



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WELCOME TO THE YMCA



Member Handbook
PORTAGE TOWNSHIP YMCA

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Our Mission

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

CODE OF CONDUCT

Using the Core Values of Caring, Honesty, Respect, Responsibility and Faith as our guide, we expect all who come to the YMCA to follow the Code of Conduct to ensure that the YMCA is a safe, welcoming and comfortable environment for everyone. We ask individuals to behave in a manner that upholds these principles at all times when in our facility, at off-site YMCA locations, and in all programs.

Members and guests are encouraged to be responsible for their own personal comfort and safety, and to ask any person whose behavior threatens their comfort to refrain from doing so. If you feel uncomfortable confronting the person directly, please report the behavior to a YMCA staff person immediately.

All reported incidents are investigated by the appropriate staff member. Suspension or termination of Membership and its privileges may result from a violation of the Code of Conduct. Specifically, actions that do not adhere to these guidelines and are NOT permitted include:

1. Wearing inappropriate attire, including swimsuits and workout attire (sports bras and short shorts, included). Clothing with vulgar/ profane images or language that is deemed offensive to families and children is NOT allowed.
2. Using angry or vulgar language, including swearing, name-calling, or shouting.
3. Engaging in sexual activity or contact with another person.
4. Harassing or intimidating by words, gestures, body language, or other menacing behavior.
5. Stealing, destruction of property, gambling and/or betting strictly prohibited.
6. Carrying or concealing weapons, devices or objects which may be used as a weapon.
7. Smoking or Vaping - all YMCA centers offer a smoke & vape-free environment and campus.
8. Any other conduct of an inappropriate, threatening or offensive nature.
9. Refusing to adhere to staff requests may result in suspension or termination of Membership and its privileges.

YMCA KIDS – Where can they be in the facility?

Multi-Generational Spaces

- Café
- Gymnasium
- Game Area
- Track
- Lobby
- Racquetball Courts
- Fun Zone

0–10 years

Must be accompanied WITH an adult, 18-years or older, in the same area and under direct visual supervision, when utilizing the multi-generational spaces.

11–13 years

Any of the multi-generational spaces without an adult present. Emergency contact information must be on file with the front desk in case of an emergency. Group Exercise Classes with and Adult 18+.

14–17 years

Must Full use of the facility without an adult present, except those areas which are for those 18-years or older.

18+ years

Full use of the facility and for additional fee, 24-hour Facility Access. See front desk for details.

SUPERVISED CHILD WATCH – FUN ZONE

The Fun Zone is a supervised playroom available to members while they are working out at the Y. Fun Zone is designed for children ages 3 months through 12 years. There is a two-hour limit per day. The responsible party (14 years or older) must remain on the YMCA premises at all times.

Hours

Monday—Thursday	8:30am	-	Noon	&	4:00pm	-	8:00pm
Friday	8:30am	-	Noon	&	4:00pm	-	7:00pm
Saturday	8:30am	-	Noon				

Infants

Infants must have a reservation (limit 3). Diaper bags including all necessary supplies (bottles, diapers, wipes, etc) must be left with fun zone staff. Reservations for infants cannot be made more than 24 hours in advance. Cancellations must be made no less than two hours before the scheduled appointment. If a reservation is missed, a \$10 fee will be assessed to your account.

MEDIA

Website

To access schedules, photos, newsletters and information about programs and services, please visit us at www.ymcaofportage.org. You may also register for classes online.

Facebook

Feel the pulse of the Y and get news as it happens, including updates, photos, stories and, of course, weather related announcements on our Facebook page at www.facebook.com/portageymca.

WHO WE ARE

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive. The Y is guided by five core values: caring, honesty, respect, responsibility, and faith. Our values provide a positive foundation for all who enter our doors.

DIVERSITY STATEMENT

Membership at the YMCA is open to all people without regard to race, creed, color, religion, national origin, age, disability, or gender.

FINANCIAL ASSISTANCE

No one is denied Membership or program participation at the YMCA due to inability to pay. Scholarship assistance is available to those who qualify. An application process must be followed. Please see Member Services for more information.

NOTE: It is the mission of the YMCA to provide opportunities "for all". Funds raised in our Annual Campaign benefits everyone by helping to keep membership and program costs affordable.

