in a timely manner.
4. If all of the lanes are occupied and you would like to swim, you may ask someone in the pool to share a lane.
5. Please put your kickboards, barbells and pull buoys away before you exit the pool area.

KID ZONE RULES

- Y Kid Zone is open to youth 3 months- 7 years.
- Kid Zone is FREE with your active family membership.
- Children under the age of 8 must be checked into KidZone unless they are with supervision.
- Children must be members of the facility.
- Check-in all children at the Welcome Center.
- Children can be left for up to 2 hours.
- If your child cries for more than 15 minutes you will be notified.
- Children who are ill, have had a fever, diarrhea, vomiting, rash or discharge must not be accepted in KidZone.
- Parents must not leave the Y facility/walking path while your child is checked into KidZone.
- Please make sure your child has had a recent diaper change. We will call you if your child needs changed during your time working out.
- Clearly label any belonging for your child.
- The KidZone staff reserves the right to ask any parent to remove their child from Kid Zone for just cause.

Gymnasium Rules

1. No food or sugary drinks
2. No personal speakers
3. Clean up after yourself
4. No skateboards, hoverboards, scooters, or bikes
5. No hanging on nets or goals
6. Do not kick balls into the rafters/walls
7. Kids under the age of eight must have a parent present
8. No horse playing on the bleachers
9. No equipment from the fitness center should be in the gymnasium
10. You're responsible for your belongings
11. You will be held accountable for any damages done to the gymnasium
12. You are on camera SMILE

Cargill Youth & Teen Center Rules

INCLEMENT WEATHER

In the event of inclement weather our staff will notify members of any warnings in the area. Children will not be allowed to leave the facility without a parent or supervision. Storm shelter is located in the hallway by the men's locker room.

Lost/Stolen Items

We understand that occasionally items may be misplaced within our premises, and we want to inform you of our company's policy regarding lost items.

While we empathize with the frustration of losing personal belongings, we would like to clarify that the Dodge City Family YMCA cannot be held responsible for lost items. We encourage all our visitors and employees to exercise caution and responsibility when it comes to personal belongings.

In the event of a lost item, we recommend taking the following steps:

- **Retrace Your Steps:** Go back to the places you visited recently to see if you can locate the lost item.
- **Check with Lost and Found:** Visit our designated Lost and Found area, if available, to inquire about the lost item.
- **Inform Security or Management:** Report the loss to our security personnel or management, who may be able to offer guidance on any surveillance footage or additional assistance.

Please be aware that our company does not have the capability to monitor or review extensive video footage for lost items, and as such, we are unable to take on this responsibility.

We appreciate your understanding of our policy, and we remain committed to ensuring a safe and secure environment for all.

If you have any further questions or concerns, feel free to contact Our Management team.

WAYS TO GIVE BACK..

As a non profit, we rely heavily on volunteers and donors to support the YMCA's mission.

Volunteer:

Please go to our website to see volunteer opportunities and sign up for more information. You can also access a volunteer application at our Welcome Center.

Donate:

We believe "Everyone Belongs" at the YMCA. The Dodge City Family YMCA gives scholarship for membership and programs and well as community benefit. If you are interested in donating please visit our website "Give Back" and donate online or drop off your donation at our Welcome Center. We also have an option to donate during your monthly membership draft. This is an easy opportunity to make a difference in our community.

STAY CONNECTED TO THE YMCA:

Make sure you have an email and address on file. All YMCA mass communication on cancelations, facility closures etc will be communicated through email. Some programs may request text alert approval. The majority of communications from the YMCA will come from those email and text communications unless it involves a fee or balance.

Visit our website at www.dcksymca.org



Register for Programs Flow Code