



2017
CENTRAL BUCKS
FAMILY YMCA
MEMBERSHIP
HANDBOOK!

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Our Mission

Central Bucks Family YMCA is a charitable, nonprofit organization whose purpose is to improve the quality of community life. The Y strengthens the spirit, mind and body of all people. At the Y, we value the following attributes of personal character and ethical behavior and believe they are essential to fulfilling our mission:

- Caring-** To be sensitive, understanding and responsible for the well-being of self and others.
- Honesty-** To be truthful, trustworthy, sincere and fair in word and action.
- Respect-** To value the worth of person and property; treating others as you would have them treat you.
- Responsibility-** To recognize, accept and fulfill the obligation to contribute to a better society.

The Y stands for Youth Development, Healthy Living and Social Responsibility.

Hours of Operation

Monday through Thursday: 5:00 AM-10:30 PM
Friday: 5:00 AM-9:00 PM
Saturday: 6:30 AM-6:00 PM
Sunday: 6:30 AM-6:00 PM

CLOSED	PARTIAL HOURS
Easter Sunday	Christmas Eve
Memorial Day	New Year's Eve
Independence Day	New Year's Day
Labor Day	
Thanksgiving Day	
Christmas Day	

Security and Safety

Planned Closings

Unsure if the Y is open? Please visit our website at www.cbfymca.org and visit SITE ALERTS or call the Welcome Center at 215.348.8131. All planned closures are communicated in a timely manner throughout the building and on the website.

The Y is closed during select major holidays and for large community events like the morning of the Kids Triathlon. Areas of the Y will close periodically for improvements and maintenance including the gymnasium, pools, and studios. We are intentional in planning the work during low membership usage.

Emergency Closings

The Y will close for severe weather that places our members and staff at risk. In the event of severe weather, please call the Y or check our website. We recommend you check the website or call before getting in your car to drive to the Y.

Photographs/Videos

Cellular phone cameras, video recorders, cameras or any other visual recording devices are not to be used in locker rooms, restrooms or in the sauna at any time. Photographs are permitted during classes and events except where the instructor or Y staff member determines that it is disruptive, unsafe, and/or not in the best interest of the participants. **A Y staff member reserves the right to stop any member from taking pictures at any time.**

Cell Phone Usage

Central Bucks Family YMCA permits talking on cell phones in the lobby or hallways. We ask that you use discretion when talking and keep your voice low as not to disrupt fellow members. Talking on cell phones is not permitted during classes, in the Fitness Center, or in the pool area. Cell phone use **of any kind** is not permitted in the **locker rooms, restrooms or sauna.**

Surveillance

Central Bucks Family YMCA utilizes a video surveillance system. Cameras are located in the facilities and on the campus grounds. The surveillance system is used to help management

determine how to better serve members, monitor high traffic areas and deter unauthorized access and crime.

Registered Sex Offender Scanning and Procedure

V-Soft, a web-based system developed and maintained by Raptor Technologies, provides the capability to search the national database of known sex offenders. Central Bucks Family YMCA has been granted a non-exclusive, non-transferable license for the use of V-Soft and its database updates. Our Y will scan the entire database monthly for registered sex offenders, daily for visitors and guests and has the ability to scan individual names should the need arise.

All visitors or guests must provide a valid state or government issued photo ID to be scanned through our Raptor Software.

Those verified as known sex offenders will receive notification and membership will be terminated immediately.

Locker Rooms

Age Requirements

- Youth ages 0-5 are to be accompanied by an adult and use the Female Family/Male Family Changing Rooms according to the gender of the adult. Youth ages 0-5 may also use the Family/Special Needs Locker Room.
- Youth ages 6 and older are to use the Female Family/Male Family Changing Rooms independently, according to his or her own gender. Youth ages 6 and older who need caregiver assistance are to use the Family/Special Needs Locker Room.
- Individuals ages 15 and older are to use the Men's and Women's Adult Locker Rooms. Teens ages 12-14 may use the Men's and Women's Adult Locker Rooms after 3 PM.
- **For the safety of all, typical adults without children are asked to refrain from using the Female/Male Family and Special Needs Family Locker Rooms.**

Lockers

Central Bucks Family YMCA is not responsible for lost or stolen items.

Central Bucks Family YMCA asks all members to leave valuables at home. For your convenience, lockers are located in all locker rooms and are available during your visit **as space allows. Do not leave items in an unlocked locker.** If you do not have a lock, you may purchase one at any time at our Welcome Center. In an attempt to provide all members with locker usage, we ask that you do not leave your lock or belongings in a locker beyond your visit. Locks left overnight will be cut and items we will individually bagged and brought to the Lost and Found, located at the Welcome Center.

If you are not using the lockers or locker room to change into workout attire, we ask that you utilize the Fitness Center Lobby lockers and cubbies, Fitness Center Lobby coat rack, and coat racks outside all Studios for coats and/or other small items.

