



Acton Indoor Tennis Association

Member Handbook October 1, 2020

Updated 8/26/2020

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General Information

You can enjoy year-round tennis on two excellent Plexipave courts and four clay courts by joining the Acton Indoor Tennis Association (AITA), often called the “Acton Bubble.” We’re located just three minutes north of the Route 2A and Route 27 junction on Route 27. Our bubble features a thermally insulated dual-wall construction that results in outstanding indirect lighting, heating, and acoustics. An attractive viewing area enables you to follow all the action.

AITA is a non-profit club, run by the members for the members, and has been financially successful for fifty years. Dues represent a sharing of the operations cost. Membership is limited to assure you ample playing time. Membership includes: a relaxed playing environment, showers, lounge, easy-to-use online reservation system, and available instruction from a world-class tennis pro, Ali Madani. The winter indoor season is from October 1 to April 30. The bubble is available throughout the summer outdoor season in the case of inclement weather.

Membership types. There are three types of regular membership available, Full, Associate, and Restricted Day Member (RDM). These memberships are designed to accommodate frequent, regular, and selective playing time, respectively. The RDM membership is restricted to weekdays between the hours of 7:00 AM and 6:00 PM. There are no restrictions on court use by Full or Associate Members. Full, Associate, and RDM memberships include immediate live-at-home family members at no additional cost. Occasional guests are welcome at a nominal fee. Full, Associate, and RDM membership dues include a basic amount of court time each month at no additional cost during the indoor season. A Full membership includes 16 quarter-hours of court time per calendar month, useable anytime during the month. Playing doubles for one hour requires one quarter-hour; playing singles for one hour requires 2 quarter-hours. The Associate and RDM memberships are entitled to 12 and 8 quarter-hours per month respectively. Acton Indoor Tennis Association regular members also have access to our four clay courts, two of which are lighted, during the summer.

In addition to our regular memberships, AITA offers three types of restricted memberships. These are memberships that include the indoor season (October through April) only and which are offered as individual and not family memberships. Team Membership is for members who wish to participate on a tennis team and membership must be approved by a team captain. League Substitute Membership is offered on a restricted basis to substitute players for one of our tennis teams. It must be approved by a team captain as well as by club management. Intro Membership is a one-year membership offered to players who would like to try out the club. It is not renewable beyond the one year.

AITA provides a convenient on-line reservation system. Reservations may be made up to seven days in advance. We also make available to members a limited number of seasonal reservations that allow members to book a court at a particular time each week for the entire season. Our fees are adjusted occasionally in accordance with our expected operating costs.

The Club also offers summer clay court memberships to non-Acton Indoor Tennis Association members. Summer memberships run from May through September. For additional information on AITA please go to our website at <http://www.actonindoortennisbubble.com/>.

Club Directory

Club President – Pete Shanahan, actonindoortennis@gmail.com

Club Manager – Peter Burhoe, actonindoortennismanager@gmail.com

Membership Chairman – Greg Osche, oschets@comcast.net

League Coordinator – Sandy Eisenbies, disk4fun@me.com

Board of Directors – Carol Aronson
Sandy Eisenbies
Ken Miller
Bill Ren
Scott Robb
Ari Samani
Pete Shanahan
Autumn Zhang

Special Procedures during the 2020-2021 Season due to Covid-19

Many of the club's normal procedures will be altered for the 2020-2021 indoor season due to the on-going Covid-19 pandemic. These changes are described below.

Leave Policy

It is club policy that members may take a leave of absence from the club while still retaining their membership. Under regular club rules, leave is allowed on a half-season basis, with a \$25 fee charged to hold membership beyond one year. These rules continue to apply to members who need to take half-season or longer leave.

AITA is adding a provision for 2020-2021 to allow leave on a monthly basis in addition to the usual half-season basis. Monthly leave must be requested prior to the start of the month—no retroactive leave will be allowed—and we are requiring a \$25 fee of members when they first request a monthly leave. The \$25 fee serves two purposes. First is to help the club defray extra Covid-19 expenses. The second is to document the member's commitment to return to the club and to provide the club with an accurate member count for the time we return to post-pandemic operations.

