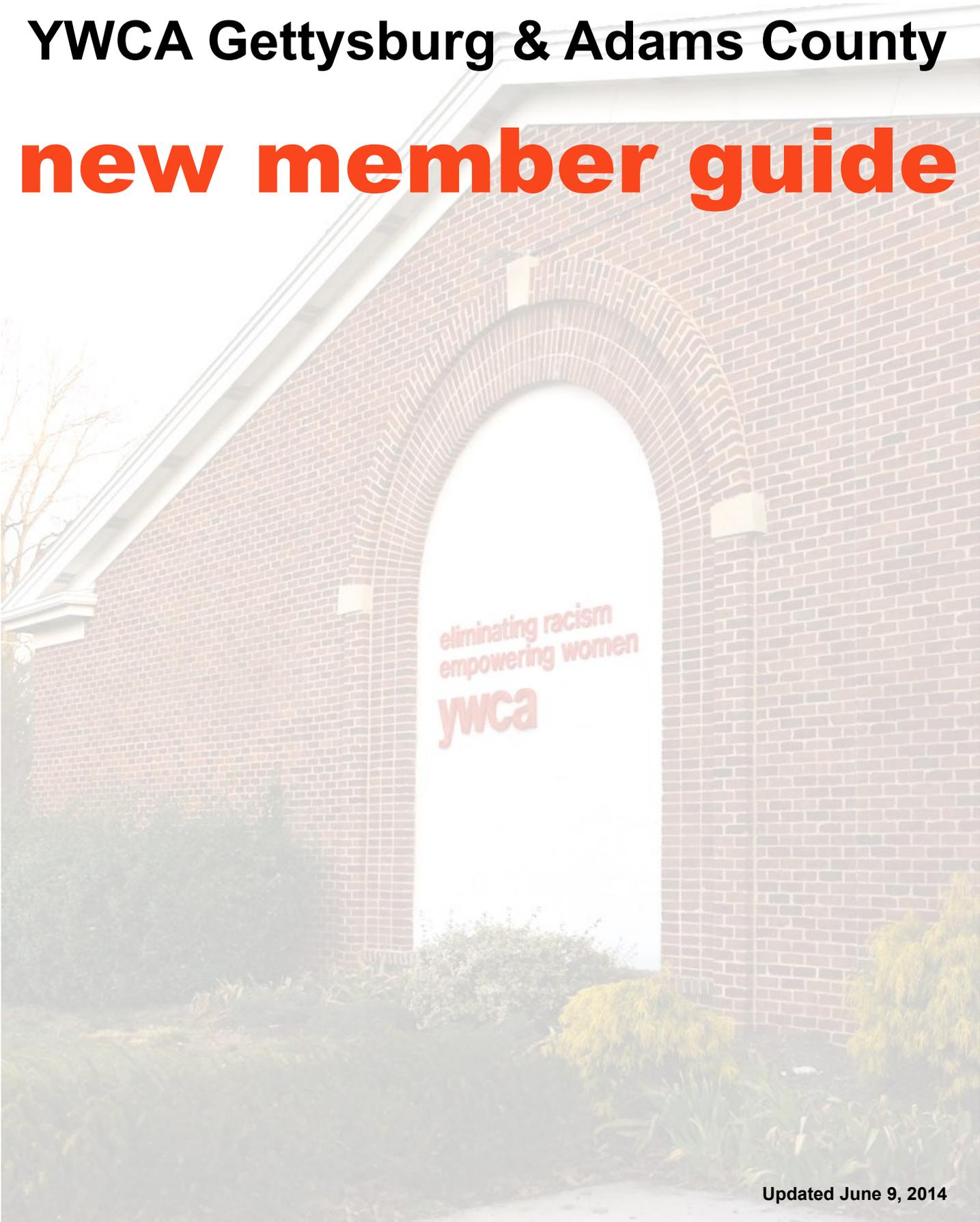


# YWCA Gettysburg & Adams County **new member guide**



eliminating racism  
empowering women  
ywca

Updated June 9, 2014

# welcome!

Welcome to the YWCA Gettysburg & Adams County! Our organization cannot thrive without our community, and our community is fortunate to have the YWCA in it. I use the word *community* often because that's what the YWCA is about—bringing people together. We're grateful for the support shown to us in the past and I'm optimistic about our future. My vision is for our YWCA to be the hub of our community.

