

# The Family YMCA

## Volunteer Handbook and Application



March 2023

## OUR BRAND PROMISE

The Y is a powerful association of men, women and children of all ages and from all walks of life joined together by a shared passion: to strengthen the foundations of community. With a commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility, the Y ensures every individual has access to the essentials needed to learn, grow and thrive. Anchored in more than 10,000 neighborhoods around the country, the Y has the long-standing relationships and physical presence to not just promise but to deliver lasting personal and social change.

## OUR VALUES

Our core values unite us as a movement with a common cause. They are the shared beliefs and essential principles that guide our behavior, interactions with each other and decision-making. The four values of the Y are:

Caring is accepting others. It is being compassionate, generous, sensitive and thoughtful.

Honesty is shown through integrity, fairness and sincerity in words and deeds. It is being trustworthy and trustful.

Respect is acknowledging the inherent worth in oneself and others. It is treating others fairly and justly.

Responsibility is being accountable for one's behavior, obligations and actions. It is doing what is right.

## OUR VOICE

We use the word "voice" to describe the way our brand looks and sounds. The following terms describe the tone of all our communications, including verbal:

Determined

Nurturing Genuine

Hopeful Welcoming

## TABLE OF CONTENTS

Volunteer General Information	p.2
Code Of Conduct	p.3-4
Child Abuse Prevention	p.6
Y's Position Against Child Abuse	p.6
Child Abuse Reporting Procedures	p.5-6
Child Protection	p.6-7
Contact with YMCA Program Participants and Guests who are Minors	p.7
Volunteer application form	p.8
Emergency contact form	p.9
Background Check Agreement	p.10
Facility And Liability Waiver	p.11
Covid – 19 Waiver	p.12
Coaching Contract	p.13
Acknowledgement And PPT Training	p.14

## VOLUNTEER GENERAL INFORMATION

Volunteers are the backbone of the Y. Volunteers not only founded the Y, but also operated it in its entirety in the early days. The involvement today of thousands of talented, committed individuals greatly extends the range, quality and variety of Y programs.

The Y defines a “volunteer” as anyone who, without financial compensation or expectation of compensation beyond reimbursement of out-of-pocket expenses, performs a task at the direction of and on behalf of The Family YMCA.

### *Volunteer Records*

In order to keep your volunteer records current, you should notify the supervisor of the department you are volunteering in of changes to your name, address, phone number, email address or emergency contact information.

### *Photo Release*

During your volunteer work with the Y, any photos taken of you may be used in future promotional materials.

### *Benefits*

Financial assistance is available to volunteers who may find it difficult to pay our standard membership and program fees. We provide subsidies based on income and individual need. Applications are available at member services.

The Y does not provide insurance or related benefits to volunteers. The Y does not offer free memberships to volunteers. Volunteers may not trade their time for free or reduced cost in program participation.

### *Use of Supplies and Equipment*

Supplies and equipment, including copy machines and postage meters, are for YMCA business use only.

### *Tracking of Volunteer Hours of Service*

In order to keep an accurate record of your volunteer time of service, you must report your time to the department supervisor each time you volunteer. Check with your supervisor for appropriate forms to record your hours. <https://forms.gle/TosObf4DfPy85epB6>

### *Social Media*

Social media includes all forms of public, web-based communication and expression that bring people together by making it easy to publish content to many audiences. This can include, but is not limited to: Facebook, LinkedIn, Twitter, Myspace, Wiki sites, blogging, IM'ing and email. While your free time is generally not subject to any restrictions by the Y, the Y urges all volunteers not to post information regarding the Y, their jobs, or other employees, guests, customers, or volunteers which could lead to Code of Conduct violation in the workplace or detrimentally affect the Y's image, business, or its employees, members, guests, and volunteers.

### *Legal and Media Inquiries*

Any media or legal inquiries that may come to you through a social media site, or via any other communication such as email or telephone call, regarding the YMCA must be referred to the CEO.