The intent of allowing leave on a monthly basis is to accommodate members' concerns about the corona virus and not, for example, to avoid paying dues while away on vacation. As such, members will be allowed to go on and off monthly leave a single time during the indoor season (October to April). That said, AITA will be flexible in the case that the pandemic worsens during the indoor season such that the risk of virus exposure changes.

Members wishing to take leave should send an email to actonindoortennis@gmail.com. Please indicate if you wish your leave to be under this year's special month-by-month policy or for the half-season under our normal policy. Note that members on leave do not have use of either the indoor or outdoor courts and are not permitted to play as a guest.

Dues

Dues will be invoiced during the 2020-2021 season on a monthly basis. Dues are to be paid on a monthly basis with no pro-rating for fractions of a month. No play is allowed without dues being paid—unpaid members cannot, for example, play as the guest of a paying member.

Members who do not want to write a check every month can pay for the half-season in advance and the club will deduct monthly fees (including monthly membership) from the pre-paid balance and send a monthly statement.

Invoices for member dues for October will be sent in mid-August and must be paid by September 15.

Use of Outdoor Courts during Fall 2020

As usual, AITA will maintain the clay courts as late into Fall 2020 as possible for members who prefer to play outdoors. Indoor members who wish to use the outdoor courts after September 30 must renew their annual membership by paying their monthly dues.

Covid-19 Measures

The requirements for indoor recreational facilities under Massachusetts Phase III Reopening include extensive sanitation measures. Since we lack on-site staff, we will necessarily rely on members to carry these out. The following Covid-19 measures will be implemented during the 2020-2021 indoor season:

1. The club will purchase and locate touch-free hand sanitizer stands inside the entrance door to the clubhouse and on each of the indoor courts. Members will be required to use hand sanitizer upon entering the clubhouse.
2. The club will provide disinfecting wipes in the clubhouse and on the courts. Members will be encouraged to wipe down door knobs and similar high-touch surfaces as they leave the club.
3. The clubhouse is small, making social distancing difficult. Under Massachusetts Covid-19 guidance, only four people are allowed in an area the size of the clubhouse. This creates problems during court changeovers. We ask members to minimize their time in the clubhouse by waiting outside until their reserved court time and going directly through the clubhouse and to the courts after the prior group clears the clubhouse. When playing, members should keep close track of the time and should vacate their court two minutes before the hour or half-hour.
4. Between court changeovers, members can use the clubhouse in accordance with Massachusetts guidelines. Masks must be worn and no more than four people can stay in the clubhouse at one time. An example of use consistent with Massachusetts guidelines would be a parent waiting in the clubhouse while their child takes a tennis lesson from Ali. Tables and chairs should be wiped down after using the clubhouse.
5. Masks must be worn at all times in the clubhouse but are not required on the courts. Please put on your mask before entering the clubhouse—that is, outside before you enter the club or on the court before you exit. The bubble's air handling unit does not have any capability to filter the air and air in the bubble is refreshed similarly to that in commercial buildings like restaurants and stores. We recommend social distancing while in the bubble and will provide extra courtside chairs during the indoor season.
6. The club's insurance coverage specifically excludes harm from viruses. In order to protect the club and the club's directors, we will ask all players using the indoor courts to sign a Covid-19 release form that holds the club and directors harmless if the member contracts Covid-19.

These rules follow the Workplace Safety and Reopening Standards for Businesses and Other Entities Providing Youth and Adult Amateur Sports Activities – Phase III, Step 1 issued by the state of Massachusetts. The rules will be changed as necessary to remain consistent with any future updates issued by the state.

Planning for the 2020-2021 tennis leagues is in flux and may affect some aspects of team schedules and procedures.

Membership and Billing

The Acton Indoor Tennis Club is one of a small number of non-profit tennis clubs in Massachusetts and the United States. As a primarily volunteer-based organization, it is dedicated to the promotion of affordable life-long tennis. All revenues received are invested back into the club. The club relies on its membership to contribute to the club and requires a basic commitment of time and talents by ALL members to maintain and improve the club. As a non-profit, the club also depends on its membership to recommend new members and grow the club as needed.