The YWCA Gettysburg & Adams County has evolved throughout our more than 80 years in the community. I feel we're continuously improving, developing, and growing to reach our goals. We have assembled a group of outstanding staff and volunteers to help you navigate the events, equipment, and exciting opportunities that your YWCA offers. Please enjoy the facility and ask staff to help you with anything you need.

Good luck in achieving the goals you have established, and congratulations on joining the YWCA Gettysburg & Adams County!



*Deb*

Deb Geesey  
*Executive Director*

## our mission

The YWCA Gettysburg & Adams County is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

## our local purpose

The YWCA Gettysburg & Adams County is a community membership organization founded by women. Our mission is to serve people of all ages, races, religions, abilities, and economic levels. Our goals are:

- To provide opportunities for physical, spiritual and emotional well-being.
- To address changing needs and to improve the quality of life.
- To foster understanding among all peoples.

***This Membership Guide contains YWCA membership policies and other useful guidelines for facility use. Additional information and updates, including hours of operation, a listing of staff, and current pricing, can be found in the YWorks program guide and online at [ywcagettsburg.org](http://ywcagettsburg.org).***

# you are the ywca!

The YWCA is a member-oriented organization, and we value your suggestions, comments, and ideas. In fact, we rely on our members for much of what we do, like

deciding which new programs and services to offer. For example, we recently added new fitness center equipment, installed new parking lot lighting, and relocated our group cycle classes—all because of member comments and suggestions.

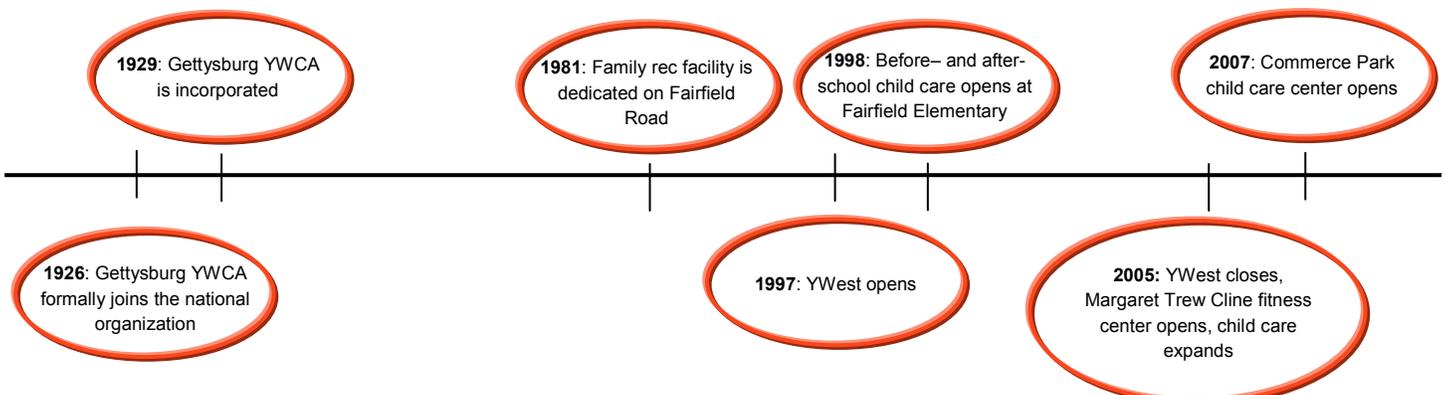
The YWCA Gettysburg & Adams County is more than a fitness facility. We are a childcare provider, a center for youth sports and aquatics, a senior center, a teen center, a camp provider, a community leader and advocate, and a place for members to call their own. We welcome individuals and families regardless of age, race, religion, gender, ability, or economic status. If you have special requirements and need assistance, please call our Membership Director at 717-334-9171, ext. 120.

