

CUMBERLAND CAPE ATLANTIC YMCA

GENERAL FACILITY POLICIES AND CODE OF CONDUCT

At the YMCA, we are committed to creating a safe, inclusive, and respectful environment for all children and families. In order to best support our members and staff and maintain our facility, we ask all members, guests, and program participants to adhere to the following facility policies. Failure to abide by any of these policies or comply with YMCA staff while enforcing our policies may be asked to leave and/or result in a temporary suspension or termination of membership and not eligible for refunds.

1. Behavior: Our organizational values are Respect, Responsibility, Caring, and Honesty. Therefore the following behaviors are **prohibited** on YMCA premises including off-site programs:

- Harassment, intimidation, or any menacing, vulgar behavior or language, including swearing, name-calling or shouting by words, gestures, or body language.
- Physical contact with another person that is threatening in any way or any unsolicited verbal or physical advance, demonstration of sexual activity, or any sexual contact with another person.
- Carrying or concealing any weapons, devices, or objects that may be used as weapons.
- Use of or possession of any form of tobacco, nicotine, vaping, legal or illegal chemicals, drugs, or alcohol.
- Loitering within or on the grounds of the YMCA.
- Personal training or coaching by any member who is not a certified YMCA Trainer.
- Any solicitation of YMCA members or YMCA staff for services or products unaffiliated with the YMCA.
- Bringing unregistered or prohibited guests into the facility at any time or use of a member's account by any person other than the active member.

2. Dress Code: Our YMCA is a family-friendly environment and we ask that all members, visitors, and guests refrain from wearing offensive or inappropriately revealing attire.

- All members must wear clothing that is comfortable, breathable, and allows for a full range of motion. Athletic shorts, leggings, sweatpants, t-shirts, tank tops, sweatshirts/hoodies, sports bras are acceptable attire given they cover all appropriate areas and align with the YMCA values.
- Closed-toe, laced athletic sneakers are required for all workout areas, group exercise classes and youth sports programs.
- NO jeans, work pants or cargo pants, excessively soiled clothing, boots, crocs, slip on shoes or sock shoes are permitted.
- In the Milam Multipurpose Center (Basketball court), additionally, any black soled shoe must be non-marking. All members must maintain a shirt on at all times.
- In the Aquatics Area – Street shoes are not permitted on the pool deck beyond the entrance. A bathing suit (any one piece or appropriate two piece made from synthetic material, including: nylon, polyester, or spandex) must be worn in the pool at all times. Not permitted in the pool: any oversized clothing or cotton material clothing (cut-offs, shorts, t-shirts, tank tops, underwear, etc...); also, no belts, or disposable or paper diapers are permitted. All children in diapers must use swim diapers or plastic pants with snug fitting elastic waist and legs bands.
- Members should not be barefoot while walking throughout the facility and we encourage shower shoes or flip flops for use in the locker rooms.
- Members who do not meet the dress code will be asked to change, or may be asked to leave.

3. Music

- Members are encouraged to listen to music while in the facility, through their own personal devices, utilizing headphones or earbuds.

- Music may not be played out loud in shared spaces.

4. Cell Phone and Electronic Devices:

- General cell phone usage is restricted in all locker rooms, restrooms, and in the Free Weight Room, Family Fitness Center, Health and Adventure Center, Pool and Multipurpose Center. This includes, but is not limited to: any phone call in shared spaces, video chat, photography, or video recording of any other member without their consent.
- Any behavior or use of electronic devices that violates another member's privacy, is threatening, or disruptive will not be permitted.
- NJ State law prohibits the recording of any minor without the consent of their parent.

5. Personal Belongings:

- Members are permitted to have a phone, water bottle, and keys with them.
- All loose clothing, jackets, book bags, handbags, etc... must either be left in your vehicle, they may be placed in the general storage areas located in the Health and Adventure Center, or stored in lockers in any of the locker rooms.
- The YMCA does not assume responsibility for personal property that is lost, stolen, or damaged. Members are responsible for bringing their own locks.
- Loose clothing cannot be hung or draped over equipment or placed near the equipment for the safety of all members.
- Open beverage containers or glass bottles are not permitted in any of the fitness centers, aquatics area, or Milam Center.