Locker Room Safety Guidelines for All

- If you need immediate assistance at any time, please call the Welcome Center, extension 0. Phones are available within each locker room.
- Please use caution when walking through the locker rooms.
- Cellular phone cameras, video recorders, cameras or any other visual recording devices are not to be used within locker rooms and restroom facilities at any time.
- Food and beverages are not permitted.

- Upon leaving the shower area, please dry off thoroughly before entering the locker room area.
- Items such as shampoo, conditioner, etc. must be in non-breakable containers.
- Showers are strongly recommended before entering the pool area.
- The use of baby oil is prohibited.
- Please place a towel down when using powder. Towels should also be placed on the benches while changing.

Membership

The Y offers memberships to those ages 12 and older that include full facility privileges and use of the entire facility (Pools, Fitness Center, Gymnasium, and Skatepark), plus free fitness and aqua-aerobics classes, programs at a reduced rate from the non-member price and age-appropriate use of Locker Rooms, Sauna, Whirlpool, and Teen Center.

One Adult & Dependents: One adult, age 18 years and older, and his or her dependents living in the same household. Adult need not be single.

Two Adults & Dependents: Two adults, both age 18 years and older, and their dependents living in the same household. Two adults need not be mother and father.

Two Adults: Two adults, age 18 years and older, living in the same household

Two Active Older Adults: Two active older adults, both age 65 years and older, living in the same household.

Ability Membership: For members requiring a caregiver to utilize the Y safely and successfully. Application required. Contact Meghan Halberstadt, x1136 or mhalberstadt@cbfymca.org.

Youth Membership: For youth up through 12 years of age.

7th Grade Membership: Free to all 7th graders within our community September 1 through August 31. All current 7th graders need to join by May 31st of the current year to be eligible.

Teen Membership: For teens age 13-18 years, includes Skatepark and Teen Center access.

Young Adult Membership: For young adults age 19-27 years.

Adult Membership: For adults age 28-64 years.

Active Older Adult Membership: Older adults age 65 years and older.

Silver Matinee Membership: Older adults age 65 and older, includes limited access to the facility 11:30 AM - 3:30 PM.

Joining Fee

All new members are required to pay a joining fee, which is nonrefundable. Joining fees are used toward the upkeep and maintenance of the Y building and equipment. Memberships lapsing more than 30 days are assessed the joining fee.

Membership or Program Cards

For the safety and security of those in our facility, members and program participants will receive an ID card at the time of registration. Membership cards are not transferable; therefore the card may not be used by anyone except you. Members and program participants are required to bring their membership cards to gain access through our computerized check-in system.

For lost cards: Initial replacement is provided free of charge. After that, a card can be purchased for \$5.00.

Payment Information

Membership Payment

Memberships are non-transferable and non-refundable and are billed on a month-to-month basis.

Electronic Draft – (Bank or Credit Card) Electronic Drafts are automatically deducted from your account each month and are continuous. If an increase is announced, the Y will provide 4 weeks advance notice, but all drafts will increase in the month the increase goes into effect. If a check or a draft is not honored by the member's bank for any reason, there is a \$30 returned draft fee. The Y may choose to terminate membership after one bounced draft, but that does not relieve you of your financial obligation.

Cancellation Policy

Cancellation of membership must occur in-person at our Welcome Center. At the time of cancellation, a cancellation form must be completed and signed by the member in front of the Member Engagement Representative. Members must complete the cancellation process in person at the Welcome Center with a minimum of 30 days notice.

Membership Cancellation Policy & Fee-Based Programming

Membership has its privileges! To experience the benefits of member pricing, members must be active both when registering and participating in programming. Program participants who cancel their membership before or during the registered program will be charged non-member pricing.

Credits & Refunds

Please choose classes carefully. Refunds or credits for all programs, including Youth Leagues and Personal Services will only be considered with a doctor's note (submitted to the appropriate Y Director) or if the class is cancelled by the Y. Classes cannot be made up or credit given due to participant's failure to attend for any reason other than medical. Refunds may be subject to a \$10 processing fee deducted from the refund. Approved credits will be kept electronically and will automatically expire after six months. See the Credit/Refund form for additional details. In rare cases of Acts of God, no credit or refund will be given.

Membership Information

Freeze Policy

Membership Freeze is available to all members and allows members to pay a monthly maintenance fee in lieu of their standard dues. A member can freeze their account every 12 months for up to 4 consecutive or nonconsecutive months. When you place your membership on freeze, you may not use this Y or participate in any fee-based classes. The duration of the freeze (up to 4 months) is at the discretion of the member but must be taken in 30-day increments. Please note: A member may not be on freeze and participate in programming; please keep this in mind when determining when you would like to freeze your membership. Monthly maintenance fees are as follows:

- \$15 for adult & dependents memberships
- \$12 for all 2 adult unit adult memberships
- \$10 for all single unit adult memberships
- \$5 for youth and teen memberships
- \$0 for medical freeze, doctor's note required noting date range of absence

To place an account on freeze, members must complete and sign a freeze form, at least 6 days prior to draft, at the Welcome Center. See a Member Engagement Representative for details. Other restrictions may apply.