## our history

The YWCA Gettysburg & Adams County began as the vision of two sisters, Annie and Irene Danner, who saw the community's need for a place for women to gather for mutual support and education. Inspired by the mission of the national YWCA, they willed their estate on Lincoln Square to establish a local association. In the early years, our YWCA was composed of several groups, including the Business & Professional Women's Club and the Girl Reserves. The YWCA operated the area's first library and our local USO programs. Today, the YWCA Gettysburg & Adams County is one of almost 250 YWCAs in the United States. Each YWCA works toward a common mission of eliminating racism and empowering women through programs and services that best meet the needs of its local community.



## timeline: 1926-present



# YWCA Member Guide

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## Membership Benefits

### rec pass

As a Rec Pass member\*, you're invited to use all of our facilities, including the swimming pool, fitness center, and gymnasium, and to participate in all fitness classes and water classes.

Rec Pass benefits include:

- 6,500 square-foot fitness center with 35 **cardio machines**, 28 **stationary exercise machines**, and 16 **free-weight stations**
- Indoor **pool and whirlpool**
- Unlimited **group exercise, water fitness, and cycle classes**
- **“Successful Start”** program for new members (1-hour orientation, ½-hour consultation, ½-hour personal training session including written workout and follow-up evaluation appointment)
- 2 **racquetball** courts
- **Gymnasium**
- **How-to clinics**
- Free **guest passes** (with annual membership)
- **Discounts** on youth and adult programs, massage, and more
- All **basic membership** benefits

### \*Rec Pass Categories

*Youth: Under age 13*

*Junior: Ages 13-17 or high school students*

*College: Students who are enrolled in at least 12 credit hours at an institution of higher education; please provide proof of current enrollment.*

*Adult: Ages 18-59*

*Senior: Ages 60+*

*Family: Defined as two adults living together as a couple, and their children, functioning as a single family (children are defined as minor children or children under age 24 who are still enrolled in school). In addition, (a) noncustodial parents may include their children in their family membership; (b) custodial grandparents may include their grandchildren in a family membership (not senior family); (c) elderly parents living with and dependent upon an adult child may be included in a regular family membership purchased by the adult child; (d) physically or mentally handicapped adult children living with or cared for by their parents or persons (as listed above) acting as parents may also be included by that person(s) in a regular family membership.*

*Single Parent Family: Defined as a single-income family with children, headed by a parent who is widowed or divorced and not remarried, or by a parent who has never married. Children eligible as defined under Family membership definition.*

### basic

Basic YWCA membership offers **voting privileges** to women age 15 and older in annual elections and **discounts** on many fee-based programs. Basic membership is required for child enrichment program enrollment, TLC usage, Sharks swim team participation, and other programs. A Basic membership gives you access to the YWCA only during the classes or programs for which you're registered.

# YWCA Member Guide

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## *Fitness*

### **rules and etiquette**

Each member has a responsibility to take ownership of their workout space. Please note that failure to abide by these rules may result in suspension of your Rec Pass. If you notice someone abusing the equipment or otherwise not following the fitness center rules and etiquette, please notify a staff member immediately. If you have any questions, ask a staff member for assistance.

- Proper family gym attire is required, including closed-toe non-marking athletic shoes.
- Please be considerate when using your cell phone in the fitness center or locker rooms. If you must accept a phone call, please step away from equipment and other areas where members are exercising. For the privacy of our members, the use of cell phone cameras is prohibited while using our facilities.
- The minimum age to enter the fitness center is 16; however, members ages 13 to 15 may use the facility after they have completed our free Basic Training program (see “Kid Stuff” on page 6).
- Children must be 14 or older to attend fitness classes on their own; those age 13 and under may attend classes with a parent or responsible adult if they are old enough to follow the instructor’s directions and not disturb other class participants.
- Cycle classes are open to Rec Pass members age 16 and older.
- If all elliptical machines are in use, place your name on the waiting list to reserve a machine for use when it becomes available.
- Use a spotter when lifting heavy free weights, and return all plates and dumbbells to the appropriate area after use.
- Wipe down equipment after use.
- Do not drop or throw weights, as they will break; do not rest dumbbells on benches.
- Do not throw chalk on the floor.
- Foul language and improper behavior will not be tolerated in the fitness center, sauna, or locker room areas.
- No personal training services may be provided by members or guests; only trainers employed by the YWCA may conduct training sessions.
- Sauna users must be 18 years old and follow all rules posted on the sauna door.

