



LET'S WORK TOGETHER



Member Information Handbook

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Updated 12/1/2017

WELCOME TO THE SEWICKLEY VALLEY YMCA

We consider it our privilege to serve you as a member of the Y. You are now a member of one of the finest and largest human service organizations in the world. We became a leading nonprofit by helping people everywhere develop the skills and relationships they need to be healthy, confident and connected to others.

Our mission is to provide youth development, healthy living options and embrace social responsibility in the Quaker Valley, Moon Area, Cornell and Ambridge Area school districts.

While our programs and facilities are always based on the unique needs and interests of our communities, every Y has one thing in common: our people. The volunteers, members, staff and donors of the Y are all united by a deep commitment to strengthening our communities.

This Member Information Book has been designed to answer your questions and to help you become more involved in the YMCA. Please don't hesitate to call upon one of our staff if you have additional needs or if we can be of assistance in any way.

Thank you for joining the Sewickley Valley YMCA.

Trish Hooper
Chief Executive Officer

SUGGESTIONS/COMMENTS

Thank you for including us as a part of your healthy lifestyle. Your experience and satisfaction are important to us. If you have a suggestion, concern or compliment, we invite you to pass it along to our staff in person, by phone or by email. You can find a listing of numbers and email addresses in your program guide and on our website. A direct link, entitled **Comments** can be found on our website www.sewickleymca.org under the About Us tab. Member feedback forms are available at the Welcome Desk and adult locker rooms.

NON-DISCRIMINATION OF SERVICES

Services shall be provided without regard to race, religious creed, color, disability, ancestry, national origin, age or sex. Services shall be made accessible to individuals through the most practical and economically feasible methods available. The Sewickley Valley YMCA will make every effort to accommodate non-English speaking individuals.

FINANCIAL ASSISTANCE

The Y recognizes the need to serve all members of the community, including those who are not able to pay the full cost of the membership or program fees. To apply for aid, request an application from the YMCA Membership Office or visit our website www.sewickleymca.org. Click on the "Financial Assistance Forms" tab to view and print the confidential Financial Assistance Application.

THE ANNUAL FUND – THE Y SCHOLARSHIP CAMPAIGN

The annual campaign is a volunteer-led fundraising effort through which safe child care, swim lessons, older adult programs, quality family time, and memberships becomes a reality for our neighbors and friends in need. Every dollar stays right here in our community, helping to subsidize resources for children, adults and families, program fees and memberships.

Please consider joining us in this effort. Tax-deductible donations may be made to the annual campaign at any time. To learn how your donation can be increased through a corporate match or volunteer programs, please contact the Development Office at 412-741-9622, ext. 108. The Sewickley Valley YMCA is a 501(c) 3 organization. Donations are tax-deductible to the extent allowed by law.

HOURS OF OPERATION AND HOLIDAY OPENINGS

Facility Hours

Monday – Thursday 5 a.m. – 10 p.m.

Friday 5 a.m. - 9 p.m.

Saturday 6:45 a.m. – 6 p.m.

Sunday 8 p.m. – 6 p.m.

Please note that all members must exit the building at closing time.

HOLIDAY HOURS

The Y is closed on Easter Sunday and Christmas Day.

The Y is open from 8 a.m. to 2 p.m. for recreational use on the following holidays:

New Year's Day	Independence Day
Martin Luther King, Jr.'s Birthday	Labor Day
Good Friday	Thanksgiving
Memorial Day	Christmas Eve Day

During holiday hours of operation, Child Watch will be closed. Please consult the program guide for Warm Water Pool hours. All programs will resume on the following business day.

INCLEMENT WEATHER POLICY

The Y makes every effort possible to keep the Y and its programs running during periods of inclement weather. We will remain open, except in rare cases of a power outage, exceptional snowfall, severe ice, extreme temperatures or treacherous travel conditions. To assure the safety of our members, volunteers and staff, weather-related closings and delays will be posted on www.sewickleyymca.org, KDKA TV Storm Center, WPXI, and WTAE under the heading of Sewickley Valley YMCA. Updates will also be available on the Sewickley Valley YMCA Mobile app.

Child Care closings and delay policies are listed under the separate heading of Sewickley Valley YMCA Child Care Guidelines.

PARKING

Members are permitted to use the YMCA parking lots only when they are using the YMCA facilities. Parking stickers for members and staff should be displayed on the back of the car or should be visible through the rear window. Illegally parked vehicles will be towed at the owner's expense.

The Sewickley Valley YMCA offers two large lots for use by members and program members.

- Healthy adults and teens are asked to park in the upper lot located above the YMCA tennis courts. Please show courtesy to our disabled members, elderly members, and members with young children by allowing them to park in the lower lot closest to the YMCA facility.
- Persons displaying a Handicap license plate or rear view mirror tag may park in the designated Handicap spaces.
- For convenience, 15 minute pick up and drop off spaces are located at the Y entrance.
- Child Care pick-up and drop off spaces are designated in the Y parking lot on Little Way (1st left from Backbone Road). During the hours of 6:30 – 9 a.m. and

4:30 – 6:30 p.m., Monday through Friday, parking in these spaces, is reserved for drop off and pick up for child care participants.

- Please note that parking is no longer available at the Sewickley Campus Hospital of the Heritage Valley Health System. Members and participants are asked to use the Y's two main lots which are located on Blackburn Road.

Y COMMUNICATIONS

The Y provides both printed materials and electronic media to keep you up to date. Printed materials are available in the lobby, can be mailed to you or can be viewed online.