Membership Options

- 1) Full Member:
 - a) Annual cost \$1022/yr
 - b) Court fees \$12/hr (for hours beyond the free allotment described below)
 - c) Full Members are allowed to book courts on any day and at any time during the week (no restrictions)
 - d) Full Members are allotted 16 quarter hours of unbilled (free) court time each calendar month. Allotted time cannot be carried over from one calendar month to another. For reference, if you and another family member play singles for one hour that would equate to 4 quarter hours of play and you would have used up 4 of your allotted 16 quarter hours for that particular month.
 - e) Full Members, as part of their membership dues, have unlimited use of the clay courts during the outdoor season (May-September) at no additional charge for membership or outdoor court time. Indoor courts are charged at \$12/hr during the outdoor season.
 - f) New Full Members will be allowed to play and sign out court time in September provided their dues are paid by September 1. Free court time does not start until October 1, but indoor play is allowed so that members can participate in team practices and matches.

- 2) Associate Members:
 - a) Annual Cost \$686/yr
 - b) Court Fees \$18/hr (for hours beyond the free allotment described below)
 - c) Associate Members are allowed to book courts on any day and at any time during the week (no restrictions)
 - d) Associate Members are allotted 12 quarter hours of unbilled (free) court time each calendar month. Allotted time cannot be carried over from one calendar month to another. For reference, if you and another family member play singles for one hour that would equate to 4 quarter hours of play and you would have used up 4 of your allotted 12 quarter hours for that particular month.
 - e) Associate Members, as part of their membership dues, have unlimited use of the clay courts during the outdoor season (May-September) at no additional charge for membership or outdoor court time. Indoor courts are charged at \$12/hr during the outdoor season.

- f) New Associate Members will be allowed to play and sign out court time in September provided their dues are by September 1. Free court time does not start until October 1, but indoor play is allowed so that members can participate in team practices and matches.

3) Restricted Day Memberships (RDM):

- a) Annual Cost \$609/yr
- b) Court Fees \$18/hr (for hours beyond the free allotment described below)
- c) RDM members may only play during weekdays between 7 AM and 6 PM
- d) RDM members are allotted 8 quarter hours of unbilled (free) court time each calendar month. Allotted time cannot be carried over from one calendar month to another. For reference, if you and another family member play singles for one hour that would equate to 4 quarter hours of play and you would have used up 4 of your allotted 8 quarter hours for that particular month
- e) RDM Members, as part of their membership dues, have unlimited use of the clay courts during the outdoor season (May-September) at no additional charge for membership or outdoor court time. Indoor courts are charged at \$12/hr during the outdoor season.
- f) New RDM Members will be allowed to play and sign out court time in September provided their dues are by September 1. Free court time does not start until October 1, but indoor play is allowed so that members can participate in team practices and matches.

4) Summer Members:

- a) Annual Cost \$200/yr
- b) There is no court fee for the outdoor clay courts
- c) Indoor Court Fees \$12/hr
- d) Summer Membership allows unlimited clay court play for immediate family members living in a single household. Outdoor Members can also reserve indoor courts at the rate of \$12/hr. The outdoor season officially starts on May 1 and runs through September 30. During the outdoor season the club is open for play from 7 AM to midnight every day.

5) Team Members:

The club's several tennis-league teams provide a welcome opportunity for members to compete as well as generate income for the club. However, it is not always possible to field a complete team from club members alone. In order to maintain the club's participation in tennis leagues, we provide a membership category known as "Team Member." This membership is designed to allow teams to recruit additional team members at a cost less than full membership.

- a) Annual Cost \$175/yr (for indoor season only)
- b) Indoor Court Fees \$32/hr
- c) Team Members are not charged an initiation fee and can bypass the membership waiting list, but must coordinate their membership application with their team captain. The team captain forwards requests for Team Members to the club Membership Chairman. If a Team Member subsequently wishes to join as a regular club member, they must pay an initiation fee and apply to be added to the waiting list.