### **gymnasium**

Our gymnasium is available for Rec Pass member use when there is not a program scheduled. Although we try to ensure that half of the gym remains available for members at all times, some sports programs and special events occasionally use the entire gym space. A program schedule is posted on each gym door.

Basketballs are located behind the service desk in the fitness center. Please return them when you are finished. Do not hang from the basketball rims. Proper court shoes are required in the gymnasium.

Rec Pass member children age 5 and older may use the gym if a parent or responsible adult is in the building and accessible to the child. Children under 5 must be accompanied by an adult in the gym. Since open gym time is not a YWCA-supervised program, please use your own judgment in allowing your children in this area.

# YWCA Member Guide

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## *Fitness (cont.)*

### **racquetball/**

### **wallyball**

The racquetball/wallyball courts are to be used only for racquetball, wallyball, and similar sports. You may reserve court times at the Service Desk, though reservations are not required. You may borrow racquets and racquetballs from the Service Desk. There is a \$25 charge for any broken equipment, unless it is the result of regular wear and tear.

- Children under 10 must be supervised by an adult in the racquetball courts.
- Courts may be reserved up to one week in advance.
- Courts can only be reserved for up to one hour, beginning on the hour or half-hour only. If no one has reserved the court after your reserved hour, you may continue playing.
- Members may not make reservations in other members' names.
- We reserve the right to close the courts for special programming.
- We strongly encourage the use of protective eye wear.
- Non-marking athletic shoes are required.



### **kid stuff**

Children are welcome at the YWCA, as long as they are Rec Pass members or guests of a Rec Pass member. Children under the age of 10 must have adult supervision. Please refer to each activity area in this guide for specific rules that apply. For the safety of all of our members and guests, please respect the following age restrictions:

#### **Pool**

Children age 10 and older may use the pool unsupervised. They must follow all rules and regulations and obey staff. Children younger than 10 must be supervised at all times by a person age 16 or older who is present in the pool area.

#### **Fitness Center**

Rec Pass members who are age 16 and older may use the fitness center. Those ages 13 to 15 may use the fitness center after completing our free Basic Training class. Children younger than 13 may sit at the table in the fitness center, but cannot be anywhere else in the fitness center at any time. YWCA staff is not responsible for supervising children in the fitness center.

#### **Racquetball Court**

Children age 10 and older may use our racquetball courts. Children age 9 or younger must be supervised by an adult.

#### **Gymnasium**

Children age 5 and older may use the gymnasium with a parent in the facility.

# YWCA Member Guide

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## Aquatics

In YWCA aquatics programs, adults and children learn to be safe around water and feel the sense of accomplishment that comes with learning something new. We offer a variety of programs including a youth swim team, a fitness-oriented adult Masters swim team, swim lessons for children and adults, lifeguarding and swim instructor certification courses, family swim sessions, and water fitness classes. For a complete listing of aquatics opportunities, see the *YWorks* program guide or visit [ywcagettysburg.org](http://ywcagettysburg.org).

## rules and etiquette

We welcome all members and community guests to our pool. For everyone's safety and enjoyment, we ask that you abide by the following rules. Failure to do so may result in the suspension of pool privileges.

- Children age 10 and older may use the pool on their own. Children under the age of 10 must be supervised by a person age 16 years or older at all times.
- Infants and toddlers must wear a swim diaper if not potty trained; swim diapers may be purchased at the Service Desk.
- Please shower before entering the pool and between pool and whirlpool use. Good hygiene is essential to keeping our pool and whirlpool clean and operational.
- Use good judgment in choosing your swim wear so as to not to offend other swimmers.
- Do not talk to the lifeguard unnecessarily, as it distracts him/her from watching other swimmers.
- Aquatics staff have the final say for all rules; please comply with their direction at all times.
- Only those who have demonstrated their swimming ability to the lifeguard's satisfaction will be permitted in the deep water.
- Equipment is to be used for its intended purpose. Some equipment is for instructional or adult use only.
- Floatation devices may not be substituted for swimming ability in deep water.
- No diving in shallow water.
- Jump in only from the ends of the pool; the ends are nearest to the locker rooms and the starting blocks.
- The starting blocks are for swim team and instructional use only.
- Lap lanes are for lap swimming only. Lap lanes must be shared and circle swimming is required when there are more than two swimmers in each lane.
- Foul language and improper behavior will not be tolerated in the pool, whirlpool, or locker room areas.
- Food, glass, chewing gum and beverages (except water bottles) are not permitted in the pool, whirlpool, or locker room areas.
- No running at any time.