Printed materials include:

- The **Program Guide**, published in May, August, and December will be mailed to your home or can be viewed on our website www.sewickleymca.org
- The **Annual Report** is printed yearly in early spring and may be viewed on www.sewickleymca.org. Print copies are available at the Y.

Electronic media include:

- Information on programs, events, volunteer and giving opportunities, and policies may be found on our website at www.sewickleymca.org.
- Sign up for our **Weekly E-Newsletter** to receive weekly e-mails that will keep you in the know about programs, healthy living tips and special announcements.
- Connect with the Sewickley Valley YMCA on **Facebook and Twitter** to get the latest Y news.
- View us on **YouTube**. Subscribe to the Sewickley Valley YMCA's channel at <http://www.youtube.com/user/SewickleyYMCA> to learn about our Y.
- Sewickley Valley YMCA Mobile app allows you to get program and event updates and to search for exercise and facility schedules.

SAFETY AND SECURITY AT THE YMCA

Member and Protection Policy - Effective September 1, 2015

We are committed to the safety and well-being of our members and participants and have established policies and procedures to protect individuals using our programs and facilities. 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.

Photo Identification Policy

In order to become a member, access the facility and to register for programs and activities as a non-member guest, adults age 18 and over will be required to provide proper photo ID. Proper forms of ID may include a driver's license, passport, state ID card or military ID.

Safety

We have taken many precautions to provide for your safety while you visit the YMCA. **Because many activities at the YMCA involve physical exercise, we strongly recommend that all individuals over the age of fifteen (15) consult with their physician before beginning or continuing an exercise program or activity at the YMCA.**

Please take the time to follow proper hygiene and common sense safety habits while at the Y. Safety regulations have been posted in several locations throughout the Y and we ask that you adhere to these rules. Please notify our staff if you have a safety concern.

Emergency Procedures

- **Accidents** - Should an accident, injury or incident occur while you are at the Y, contact a staff member.
- **Thunder and Lightning Storms** - When thunder or lightning is present all members and staff will be cleared from the water and pool decks. Individuals should not re-enter the pools or spa area until 20 minutes after the last sounding of thunder or the last sighting of lightning.
- **Fire** - If the fire alarm sounds or the Y must be evacuated, all activities must stop and all individuals must exit the facility immediately. Please note the location of the emergency exits throughout the facility and follow the directions provided by the YMCA staff during an alarm or evacuation.

Building Supervisor

During operating hours the Y is staffed by a designated Building Supervisor-First Responder. The Building Supervisor maintains current certifications in CPR, First Aid, AED and Oxygen Administration and is responsible for all safety, emergency, and crisis management and implementation of Y rules, procedures, and policies. If you run into a situation which requires assistance, please feel free to contact the Building Supervisor.

Valuables and Locker Use

Lockers are available for daily use during your visit to the Y.

- Members are asked to leave their valuables at home.
- If you bring valuables, please use the wallet lockers located on the first floor next to the elevator or the wallet lockers in the women's and men's locker rooms, or secure your belongings in a locker in the appropriate locker room.
- Locks are strongly advised but are not provided by the Y.
- Gym bags and other large personal belongings are not permitted on the pool decks, in the gymnasiums, or Nautilus and Free Weight Centers. Coats can be hung in the locker room or on the coat rack in the Wellness Center.
- The Sewickley Valley YMCA is not responsible for lost or stolen property.
- The Y will keep several locks available for members who forget to bring their own lock. You will be asked to leave driver's license, photo ID or cars keys in exchange for the lock.

PASSPORT TO MEMBERSHIP

Membership Cards and Photos

Each member is issued up to three membership cards with identical barcodes valid for the duration of their membership.

- All members are required to submit a valid membership card when entering the YMCA facility. Membership cards and privileges are not transferable.
- 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 Sewickley Valley YMCA.
- We require the photos of all members age 6 and over to be taken and stored to validate membership. Photo images and membership data are used solely for the administration of Y activities.
- All members are required to check in upon entering the Y at the Welcome Desk by presenting their membership card for scanning. Members who forget to bring their cards will be logged in to the system manually but may experience a wait while the Member Services Representative scans other members' cards.
- Lost cards can be replaced at the Membership or Registration desks.

- YMCA membership cards are the property of the Sewickley Valley YMCA and must be surrendered upon termination of membership.

Companion Passes

- Individuals accompanying youth and individual members who require assistance will be issued Companion Passes.
- Companion Passes are to be used solely for helping, supervising and interacting with individuals who require assistance in compliance with Y guidelines.

Capital Development Fee (CDF)

The Y believes that members are co-owners of the organization. As co-owners each member is asked to pay a one-time joining fee as a mission investment. These dollars are primarily used for non-expansion capital improvements like new equipment, building repairs, and preventive maintenance. The fee may be paid in full at the time of joining or divided equally over a three-month period (participating bank draft members only). Previous members who re-join within a three-year time frame will pay a rejoining fee of \$100 for family and single-parent family, and \$75 for adult and senior memberships. Members rejoining beyond the three-year time frame will be required to pay the full Capital Development Fee.

Payment Options

Membership in the Sewickley Valley YMCA is continuous. Dues are established on the basis of a fifty week period as two weeks each year are devoted to facility maintenance projects. Dues are subject to a change at any time.

Membership payment options include:

- EFT (electronic fund transfer) drafts from a credit card or debit card account. A thirty-day written notice will be sent by mail notifying all monthly bank draft members of any dues changes.
- An annual payment which may be purchased with cash, check or credit. Members paying their dues on an annual basis will be notified of any changes in dues on their membership renewal invoice. Renewal notices are provided up to 6 weeks in advance.

