



## **CENTRAL LINCOLN COUNTY YMCA YOUTH GUIDELINES**

- Only children in 6th grade or above are allowed in our building or on our property without an adult. While we have teen program staff and other staff on site doing regular walk-throughs, constant direct supervision is not provided by the Y unless your child is enrolled in a program. For teen program opportunities, please contact Nick Menice [nmenice@clcymca.org](mailto:nmenice@clcymca.org).
- Children in 5th grade or below must be enrolled in a program at the Y or under an adult's direct supervision in order to be on campus. Children must be walked by an adult to and from their programs and be checked in/out by staff. We do offer supervised walkover from Great Salt Bay to children who are in programs, contact your program instructor if you would like to use this service.



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## Central Lincoln County YMCA Tobacco Policy

### Rationale

Central Lincoln County YMCA is dedicated to providing its staff, members, visitors, and children with a safe and healthy smoke-free environment.

### Policy Statement

As required by Maine Law (22 M.R.S.A. § 1580-A), it will be our policy to provide a smoke-free facility, effective 3/24/2017. This policy applies to all employees, members, contractors, and visitors. Tobacco smoke is defined as the smoking of cigarettes, cigars, and all electronic smoking devices (such as electronic cigarettes and personal vaporizers). The Workplace Smoking Act of 1985 applies to all enclosed areas of business facilities in Maine where employees perform work and for which the employer is responsible. This policy also bans tobacco smoking in all outdoor areas of the workplace property at all times, 365 days per year, 24 hours a day.

"The scientific evidence indicates that there is no risk-free level of exposure to secondhand smoke." *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. Atlanta GA: U.S. DHHS CDC Office on Smoking and Health 2006.

Since the use of tobacco products is the single, greatest cause of premature death and disability in the United States and in Maine, this policy exceeds the requirements of Maine State law by banning the use of any and all tobacco products at all times and in all locations that comprise this workplace.

The management of Central Lincoln County YMCA is dedicated to promoting health and wellness and recognizes that tobacco is an extremely addictive substance. This workplace will provide education on the impact of tobacco use with the purpose of raising awareness of the effects of tobacco use. This workplace will promote the use of all available resources, including the Maine Tobacco Help Line (1-800-207-1230) to assist those tobacco users who wish to cease their use of such products.

This policy will be posted and copies will be made available to anyone who requests one. The policy will be supervised by the management of Central Lincoln County YMCA in accordance with Maine State law.

Effective 3/24/2017 the use of all tobacco products is banned in:

- All enclosed areas where work is performed, as well as in all rest rooms, all meeting rooms, all lunch rooms and all private offices.

- All outdoor locations, including outdoor eating areas, parking lots and within vehicles including personal vehicles whenever such vehicles are parked on company property.
- All employer-owned and all employer-leased vehicles used by employees at all times.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons at all times.

Signs detailing the requirements of this policy will be posted at the entrance to all Central Lincoln County YMCA property, at all building entrances and throughout all buildings that comprise the workplace. In addition, this policy will be included in training manuals and new employee orientation.

Central Lincoln County YMCA understands that tobacco is a legal product, and further recognizes that as an employer, this workplace may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against employees who use tobacco outside of employment.

The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers. Everyone is responsible for following and helping to enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.



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## CENTRAL LINCOLN COUNTY YMCA

### Indoor Ball Use Guidelines

At the Central Lincoln County YMCA, creating a safe and welcoming environment is a team effort. Due to safety concerns, use of hard balls, including softballs, baseballs, and lacrosse balls are **not permitted** indoors at our facility. Hard balls not only put people at risk, but also put our facility at risk for damage. Incrediballs are available at the front desk to sign out.

#### Indoor Hard Ball Guidelines

- Incrediballs or tennis balls should be used as an alternative to standard hard balls, such as baseballs, softballs, or lacrosse balls and are available at the front desk to sign out.
- Court 4 (the green single tennis court in the open gymnasium area) is available for pitching and catching practice Monday–Friday 5:30pm–8:00pm, Saturday 7am–1pm and Sunday 9am–1pm.
- When using Court 4 for practice, the curtain should be shut.
- When practicing indoors, individuals must always be aware of their surrounding, including people in the area and glass/equipment within range of play.
- Batting practice and fly balls are not allowed.
- Under no circumstances should the courts in the tennis facility be used for this type of practice. These courts are reserved for tennis activities only.



## CENTRAL LINCOLN COUNTY YMCA

### BICYCLE, SCOOTER & SKATEBOARD GUIDELINES

At the Central Lincoln County YMCA, creating a safe and welcoming environment is a team effort. Due to safety concerns, use of bicycles, scooters and skateboards is not permitted while on CLC YMCA property, outside and indoors. Due to the misuse of this type of equipment on the property with our previous limited use policy, the safety concerns were too great and ongoing to allow further use.

- Bicycles and scooters must be parked outside when on CLC YMCA property.
- Bicycles, scooters, and skateboards are not permitted to be used on CLC YMCA property.
- For the safety of students and others, students must walk their bicycles, scooters, and skateboards when on CLC YMCA property.
- Scooters and skateboards may not be used in the building.

Cooperation among staff, members and guests is an important part of making our YMCA welcoming to all. Suspension or termination of membership or employment with the YMCA may result from violating these guidelines.



## Central Lincoln County YMCA Food and Beverage Guidelines

To truly carry out our mission and support a healthy community, we collaborate with Healthy Lincoln County and LincolnHealth to promote healthy choices at our Y. We actively fundraise each year to provide nutritionally dense snacks at no cost to all youth who are at the CLC YMCA during the afterschool hours and also provide meals and snacks to all children in our childcare programs. As proponents of proper nutrition and all the benefits that come from healthy eating, we ask our staff, members, and guests to be good role models of healthy habits while at the Y. We encourage:

- Choosing foods that are nutritious and don't contain added sugar, fat, sodium and are not highly processed foods or fast foods.
- Drinking water. We promote good hydration, especially with exercise and during mealtimes, with options like water, naturally flavored drinks, or tea that is free from added sugar and is not overly caffeinated.

We participate in the Child and Adult Care Food Program to feed our children in our licensed afterschool program, Thrive. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or  
2. fax: (833) 256-1665 or (202) 690-7442; or  
3. email: [program.Intake@usda.gov](mailto:program.Intake@usda.gov)

This institution is an equal opportunity provider.