Insurance Reimbursement

Some insurance providers offer a reimbursement program for Y membership and regular exercise programs. Be sure to check with your provider to determine their policy. By checking in at the Welcome Center and scanning a membership card each visit, our staff members are able to provide you with visit verification.

Utilizing Other YMCAs

Central Bucks Family YMCA is proud to be a member of the PA State Alliance of YMCAs, which now offers member reciprocity at almost all Pennsylvania Ys. This means your Central Bucks Family YMCA membership may be used at other PA YMCAs. The policy at each Y is different but the first visit to your non-home YMCA may require an intake process including a membership form, photo taken, ID check and national sex offender registry check. Membership at your home YMCA will also be verified at that time. Members must attend their home YMCA 50% of their total visits.

AWAY is a national Y program which stands for "Always Welcome at Ys." It is a member service program which allows members to visit and use Ys across the nation. By participating in this program, Central Bucks Family YMCA agrees to accept other Y's members into our facility. Guidelines for the AWAY program:

1. The visiting member must show a current Y membership card, verification may be necessary.
2. The visiting member will receive the same privileges as our members.
3. The visiting member who lives within a 50-mile radius of Central Bucks Family YMCA will pay 1/2 of the appropriate guest fee for the first 6 visits within a calendar year; then the full guest fee will apply.
4. No guest fee will be charged for visiting members outside a 50-mile radius to Central Bucks Family YMCA for the first 6 visits. Subsequent visits will be charged 1/2 of the regular guest fee.

Central Bucks Family YMCA members traveling out of our area should contact the YMCA they plan to visit to learn the AWAY guidelines of that Y. For a listing of YMCAs visit ymca.net or call 1-800-USA-YMCA.

Photo Identification Policy

Central Bucks Family YMCA requires members to be photographed for security purposes. These photos are stored in the Y's database and are displayed on the computer monitor each time the member accesses the facility. Our database is internally password protected. For safety and security, we are required to know who is in our facility at all times and to verify actual members with photo identification. Any member who is interested in additional information regarding our Photo ID policy or the security of data should contact the Director of Membership Development.

Member Code of Conduct

Central Bucks Family YMCA is committed to providing a safe and welcoming environment for all members and guests. To promote the safety and comfort for all, individuals are asked to act appropriately at all times when in our facility or participating in our programs.

We expect persons using the Y to act maturely, to behave responsibly, and to respect the rights and dignity of others. Our Member Code of Conduct outlines prohibited action, but the actions listed below are not an all-inclusive list of behaviors considered inappropriate in our facilities or programs.

Examples of Prohibited Actions

- Using or possessing alcohol or unlawful controlled substances on Y property, in Y vehicles, or at Y sponsored programs. Being visibly intoxicated while on the Y premises.
- Smoking on Y property – the Y and its property is a smoke-free environment.
- Carrying or concealing a weapon or any device or object that 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.
- As the Y is a family organization, please use discretion when choosing attire. Sports bras or tops revealing midribs must be covered by a t-shirt or tank top. Please refrain from wearing inappropriate, immodest, or revealing attire.
- Theft or behavior that results in the destruction or loss of property.
- Inappropriately using cameras and cell phones with cameras while on the Y premises.
- Loitering within or on the Y grounds.

Y members are expected to unconditionally follow the rules of the facility.

In addition, the Y 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, 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. The Y reserves the right to terminate Membership for any lawful reason.

Members and guests are encouraged to take responsibility for their personal comfort 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 Manager on duty.

Y staff members are eager to be of assistance. Members and guests should feel free to notify a staff member if assistance is needed.

In order to carry out these policies, we ask that members and guests identify themselves to staff when asked.

The Y will investigate all reported incidents. Suspension or termination of Y membership privileges may result from a determination by the Y that a violation of the Y Member Code of Conduct has occurred.

General Information

The Y's buildings and property are non-smoking. Refreshments should be limited to the lobby and vending area. Proper attire should be worn in the lobby, including shirt and shoes. Shoes must be worn outside of the locker rooms, pools, sauna, and bare foot fitness classes.

Lost and Found is located at the Welcome Center. Anything not claimed will be taken to the Donation Box at the far end of the property weekly. Please claim your items promptly. Central Bucks Family YMCA is not responsible for lost or stolen items.

Guests

Members may bring guests to the Y and pay the appropriate guest fee (a maximum of 3 people per visit, per member, and the member must be present when the guests are in the facility.) A special 6-visit guest pass is available for \$60 (limited to 2 per year) for guests of members who are visiting for an extended period of time. Please contact the Welcome Center staff for further information. Guest passes must be filled out legibly and fully.