Returned Payment Fee

A charge of \$20.00 will be assessed by the Sewickley Valley YMCA for any bank draft or check not honored by a member's bank account due to insufficient funds or closed accounts. If a bank draft is not honored due to insufficient funds, the member will be required to pay the amount due by another payment method in addition to a \$20.00 service charge.

CHANGES IN MEMBERSHIP STATUS

To change your membership status, such as adding a child, removing a grown child, a change of contact information or a change to your bank account you may either access your online account or contact the Membership Representative desk in person, by email Membership@sewickleymca.org, or by phone 412-741-9622. Adding a member to your account is not complete until they have shown proper ID (adult only) and received an active membership card.

Holds

Members may place their membership on hold for non-medical reasons for 90 days in a 12 month period without repaying the join fee.

- Notice must be given by the 25th of the month in order to place a membership on hold and written confirmation by mail, email, or in person, is required.
- Membership draft will automatically resume following the 90 day period.
- Medical holds may be arranged with the Director of Membership or Membership Manager.

Rejoining

- Previous members who rejoin within a three-year time frame will be charged a rejoin fee of \$100 for family and single parent family and \$75 for adult and senior.
- Members rejoining beyond the three-year time frame will be required to pay the full Capital Development Fee.
- The joining and rejoining fee may be paid in full at the time of joining or divided equally over a three month period (bank draft members only).

Termination of Membership

- If you must cancel your membership, notice is required by the 25th of the month for cancellation the following month.
- Requests for termination should be made in writing by mail, email, or in person.
- Members terminating their membership are welcome to use the Y up until the day before their cancellation date.

Always Welcome in Every Community

Nationwide Membership enables you to visit any participating YMCA in the United States through membership at your "home" YMCA (your home Y is the local association that enrolled you as a member and collects your membership dues). We offer this because we want to help you reach your health and wellness goals wherever you live, work or travel. This is an essential part of our mission to strengthen communities.

We understand that sometimes it is more convenient for members to take advantage of a Y near their workplace or when they are traveling outside the area of their home Y. With Nationwide Membership, members have the flexibility to use participating Y facilities throughout the United States at no extra charge.

Nationwide Membership is valid for active, full facility YMCA members whose home Y participates without restriction or blackout periods

- Nationwide member visitors must use their home Y at least 50% of the time
- Program-only participants (including Silver Sneakers, Silver and Fit or other like programs) are not eligible for nationwide membership

- Special memberships established by any Y for group homes, other agencies, etc., are not eligible
- When visiting a Y, nationwide members will be required to show a valid YMCA membership card and photo ID as well as provide basic membership data such as name and email address
- Members will need to sign a universal liability waiver and privacy policy
- Ys should allow nationwide members access to services typically offered to full-facility members. Check with the Y for schedule and availability. Nationwide members visiting other Ys for a period greater than 28 days must transfer membership affiliation for continued use
- All Ys reserve the right to restrict or revoke these privileges
- Registered sex offenders are prohibited from participating

Guest Policy

We welcome guests! Members will be credited with free guest passes yearly as follows:

- Family members - 10 passes/year
- Individual members - 5/passes a year.
- An individual is permitted to access the Y as a guest three times a year.

In order to access the facility and programs as a non-member guest, adults age 18 and over will be required to provide photo identification. Proper forms of ID may include a license, passport, state ID card, military ID or student ID.

Guests must complete the necessary guest form and guests age 6 and over are required to have their photo taken. Photo images and guest information are used solely for the administration of Y activities.

- After a member has used their free guest passes, guests will pay:
 - **Guest Fees:**
Youth (Age 17 and under) -\$5.00
Adults - \$10.00
Families - \$15.00

House Guest:

Guests must complete the necessary guest form, and all guests age 6 and over are required to have their photo taken upon their first visit. Photo images and guest information are used solely for the administration of Y activities. Members who are welcoming out of area visitors to their home may request a House Guest pass.

In order to access the facility and programs as a non-member guest, adults age 18 and over will be required to provide photo identification. Proper forms of ID may include a license, passport, state ID card, military ID or student ID.

- **House Guest Fees:**
Child \$25/month
Adult \$50/month
Family \$75/month

Military Guest:

- In order to access the facility and programs as a non-member guest, adults age 18 and over will be required to provide photo identification. Proper forms of ID may include a license, passport, state ID card, military ID or student ID.
- Members of the military are welcome to visit the Sewickley Valley YMCA three times a year at no charge.
- A fee equal to 1/2 half of the guest fee will be charged after the three free visits.

YOU ARE INVITED

Members and non-members are invited to try a class for one time free with accessibility based on class size and available space. Please contact the membership or registration desks to learn more about this opportunity.

PROGRAM AND CLASS POLICY

Prorated Classes

Class fees will not be prorated for late registrations. Late registrations are accepted in most programs (late registration for swim lessons is not recommended) but will require payment of the full class fee.

Program Refund Policy

- Refunds will be issued if notice is given five business days prior to the start date of the program.
- All refund requests must be made **directly** through the Director of the program. Please contact the appropriate Program Director to request the refund.
- Refunds will be completed in the manner by which the payment was made or may be requested as a credit voucher to be used toward any future YMCA program.
- The YMCA reserves the right to cancel a program that does not have the minimum enrollment. Programs cancelled by the YMCA will be refunded in full in the manner by which the payment was made or may be requested as a credit voucher to be used toward any future YMCA program credit.