GIVING

The Portage Township YMCA is very dependent on the kind donations from individuals, organizations and businesses. In order to fulfill the Y promise to provide programs for all, we bring people together to raise funds that help offset the cost of memberships for families and individuals who cannot otherwise afford to participate. Without the money raised from the Annual Campaign, many families and individuals would not be able to benefit from the Y's offerings. Donations may also be made for specific projects or programs.

Donations of any size are much appreciated. To help support your Y, please contact Fund Development:

ENTERING & EXITING THE FACILITY

Upon entering the Y, all members must scan their membership card at the Welcome Center. Lost or stolen ID cards may be replaced for \$5.00. Membership ID cards are to be used only by the person whose name appears on the card. Abuse of this policy (ie, loans this card to some else) will result in the termination of your Membership. Members can also store their ID cards on our free mobile app. Download our app from your app store by searching Portage Township YMCA.

GUEST PASSES

Guest Fee Applies. See website for details and restrictions. The YMCA reserves the right to deny/terminate access or membership to any person who has been accused or convicted of any crime involving sexual abuse, is a registered sex offender or who has demonstrated unlawful conduct that may be conceived as a threat to the well-being of other members or guests.

VISITING OTHER YMCAs

Members from Ys across the country, including Portage, may use any YMCA and receive the perks as if they were visiting their “home” Y. Nationwide reciprocity is available to all YMCA members as long as you visit your “home” Y the majority of the time.

CORPORATE MEMBERSHIPS

The Portage Township YMCA works with local companies to provide membership for their employees at group rates. Group memberships can be subsidized by the employer. They can be paid through monthly bank draft or paid annually.

TEMPORARY INACTIVE MEMBERSHIPS

The Portage Township YMCA will temporarily suspend a Member's dues with a \$15 processing fee. For pregnancy, injury or other medical restrictions ordered by a physician, this fee is waived. A doctor's note is required. To suspend a fee, please visit the Welcome Center. We cannot suspend a Membership for less than three months or more than six months. The membership will automatically renew in 6 months time.

CONTACT INFORMATION

Portage Township YMCA
3100 Willowcreek Road
Portage, IN 46368

P 219 762 YMCA (9622)
F 219 762 2012
W www.ymcaofportage.org

HOURS OF OPERATION

Staffed Hours

Monday through Friday 4:00a - 9:00p

Saturday and Sunday 6:00a - 6:00p

Unstaffed Holiday Closings

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Black Friday (Open 8a-5p)
- Christmas Eve
- Christmas Day
- New Year's Eve (Open 6a-3p)

24-hour Facility Access

Available and exclusive to all Portage Township YMCA members who are 18 years of age and older. In addition to regular membership fees, members are required to purchase a special key fob that will grant them access into the building 24 hours a day. Additional policies & procedures apply with 24-hour Facility Access. Initial and Replacement key fobs are \$25.

BUILDING CLOSURES / PROGRAM CANCELLATIONS

In general, when weather conditions cause the Portage Township Schools to close, some YMCA programs may also be cancelled. The YMCA facility may close, as well, depending on the circumstances. When conditions are questionable, please refer to our website, Facebook page, and mobile app, where announcements are made as soon as possible. Information may be posted on www.cancellations.com. Download our free app today to receive notifications by searching for DAXKO in your app store!



REGISTERING FOR PROGRAMS

Toddler, preschool, youth, adult, and family programs are offered throughout the year. (Program descriptions and schedules can be found on our website at www.ymcaofportage.org and at the Information Center in the Lobby.) Specialty programs, such as health lectures and family activities, happen periodically to provide Members additional opportunities to learn and grow. For programs that require registration, we encourage you to do so through our website.

Refunds

Each program has their own corresponding refund policy. Please contact the program coordinator for details.

If a participant cannot complete a class or program due to an extended illness, a credit may be issued by the Y for the unused portion to be applied toward another class or program. A doctor's note is required.

VOLUNTEERING

We appreciate the generosity of our volunteers and are always looking to widen our base of volunteers as our facilities, programs and services grow. We are in particular need of volunteers in the following areas:

- Office
- Welcome Center
- Youth Sports
- Special Events & Planning Committees

To learn how you can get involved, please contact:

P 219-762-9622 **E** Volunteer@ymcaofportage.org

AFFILIATIONS & COLLABORATIONS

The Portage Township YMCA is a member affiliate of the YMCA of the USA, located in Chicago, IL. YMCA of the USA is a 501(c)(3) charitable organization serving as the national resource office for the nation's YMCAs. With their counsel and leadership services, we are able to meet our goals of strengthening community by nurturing the potential of kids, promoting healthy living for all and fostering social responsibility.