***Please note: our swimming pool schedule changes monthly, as we work to accommodate our many aquatics activities. You can find a current pool schedule at the Service Desk, in the flyer rack in the lobby, and at [ywcagettysburg.org](http://ywcagettysburg.org).***

# YWCA Member Guide

## Aquatics (cont.)

**whirlpool** • Whirlpool users must be at least 18 years old.

- Please shower before entering the whirlpool. Users' good hygiene is essential to keeping our whirlpool clean and operational.
- Pregnant women and people with blood pressure or heart conditions must consult their doctor before using the whirlpool.
- Always shower before using the whirlpool and between pool and whirlpool use.
- Do not submerge your head in the whirlpool.
- Improper behavior in the whirlpool will not be tolerated.
- Remaining in the whirlpool for longer than 15 minutes may be dangerous to your health.



# YWCA Member Guide

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## *Child Enrichment Programs*

We provide safe, affordable, high-quality childcare so you can have peace of mind while you work. In our classrooms, children engage in a curriculum designed to encourage learning in all developmental areas including physical, social, emotional, cognitive and self-help skills. Activities are a balance of child-directed and teacher-directed experiences.

We offer three convenient childcare locations:

- Main YWCA: 909 Fairfield Road, Gettysburg
- Commerce Park: 1400 Proline Place, Gettysburg
- Fairfield Clubhouse (at Fairfield Elementary School): 4840 Fairfield Road, Fairfield

Our Main YWCA and Commerce Park locations provide full-day, half-day, and before- and after-school care for children ages 6 weeks through 12 years, with infant, toddler, preschool and school-age classrooms. Our Fairfield Clubhouse location provides before- and after-school care during the school year.

Our Main YWCA and Commerce Park locations operate Monday through Friday from 6:30 a.m. until 6 p.m. We provide breakfast and an afternoon snack.

We also provide childcare for our CEP families at the Main YWCA and Commerce Park locations on school holidays, snow days, and during the summer vacation. For more information or to schedule an appointment to enroll, call 717-334-9171, ext. 126.



**tlc** Our Temporary Loving Care (TLC) program provides childcare for Rec Pass holders using the YWCA facility to work out or attend a program. TLC provides care for children ages 6 weeks through 10 years.

- Reservations are strongly suggested, as we honor reservations before walk-ins.
- Care is limited to one 2-hour session each day.
- While your child is in TLC, you must be in the YWCA building at all times.
- For your child's safety, we ask that you sign your child in and out of TLC.
- Please do not bring your child to TLC if s/he is sick or has been sick within the last 48 hours (i.e., fever, diarrhea, weepy eye, vomiting, rash, etc.).
- Please change your child's diaper or give your child the opportunity to use the bathroom prior to entering the TLC area. If your child's diaper needs to be changed, we will call you to do so.
- Please clearly label your child's possessions.
- Sometimes we take our TLC children outside or to the gym to play. We'll post a note on the door to let you know where we are.
- If we're unable to comfort your child or s/he is disruptive we'll call you.

# YWCA Member Guide

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## *Community Outreach*

The YWCA Gettysburg & Adams County is an affiliate of the YWCA USA, whose mission is to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. We offer a variety of programs that encourage appreciation for the diversity in our community, empower young women to explore male-dominated career fields and become financially independent, and help everyone in Adams County learn and grow. Some of our community outreach activities include:

- Cultural celebration events
- Annual Unity Walk
- Martin Luther King Jr. Celebration
- Time to Talk racial justice discussion groups
- Brown Bag Lunch Q & A sessions and lectures
- LEGO Robotics Club for girls (in Gettysburg elementary and middle schools)
- Stem Savvy Club at Gettysburg Area High School for girls focusing on science, technology, engineering, and math
- ENCORE Breast Cancer Support Group
- Community playground
- Community pool partnership

For more information about these and our other programs, please see the current *YWorks* program guide or visit [ywcagettsburg.org](http://ywcagettsburg.org).