- Guests pay for full use of the facility for an entire day.
- Adult guests ages 18 and older must provide a valid state or government issued photo ID to be scanned through our Raptor software, sign the guest waiver, and pay the appropriate guest fee to gain access to the facility. Please allow up to 15 minutes to complete this sign in process.
- Guests ages 18 years and under must have a signed waiver by a parent or guardian before entering the facility. Waivers can be signed in person at the Welcome Center or printed from our website. Please allow up to 15 minutes to complete this sign in process.
- All guests must adhere to our aquatic safety guidelines; see page 13.

Guest Fees with Member	Guest Fees without Member
Youth guest (ages 0-14): \$7	Youth guest (ages 0-14): \$10
Adult guest (ages 15 and up): \$15	Adult guest (ages 15 and up): \$18
Family guest: \$25	Family guest: \$28

SEFA

Under Central Bucks Family YMCA's Safe Environment for All (SEFA) policy, operational employees are trained and certified in CPR/AED, First Aid, Oxygen, Child Abuse Prevention, Listen First and Employee Orientation before they begin working at our Y. A criminal background clearance and child abuse clearance are processed for each employee working at Central Bucks Family YMCA.

Stay and Play (formerly Child Watch)

The Y offers babysitting service for children age 3 months through 6th grade. Youth Members and children of Adult Members receive two free hours per child daily; all non-members and guests pay a nominal fee. For the safety of our children, and in adherence to insurance requirements, children age 5 and under cannot be left in program areas while parents work out or participate in programs. With the exception of Parents Night Out & Sitter Service*, parents may NOT leave the building while their child(ren) are in Stay & Play. However, parents may use the track at CB West High School or go for an outside run within a 5 minute radius of the Y, provided they leave their cell phone number at Stay & Play. For safety purposes please have identification with you, or confirm that Stay & Play has a current photo of you on file. **Y staff reserves the right to request medical clearance for any child suspected of illness.**

KidCheck® is utilized in Stay & Play. It is a secure children's check-in system that enhances our security and simplifies the check-in process. Please visit go.kidcheck.com to create and keep your KidCheck® account up to date with authorized guardians and photos.

*Please see current brochure or website for information regarding Sitter Service, and all other services offered. For more specific Stay & Play policies, please refer to the Stay & Play Parent handbook available in the Stay & Play service area.

Program Registration

Members receive priority, early registration one week prior to open registration for non-members. For your convenience, program registration may be done in person or online. Early registration is recommended, as classes are limited in size. Program registration may be done online at www.cbfymca.org or mailed to: Central Bucks Family YMCA, 2500 Lower State Road, Doylestown, PA 18901, attention: membership.

Hours for Registration are:

Monday-Friday 8:30AM – 8:30PM; Saturday-Sunday 9:00AM - 5:00PM

Class minimums must be met or a program may be cancelled; when this occurs, Y staff will make every attempt to transfer participants to another, viable class.

Ability Programs

Ability Programs is our program that offers adapted physical activities, fitness and aquatics for individuals with disabilities. Our program is designed to provide success for ALL, with support from our professional staff. For more information, please contact Meghan Halberstadt, Associate Director of Ability Programs, 215.348.8131, x1136.

Aquatics Program

To ensure the proper placement of a participant, swim lesson 'recommendation slips' are recommended to be presented upon registration for children's aquatics classes. New swimmers should refer to the swim class description in the brochure or contact Ashley Coticchio, Director of Aquatics, for a swim evaluation at 215.348.8131, x1409.

Program Observation for parents

- Parents who are members, with children ages 6 and older enrolled in programming, are welcomed to enjoy the facility during the duration of the program. For the safety and comfort of the child, we ask that parents communicate to the Instructor or Aquatic Deck Supervisor as to his or her location within the building. If the child needs to use the bathroom, or has any further additional needs, the parent will be located and required to provide assistance for their child.
- Parents with children ages 5 and under enrolled in programming are required to remain outside of the program area. For your convenience, seating is available outside of the gymnasium and

both studios. For aquatic programs, parents are asked to watch from the pool's observation areas, but are permitted to remain on deck during the 7th week of the session.

Age Policies

For the safety of your child we expect that a parent or responsible adult, age 18 or older, be present with a child age 11 and under while using the facility.

- If a child is age 5 and under and participating in a program, a parent or guardian must be present outside of the classroom or program area at all times.
- If a child is 6 to 11 years of age, a parent or guardian must be in the facility and accessible based on child's needs.

For the Fitness Center/Group Exercise

- Prior to using the Fitness Center, all youth ages 12-14 must successfully complete a Strength and Fitness Orientation. Lanyards (issued at completion of orientation) are to be worn while using the Fitness Center.
- Ages 12+ may attend Group Exercise Classes.
- Ages 15+ may utilize the Free Weight Room.