All volunteers are required to have the following on file:

- Current Volunteer Application
- Signed Liability waiver
- Signed Covid – 19 waiver
- Current Background Check (BGC)-if at least 6 months have lapsed since the last time you volunteered, the BGC will be run again.
- Signed Handbook Receipt/Understanding Acknowledgement

## THE FAMILY YMCA CODE OF CONDUCT

1. Volunteers will interact with participants, other volunteers and staff with respect and consideration, treating everyone equally regardless of sex, race, religion, culture, or sexual orientation.
2. Volunteers will portray a positive role model and act in a caring, honest, respectful and responsible manner, maintaining an attitude of patience, courtesy, tact and maturity.
3. While the YMCA does not discriminate against an individual's lifestyle, it does require that volunteers abide by the standards of conduct set forth by the YMCA in the performance of their job
4. Volunteers will appear clean, neat, and appropriately attired.
5. Volunteers will report to work on time as scheduled or notify supervisor.
6. Volunteers will not falsify any YMCA records.
7. Volunteers will carry out required assignments and follow instructions.
8. Volunteers must be free of physical and psychological conditions that might adversely affect participants' physical or mental health.
9. Volunteers will not discuss confidential matters with anyone outside of the YMCA or any one unauthorized. Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or shown to anyone under any circumstances without authorization.
10. Volunteers will not gossip while in the YMCA.
11. Volunteers will not carry weapons on YMCA property or into YMCA programs.
12. Volunteers will not steal, or attempt to steal YMCA property, or the property of its members or participants.
13. Volunteers will not intentionally destroy YMCA property or property where YMCA programs are held, or advocate or participate in unlawful seizure of YMCA property or property where YMCA programs are held.
14. Volunteers will not be on YMCA property during closed hours without authorization from the CEO.
15. Volunteers will not use the internet inappropriately.
16. Volunteers will notify the YMCA of a conviction or arrest.
17. Volunteers will not use profanity, abusive language, tell inappropriate jokes, or share intimate details of personal life in front of members, participants, staff or volunteers.
18. Volunteers will not smoke or use tobacco in the presence of participants. Smoking in and around the YMCA facility and programs is prohibited.
19. Volunteers will never report to the Y under the influence of alcohol, intoxicants or drugs. The possession, use, manufacturing, or distribution of illegal drugs, alcohol and/or prescription drugs within the programs, activities and premises of The Family YMCA, and other facilities where YMCA programs are held is prohibited. *Off-the-job* illegal drug activity, as described above, or alcohol abuse, including illegal alcohol use, will not be tolerated.
20. Volunteers will refrain from intimate displays of affection towards others during working hours.
21. Volunteers will not engage in sexual, religious, racial, ethnic, or any other kind of harassment towards members, participants, volunteers or other staff.
22. Volunteers will not abuse participants, other volunteers or staff in any of the following manners: physical abuse - striking, spanking, shaking, slapping; verbal abuse - humiliating, degrading, threatening; sexual abuse - inappropriate touching or verbal exchange, molestation, indecent exposure; mental abuse - shaming, withholding love, cruelty; neglect - withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
23. Volunteers will respect participants' rights not to be touched in ways that make them feel uncomfortable. Other than diapering, staff will not touch areas of participants' bodies that would be covered by a bathing suit.
24. Volunteers will read and sign all policies related to preventing, identifying, documenting, and reporting child abuse, and attend trainings as assigned.
25. Volunteers ages 18 and over will not date participants ages 17 and under.
26. Volunteers will not transport participants ages 17 and under in their own vehicles.

