

**MEMBER HAND BOOK
2007**



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This hand book was developed by the board of directors.

It was established so that all current and new members would have a reference for the rules & guidelines that the club follows.

They are enforced to keep members safe, comfortable & happy while visiting the club.

We would appreciate your cooperation in adhering to them.

Thank You!

Mission Statement

Russell Mill Swim & Tennis Club is committed to enhancing the quality of life for its members by:

- ① Ensuring a safe environment for members to learn, compete, or simply enjoy the sports of swimming, diving and tennis.

- ② Providing a clean and healthy club for members to build friendships and life memories.

- ③ Creating a fun atmosphere offering exciting activities for members and member guests.

- ④ Contributing to the Chelmsford community.

Club hours

Memorial Day thru the last day of public school:

Weekdays - 3:00 p.m. to 6:00 p.m.

Weekends - 12:00 to 6:00 p.m.

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Last Day of public school thru Labor Day:

Monday thru Thursday - 12:00 to 8:00 p.m.

Friday - 12:00 to 9:00 p.m.

Saturday - 11:00 to 8:00 p.m.

Sunday - 11:00 to 8:00 p.m.

* Please note ~ the pool area is unavailable for free swim Monday thru Friday 8:00 a.m. to 12:00. Swim & dive team practices, and swimming & diving lessons are taking place.

Court Hours

Monday thru Friday

8:00 to close

Saturday & Sunday

11:00 to close

* Please be sure to check for tennis lesson & meet times ~ courts are not available during these scheduled activities.

We now have a separate entrance to the tennis courts! Access is located in the rear parking lot. Those members who have paid their annual

dues in full and would like to utilize the courts before or after club hours and during our off season (while the nets are still up) may now do so please submit a request in writing, to P.O. Box 13, if you would like a key.

ID Badges

ID badges are provided at the start of each season. Members are required to show them each time they enter the club. This ensures the best safety for our members.

Guests

- Fee is \$3.00 per guest.
- Children under 5 & Grandparents are **FREE**.
- The same guest can only visit the club once within the same week.
 - * If there is a circumstance (i.e. out of town guests) you may get the ClubManager's approval for an exception
- All guests must be signed in.

* Whether your guest(s) utilizes the pool or not - guest fees are applicable *

Dress Code

Russell Mill is a family oriented club - all members & visitors are expected to dress appropriately. Only bathing suits are allowed when swimming in the pool ~ street clothes or any other attire is prohibited.

Club Rules

Courts

- Shirts & shoes are required.
- No glass of any kind.
- Do not hang on the nets.
- Non-marking out soles.
- Employees only in the tennis shed
- Wait in the picnic area to use the courts.
- Take all tennis ball cans & water bottles, etc. with you when leaving the courts.

Kiddy Pool

- For ages 6 and under ~ ONLY!
- Children must have an adult or someone age 12 or older with them at all times while within the fenced in area.
- Keep gate closed at all times.
- If your child is not potty trained they must wear swim diapers ~ no regular diapers allowed!
- No walking or jumping off the rim of the pool.

Pool Area

- No glass beyond the gate entrance.
- Children over the age of 2 can not change on the deck or in the pool area - they must use the bathroom.
- If your child is not potty trained they must wear swim diapers ~no regular diapers allowed!
- Children can use arm floaties, vests & bubbles but, they must have an adult or someone over 12 with them.
- NO running.
- NO noodles or floating devices in the pool.
- NO pushing or throwing anyone into the pool.
- NO splashing, dunking or pulling people under the water.
- NO shoulder rides.
- NO snapping towels
- NO hanging on the lane lines
- NO swimming under the ropes
- NO using the diving blocks during free swim
- Only 1 person allowed on the diving board at a time.
- Adult swim is for age 18 and over.
- The pool will be evacuated in the event of thunder/lightning
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General Rules

- Russell Mill is a non smoking facility
- Pets are not allowed
- Only members are allowed to take part in swim, dive & tennis lessons.

* No extended family can participate or take someone's place (i.e. nieces, nephews, or cousins) However, we do offer private swim and tennis lessons to non-members. Please see the Club Manager for details.

Lessons

Russell Mill offers its members swimming, diving & tennis lessons. Pricing is based on the number of activities you sign up for.

1st activity ~ \$45.00

2nd activity ~ \$60.00

3rd activity ~ \$70.00

Each additional activity ~ \$10.00

(w/ a capped maximum of \$150 per family)

Swim & Diving lessons are offered on Monday & Wednesday's or Tuesday & Thursday's. Sign-ups take place opening weekend for bonded members, and 1 week later for seasonal members.

Swim & Dive Teams

Swim and Dive Team practices are offered Monday thru Friday a.m.