For the Lap & Waterpark Pools

YOUTH AGES 0-5 YEARS

- Required to have adult supervision in the pool AND remain within arms' reach of assistance.

YOUTH AGES 6-8 YEARS

- If child wears a flotation device AND/OR water is above armpit level they are required to have adult supervision in the pool AND remain within arms' reach of assistance.
- If the water is at OR below armpit level AND has NOT passed the deep water test adult supervision is required on the pool deck and child MUST remain in water that is at or below armpit level.
- If the water is at or below armpit level and the child has passed the deep water test adult supervision is required on the pool deck AND child may swim in all areas of the pool.

YOUTH AGES 9-12 YEARS

- If child wears a flotation device AND/OR water is above armpit level they are required to have adult supervision in the pool AND remain within arms' reach of assistance
- If the water is at OR below armpit level AND has NOT passed the deep water test adult supervision is required on the pool deck and child MUST remain in water that is at or below armpit level
- If the water is at or below armpit level and child has passed the deep water test the child may swim without adult supervision on the pool deck (parent must sign-in child)

YOUTH OVER 12 YEARS

- Swimmers ages 12 and older may also be required to take a swim test for safety purposes.

For Whirlpool/Sauna

- For ages 18 and older

For Gymnasium (Open Gym)

- For ages 12 and older, unless accompanied by an adult

For Skatepark

- Ages 8 and older are allowed with parent/legal guardian signed waiver.
- Beginner session for ages 6-12 on Saturdays, 10 AM – 1 PM (April-November).

Fitness Center

Fitness Center Etiquette

The following are the Fitness Center Usage Guidelines:

- Fitness Coaches are available to assist you with your exercise; an orientation to the Fitness Center is available by appointment.
- It is recommended that you check with your doctor prior to starting an exercise program.
- A fitness consultation, orientation, or Goal Setting Conversation is highly recommended to support you in achieving your goals.
- As the Y is a family organization, please use discretion when choosing attire. Sports bras or tops revealing midriffs must be covered. Open-toed shoes, dress shoes, boots, belts, jeans and dangling jewelry are not permitted during exercise in the fitness center. Athletic wear is highly recommended.
- Listening to music is permitted through the use of a cell phone or PDA and headphones; however talking on the phone or picture taking is strictly prohibited in the Fitness Center without the express consent of Central Bucks Family YMCA. For member safety, there is no texting in the Fitness Center. The Y staff member will determine any action that is unsafe and/or not in the best interest of membership.
- Report any injuries sustained in the Fitness Center or in a class to a Fitness Coach immediately.
- Wipe down all equipment following use.
- Report any equipment malfunctions to a Fitness Coach immediately so they may submit a repair work order.
- For the safety of our members we ask that members refrain from bringing in their own equipment. If there is a special request based on physical need please speak to the Director of Healthy Living Fitness.

Cardiovascular Equipment Usage Guidelines

- Sign-up sheets for all marked cardio equipment must be utilized.
- With the exception of the marked treadmills, all of the cardio equipment is limited to 30 minutes of use.
- You must be present within 2 minutes of the reserved time on cardio machines or your reservation is cancelled.
- Make sure that equipment is turned off and returned to its lowest control setting prior to leaving the machine.
- No food or drink permitted, except water or sport drinks in closed containers.

- Gym bags, handbags and other large items must be stored in a locker in the locker room or in the lockers or cubbies in the Fitness Lobby.
- Coats hung on the coat rack outside of the Fitness Center and Studios or items left in cubbies are done so at the owner's risk.
- The Fitness Center is for members 12 years and older.

Free Weight Equipment Usage Guidelines

- A minimum age of 15 is required to access the Free Weight Area.
- Re-rack all weights and return all other training aids to their original location or position after use.
- No dropping the weights. Lift only a weight that you can set down properly.
- Use a spotter when needed and always use safety clips. If a spotter is needed, please ask a Fitness Center Fitness Coach.
- No excessive grunting or yelling while using equipment or lifting weights.
- Do not drag or move machinery other than free weight benches.

If you feel faint, dizzy, or short of breath, discontinue the use of equipment and contact a Fitness Coach immediately.

Please see Fitness Center and Group Fitness Guidelines posted in Fitness Center and Group Fitness Guidelines posted in Studio A for more comprehensive guidelines.

Pools

Pool Schedule: They Y strives for a consistent 'school year' pool schedule and 'summer' pool schedule, however pool schedules may change with each new session and on holidays. The current schedule is available on the website or can be picked up at the Welcome Center. **Please note: both pools close 15 minutes prior to the building closing time.**

Pool Rules for Both Pools

For all members swimming safety and enjoyment:

- For the safety of all, please adhere to rules and regulations as upheld by the Lifeguard on duty.
- Proper fitting swimwear is required; includes standard swimsuit with proper liner.
- No running, dunking, pushing, throwing, roughness or carrying children on shoulders.
- Keep swimming healthy! Please shower before swimming.