CODE OF CONDUCT

The YMCA is an inclusive, family-friendly organization. We expect all our members, guests and staff to model our four values of caring, honesty, respect and responsibility in their conduct and language. Members and guests are encouraged to take responsibility for their personal well-being and safety by asking any person whose behavior threatens their comfort to refrain from such behavior. Anyone who feels uncomfortable in confronting a person directly should report the behavior to a staff person or the building supervisor on duty. Members and guests should not hesitate to notify a staff member if assistance is needed.

The Sewickley Valley YMCA has the right to terminate a membership at its discretion if actions or behaviors are not deemed in the best interests of the organization.

Our **Member's Code of Conduct** outlines below a list of behaviors considered inappropriate in our facilities or programs, including but not limited to:

- Using or possessing illegal substances or alcohol on YMCA property, in YMCA vehicles or at YMCA sponsored programs.
- Smoking on YMCA property. The YMCA and its property is a smoke-free environment.
- Carrying or concealing a weapon or any device or object which may be used as a weapon.
- Harassment or intimidation by words, gestures, body language, or any type of menacing behavior.
- Physical contact with another person in an angry, aggressive or threatening way.
- Verbally abusive behavior, including angry or vulgar language, swearing, name-calling or shouting.
- Sexually explicit conversation or behavior; any sexual contact with another person.
- Inappropriate, immodest, or sexually revealing attire.
- Theft or behavior that results in the destruction or loss of property.

- Loitering within or on the grounds of the YMCA.

The YMCA reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is or has been a registered sex offender or predator, has ever been convicted of any offense relating to the use, sale, possession, or transportation of narcotics or habit forming and/or dangerous drugs, or is presently or habitually under the influence of dangerous drugs or chemicals, narcotics, or intoxicating beverages.

SNACKS AND BEVERAGES

Food, snacks, and beverages are permitted in the YMCA lobby, café, and pool patio. Water in non-breakable containers is allowed in the Wellness Center, Exercise Studios, and pools. Please help us by placing your recyclable containers in the recycling receptacle.

CHILD CARE GUIDELINES

- Child Care is available for parents requiring extended daily care for children age six weeks through school age.
- For details, availability and to make an appointment contact Cori LaChapelle at ext.143, clachapelle@sewicleymca.org. For School Age Child Care contact Ameer Kuzniarski, 412-741-9622 ext. 133, akuzniask@sewicleymca.org or Lisa Black at ext. 144, lblack@sewicleymca.org.

CHILD WATCH GUIDELINES

The Sewickley Valley YMCA offers child watch services for members and non-members participating in a YMCA program. Please observe the following Child Watch guidelines:

- Child Watch services, for children between the ages of 2 months and 7 years, are available for members while they are participating in activities within the YMCA facility.
- Child Watch for youth age 7-10 years available during limited hours (check program guide for seasonal schedule).
- Children may visit Child Watch for a maximum of three hours.
- A parent/guardian must remain within the YMCA facility when their child is in Child Watch.
- A parent/guardian must present photo ID when dropping off and picking up children.
- Children exhibiting a fever, vomiting, discharge from the eyes or ears, discolored nasal discharge, or a rash cannot be accepted in Child Watch.
- This service is provided free for full-privilege members and at a nominal fee for non-members.

YOUTH ARE WELCOMED TO OUR YMCA AT ALL HOURS BASED ON THE FOLLOWING GUIDELINES:

YOUTH, AGES 7 & UNDER

- Youth age 7 and under must be under direct supervision by a parent or adult guardian at all times.

YOUTH, AGES 8 - 13

- Youth age 8-13 may use the Y under direct supervision by a parent or adult guardian before 11 a.m. Monday through Friday and before 9 a.m. on Saturday.
- Youth, age 8-13 have unsupervised access from 11 a.m. – 9 p.m. Monday through Friday, from 9 a.m. – 6 p.m. on Saturday and noon – 6 p.m. on Sunday.

- Youth age 13 and under must be under direct supervision by a parent or adult guardian after 9 p.m. until 10 p.m. close of Y Monday through Friday.

YOUTH, 14 & OVER

- Teens, age 14 and older, may use the Sewickley Valley YMCA during all regularly scheduled hours and may participate in aquatic classes, and lap swimming.

HEALTH & WELLNESS

- Youth, 10-13, may use the cardiovascular equipment in the Wellness Center or swim laps in the large pool with a participating parent upon completion of the parent/child cardio program.
- Teens age 13-15 may attend fitness classes with a parent.
- Teens 14 and over are permitted to use weight training equipment.
- Teens age 16 and older may attend fitness classes.

AQUATICS

- A parent must accompany children under age 14 during Family Swim.

VISITING THE YMCA WITH YOUR CHILD

Monday – Friday	
5 - 11 a.m.	Open to youth under age 13 with direct supervision of parent or guardian.
11 a.m. - 9 p.m.	Youth age 7 and under must be under direct supervision of parent or guardian. Youth ages 8 through 17 have unsupervised access.
9 - 10 p.m.	Youth age 13 and under must be accompanied by a parent or guardian.
Saturday	
6:45 - 9 a.m.	Open to youth under age 13 with direct supervision of parent or guardian.
9 a.m. - 6 p.m.	Youth age 7 and under must be under direct supervision of parent or guardian. Youth ages 8 through 17 have unsupervised access.
Sunday	
8 a.m. - 6 p.m.	Youth age 7 and under must be under direct supervision of parent or guardian. Youth ages 8 through 17 have unsupervised access.

Direct supervision is defined as the parent or adult guardian being in the immediate area of and having full attention on the child at all times.

FACILITY USE GUIDELINES

Facility use guidelines are posted throughout the Sewickley Valley YMCA to assist members in enjoying safe programs and activities. Members and guests are required to follow the posted guidelines and instructions provided by YMCA staff members.