# YWCA Member Guide

## Community Outreach (cont.)

### special events

In addition to our year-round and seasonal programs, we organize several special events for our members and the greater community:

- **Nearly New Sale:** Provides an opportunity to stock up on gently used children's and maternity clothes, toys, and infant equipment at bargain prices.
- **Indoor triathlon:** supports YWCA aquatics programs.
- **Race Against Racism 5-mile, Spirit of Gettysburg 5K and Encore Breast Cancer Awareness 5K:** These road races benefit important programs, support runners' fitness goals and build a sense of community at the YWCA and throughout Gettysburg and Adams County.
- **"Bubba Bash" volleyball tournament:** Benefits the YWCA financial assistance program, which provides scholarships to those who need help paying for a YWCA membership.
- **Annual Meeting:** Informs our members about past year's successes and plans for the coming year.



### road scholar

Road Scholar is America's first—and the world's largest—educational travel organization for adults age 40 and older. The YWCA's Road Scholar programs explore Gettysburg's significance in our country's history by offering programming of interest to locals, as well as to people who travel here from across the U.S. and around the world. Programs focus on the Battle of Gettysburg, the civilians and town during the Civil War, and related topics. Call the Road Scholar director at 717-334-9171 ext. 115 or visit [ywcagettysburg.org](http://ywcagettysburg.org) for a list of program dates, courses, and fees.



# YWCA Member Guide

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## *The Fine Print*

### **Access**

A Rec Pass membership is required for access to the swimming pool, whirlpool, sauna, gymnasium, racquetball courts, and fitness center. Basic and non-members may purchase access to group exercise and water fitness classes. All members must swipe their membership cards at each turnstile each visit. If you forget your card, see the Service Desk for a temporary access pass. You are eligible to receive three temporary access passes, after which your membership card is considered lost; to regain access to the facility you must purchase a replacement card for \$5. Children younger than 10 are not allowed in the facility without an adult. See each activity area listed in this guide to access specific rules that apply.

### **Bulletin Board Postings**

You are invited to submit items that may benefit our members for posting on our bulletin boards. These items must be approved prior to posting; please see the Service Desk with items that you wish to have approved.

### **Breastfeeding**

If you'd like privacy while breastfeeding, you're welcome to use our Community Room. Please ask the Service Desk staff to open the room. If the Community Room is in use, we'll find an alternate location.

### **Cellular Phone/Photography**

Please be courteous when using your cellular phone. For the privacy and comfort of our members, picture-taking devices may not be used in the locker rooms, pool, or fitness center. Special circumstances may permit such photography with prior authorization from YWCA staff.

### **Disruptive Behavior**

If a member or a guest acts in a manner inconsistent with the YWCA mission, fails to abide by the rules and regulations of this YWCA, or acts in a manner that is harmful, potentially harmful, or a threat to the safety of others, our employees may request that the member/guest leave the facility. Our Executive Director or Board of Directors may revoke or suspend membership and/or Rec Pass privileges without refund. The YWCA enforces age rules concerning children in the facility and specifies the supervision required. Ultimately, the responsibility for the care, safety, and behavior of children using the YWCA without the presence of an adult rests with the parent/guardian or caregiver. YWCA staff members cannot supervise children nor act as a substitute for daycare.

### **Guest Passes**

Guests may visit the YWCA by paying the daily or weekly guest fee rate. Children younger than 10 must be accompanied by a parent or guardian. The YWCA Gettysburg & Adams County may, at its sole discretion, cancel any and all remaining visits for any reason.

### **Special Needs**

The YWCA works to accommodate members and guests with special needs. Access to non-turnstile gates and the aquatics special needs locker room will be granted to members upon request. If you require other modifications, please contact our Membership Director.