27. Volunteers ages 18 and over will not be alone with participants ages 17 and under outside of the YMCA. This includes babysitting, sleepovers, and inviting youth to staff's home. Volunteers ages 17 and under will not be alone with participants ages 12 and under outside of the YMCA. Any exceptions require a written explanation before the fact and are subject to administrative approval.
28. Volunteers will never leave participants ages 12 and under unsupervised
29. At no time during a YMCA program will a YMCA volunteer age 18 and over be alone with a participant age 17 and under. At no time will any YMCA volunteer be alone with a participant 12 and under.
30. If working with children, volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism, competition and comparison.
31. If working with children, volunteers will conduct a health check of each participant each day, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the participant or the participant's parent/guardian in a non-threatening manner. Any questionable marks or responses will be documented.
32. If working with children, volunteers will not release youth ages 12 and under to anyone other than an authorized individual on file with the YMCA.

I understand the above list is illustrative of the type of conduct that is expected, but not inclusive of all conduct that is not tolerated. I understand that any violation of this Code of Conduct may result in my being released by the Y as a volunteer.

## CHILD ABUSE PREVENTION

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Any suspected or reported child abuse shall be treated in accordance with applicable laws and approved policies. All YMCA volunteers must review a required Child Abuse Prevention training.

## Y'S POSITION AGAINST CHILD ABUSE--Addressing the Nationwide Problem of Child Abuse

### THE FAMILY YMCA MAKES EVERY EFFORT TO PREVENT CHILD ABUSE

Some examples include, but are not limited to:

- A thorough background check, including but not limited to, criminal background checks, references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character and extra-curricular activities.
- Convicted or registered sex offenders are excluded from membership, employment, volunteering and program participation at the YMCA. Offenders are not allowed onto YMCA property or to loiter in the vicinity of YMCA programs and activities.
- The Family YMCA does not condone child abusers and this YMCA will be seeking information in an applicant's background related to child abuse.
- Allegations or suspicions of child abuse are taken seriously and will be reported to the State/local authorities for investigation.
- Programs are structured so that no staff member or volunteer is left alone with children.
- All staff and volunteers must undergo Child Protection Training.
- Periodic interviews and evaluations are conducted with children and parents about day to day experiences, encouraging reports of anything out of the ordinary.
- Staff and volunteers will not fraternize with children outside the programs, including baby-sitting or inviting children home.
- Testing for illegal substances.

The Family YMCA's goals for all programs are:

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support, and care.

## CHILD ABUSE REPORTING PROCEDURES

The YMCA advocates a guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention, and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: striking, biting, kicking, squeezing, shaming, withholding food or restroom privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, YMCA staff and volunteers need to be sensitive to each person's needs (i.e., not everyone wants to be hugged). The YMCA encourages age appropriate touch that helps children develop feelings of trust, security and self-esteem; however, at the same time it prohibits inappropriate touching initiated by an adult for the adult's gratification or any other means of sexually exploiting children.

In the event there is an accusation of child abuse, the YMCA will take prompt and immediate action:

1. The YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. If abuse is reported to staff or volunteers, or probable cause for abuse is discerned, the program director will be immediately notified. If the program director is not available, an appropriate administrator will be notified. The program director (or administrator) will then review the incident with the CEO. This review cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate each teacher/coach or childcare provider to report information they have learned regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.
2. The YMCA will file a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to

the extent of the law with any legal authority involved. In the event the reported incident(s) involve staff or volunteers, the CEO will, without exception, suspend the staff member(s) or volunteer(s) from the YMCA.

3. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with directions of the relevant state or local agency.
4. The incident or alleged offense will be considered job-related whether or not it takes place on YMCA property or during a program because of the youth-involved nature of the YMCA.
5. Reinstatement of the staff member or volunteer will occur only after all allegations have been cleared to the satisfaction of the program director (or administrator), and CEO.
6. YMCA staff or volunteers must be sensitive to the need for confidentiality in handling information and should only discuss the incident with the program director (or administrator), and CEO.

## CHILD PROTECTION

"Participants" refers to all members, program participants, punch card users, community service workers, non-Y maintenance and construction workers, guests and visitors.