WELLNESS CENTER

The Wellness Center at the Portage Township is comprised of three main areas: The Cardio Center, located straight down the main hallway, includes Cybex cardio machines as well as a Cycling Room. The Strength Training Center, located down the main hallway and to the left, past the Y Café, includes a Strength Machine Room and a Free Weight Room. Past the Strength Training Center are the Group Exercise & Fitness Studios.

Policies

You must be at least 11 years of age and have taken the Equipment Orientation program or if at least 14 years, have an Equipment Orientation Decline on file to enter the Cardio Center and Strength Training Center rooms. Proper workout attire is required.

- Shoes must be worn. Gym shoes are ideal.
- Work boots and sandals are NOT permitted.
- Buckles that could rip the seat covers are NOT permitted.
- Shirts MUST be worn at all times.

All weight plates and dumbbells must be returned to the plate and weight rack when you are finished using them.

Slamming weights or abuse of equipment is NOT permitted. Participants are advised to lift with a partner or only when there are others in the room.

The YMCA expects all participants to respect the rights of others when using the facility.

- A thirty-minute limit is enforced on each piece of Cardio equipment during "busy" times.
- Please be mindful of participants who are circuit training. Do not rest on equipment.
- You must disinfect each machine before & after use.
- Turn the Green Go to Red Stop after machine/equipment use.

Group Exercise Classes

All Group Exercise Classes are available at no additional charge. Step boxes and other necessary equipment is provided for classes. Children 11 years of age and older who hold membership, may participate in Group Exercise Classes with an adult as long as the child behaves in a safe and appropriate manner.

EQUIPMENT ORIENTATION

Equipment Orientation is required for anyone 11 years of age and older to ensure they are using all of the equipment safely. Anyone 14 and older may opt out of the training but will be required to sign a decline option.

OUTSIDE PERSONAL TRAINING

Customized personal workouts are available for a fee through our YMCA Certified Personal Trainers. The YMCA employs certified trainers to meet your personal training needs. They share their training fees with the YMCA, therefore outside personal trainers are PROHIBITED from using the YMCA as a training site.

LOCKER ROOMS

The YMCA is not responsible for any personal property. You must supply your own lock and are encouraged to do so. Please keep all personal property in the locker provided.

Policies

- Adults, 18+, are permitted to use the locker rooms
- Cameras and taking photos are **NOT PERMITTED** in any parts of the locker rooms.
- Full-size lockers are for daily use and must be emptied before leaving the facility. Locks left on full-size lockers overnight will be removed and the contents will be held for two weeks prior to being donated to an appropriate charity.

Overnight Storage

Overnight storage is permitted only in Rental Lockers.

- Half-sized lockers may be rented for \$80 per year or \$45 for 6 months
- One-third size lockers for \$55 per year or \$30 for 6 months.

To rent a locker, please see the Welcome Center. Renewal letters are mailed annually. Individuals who do not pay the rental fee will have the contents removed. Contents will be stored for two weeks before being donated to an appropriate charity.

UNISEX SAUNA USE

The Unisex Sauna use is restricted to Y members age 18 and over. Children, those under the age of 18, are NOT permitted access. A doctor's permission should be secured if you are on medication, have a medical condition, or are pregnant.

WATER MASSAGE TABLE USE

The Water Massage Table use is restricted to Y members age 18 and over. Children, those under the age of 18, are NOT permitted access to the water massage tables or locker rooms. Instructions and policies to use the water tables are located in their corresponding rooms. Member usage is limited to 15 minutes per session.

ACCIDENTS, INJURIES, INCIDENTS

All cases of accident, injury or incident should be reported to a Building Supervisor or the Welcome Center. The YMCA assumes no responsibility for injuries or loss of personal property while using our facilities.

Our goal is that everyone using the facility has a safe, enjoyable experience, but accidents and injuries do happen. If you are hurt, we have trained staff who can assist you.

SECURITY

The YMCA cannot guarantee the security of personal belongings. Therefore, we ask that you leave your valuables, including money, credit cards, and electronic devices, at home. The YMCA is not responsible for any lost or stolen items anywhere on the premises, including the parking lot and those locked in lockers.

GYMNASIUM POLICIES

Members and Guests are expected to follow the YMCA core values of Caring, Honesty, Respect, Responsibility, and Faith as well as the Code of Conduct in all areas of the YMCA, including the gym.