- We strongly recommend the use of bathing caps for shoulder length or longer hair.
- Do not swim with open sores, abrasions or rashes; remove all band-aids prior to swimming.
- No food or glass containers of any kind are allowed in the pool area.
- Children/Adults must wear a swim diaper if necessary.
- Kickboards, barbells and other instructional items are not to be used during recreational swim unless approved by lifeguard.
- Do not sit or hang on lane lines.
- No playing on the exit steps, ladders or railings.
- Baby strollers are prohibited on pool deck.
- Diving in designated area only.
- Use all play features appropriately.
- To allow our swimmers to focus on the lesson at hand, parents must remain in the observation room during lessons.
- Enter and exit the pool through the locker rooms. The emergency exit doors located near the back lobby and water park pool observation areas are for emergency purposes and for authorized use only.
- For special circumstances, please contact the Aquatics Department to discuss your child's needs.

During Recreational Swim

- Enter and exit the pool through the locker rooms. The emergency exit doors located near the back lobby and water park pool observation areas are for emergency purposes and for authorized use only.

YOUTH AGES 0-5 YEARS

- Required to have adult supervision in the pool AND remain within arms' reach of assistance.

YOUTH AGES 6-8 YEARS

- If child wears a flotation device AND/OR water is above armpit level they are required to have adult supervision in the pool AND remain within arms' reach of assistance.
- If the water is at OR below armpit level AND has NOT passed the deep water test adult supervision is required on the pool deck and child MUST remain in water that is at or below armpit level.
- If the water is at or below arm pit level and the child has passed the deep water test adult supervision is required on the pool deck AND child may swim in all areas of the pool.

YOUTH AGES 9-12 YEARS

- If child wears a flotation device AND/OR water is above armpit level they are required to have adult supervision in the pool AND remain within arms' reach of assistance.
- If the water is at OR below armpit level AND has NOT passed the deep water test adult supervision is required on the pool deck and child MUST remain in water that is at or below armpit level
- If the water is at or below armpit level and child has passed the deep water test the child may swim without adult supervision on the pool deck (parent must sign-in child)

YOUTH OVER 12 YEARS

- Swimmers ages 12 and older may also be required to take a swim test for safety purposes.

Waterslide Guidelines

- All riders must be at least 48" tall.
- Maximum rider weight is 300 pounds.
- WARNING – water depth is 3 feet 6 inches.
- Non-swimmers are not permitted.
- All riders must ride feet first while lying on their back, with arms crossed across their chest. Do not go down the slide head first. Do not sit up while riding the slide.
- Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stationed at the slide starter tub (top of slide).
- Do not propel yourself into the ride.
- Only one rider at a time. Absolutely no trains or chains of riders are permitted.
- No running, standing, kneeling, rotating, tumbling, or stopping in the flume. Arms and hands must remain inside the flume at all times. Riders should remain in proper riding position until forward movement is terminated. At no time should the rider attempt to stand up while on the slide or prior to coming to a complete stop in the splash out area.
- No tubes, mats, goggles, life jackets or flotation devices permitted on the waterslide.
- No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. Only approved swimsuits with no exposed zippers, buckles, rivets or ornamentation are allowed.
- The line should form on the deck with one rider on each landing and one rider in the starter tub. Wait until landing area is clear before entering.
- Riders must be in good health. Elderly persons, those suffering from heart disease, high blood pressure, epilepsy, or persons

using prescription medication should consult their physician before using the slide. Individuals with medical conditions including, but not limited to, pregnancy, heart or back problems should not ride.

- Do not use the slide under the influence of drugs or alcohol.
- No diving from the side.
- Leave pool plunge area promptly after entering.
- The Y reserves the right to refuse access to the slide for inappropriate behavior.
- Rider assumes all risk of injury due to misuse of the slide or failure to follow these rules.

WARNING – failure to follow these rules can result in serious injury

Whirlpool/Spa Guidelines

For your health, safety and enjoyment:

- No one under the age of 18 is permitted to use the whirlpool/spa.
- Keep swimming healthy! Please shower before using the whirlpool/spa.
- No soaps, body lotions, oils, etc in whirlpool/spa.
- Anyone under a physician's care or with medical concerns should not enter whirlpool/spa without first consulting their doctor.
- Overexposure to hot water may cause nausea, dizziness, and fainting. Pregnant women, members with heart conditions, diabetes, high or low blood pressure or other health problems should not enter whirlpool/spa.
- Enter and exit whirlpool/spa by using the stairs or lift.
- Maximum use of whirlpool/spa is 15 minutes.
- Maximum occupancy is 10 individuals; please be respectful of others.
- Anyone with medical concerns, open sores, abrasions or rashes should not use whirlpool/spa.
- Swimwear is required.

The Y reserves the right to respectfully request a member to leave the pool area for inappropriate behavior.