- 1) All volunteers must read and sign a code of conduct.
- 2) All volunteers must sign the "Abuse Prevention Agreement," stating they have received and read a copy of this document, "The Family YMCA Child Protection Policies."
- 3) All volunteers working with participants under the age of 18 must undergo a criminal background check.
- 4) All volunteers must review child abuse prevention training PowerPoint at least annually. Program directors must maintain a training record of their staff and volunteers. Formal training will be offered as needed. Training will include:
  - a. Abuse reporting procedures.
  - b. Supervision and bathroom procedures.
- 5) All volunteers who greet and are on call to serve the general public (as opposed to per/class instructors or referees) must wear an ID provided by the Y, which must be returned upon program termination. Class instructors and coaches must identify and introduce themselves to participants. Y volunteer-identifying clothing requirements are set per department and must be returned upon termination.
- 6) Program directors or WCRs must have parents/guardians of participants ages 12 and under read and sign the "Parent Statement of Understanding" form, to be returned and filed with the child's records.
- 7) All participants will be required to show photo identification the first time they register for a program. Participants that have registered for programs prior to October 1, 2005, will also be required to provide one-time photo identification. Verification of participants will be annotated in the Y's computer system.
- 8) All volunteers, staff and participants entering the facility must scan a membership card, wear a staff badge, or sign in and out at the front desk or identify themselves to front desk staff for the purpose of verifying they are volunteers and belong in the building. Parent/ guardian may sign in for youth ages 12 and under.
- 9) Instructors/coaches at **off-site** programs must determine why any unknown individuals are present at the program. Valid reasons for being present include observing the program with an interest in registering (should not observe more than once) or individuals working without disrupting the class (i.e. PTO preparing for a school bake sale). Los Alamos Public Schools employees may be present at the program site if their presence is necessitated by their duties for LAPS; however, they may not be involved or engaged with Y program participants other than to exchange a brief greeting.
- 10) All participants ages 12 and under working out in the facility must be under the direct supervision of an accompanying adult (age 18 or over). Program participants ages 10 and under must be escorted to and from the program location by an authorized individual and checked in with the instructor/coach. Program participants ages 11 and 12 must be escorted to and from the program location by an authorized individual and checked in with the instructor/coach or have a signed "Walking Permission" form on file with the child's records. A copy of the form will be kept by the instructor/coach.
  - a. Authorized individuals will be recorded on a registration form or liability waiver, to be kept with the child's file and the instructor/coach.



- b. Authorized individuals that leave a program after checking in a child age 12 and under must sign out the child with the instructor/coach when picking him/her up at the conclusion of the program. Authorized individuals must present a photo ID to the instructor/coach in order to sign out the child, until the individual is known to the instructor/coach.
  - c. Authorized individuals that remain during a program, or who are enrolled in the same program with a child ages 12 and under do not have to sign out the child with the instructor/coach.
  - d. Attendance sheets must be kept for all youth ages 12 and under, and must be returned to the program director.
  - e. Instructors/coaches at **off-site** programs must keep a record of attendance for **all** participants for **all** class meetings/programs/practices to be turned in to program director.
  - f. Participants ages 11 and 12 may sign themselves in and out of programs **ONLY** if a "Walking Permission" form for the program is on file. The form states that a parent/guardian allows the participant to walk to and from the program by him/herself.
  - g. Participants ages 10 and under who are not escorted by an authorized individual, and participants ages 11 and 12 that are not escorted by an authorized individual or do not have a "Walking Permission" form on file will not be allowed entry or to participate in programs after a warning. Questions/concerns regarding participants not allowed into programs will be referred to program directors.
  - h. Youth ages 12 and under participating in **off-site** programs must be signed in and out with the instructor/coach by authorized individual, unless authorized individual remains for the duration of the program/class/practice or is also a participant, or a child ages 10 or 11 has a "Walking Permission" form on file.
- 11) Program participants on **Y property and off site**, ages 12 and under, must notify instructor/coach/counselor if he/she needs to use the restroom. If authorized individual is present and observing or participating, authorized individual must accompany 1 or 4 or more children to the restroom to check/clear it and stand in doorway to wait for children. If authorized individual is not present and it is impossible to accompany the child and if there is a reasonable certainty that the bathroom is vacant due to a late practice, a coach should send one child at a time. Checking and clearing restroom is policy, however if it is impossible, coach/instructor should send a group of children of 4 with instructions to stay together, then instructor/coach must keep track of time the children are gone. If the children have not returned in an appropriate amount of time, then instructor/coach must check on the children, or send an authorized individual (participating parent/guardian, assistant) to check on children.
- 12) Registered and/or convicted sex offenders are not allowed employment, membership, participation in programs, entry onto Y property, or to loiter in the vicinity of programs and activities.
- 13) Instructors/coaches/counselors at off-site must follow training protocol for restrooms for those ages 12 and under: restrooms should be checked/cleared, parent or volunteer should accompany 1-4 children and stand in doorway to wait for children, but if it is impossible to chaperone children, 4 children should be sent with instructions to hurry and stay together.