Bullying or fighting in any form IS NOT TOLERATED and may result in suspension or termination of the YMCA Membership and its privileges.

Swearing, profanity or any derogatory language IS NOT TOLERATED at the YMCA. Inappropriate language will result in dismissal from the gym, and may result in suspension or termination of YMCA Membership and its privileges.

YMCA scheduled programs may occasionally take precedence over Open Gym playing time or other activity. The Y will make every effort to post gym closings ahead of time.

Gum, food or beverages are NOT PERMITTED in the gym.

If any accident, fight or injury should occur, please notify the Front Desk, Gym Monitor or Building Supervisor immediately.

Proper gym shoes must be worn at all times when participating in any form of activity in the gym. Black-soled shoes are NOT ALLOWED on the gym floor.

Hanging from the basketball rims/nets is not permitted. Violation of this policy may result in dismissal from the gym and suspension of basketball playing privileges.

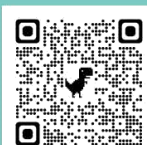
Tops & Bottoms must be worn at all times.

Members, guests and families have the opportunity to play basketball or use the gym equally. NO team practices are to be held during Open Gym time.

Gym doors to the outside are to remain closed at all times except for an emergency. No Gym doors may be blocked.

RENTALS

Space is available for rent at the Portage Township YMCA, including the gymnasium. For availability and prices, Complete the Facility Use Request Form by scanning the QR Code and a member of our team will be in contact with you.



TRACK POLICIES

Our Indoor Track can be accessed from the Lobby or from the stairs near the Strength Training Center. The track is 1/15 of a mile in distance.

Walkers are to walk in the inside lane closest to the rail.

Runners are to use the outside lane nearest the wall.

The track is not to be used as an observation point for any activity.

Gum, food or drink is NOT allowed on the track.

Please follow the directional arrow each day.

RACQUETBALL COURT and LÜ

The racquetball courts are located down the main hallway and to the left, past the Y Café, Strength Training Center and Free Weights Room.

Reservations

All court times are reserved in one-hour increments. Courts must be relinquished upon expiration of reserved time. Courts may be reserved up to seven days in advance. No more than one hour may be reserved during prime time (4-8 pm). The Lü schedule is posted on our app for open family play.

Policies

Wood racquets and black-soled shoes are NOT permitted on the courts. All racquets must have protective bumpers and wrist straps.

Use of eye guards is required.

Racquetball Courts are to be used for racquetball and handball only.

NUTRITION KITCHEN

Located inside the YMCA, the Nutrition Kitchen is open to all, members and non-members. Offering healthy shakes using NUZEST® protein powder, soups, and salads. The NK also prepares daily meals for our Free Food Program. Hours vary, see website for details. Menu also available on website and **LIKE** [@YMCANutritionKitchen](#) on Facebook.

By The Numbers

Across the U.S.

- The Y is a leading nonprofit organization for youth development, healthy living and social responsibility.
- The Y is a powerful association of men, women and children committed to bringing about lasting personal and social change. With a focus on nurturing the potential of every child and teen, improving the nation's health and well-being and providing opportunities to give back and support neighbors, the Y enables youth, adults, families and communities to be healthy, confident, connected and secure.
- In the U.S., the Y is comprised of YMCA of the USA, a national resource office, and 2,700 YMCAs with approximately 20,000 fulltime staff and 600,000 volunteers in 10,000 communities across the country.
- The Y engages 9 million youth and 13 million adults each year in the U.S.
- Worldwide, the Y serves more than 45 million people in 119 countries. Ys across the U.S. play an integral role in strengthening the leadership and youth programs of the Y around the world.
- Members, staff and volunteers of the Y include men, women and children of all ages and from all walks of life.
- The Y offers programs, services and initiatives focused on youth development, healthy living and social responsibility, according to the unique needs of the communities it engages.
- The Y is accessible to all people. Financial assistance is offered to individuals and families who cannot afford membership.
- The Y is guided by four core values: caring, honesty, respect and responsibility.

Portage, IN

- The Portage Township YMCA serves over 4,600 men, women and children 24 hours a day, 7 days a week.
- The Portage Y employs over 70 individuals at any given time.
- Approximately 100 volunteers give their time and talent to the Y each year.
- More than 425 people in the Portage, Indiana area are able to participate at the Y despite not being financially able to do so.
- More than \$150,000 in financial assistance is provided annually.
- The Y provides financial assistance to families and individuals for programs and membership.