Circle Swim Etiquette

- Circle Swimming is available for members of all ages.
- Select lane with others at similar speed:
 - Slow: For those who swim a lap (two lengths) slower than 1.5 minutes.

- o Medium: For those who swim a lap (two lengths) in 1.5 minutes.
- o Fast: For those who swim a lap (two lengths) in 1 minute.
- When fewer than 3 lanes are available, swimmer placement will be determined by the relative speeds of the swimmers present rather than the posted guidelines.
- Circle swim counter-clockwise close to the lane lines and wall.
- Observe circle swim at all times.
- Rest when needed. Stand to the right side corner of the lane so others can continue their swim without interruption.
- When joining the circle, do not start immediately in front of or behind other swimmers.
- If you adjust your speed, please change lanes accordingly.
- Allow faster swimmers to pass at the wall.
- To avoid collisions, please refrain from passing mid-length.
- Keep your eyes open to prevent a collision.
- Do not dive in the shallow end of the pool.
- Please only start and stop from the ends of the pool; refrain from stopping mid-length.
- Masks, fins, and snorkels are allowed, but please use discretion with overly large fins.
- Lifeguards are present to ensure safety and enjoyment. Please seek assistance if needed.
- The Lifeguard has the authority to place swimmers in appropriate lanes.
- If we work together, circle swimming will be a pleasant experience for all.

Sauna Rules

- **Maximum sauna use is 15 minute.**
- Breathing heated air increases pulse rate, increases body temperature, and changes blood pressure. Prolonged exposure to high temperatures may result in nausea, fainting or dizziness. If this occurs, leave the sauna immediately and dial "0" on the phone on the pool deck, or contact a lifeguard.
- You must be 18 or older to use the sauna.
- Shower shoes or flip flops are encouraged.
- Please open and close the door quickly to maintain sauna temperature.
- Bathing suit, exercise clothing, or comparable attire is required.
- Please shower after use of sauna to cool down.
- Wait five minutes to cool down after exercising before using the sauna.
- No exercising or personal grooming while in the sauna.

- Persons with health conditions such as diabetes, high or low blood pressure, pregnancy, or heart disease, or taking any medication, should consult with a physician before using sauna.
- To eliminate the risk of fire, please refrain from drying clothes, or reading newspapers or magazines in sauna.
- No food or drinks in sauna.
- No rubberized suits in sauna.
- Do not use under the influence of alcohol or prescription medication.
- Aquatics Staff and Membership Staff will be monitoring the sauna throughout the day.

Pool Closure during Inclement Weather

For the safety of our members, the pool, sauna and showers will close for thunder and lightning and remain closed until 30 minutes after the last observed thunder or lightning strike. The Y reserves the right to close the pool at any given time due to circumstances beyond our control to protect the health and safety of members and guests.

Gym Safety & Rules

- Proper dress is required of members while in the gymnasium. Shirt and sneakers must be worn at all times.
- No food or drink is allowed inside the Y gymnasium.
- If a child 5 and under is participating in a program, a parent or guardian must be outside of the classroom or program area at all times.
- Basketballs can be obtained from the Welcome Center.
- No members are permitted to enter the gym closets.
- The use of profane language will not be tolerated.
- Members are not permitted to enter the gymnasium while a class is taking place; members may only enter the gymnasium once the instructor is cleaned up and all the participants are picked up.
- Due to our class schedule, it is important for members to exit the gym when asked by the instructor. This is for the safety of our members.
- Rough play or bullying will not be tolerated.
- Be aware of your surroundings and other members; this is for your safety.
- No children under the age of 12 are permitted in the gymnasium during free gym times without an adult.

Teen Center

Teen Center exists to serve the teen members of the Central Bucks area, to provide a safe environment, to provide programs that challenge teens, and to provide community service opportunities that will assist in the development of future leaders in our community.

Teen Center:

- Is free to teen members.
- Is supervised at all times when open.
- Is for teens in 7th through 12th grades.
- Foul language is not permitted.
- Bullying or fighting will result in immediate removal from the Teen Center.
- Breaking of or misuse of Teen Center equipment will result in removal from the Teen Center and cancellation of Teen Center privileges.

Skatepark Safety & Admission Requirements

- Day pass and rental fees are paid at the Skatepark Shed.
- All skaters must sign a "Release of Liability" form. Anyone 17 years or younger must have this waiver form signed by a parent in the presence of a Skatepark Attendant or Welcome Center Representative.
- Participants must either possess an active Y membership or purchase a day pass to enter the Skatepark.
- Participants not wearing proper equipment will not be granted access to the park – please see Skatepark waiver for admission requirements.
- Skateboards, roller blades, BMX bikes and scooters are permitted in the Skatepark; please adhere to schedule as noted

Social Responsibility & Financial Assistance

We believe that EVERYONE deserves the Y. No one is turned away from our Y for their inability to pay. As a result, we offer Financial Assistance for Y programs and membership. Please see the inside back cover for details on this program. For more information on our Financial Assistance Program, please contact Catherine Refice, Financial Assistance Coordinator, 215-348-8131 x1139 or crefice@cbfymca.org.