#### CONTACT W/ PROGRAM PARTICIPANTS, MEMBERS AND GUESTS WHO ARE MINORS (under the age of 18)

Volunteers are prohibited from contacting program participants, members or guests who are minors (under the age of 18) during the volunteer's personal time or outside of YMCA duties. Prohibited contact

Includes, but is not limited to, babysitting, coaching, tutoring, telephone and electronic communication (including texting, emailing, Facebook, Twitter, Instagram, etc.), dating, attending movies, parties, sporting events, transporting a minor in a non-Y vehicle or visiting any residences. Such activities are outside of the scope of a volunteer's duties with the Y. If a volunteer is contacted by a minor participant, it is the volunteer's responsibility to contact his/her department supervisor or Human Resources immediately.

Volunteers shall not provide care (baby-sit) or instruction or develop or maintain relationships with any children or families they meet through Y programs. If a relationship develops or the volunteer has a pre-existing relationship, i.e., for babysitting, notify your department supervisor or Human Resources of the relationship. If the relationship is permitted to continue the family will be required to sign a form acknowledging the family's pre-existing relationship with the volunteer and relieving the Y of any responsibility for the actions of the volunteer with regard to that relationship. A violation of this policy will result in termination of volunteer services.

YMCA VOLUNTEER APPLICATION FORM  
rev. 5/23/18

1. Name: First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_ E-Mail \_\_\_\_\_

2. Address: Street \_\_\_\_\_ City/State \_\_\_\_\_ Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

3. Position for which you are volunteering? \_\_\_\_\_

4. What are your reasons for wanting to serve as a volunteer?

5. What special skills/experience do you bring to this position?

6. List your chief hobbies or interests:

7. Do you have any of the following?

First Aid Certification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CPR Certification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Other Certification(s): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

8. Have you ever been refused participation in any youth program? Yes \_\_\_ No \_\_\_

9. Do you have any physical or mental condition that may prevent you from performing the duties described in your job application?

\_\_\_No \_\_\_Yes If "Yes," please explain. A "Yes" answer does not necessarily preclude volunteer position

10. Except for minor traffic violations, have you ever been convicted of any violation of the law?

\_\_\_No \_\_\_Yes If "Yes," please explain. A "Yes" answer does not necessarily preclude volunteer position

11. Character/Professional References (if applying for youth volunteer, list one that has experienced your participation in volunteering for youth activities):

Name	Address	Phone	Email
------	---------	-------	-------

---

---

Additional remarks: \_\_\_\_\_

As a condition of volunteering, I give permission for The Family YMCA and its assigned agencies to conduct a background check on me, which may include a review of criminal records maintained by government agencies. I understand that my position is dependent upon receiving no inappropriate information on my background check. I am subject to suspension by the YMCA at anytime in the event of inappropriate behavior as outlined in the Code of Conduct and Employee Handbook. The facts set forth in my application are true and complete. I understand that if engaged, false statements on this application will be considered sufficient cause for dismissal.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## EMERGENCY MEDICAL AUTHORIZATION FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