Locker Room Facilities

The Sewickley Valley YMCA is fortunate to have many locker rooms to accommodate the needs of our members.

Adult Locker Rooms are for use by women and men age 18 and over. Women's locker room is located on the first floor just inside the Welcome Desk entrance.

- Men's locker room is located on the lower level at the base of the stairs.
- Please note that children and infants are not to use the adult locker rooms.

Youth Locker Rooms are for use by youth age 7 through 17.

- Girls' Locker Room is located adjacent to the Women's locker room on the first floor.
- Boys' locker room is located beside the Men's locker room on the lower level.
- Parents or guardians may use the appropriate youth locker room when accompanied by their same-sex child age 8 or under.
- Parents and guardians may bring an opposite-sex child, age 24 months or younger, into the youth locker room when attending to their same-sex child, age 8 or under.
- **Adults or guardians are not permitted in the youth locker rooms at any time without their children.**

Family Locker Room

- The Family locker rooms on the lower level are reserved for parents with children who require assistance to change, and for adults who require the assistance of another adult to change.

Diaper Changing

Facilities for diaper changing are located in the Girls' Locker Room, Family Locker Room, and Child Watch.

Nursing

A chair suitable for nursing is located in Child Watch.

Swimming Pool Guidelines

- During open and family swims, youth age 7 and under must be accompanied by an adult in the water at all times.
- Youth age 8 and older may use the pool during open swim without a parent present.
- Family swim is reserved for family and adult use. Youth under 14 must be accompanied by a parent.
- Regardless of age, all youth who are non-swimmers must be directly supervised by an adult in the pool areas.
- No child age 7 and under may be left unattended on the pool deck at any time.
- All swimmers must shower before entering the pool.
- Please wear appropriate swimwear. Infants and children who are not potty trained are required to wear swim diapers.
- The lifeguard may administer a swim test for those wishing to swim in the deep end.
- Inflatable floatation devices will not be permitted in the pool.

- The lifeguard must approve pool toys before entering the water.
- Mermaid tails or monofins are not permitted in either pool due to safety and mobility concerns.
- Diving is only permitted in water 9 feet or deeper.
- Back dives and handstands are not permitted from the side of the pool.
- The starting blocks are to be used only during organized swim instruction and competitive swimming programs.
- Running, pushing, dunking, and rough play are not permitted.
- No prolonged breath-holding underwater is permitted.
- No food or drinks except water in non-breakable containers are permitted in the pool areas.

Lap Swimming

- Swimmers are encouraged to contribute to an atmosphere of cooperation and courtesy.
- Swimmers may expect to share lap lanes depending on the number of swimmers participating.
- A maximum number of five swimmers are permitted in each lane during lap swimming.
- Please swim with others who are swimming at a similar speed.
- Always let swimmers in your lane know when you are entering the water.
- Always circle swim when three or more swimmers are in a lane.
- Fins are not permitted during circle swim.
- Allow a faster swimmer to pass. Passing always occurs to the left of the swimmer or at the end walls.
- Do not stand at the ends of the pool for extended periods of time.
- Teens age 14 and older may participate in lap swimming.
- Youth 10-13 may swim laps in the large pool with a participating parent upon completion of the parent/child cardio program.

Wet Area Guidelines

- Members age 18 years or older are permitted to enter the Wet Area.
- Street shoes are not permitted in the Wet Area.
- Food and drink are not permitted in the Wet Area.
- Cool down at least 5 minutes after exercise before entering the whirlpool/hot tub, steam room, or sauna.
- Moderation is key – do not use whirlpool/hot tub after using steam room or sauna.
- Aerobic exercise is not allowed in the Wet Area.
- Individuals at high risk with the following conditions should not use the Wet Area unless authorized by a physician: High blood pressure, Heart disease, Respiratory problems, Pregnancy, Diabetes, Epilepsy or Seizure Disorders, Emotional Disorders, or Stress
- Do not use the Wet Area if you are using alcohol, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, hypnotics, or tranquilizers.
- The use of body lotions, oils, or suntan preparations is prohibited.
- As no lifeguard is on duty, it is recommended that you do not use the whirlpool/hot tub alone.
- Shower before using the whirlpool/hot tub.
- Proper swimming attire must be worn at all times.
- Do not stay in the whirlpool/hot tub for longer than 10 minutes.
- Persons with bandages, open cuts and wounds are not allowed in the whirlpool/hot tub.
- Diving or jumping into the whirlpool/hot tub is prohibited.

- Do not submerge to the bottom of the whirlpool/hot tub, as hair can become entangled in the drain.

Gymnasium Guidelines

- Please follow the scheduled times for exercise classes, family gym, and open gym.
- Basketball and Volleyball play only are permitted in the Large and CV Gyms.
- No dunking permitted.
- Athletic shoes are required in all areas of the Wellness Center, track and gyms. Prohibited footwear includes Crocs, Keens, flip-flops and sandals.
- Food is not permitted in the gymnasiums. Beverages, except water in non-breakable containers, are not permitted in the gymnasiums.
- Inappropriate behavior, including poor sportsmanship, bad language, and dangerous play will not be tolerated.