# YWCA Member Guide

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## *The Fine Print (cont.)*

### **Locker Rooms**

- We provide lockers for day use on a first-come, first-served basis, or you may rent a locker to coincide with the length of your membership; see the Service Desk for details.
- Please bring your own lock. All day-use locks must be removed at the end of the day. Failure to remove a lock will result in the lock being cut and all locker contents being placed in the Lost & Found.
- For your convenience, we keep small baskets at the Service Desk for personal belongings such as keys and other small items. However, the YWCA will not be responsible for any items left at the Service Desk.
- For the safety of all members, please be mindful of the posted wet and dry areas in our locker rooms.
- For the comfort and privacy of all members, children age 4 and older are required to use their same gender locker room. Parents bringing opposite gender children ages 4 and older may use the special assistance changing room; see the Service Desk for the key.
- Adults are responsible for the children they bring into the locker room and must stay with them at all times. Baby changing areas are located in the men's and women's aquatic locker rooms.

### **Lost & Found**

Please check with the Service Desk if you're missing an item or if you find an item that might be lost. We'll keep lost items for a reasonable amount of time, then either donate them to charity or discard them. Please note that we cannot be responsible for lost or stolen property.

### **Parking**

You're invited to park your car in our lot when using the YWCA. When the lot is full, you may park on one side of the YWCA entrance or on any appropriate side streets. Please don't park on Lutheran Theological Seminary property at any time. Observe the childcare drop-off/pick-up times, leaving those spaces available for parents picking up and dropping off young children.

### **Program Registration**

Please register prior to the first day of a fee-based class or program unless otherwise noted. We may keep a waiting list when a class/program becomes full. Occasionally, if the waiting list dictates and we have appropriate staff, we may add another class or program session.

### **Smoking**

All YWCA facilities and grounds are smoke-free.

### **Ragged Edge II**

The Ragged Edge Coffee House operates a coffee shop within the YWCA facility offering coffee, snacks, and smoothies from 7:30 a.m. to 1 p.m. Monday through Friday. For more information, call the Ragged Edge II at 717-334-1027.

### **Lending Library**

We provide an informal lending library that operates on the honor system. Drop off books you've finished and pick up a few new reads! Located inside the lobby near the racquetball courts.

# YWCA Member Guide

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## *The Fine Print (cont.)*

### **Weapons**

In the interest of maintaining an environment that is safe and free of violence for members, employees, and visitors, the YWCA Gettysburg & Adams County prohibits any person from carrying or possessing weapons on YWCA property or while participating in YWCA events, regardless of whether that person is licensed to carry a concealed firearm.

### **Exceptions:**

This policy does not apply to on-duty law enforcement personnel acting in the course of their official duties, nor does it apply to off-duty law enforcement personnel or licensed security guards employed by the YWCA to provide security on YWCA property or at YWCA event.

### **Definitions:**

“*Weapons*” include, but are not limited to, firearms, tasers, explosives, swords, knives, and chemicals. “*Weapons*” also include any other item used, or intended to be used, to harm another person.

“*YWCA property*” includes all buildings and facilities owned or leased by the YWCA and all surrounding areas.

“*YWCA events*” include, but are not limited to, parties, banquets, fundraisers, races, meetings or other events sponsored or run by the YWCA.

### **Duty to Report Violations:**

A member with knowledge of a violation of this policy must immediately report it to a YWCA employee. Failure to do so is a violation of this policy. An employee with knowledge of a violation of this policy must immediately report it to the Executive Director or, if the Executive Director is unavailable, to the person then in charge of the YWCA property or YWCA function at which the violation is occurring or has occurred. Failure to do so is a violation of this policy. If there is an immediate threat to safety, the member or employee should call 911.

### **Violations:**

Any person who violates this policy shall be instructed to leave the YWCA property and may not enter onto YWCA property again until further notice. If the person does not leave YWCA voluntarily, or if the person returns to YWCA property without permission, he or she will be considered a trespasser and law enforcement will be notified.

A member who violates this policy may have his or her membership suspended or permanently revoked.

An employee who violates this policy is subject to disciplinary action up to, and including, termination.