If Known Blood Type \_\_\_\_\_ Prior Transfusion Reaction (describe if yes) YES NO

Please mark all that apply:

Contact Lenses       Heart Problems       Diabetic       Epileptic  Asthma  Bleeding disorder

Allergies to medications? (Circle one) YES NO  
 (If yes please list) \_\_\_\_\_

Allergies to anything else (environmental or foods)? (Circle one) YES NO  
 (If yes please list) \_\_\_\_\_

Current medications that you are taking now? \_\_\_\_\_

Other medical conditions? (list) \_\_\_\_\_

Previous Surgeries or Hospitalizations? \_\_\_\_\_

Primary Physician and/or Medical Treatment Facility:	
Physician Name	
Address	
City/State/Zip	
Phone	
Person to be notified in an Emergency:	
Name	
Address	
City/State Zip	
Phone	
E-mail	
Other person(s) to be notified in an Emergency:	
Name	
Address	
City/State/Zip	
Phone	
E-mail	

**THE FAMILY YMCA**

*Notice and Authorization Concerning Consumer and Investigative Consumer Reports*

This form, which you should read carefully, has been provided to you because The Family YMCA (“Organization”) may request a criminal background report in connection with your application for employment, position as a volunteer, or at any time during the course of employment with the Organization, if any, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee. Additionally, in the event that claims or disputes between you and The Family YMCA are filed with any third parties, the organization may request investigative reports for purposes of evaluation and response, regardless of whether you remain in the employ of the Organization at the time such claims or disputes arise.

The types of reports that may be requested from First Advantage, or other registry under this policy include, but are not limited to, criminal records checks including sex offender registries, court records checks, driving records, and/or summaries of educational and employment records and histories, and credit checks. **Please note:** The YMCA will maintain the complete confidentiality of all information obtained through criminal background checks, reference checks, and all information on application forms, including information regarding disqualification decisions.

*The Family YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of gender, gender identity, sexual orientation, religion, age, marital status, citizenship, national origin, ethnic identity, veteran status, disability or any other status protected by law.*

**Authorization**

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of criminal background search reports, as defined above, to The Family YMCA (1) in conjunction with my application for employment, (2) during the entire course of my employment or position as a volunteer, if any, and (3) after any such employment ends. I further understand that any and all information contained in my job application or otherwise disclosed to the YMCA by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the criminal background search reports requested by the Organization and confirm that all such information provided in connection with my application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, a guarantee of employment or a promise of continued employment. If employed by the YMCA, my employment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by The Family YMCA.

**PLEASE PRINT LEGIBLY.**

\_\_\_\_\_  
\*Name (Please Print)

\_\_\_\_\_  
\*Social Security Number (required)

\_\_\_\_\_  
\*Full Physical Address **AND** PO Box (if applicable)

\_\_\_\_\_  
\*Date of Birth (mm/dd/yyyy)

\_\_\_\_\_  
\*Signature  
*\*REQUIRED*

\_\_\_\_\_  
\*Date

*For Office Use Only:*

Minor? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
Department

The Family YMCA  
1450 Iris Street  
Los Alamos, NM 87544  
PH (505) 662-3100 FAX (505) 662-7505 www.laymca.org

**THE FAMILY YMCA (AGES 18+)**  
**RELEASE and WAIVER of LIABILITY and INDEMNITY AGREEMENT**

PLEASE PRINT LEGIBLY

<b>(1st) PARTICIPANT NAME</b> _____	<b>Birthdate</b> _____		
<b>Address</b> _____	<b>City</b> _____	<b>State</b> _____	<b>Zip</b> _____
<b>Phone</b> _____	<b>Wk. Ph.</b> _____	<b>Email</b> _____	
	<b>Emergency Contact Name</b> _____		
<b>Emergency Phone</b> _____			