Wellness Center Guidelines

- The Wellness Center is open to all members 14 years of age and older.
- Workouts on cardiovascular equipment are limited to thirty minutes during peak times.
- Members must extend courtesy to others who are utilizing the "circuit" style of strength training.
- Members are expected to wipe down strength training and cardiovascular equipment after use.
- Athletic shoes are required in all areas of the Wellness Center, track and gyms. Prohibited footwear includes toe shoes, Crocs, Keens, flip-flops and sandals.
- Members are expected to rack weights in the Free Weight Center upon completion of exercise.
- Use of chalk in the Free Weight Center is prohibited.
- Youth aged 10-13 may use the cardiovascular equipment in the Wellness Center with a participating parent upon completion of the parent/child cardio program, but are not permitted to use weight training equipment until age 14.
- Teens 13-15 and older may attend fitness classes with a parent or guardian.
- Teens age 16 and older may attend fitness classes.

Third-party Services

- Only employees of the Sewickley Valley YMCA may provide services to members and guests on our premises. This includes personal training, swim instruction, sports-specific training and all other instruction.
- Any member or guest believed to be providing such a service will be advised to discontinue the activity. Continued violation will result in suspension or termination of membership privileges.

Pick-up Basketball Guidelines

- No dunking or hanging on rims.
- Members are responsible for the behavior of their guests. Please inform guests of policies and rules.
- The Y reserves the right to end a game and clear the courts if individuals refuse to follow the policies of the YMCA. All staff directives must be followed.
- Failure to comply with these rules may result in individuals being asked to leave the premises immediately. Repeated violations or abusive behavior will result in termination of privileges.

Pick-up Basketball Game Rules

- All games will be played to 9 points. No "win by two" rule.

- Two games maximum for any team. Players must rotate off and re-sign for additional games.
- Sign up on “first-come first-play” basis. Players must be present and can only sign their names. No name switching allowed.
- At the end of scheduled pick-up times, games must end.
- Outside of designated pick-up times, games are allowed to be played on half-court only.
- Pick-up times may be adjusted seasonally based on facility needs. Please refer to the posted schedule.

Indoor Track Guidelines

- Walkers, joggers, and runners are welcome to use the indoor track.
- Please observe the direction of the day based on the posted information.
- Walkers are asked to use the outside lane and runners are asked to use the inside lane.
- Athletic shoes are required in all areas of the Wellness Center, track and gyms. Prohibited footwear includes toe shoes, Crocs, Keens, flip-flops and sandals.
- Fourteen inside laps or 12.75 outside laps are required to complete one mile on the indoor track.
- Children age 7 and under are permitted to use the indoor track under the direct supervision of an adult.
- For safety reasons, strollers are not permitted on the track.

The OASIS

- This space is open to the entire Y community during non-Teen Center hours. For the safety of our youngest members, please directly supervise all children ages 7 and under.
- Food and drink are welcome. Please clean up after yourself.
- Share the resources and limit computer use to 30 minutes per session.
- Help us conserve by turning off the TV if no one is watching it.
- Members are welcome to sign out accessories for the center at the registration desk.
- Be kind to the equipment. It’s here for all to use and enjoy now and in the future.
- As always we ask you to practice the Y’s core values of caring, honesty, respect, and responsibility.
- To reserve this space for a special use, please ask about options at the registration desk.

Teen Center Hours of Operation - (School year only)

Monday - Thursday 2:30-6 p.m.

The Teen Center is open to all middle and high school students. No YMCA membership is required.

Racquet Court Guidelines

The racquet court guidelines have been developed to maximize use of the YMCA racquetball, tennis, and paddle tennis courts. Reservations are accepted for all courts up to seven days in advance and can be made by telephone (412) 741-9622.

- Use of eye guards is strongly recommended during racquet play.
- Only non-marking athletic shoes are permitted on the racquet courts.
- Courts may be reserved for a maximum of one hour on racquetball and tennis courts and 1 ½ hours on the paddle tennis courts, regardless of the number of players.
- Only current members may make reservations. Guests must register at the Registration Desk.

- Only two reservations may be made per telephone call for different days.
- Back-to-back court reservations are not permitted during prime-time hours: M-F, 4 p.m. to 9 p.m.
- Members must give the full names of all players when making a reservation.
- Members must claim their court within fifteen (15) minutes of their scheduled court time. Courts not claimed within 15 minutes will be considered "open" and may be used by a waiting member.
- Players are asked to respect the court schedule and finish their play promptly at the top of the hour.
- Members must supply their own racquets and balls.
- Children age 7 and under must be directly supervised by an adult when using a racquet court.
- Racquetball courts light automatically when the court door is closed and will turn off when the door is opened.

Tennis

- Children age 7 and under must be directly supervised by an adult when using a tennis court.
- Brooms and squeegees are available for members to use in clearing debris and water.
- Members must claim their court within 15 minutes of their scheduled court time. Courts not claimed within 15 minutes will be considered "open" and may be used by a waiting member.

Paddle Tennis

- The platform tennis courts may be used by members and their registered guests.
- Children age 7 and under must be directly supervised by an adult when using a paddle tennis court.
- Please refer to Community Activity Center Facility Use Guidelines, available at Y Registration Desk, for reserving and utilizing the courts and facility. Court reservation sheets are available September through April. Courts may be used on a first come first served basis May through August.
- Members must claim their court within fifteen (15) minutes of their scheduled court time. Courts not claimed within 15 minutes will be considered "open" and may be used by a waiting member.
- Paddle tennis court lights are available from dusk to 11:00 p.m. Lights are located next to the doors to each court. Members are asked to turn the lights off when play is completed.
- Paddle tennis surface heaters are available to assist in the melting of court surface snow and ice. The court surface heaters are not designed to provide warmth for players and cannot dry courts during periods of rain.
- Brooms and shovels are available for members to use to help in removing snow and ice. YMCA staff will assist as soon as all building entrances/exits walkways, and parking spaces have been cleared.
- The Community Activity Center will serve as the Paddle Warming Hut during team play and practice when not being used for other programming. Restroom and water fountain, located on the lower level, are accessible during Community Activity Center Facility Use Guidelines - CAC open hours.
- The use of tobacco products are prohibited in or around the Community Activity Center Facility Use Guidelines.
- For use other than Paddle Tennis, please refer to the CAC Guidelines.