6. Lost and Found

- If any member finds any item that does not belong to them, they immediately turn it in to Member Services.
- All items that have been turned in will be kept in the Lost and Found for a minimum period of 2 weeks.
- For health and safety reasons, Member Services is not able to store any wet clothing or towels, or opaque beverage containers or any container with liquid.
- If you have lost an item, please report it to Member Services as soon as possible.
- We have a zero tolerance policy for theft and will cooperate with authorities as needed.

7. Locker Rooms & Changing Rooms

- It is expected that all members respect other members' personal space while in the locker rooms. Personal hygiene in the locker rooms should be strictly limited to showering, toileting, washing your hands and basic personal grooming; NOT permitted is any shaving, hair coloring, foot treatments, or any unsanitary or offensive behavior.
- Lockers are available for daily use and may be rented. Members are responsible for bringing their own locks. Personal locks must be removed by the end of your visit, unless rented. Locks found on unrented lockers may be cut.
- We reserve the right to inspect locker contents at any time. If we ever have to remove the contents of a locker, we will notify the member, and the member will have a period of time to retrieve their belongings. Anything that cannot be store for safety or sanitary purposes will be disposed of.
- **All Adult Lockers Rooms** are available to members 18 and older. Minors are prohibited. Door Codes may be requested from Member Services. These spaces include a whirlpool and steam room. Members are required to shower prior to use. Nudity and personal grooming are prohibited in either of these areas. Members must have their bathing suit areas covered at all times while using these shared spaces. Soiled or sweaty garments and outside shoes are not permitted in the steam room.
- **All Family Locker Rooms** are available to all YMCA Members of any age or Non-members for use during their program session.
 - Parents or caregivers with children under the age of 12 should accompany their children in the locker room.

- Parents or caregivers with children five (5) and under are permitted to bring their child, regardless of their gender, into the adult's respective locker rooms
- Parents with children six (6) and older must be of the same gender to utilize the locker rooms, or they are welcome to use the gender inclusive, handicap-accessible family changing rooms, located on the first floor.
- **Gender Inclusive, Handicap Accessible, Family Changing Rooms** are located on the 1st floor and are primarily available to YMCA Members or Nonmembers during their program session with limited mobility, or parents with children of opposite gender.

8. General Age Guidelines

- Teens 13 and older may enter the facility without a parent or guardian.
- For all minors 11-12, a parent/legal guardian or approved adult 18+ is required to remain on premises to supervise the minor for the entire duration of their visit.
- All minors 10 and under, **MUST** have a parent/adult (18+) with them in the same space at all times during their visit.
- All youth 12 and under will not be permitted to check in until they are accompanied by a parent/legal guardian, or adult 18+.
- Parents/legal guardians or supervising adults are required to accompany minors while using the restrooms, changing rooms, or locker rooms.

Kontes Pool

- All Swimmers must follow all pool rules posted throughout the facility, cooperate with Aquatics staff at all times, and remain in assigned lanes based on the weekly schedule.
- All swimmers under 18 years old are required to pass a Deep Water Test per visit to swim in the deep end, otherwise must remain in the designated shallow area of the pool.
- Complete pool rules and requirements for using our pool can be found on our website and on the pool message board. Here are the basic age guidelines for all swimmers:
 - 10 and under **MUST** have a parent/adult (18+) **IN** the water with them, within arm's length (max of 2 children per 1 adult).
 - 11-12 may swim in assigned family swim lanes while their parent/adult guardian remains on YMCA premises.
 - 13-17 may swim in designated lanes without an adult.
 - Must be 18+ to swim in Adult lanes.
 - 18+ Open access based on pool schedule.