IN CONSIDERATION to use or participate in all PROGRAMS and ACTIVITIES of The Family YMCA including the climbing Wall for any purpose, including, but not limited to observation or use of all facilities or equipment, or participation in any off-site program affiliated with The Family YMCA, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, immediately upon entering or participating inspected and carefully considered such premises and facilities or the affiliated program. It is further warranted that such entry into The Family YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE FAMILY YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE FAMILY YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE The Family YMCA and all branches thereof, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damages, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with The FAMILY YMCA.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about The Family YMCA premises or in any way observing or using any facilities or equipment of The Family YMCA or participating in any program affiliated with The Family YMCA whether caused by the negligence of the releasees or otherwise.
3. By participating in the YMCA Nationwide Membership Program, I agree to release the National Council of Young Men's Christian Associations of the United States of America, and its independent and autonomous member associations, including The Family YMCA, in the United States and Puerto Rico, from claims of negligence for bodily injury or death in connection with the use of YMCA facilities and participation in YMCA programs, and from any liability for other claims, including loss of property, to the fullest extent of the law.
4. I understand that images, video and audio is often used by The Family YMCA for promotional purposes. I hereby give my permission and consent, now and for all time, for The Family YMCA, the National Council of Young Men's Christian Associations of the United States of America (YMCA of the USA) and third parties collaborating with The Family YMCA to make, reproduce, edit, broadcast or rebroadcast any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account of my experience at The Family YMCA, for publication, display, or exhibition thereof in promotions, advertising and legitimate business uses without any compensation to, and/or claim, by me. I may, or may not be, identified in such reproductions; however, I shall not be stated by name to have endorsed any particular commercial products or commercial services.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of New Mexico and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made. I accept the Y's right to email /and/ or text breaking notifications and relevant communications. ie; The Y is closing due to the weather. I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE.

<b>Date</b> _____	<b>Print Name</b> _____	<b>Signature*</b> _____
Date _____	Print Name _____	Signature* _____

**Signature of Parent/Guardian if necessary**

The YMCA conducts regular sex offender screenings on all members, participants, and guests. If a sex offender match occurs, the YMCA reserves the right to cancel membership, end program participation, and remove visitation access. 7/17/2018

## MEMBER & PARTICIPANT WAIVER ADDENDUM FOR COVID-19

The following addendum is being added into our membership and program waiver of claims. All members and participants will be required to sign before entering the facility.

### COVID-19 RELEASE AND WAIVER OF CLAIMS ADDENDUM ("Release")

I hereby acknowledge the health risks and dangers associated with Coronavirus, COVID-19. COVID-19 is an **extremely contagious** virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to prevent the spread of the virus. **COVID-19 can, among other things, lead to severe illness, personal injury, permanent disability, and death.**

**Participating in The Family YMCA programs or accessing The Family YMCA facilities could increase the risk of contracting COVID-19.**

The Family YMCA in no way represents or warrants that COVID-19 infection will not occur through participation in The Family YMCA programs or accessing The Family YMCA facilities.