WALTER J. BRANNON COMMUNITY ACTIVITY CENTER

The Community Activity Center/Platform Tennis Complex is located above the upper parking lot. The Community Activity Center is utilized as program space for YMCA operated programs including Yoga, Bridge, Summer Camp, and Platform Tennis.

- YMCA members, non-members, and community groups may reserve the Community Activity Center for social and private functions by contacting the YMCA at 412-741-9622, ext. 112.
- Groups and individuals reserving the center are expected to abide by all YMCA policies and generally accepted behavior. Please refer to Community Activity Center Facility Use Guidelines, available at Y Registration Desk.
- Restrooms are located on the lower level of the Community Activity Center.
- Please notify the YMCA Registration Desk if the facility is in need of attention.

MAINTENANCE PROGRAM - REDD UP

The Sewickley Valley YMCA will close portions of the YMCA facility periodically for preventive maintenance, cleaning, and revitalization. The YMCA will post notifications throughout the YMCA facility concerning upcoming facility closings. The pools may be closed for up to two weeks during August and September for annual maintenance.

LOST AND FOUND

Lost and found items are stored in the Backbone Road hallway off the lobby. Please contact the Registration Desk to return a found item, or if you need assistance in locating a lost item. Lost and found items will be held for thirty days and will then be donated to charity or discarded. The Sewickley Valley YMCA is not responsible for lost or stolen property.

DRUG, ALCOHOL, AND TOBACCO POLICY

The Sewickley Valley YMCA is an organization dedicated to the development of safe and healthy lifestyles. Accordingly, the YMCA is a drug and tobacco-free zone. The use of these substances is strictly prohibited in or around the YMCA facility and campus. Alcohol may be consumed in the CAC as outlined in the Community Activity Center Facility Use Guidelines.

EXTERNAL PRIVACY POLICY

This privacy notice will advise you about our guidelines concerning the use of your personal information, including the reasonable efforts we make to protect your personal information in accordance with these guidelines, and about what choices you have concerning our use of such information. Please read this notice carefully.

We keep your private information private by

- **Not selling your information.** You have entrusted the National Council of Young Men's Christian Associations of the United States of America and its independent and autonomous member associations (collectively "The Y") with your personal information, and we're committed to using it wisely. The Y will not sell, share or otherwise transfer your personal information to anyone without your consent.
- **Restricting who has access to your information.** The Y takes reasonable precautions to restrict access to your Internet account and personal information only by employees who are authorized to have such access for business purposes. If you have any questions or concerns about our privacy policy, please contact Judy Scioscia, Membership Director at jscioscia@sewickleymca.org.

Please refer to this policy regularly. The Y may need to change this policy from time to time to address new issues and reflect changes on our websites or within YMCA branches. We will post material changes on our websites or otherwise notify you and update the "Last Date Updated" field in the "Revision History" at the bottom of this page so that you will always know our policies regarding what information we gather, how we might use that information, and whether we will disclose that information to anyone.

Scope of Privacy Policy

This policy applies to the personal information that you provide to The Y, either through our websites and mobile applications or in person at a YMCA branch or program site. This policy does not apply to your use of unaffiliated sites to which our websites link. This policy does not apply to Personal Health Information ("PHI") collected through the YMCA Diabetes Prevention Program or any other program offered by The Y that requires the collection of PHI or other HIPPA protected information.

Collection of Personally Identifiable Information

The Y collects personally identifiable information (PII) from you when you voluntarily submit such information to us. The collection of PII may occur in person or on a website or mobile application operated, provided or otherwise controlled by The Y. This information may include your name, home address, email address, telephone number, date of birth, demographic information, sex-offender status, membership status, emergency contact information, and other information that we may need to collect in connection with certain events, including but not limited to:

- registration for, or participation in, events, classes, camps, and other activities or programs offered by The Y;
- participation in YMCA Nationwide Membership
- registration for surveys, forums, content submissions, chats, bulletin boards, discussion groups, requests for suggestions, or other services or activities offered on our website;
- answering your inquiries about our websites, organization, membership, or other services or activities;
- registration as a member of The Y;

Collection of Photographs

The Y may also collect your photograph, by capturing your image at a YMCA or scanning your personal identification card, for the purpose of identifying you as a member, volunteer or program participant. Your photograph will not be used for any commercial purpose without your authorization, and shall not be retained longer than three years from your last interaction with The Y.

Use and Disclosure of PII

If you do provide us with PII, The Y may contact you based on the information you provide to communicate with you about YMCA activities that may be of interest to you and your family.

The Y will use its best efforts to never disclose any PII about you to any third-party for purposes unrelated to the YMCA without having received your permission except as provided for herein or otherwise as permitted or required under applicable law. We do not rent or sell PII, including information provided about children, to third-parties. The Y may share PII with trusted service providers, such as payment processors, technology partners or other providers that need access to your information to provide operational or other support services while you are a YMCA member or program participant. In certain circumstances, we may also share information with select similar nonprofit organizations that may offer activities of interest to you. We may also provide PII to regulatory authorities and law enforcement officials in accordance with applicable law or when we otherwise believe in good faith that the provision of such information is required or permitted by law, such as in connection with the investigation or assertion of legal defenses or for compliance matters.