Milam Center

- For the safety and security of all members, if someone experiences a medical emergency, **PLEASE DO NOT ATTEMPT TO MOVE THEM**. Find the nearest YMCA staff Member (Fitness Center/Pool/Member Services) and we will attend to the situation.
- The Emergency Exit door, as well as the closet, should **NOT** be opened at any time. Emergency Exit and closet doors should only be opened by an on duty Y staff member. Only in the event of an announced emergency, should all members exit through the Emergency Exit doors. In the event the Emergency Door is opened, an alarm will sound and all members will be required to check in with Member Services.
- Food is not permitted in the Milam Family Multipurpose Center. Plastic bottled water is the only exception. All water bottle containers must have a secured, spill proof lid. Please recycle any used bottles or throw away any trash using the cans located outside of the Milam Family Multipurpose Center door.
- All personal items including water bottles, cell phones, keys, or wallets/small handbags may be placed safely out of the way of members against the wall. Jackets, additional layers of clothing, book bags, gym bags, large handbags **ARE NOT PERMITTED** in the Milam Family Multipurpose Center at any time. These items must either be stored in a locker room, or in the cubby area of the Health and Adventure Center, or left in your vehicle. The
- All activities and availability in the Milam Family Multipurpose Center are outlined on the schedule. Copies are located outside of the Milam entrance, in the front lobby flyer rack, or online at

www.ccaymca.org or on your Y360 app. The schedule is subject to change to reflect program adjustments or additions.

- 10 and under MUST have a parent/adult supervising them in the same space at all times during their visit.
- 11-12 can be in this space given a parent/adult remains on YMCA premises for the entire duration of their visit.
- 13+ may use this space without an adult.

Family Health & Adventure Center

- 8-10 year olds MUST have a parent/adult supervising them in the same space at all times during their visit.
- 11-12 year olds can use in this space given a parent/adult remains on YMCA premises for the entire duration of their visit.
- Ages 13+ may use this space without an adult.

Free Weight Room & Family Fitness Center

- 10 and under ARE NOT PERMITTED in this space AT ANY TIME.
- 11-15 can be in this space while their parent or adult 18+ remain with them in the same space at ANY TIME or this age group may use this space without a parent/adult DURING TEEN TIMES only.
- 16+ may use this space at any time.

Davis Room

- This room is available to facility members 18+ only at times when it is not being used for a YMCA class or program.
 - ANYONE UNDER 18 must be supervised by a parent or adult caregiver at all times while using this room.
 - Equipment is only to be used by adults 18+.
 - Eligible Members can see Member Services for Door Access Code.
 - Members must wait until all class participants have exited the room prior to entry.
 - Members must wear proper hand wraps and gloves to utilize heavy bags or speed bags.
 - Members cannot kick heavy bags without shoes on
 - Members cannot utilize the audio system in room, or barbells/weighted plates.

Riggins Room & Rotary Room

- Are not available for member use outside of scheduled programs

9. Group Exercise

- Registration is not required. Must be an active member or a registered guest to participate.
- Participants may arrive 10-15 minutes prior to class start time. To avoid disrupting class, we ask that members do not arrive more than 15 minutes late or leave while the instructor is still teaching.
- Everyone must sign in on the designated class attendance sheet. Members cannot sign in other members. Please only sign in for classes you will be attending the same day. Each class has a maximum number of students permitted. In the event the class is full there will be a sign on the door to notify members.
- Not permitted during any classes: cell phone usage, eating or chewing gum.
- Please wipe down and return all equipment once finished.

10. Personal Training

- A medical clearance form may be required only if Par-Q results advise it.
- Please arrive 10-15 minutes prior to your appointment. A minimum of 24hr notice is required for all appointment cancellations. If advanced notice is not provided or a person is more than 10 minutes late, the session will be forfeited.

- All PT packages expire 6 months after original date of purchase (extensions for medical reasons may require doctor notes)

11. Transgender Inclusion – Bathrooms/Locker Rooms

- In keeping with our commitment to diversity and inclusion, to abide by state laws, and to ensure everyone feels both welcome and safe at the Y, we offer transgender individuals the opportunity to choose the locker room they are most comfortable with.
- We encourage transgender individuals to meet with our Y staff upon their initial membership registration, to review their options for locker rooms. For a more private experience, we encourage any transgender individuals to utilize our gender inclusive, family changing areas located on the Main Floor, which include bathroom, shower, and changing area.

12. Breastfeeding

- Breastfeeding Mother's, whether members, staff, or the visiting guests with photo ID, are permitted to breastfeed in the Y's facility.
- New Jersey law specifically protects the right to breastfeed in public, permitting every mother to breastfeed in any place within a place of public accommodation where she is otherwise entitled to be. Staff may offer Mothers other areas to use that are more comfortable, if they wish. These areas include, if they choose, pending availability: Child Watch Room, located on the first floor, First floor eating area, located by the vending machines, any locker rooms, or ladies first floor bathroom.