(all activity fees apply)

CHS Swim and Dive Team members now have the opportunity to take advantage of a specially geared membership just for them! The cost is \$250 for the summer. The membership provides them the opportunity to practice with the RM swim & dive teams, and participate in all meets.

Please refer to www.russellmill.com for further information.

Tennis teams

Tennis Team practices are offered Monday thru Friday. (All activity fees apply for the A Team) most B Team members are already in lessons, therefore; the activity fee will be waived. CHS Tennis Team members now have the opportunity to take advantage of a specially geared membership just for them! The cost is \$250 for the summer. The membership provides them the opportunity to practice with the RM tennis team, and participate in all meets. Please refer to www.russellmill.com for further information.

Club House

The club house & deck are for the enjoyment of all members to use during normal club hours.

You also have the opportunity to rent the club house for a party or

function. The cost is \$75.00 with a \$25.00 refundable security deposit. The deposit will be used to cover cleaning or damage expenses left by the renter. You will be asked to sign an agreement contract stating you understand the terms & expectations as the renter.

Non-members can also rent the club house for a party or function. The cost is a non-refundable fee of \$150.00 (which includes all guest fees) and a \$25.00 refundable security deposit

To reserve a date or check availability see the Club Manager.

Off season, send your request via e-mail indicating the day, date & times it is needed. Requests will only be accepted after March 15th.

*** If the club house is being rented, out of courtesy, we ask that you please do not disturb the party or function ~ thank you!**

Membership Dues

Membership dues are due by March 15th.
Renewal notifications &

invoices are mailed to members three months prior to being due, in order to give ample time to submit payment in full. If they are not received by this date, you are in jeopardy of becoming an inactive member. Which means your spot will be forfeited and offered to the next family on the waiting list.

Annual Amounts

Family Bonded ~ \$640.00
Single Bonded ~ \$350.00
Family Seasonal ~ \$740.00
Single Seasonal ~ \$400.00
Sustaining ~ \$320.00
Honorary ~ N/C
Baby Sitter Pass ~ \$60.00
August only ~ \$300.00
CHS Tennis or Dive Team ~ \$250.00

* Dues are set and subject to change based on the clubs needs, and at the discretion of the Board of Directors

Refunds

In order to be eligible, requests must be submitted in writing to P.O. Box 13, prior to April 30th. RMSTC does not honor full or partial refunds received after this date.

Membership Types

Family Bonded ~ are members who purchase a bond with the club. The current cost is \$600.00. If you are bonded you can vote at the annual meetings on items such as: the budget, club operations and by-laws * you are eligible to hold a seat on the Board * some advantages to this membership are - reduced annual dues, priority activity sign up and eventually can become a 'sustaining member'.

Bonds can be purchased at anytime ~ you may purchase a bond when you submit your yearly dues, or pick up a *bond purchase form* from the office.

In the event that you need to cash in your bond, you must send a written request with your original bond to P.O. Box 13. Because you cash in your bond, does not mean you have to cancel your membership. It should be indicated in your refund request letter whether you are canceling your membership

completely or changing your status to a Seasonal Member.

Family Seasonal ~ are not bonded, therefore; they can not hold a seat on the board * they can not vote at the annual meetings * they pay higher annual dues * they do not have priority activity sign-up * and are not eligible to become a Sustaining Member.

Single ~ this membership adheres to the same guidelines as the family bonded or seasonal memberships, but applies to a single individual.

Sustaining ~ applies to a family once they have been bonded with the club for fifteen years, or more, and their youngest child is at least 18 years old. Your annual dues will become one-half the amount of the family bonded dues, but you can not hold a position on the board or vote at annual meetings.

Honorary ~ this status is given at the discretion of the Board of Directors. See the club By-Laws for details regarding this status.

August ~ applies to anyone who is on the waiting list. It is a membership for the month of August only. You may bring guests, but no other privileges apply.

CHS Tennis or Swim & Dive Team ~ applies to students who are on the Chelmsford High School tennis or swim & dive teams only. It gives them an opportunity to practice and compete with Russell Mill's teams.

Baby Sitter pass ~ families who have sitters during the summer may purchase a seasonal pass to avoid the guest fee policy.

Club History

On April 14, 1948 the South Chelmsford Gun & Rod Club, Inc. was officially incorporated with the Commonwealth of Massachusetts for the purposes of promoting the interest of legitimate sport with gun & rod, to advance the protection and propagation of fish & game, and to engage in such social & civic activities as the majority of the members deemed appropriate.

In May 2006, the Board of Director's filed with the Commonwealth of Massachusetts and officially changed the clubs name to Russell Mill Swim & Tennis Club, Inc.