As a charitable nonprofit organization, Central Bucks Family YMCA depends upon the support of its members and the community in order to accomplish our mission of building a stronger, healthier community.

With the help of our donors, the Y provided more than \$2.1 million in community benefit programs and services in 2015 through programs such as:

- THRIVE Cancer Wellness
- Ability Programs
- 7th Grade Initiative
- Veterans Initiative
- Empower U for teenage girls
- 2nd Grade Swim Initiative
- Summer Camp for children in need
- Preschool for low-income families
- Financial Assistance for low-income individuals and families

You can help ensure that everyone in our community can grow stronger here at our Y through any of the following options:

Annual Campaign Donation - We believe that EVERYONE deserves the Y. No one is turned away from our Y due to their inability to pay. As a result, we offer Financial Assistance for Y programs and memberships. You can make a donation to Financial Assistance, as well as the other Y community benefit programs, at any time at the Welcome Center or online at <http://cbfymca.org/online-giving>.

Matching Gifts & Grants - Central Bucks Family YMCA is a 501(c)3 organization, and therefore eligible to receive matching gifts from businesses and corporations. If you are part of a foundation or organization offering funding to nonprofit organizations, or know someone who does, please contact our development department.

United Way – You can designate your United Way donation to the Y through the Donor Choice program. If you or your company participates in the United Way, please write in Central Bucks Family YMCA on your donation form.

Special Events - Sponsorship and participation in a variety of annual events increases our ability to remove financial barriers to Y programs and membership. Our Y Run 5K Race, Indoor Adult

Triathlon, and Kids Triathlon are just three of the possible opportunities for sponsorship, with all proceeds benefiting our Community Support Campaign.

Endowment – Members of our Heritage Club have made arrangements for the future of our Y through the endowment program with bequests, transfer of appreciated stocks, outright gifts of cash, life insurance, charitable gifts from IRA, etc. For those interested in leaving a meaningful legacy, please contact Zane Moore, President/CEO at 215-348-8131, x1133, zmoore@cbfymca.org.

Volunteer - Volunteers are the foundation of nonprofit organizations like our Y. Help make a difference by volunteering as a sports coach, program volunteer, committee member, office helper, bulk mailing assistant, or greeter. Volunteers over the age of 18 must be willing to undergo criminal background and child abuse checks. For more information, please contact Lisa Ganzer, Coordinator of Volunteer Resources, 215-348-8131,x1153.

Employment - Consider working at the Y! We're often on the lookout for friendly, outgoing and supportive staff in many areas. Please check our website for current positions available. For more information, visit: www.cbfymca.org/our-y/employment.

Diversity and Inclusion - Central Bucks Family YMCA is committed to accepting all people without reservation. We recognize that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability, sexual orientation or cultural identity asserting that all individuals, without exception, are intrinsically valuable.



EXTERNAL PRIVACY NOTICE

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1.0 PRIVACY

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 us at ccrail@cbfymca.org and/or (215) 348-8131.

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:

Effective Date: 10/01/2017
Category: PRIVACY

Contact(s):

Josh Tyler
Branch Executive
Central Bucks Family YMCA
jtyler@cbfymca.org

- 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; and

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 all 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.

If we ask for PII from children under 13 we will take additional steps to protect the privacy of such information, including

- obtaining 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 collection of PII from children to no more than is reasonably necessary to accomplish the purpose of the collection; and

- giving parents access to the PII we have collected from their children and offering them the opportunity to request that such PII be changed or deleted.

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 Katie Crail, ccrail@cbfymca.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.

2.0 SECURITY

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 ccrail@cbfymca.org or via a written request mailed to: Katie Crail, Director of Membership Development 2500 Lower State Road Doylestown, PA 18901. Please do not send Social Security numbers or other sensitive information to us via unencrypted email.

External Privacy Notice Revision History			
Version:	Last Date Updated:	Authorized by:	Affected Provisions:
Version 0.1	08/28/2017	Katie Crail	--



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Effective Date: 10/01/2017
Category: PRIVACY

Contact(s):

Valerie Tanner
Branch Executive
Warminster YMCA
vtanner@cbfymca.org

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- **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 us at jdee@cbfymca.org and/or (267) 317-1355.

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- answering your inquiries about our websites, organization, membership, or other services or activities;
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Updating your Personal Information

You can update your personal information by emailing us at jdee@cbfymca.org or via a written request mailed to: John Dee, Associate Director of Membership 626 York Road Warminster, PA 18974. Please do not send Social Security numbers or other sensitive information to us via unencrypted email.

External Privacy Notice Revision History			
Version:	Last Date Updated:	Authorized by:	Affected Provisions:
Version 0.1	08/28/2017	Katie Crail	--