13. Service Animals

- Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, is allowed in our facility. Service dogs are permitted to accompany the handler to any place in the building or facility where members of the public, program participants, customers, or members are allowed.
- Emotional support animals, comfort animal, and therapy dogs are not service animals under Title I and Title II of the ADA, and therefore are NOT allowed in our facility. Pets and all other species of animals or dogs that are not service animals are NOT allowed in our facility. The New Jersey LAD (Law Against Discrimination) requires public accommodations to allow people with disabilities who use service dogs, subject only to these conditions:
 - You must keep the dog in your custody at all times.
 - You can be required to pay for any damage your dog causes.
 - You can't be charged an additional fee for having a service dog.
 - Under the ADA, your service animal can be excluded from a public accommodation if it poses a direct threat to health and safety. For example, if your dog is aggressively barking and snapping at other customers, the facility can kick the dog out.

At the YMCA, we are committed to creating a safe, inclusive, and respectful environment for all children and families. Our organization has a zero tolerance for abuse and bullying.

Child Protection and Anti-Abuse Policy

- Our organization will not tolerate the mistreatment or abuse of any youth, by any youth or adult, and therefore will not tolerate any behavior that is classified under the definition of bullying (physical, verbal, nonverbal, relational, or cyber bullying). To the extent that such actions are disruptive, we will take the necessary steps to eliminate such behaviors.
- Anyone who witnesses suspicious or inappropriate behavior, including bullying, with or between youth are required to report it. All reports of suspicious or inappropriate behavior with youth, or allegations of abuse, will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made and investigated by authorities.
- Some areas of our facility utilize video technology to protect all persons, and will be turned over to authorities when needed.
- In addition, the YMCA reserves the right to deny access or membership to any person who has been accused or convicted of any crime involving child abuse, is or has been a registered sex offender, has ever been convicted of any offense related to the sale, possession, and/or

transportation of illegal drugs, or who shows signs or symptoms of being under the influence of illegal drugs, chemicals, narcotics, or intoxicating beverages.

- At all times, all minor children must be accompanied to the restroom or locker room by the child's parent or a YMCA staff member or volunteer (screened and trained). At no time is a staff person, volunteer, or member ever to be alone with a single child, teen, or vulnerable adult, where others cannot observe them. When a youth program is in session, designated restrooms or locker rooms will be blocked off to the public.

To ensure a positive experience for everyone, we ask all parents and guardians to partner with us by adhering to the following expectations.

1. Respect and Communication

- All parents/guardians are expected to engage respectfully with YMCA staff, volunteers, and other families.
- Open, honest communication is essential. We encourage collaboration and sharing of any information that will help us support your child effectively.

2. Adherence to Policies

- Parents/guardians are responsible for reviewing and following all YMCA policies and procedures, including those related to safety, behavior, and attendance.
- If concerns or conflicts arise, parents agree to address them through appropriate YMCA channels and in a constructive manner.

3. Inclusion and Support

- The YMCA welcomes children of all abilities and complies fully with the Americans with Disabilities Act (ADA).
- We provide reasonable modifications to programs and services to support the needs of children with disabilities, provided such accommodations do not fundamentally alter the nature of the program or create undue hardship to other members or staff.

4. Individualized Support Plans

- For children requiring additional support, we may request a meeting with the parent/guardian to develop an individualized support plan that promotes success and safety for all participants.
- Collaboration and consistency between home and YMCA staff are key to implementing these plans effectively.

5. Safety and Behavioral Expectations

- All children, regardless of ability, are expected to follow safety rules and behavior guidelines to the best of their ability.
- If a child's behavior poses a safety risk to themselves or others, the YMCA will conduct an individualized assessment and explore reasonable accommodations before determining next steps.
- We may request additional support from families, external providers, or caregivers to ensure the child's successful participation.

6. Mutual Accountability

- Continued participation in YMCA programs requires a shared commitment to respectful behavior, communication, and partnership.
- Failure to follow this policy may result in a meeting with YMCA leadership and, if unresolved, could impact program eligibility.