In addition, the undersigned acknowledges that novel coronavirus ("COVID-19") infections have been confirmed throughout the United States, including cases in Los Alamos and Rio Arriba Counties, New Mexico. In accordance with the most recent guidance and protocols issued by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), the New Mexico Department of Public Health (NMDOH), (together, the "Public Health Agencies") for slowing the transmission of COVID-19, the undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall visit or utilize the facilities, services, and programs of The Family YMCA (other than any exclusively online services and programs) within 14 days after (i) returning from highly impacted areas subject to a CDC Level 3 Travel Health Notice, (ii) exposure to any person returning from areas subject to a CDC Level 3 Travel Health Notice, or (iii) exposure to any person who has a suspected or confirmed case of COVID-19. The CDC Travel Health Notices list is updated regularly and currently includes China, Iran, South Korea, and most of Europe. The undersigned agrees to check the CDC Travel Health Notices list (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>) prior to utilizing the facilities, services, and programs of the YMCA, on a daily basis if necessary. The undersigned hereby agrees, represents, and warrants that neither the undersigned nor such participating children shall visit or utilize the facilities, services, and programs of The Family YMCA if he or she (i) experiences symptoms of COVID-19, including, without limitation, fever, cough or shortness of breath, or (ii) has a suspected or diagnosed/confirmed case of COVID-19. The undersigned agrees to notify the YMCA immediately if he or she believes that any of the foregoing access/use restrictions may apply.

The Family YMCA has taken certain steps to implement recommended guidance and protocols issued by the Public Health Agencies for slowing the transmission of COVID-19, including, without limitation, the access/use restrictions set forth above. The undersigned acknowledges and agrees that The Family YMCA may revise its procedures at any time based on updated recommended guidance and protocols issued by the Public Health Agencies and further agrees to comply with The Family YMCA's revised procedures prior to utilizing the facilities, services, and programs. The undersigned further acknowledges and agrees that, due to the nature of the facilities, services, and programs offered by The Family YMCA, social distancing of 6 feet per person among children and their caregivers in a childcare setting is not always possible. The undersigned fully understands and appreciates both the known and potential dangers of utilizing the facilities, services, and programs of The Family YMCA and acknowledges that use thereof by the undersigned and/or such participating children may, despite The Family YMCA's reasonable efforts to mitigate such dangers, result in exposure to COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death.

In exchange for participating in the The Family YMCA's programs, events and/or use of any of its facilities (collectively, "Participation"), THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR, AND RISK OF ILLNESS, BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such participating children and agree that I am voluntarily waiving, releasing, indemnifying and discharging The Family YMCA and its officers, directors, employees and volunteers for, from and against any and all liability, damages, and each and every action including, but not limited to, exposure or transmission of the COVID-19 virus (collectively, "Claims") by Participation associated with or at the The Family YMCA.

**My signature below is confirmation that I have read and fully understand and acknowledge the contents of the Release and agree that I am voluntarily waiving, releasing, indemnifying and discharging The Family YMCA and its officers, directors, employees and volunteers for, from and against the Claims.**

---

Member/Participant/Parent Name

---

Signature

Date

## Coaching Contract

I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes I coach. Therefore, I promise to uphold the following rights of young athletes to the best of my ability.

- Right to participate in sports
- Right to participate at a level commensurate with each child's maturity and ability
- Right to have qualified adult leadership
- Right to play as a child and not as an adult
- Right of children to share in the leadership and decision-making of their sport participation
- Right to participate in safe and healthy environments
- Right to proper preparation for participation in sports
- Right to an equal opportunity to strive for success
- Right to be treated with dignity
- Right to have fun in sports

I also promise to conduct myself in accordance with the Code of Ethics for Coaches as given next.

1. I will treat each athlete, opposing coach, official, parent, and administrator with dignity, based on the four values of caring, honesty, respect and responsibility.
2. I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the YMCA Youth Sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to my athletes and their parents.
5. I will uphold the authority of officials who are assigned to the contests in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
6. I will learn the strengths and weaknesses of my athletes so that I might place them in situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and contests so that all athletes have an opportunity to improve their skill level through active participation.
8. I will communicate to my athletes and their parents the rights and responsibilities of individuals on our team.
9. I will cooperate with the administrator of our organization in the enforcement of rules and regulations and in the evaluation process for coaches, and I will report any irregularities that violate sound competitive practices.
10. I will protect the health and safety of my athletes by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.

With my signature, which I voluntarily affix to this contract, I acknowledge that I have read, understood, and will do my best to fulfill the promises made herein.

---

Print name

Signature

Date