# YWCA Member Guide

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## *Fee Policies*

### **Class Cancellation**

Occasionally, due to lack of participation, inclement weather, or circumstances beyond our control, we may have to cancel a class. On days that the Gettysburg Area School District is closed or has a delayed opening due to inclement weather, YWCA instructors are empowered to use their judgment to decide if it is safe for them to come to work. YWCA members are encouraged to check [ywcagettsburg.org](http://ywcagettsburg.org) for class cancellations. Members may also sign up at this site to have class cancellation alerts sent to them via email or text message.

### **Coupons, Discounts, and Gift Certificates**

Please present coupons, discounts, or gift certificates prior to your transaction. Discounts may not be combined. Senior Rec Pass holders are eligible for a 10 percent discount on Rec Passes only on the first business day of each month. We also offer a 20 percent discount for active-duty military service members, with proof of duty status, on all membership types, excluding College. Gift certificates may be purchased at the Service Desk in any amount and used for fee-based YWCA programs and services. When gift certificates are redeemed, the fee for the product sold is determined by the membership status of the certificate holder—not the person who purchased the certificate.

### **Debt to the YWCA**

Individuals owing money to the YWCA due to returned checks, rejected EFTs, past due program balances, or for any other reason must pay the debt immediately. Failure to correct outstanding debt will result in suspension from all YWCA facilities and programs for all family members until the debt is paid. Legal action may also be taken.

### **Financial Assistance Program**

Support from our fundraising efforts, plus special gifts from individuals in our community, allow the YWCA to provide financial assistance to those in need. For an application, stop by the Service Desk or visit our website at [ywcagettsburg.org](http://ywcagettsburg.org). Applicants must provide proof of income to be considered for the program. Assistance is determined on a quarterly basis and awarded based on income and family size.

### **Membership Cards**

Basic members, Child Enrichment Program (CEP) parents, and Rec Pass holders are required to carry YWCA membership cards to access the facility. We will issue one free card or key tag when you register (two for CEP parents). Your membership card is not transferable and is the property of the YWCA Gettysburg & Adams County. Your card is a photo ID and may only be used by you—lending your card to anyone will result in loss of privileges. If your card is lost or stolen, you may request a replacement card, which we will issue at a cost of \$5 per card. Replacement key tags are \$1 each.

### **Membership Status Changes**

Please visit the Service Desk to notify us of any changes to your membership, including additions, deletions, or name and address changes. Please note that we reserve the right to deny access or membership to any person who is a registered sex offender; has pleaded guilty to or been convicted of a crime involving sexual abuse, physical abuse, or neglect of a child, spouse, or parent; has pleaded guilty to or been convicted of any offense related to the sale or transportation of illegal narcotic habit-forming or dangerous drugs; or is clearly under the influence of intoxicating beverages or behavior modifying drugs.

# YWCA Member Guide

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## *Fee Policies (cont.)*

### **Payment Options**

You may pay for your registration by personal check, money order, cash, or debit/credit card (VISA, MasterCard, Discover, American Express). Rec Pass holders and Child Enrichment Program participants may also elect to pay by electronic fund transfers (EFT) through a local bank or from a credit card. If you choose to pay by EFT, you will sign an agreement authorizing the YWCA to withdraw a monthly payment from your bank account or charge an accepted credit card. These withdrawals or charges will appear on your bank or credit card statement. EFT requests do not expire automatically; if you wish to cancel your EFT, you must complete a cancellation form 10 days in advance of the date you wish to cancel your electronic fund transfer. Should your check be returned or your credit card declined, access to the facility will be blocked until payment is made and may result in termination of membership. All scheduled rate increases will be automatically applied to EFT transactions.

### **Refunds, Vouchers, and Credits**

Refunds are only given for classes cancelled by the YWCA. No other refunds will be issued. Program fees, annual membership dues, and Rec Passes are nontransferable and nonrefundable. Participants who withdraw after registering for a class will receive a pro-rated voucher for the program fees minus a \$10 processing charge. Any voucher issued under any program will be valid for one year from the date of issue.

### **Returned Checks**

There is a \$35 charge for all returned checks—this covers our bank fees and is not negotiable. Repeated returned checks may result in a loss of check writing privileges.