Collection of Payment Transaction Information

When you make a payment or donation, we collect information to process the financial transaction and may use that information to contact you in the future about The Y and its programs. Your payment information is transmitted to us, using a secure Internet method that helps maintain the privacy of this information. During the time your payment information resides on our computers, it is in an encrypted format and can only be accessed by authorized personnel with a decryption key.

Collection of Non-Personally Identifiable Information

We collect non-personally identifiable information without limitation, through the use of the following types of methodology:

- **“Cookie” technology:** A cookie is an element of data that a website can send to your browser, which may then store it on your system to help enhance your experience in using our sites and to provide us with technical information about your usage.
- **IP address tracking:** An IP address is a number that is assigned to your computer when you are on the Internet. When you request pages from our Sites, our servers log your IP address.
- **Web beacons:** A web beacon, or “clear gif,” is a small graphic image on a webpage or web-based document that a website can use to determine information about a user.

Non-personally identifiable information might include the browser you use, the type of computer you use, technical information about your means of connection to our websites (such as the operating systems and the Internet service providers utilized), and other similar information. Our systems may also automatically gather information about the areas you visit and search terms you utilize on our websites and about the links you may select from within the sites to other areas of the World Wide Web or elsewhere online.

Although an industry-standard do-not-track (DNT) protocol has not yet been established, The Y's information collection and disclosure practices and the choices it offers to consumers will continue to operate as described in this Policy.

Use of Non-Personally Identifiable Information

We use non-personally identifiable information for our purposes related to running YMCAs and their programs, and, in particular, to administering websites, and, in the aggregate, to determine what technologies are being used. We may also share aggregate, non-personally identifiable information with third-parties.

Collection of Sensitive Information

Where necessary, The Y may collect certain sensitive information from you, including

- payment card or bank account information to process fees or donations;
- health information in connection with various fitness programs, programs in which we are responsible for supervising children, health screenings, or other health service events that we may provide from time to time; and Access to sensitive information is restricted to those individuals who have a legitimate need for access. We will not use or disclose your information to third-parties unless such disclosure is necessary to accomplish the purpose for which the information is collected.

Privacy of Children

We are mindful that young people need special safeguards and privacy protection. We realize that they may not understand or be able to meaningfully consent to the provisions of our policy or be able to make thoughtful decisions about the choices that are made available to our adult users. We strongly urge all parents or legal guardians to participate in their children's exploration of the Internet and any online services and to teach their children about protecting their personal information while online.

To provide the services we offer, we sometimes need to collect certain information about children in both online and offline contexts. If we ask for PII from children under 13 in connection with our online services, where required we will comply with the Children's Online Privacy Protection Act (COPPA), including taking additional steps to protect the privacy of such information, including

- obtaining verifiable consent from the parent or legal guardian of the child before collecting or using the child's PII;
- notifying parents about what PII is being requested and how that PII will be used and/or shared, such as through this policy;
- limiting the online collection of PII from children to no more than is reasonably necessary to accomplish the purpose of the collection;
- giving parents a description of and access to the PII we have collected from their children;
- offering them the opportunity to request that such PII be changed or deleted;
- offering them an opportunity to prevent any further use or collection of information about their children; and
- maintaining reasonable procedures to ensure the confidentiality, security and integrity of the personal information collected.

We may also need to collect certain information about children and minors in an offline context, such as when

- a parent or legal guardian of a minor signs up for a membership including the child at a local YMCA, or for a program or camp we offer at one of our locations; and
- minors visit our facilities without a membership, where we may collect information about them to be able to contact their parent or legal guardian to notify them of an injury or other issues involving the minor.

Links to Other Sites

Users may find other content on our websites that link to the sites and services of other third-parties. We do not control the content or links appearing on these sites. Third-party sites or services, including their content and links, may be constantly changing and may have their own privacy policies and customer service policies. We encourage you to review the privacy policies of any third-party sites or services before providing any of them with your personal information.

Choice/Opt-Out

If you opt-in to receive information from us, you can change your mind later. If at any time you would like to stop receiving such information or opt out of a feature, you may change your options by contacting a membership representative at membership@sewickleyymca.org. You should be aware, however, that it is not always possible to completely remove or modify information in our databases and servers, although we will make reasonable efforts to do so upon your request, and we are unable to have your information removed from the records of any third-party who has been provided with your information in accordance with this policy.

Personal Data Access and Accuracy

You may contact The Y with inquiries or complaints regarding the use of information about you. We will use reasonable efforts to grant reasonable requests to access data about the requester. We will also make reasonable requests to correct any incorrect or misleading data about the requester.

YMCAs take appropriate administrative, technical, and physical measures to safeguard against unauthorized processing of personal information, and against the accidental loss of, or damage to, personal data. However, The Y cannot provide an absolute guarantee of the security of any of our websites or any other site on the Internet.

Consent to Transfer

YMCA websites are operated in the United States. If you are located outside of the United States, please be aware that any information you provide to The Y will be transferred to the United States. By using YMCA websites, participating in any YMCA services, and/or providing us with your information, you consent to this transfer.

California Privacy Rights

The California "Shine the Light" law permits California residents to annually request and obtain information free of charge about what personal information is disclosed to third-parties for direct marketing purposes in the preceding calendar year. The Y does not distribute your personal information to outside parties for their direct marketing without your consent.

Updating your Personal Information

You can update your personal information by emailing us at membership@sewickleyymca.org or via a written request mailed to: Sewickley Valley YMCA, 625 Blackburn Road, Sewickley, PA 15143. Please do not send Social Security numbers or other sensitive information to us via unencrypted email.