- d) Team Membership includes the indoor season only (October through April). Team Members who wish to use the indoor or outdoor courts during May through September can only do so as the guest of a member at a cost of \$8 per day of play or by joining as a summer member.
- e) The one exception to Item d is in September to accommodate indoor team practices and matches. Team Membership will become “effective” as of September 1 so as to allow indoor play if the member has paid their dues. Indoor court time should be signed out on the on-line reservation system and will be charged at the standard summer indoor rate of \$12 per hour.
- f) Unlike other club memberships, Team Membership is for individuals and not families.

6) Intro Members:

This membership allows potential new members to try out the club during a single indoor season (October through April) at a cost less than full membership.

- a) Annual Cost \$175/yr (for indoor season only)
- b) Indoor Court Fees \$32/hr
- c) Intro Membership is offered only to the extent that room is available. It is not offered when the membership rolls are full.
- d) Intro Members are not charged an initiation fee. If an Intro Member subsequently wishes to join as a regular club member, they must pay an initiation fee and apply to be added to the waiting list.
- e) Unlike other club memberships, Intro Membership is for individuals and not families.
- f) Club management can also make Intro Membership available under special circumstances on a case-by-case basis.

7) League Substitute Members:

LSM membership is offered on a very limited basis and only as necessary to ensure a team has an adequate number of players to avoid defaulting matches.

- a) Annual Cost \$25/yr (for indoor season only)
- b) Indoor Court Fees \$32/hr
- c) LSM Members are not charged an initiation fee and can bypass the membership waiting list, but must coordinate their membership application with their team captain. The team captain forwards requests for LSM Members to the club Membership Chairman. If an LSM Member subsequently wishes to join as a regular club member, they must pay an initiation fee and apply to be added to the waiting list.
- d) LSM members do not have court reservation privileges. LSM membership includes only play during league matches. For all other play (including team practices), LSMs must play as the guest of a regular member.
- e) LSM members are allowed to play at most four times during a season. Members wishing to play more often should join as Team Members or regular members.

Examples of Court Charges for Various Usage Scenarios

The simplest way to look at our billing is that you are responsible for that portion of the court that your member number occupies. Therefore once your allotted time on a given month is expended, charges would be as shown in the following examples:

- 1) Two Full Members playing singles for one hour are billed \$6 each.
- 2) Two Associate Members playing singles for one hour are billed \$9 each.
- 3) One Full Member and one Associate Member playing singles for one hour; Full Member is billed \$6, Associate Member is billed \$9.
- 4) Four Full Members playing doubles for one hour are billed \$3 each.
- 5) Four Associate Members playing doubles for one hour are billed \$4.50 each.
- 6) Two family members, who are Full Members, playing singles for one hour are billed \$12.
- 7) Two family members, who are Associate Members, playing singles for one hour are billed \$18.
- 8) Full Member playing one hour of singles with a guest is charged \$20 (\$12 for court \$8 for guest).
- 9) Associate Member playing one hour of singles with a guest is charged \$26 (\$18 for court \$8 for guest).

Indoor Court Rates for all member times during the summer months (May-September) are \$12/Hr. There is no monthly allotted time during the summer.

Billing

During the year 2020-2021, special billing procedures are being implemented due to the coronavirus pandemic. See page 4 for more information.

- 1) Annual Dues: For regular members, yearly dues are paid in two installments. First half dues are billed in July and are due September 1st. Second half dues are billed in November and due January 1st. For all other members, yearly dues are paid in a single installment due September 1st.
- 2) Half-season Billing: Membership fees for the indoor season are billed by the half season (October 1-January 15 and January 15-April 30). Membership fees are not pro-rated for those members that join the club or come off leave at intermediate times during a half season. Fees for Summer Membership are not pro-rated.
- 3) Monthly Invoices: Invoices are sent out each month via email around the 15th of the month. The invoice will include court fees and guest fees for the previous calendar month as well as any outstanding charges. Payment is expected within 30 days. The club no longer sends out invoices via US mail.
- 4) Billing for Clay Courts: Full, Associate, RDM, and Summer Members are granted unlimited play on our four clay courts without additional charges.
- 5) Initiation Fee: Incoming regular members are charged a one-time \$100 initiation fee. This fee is due with the incoming member's first half dues. Past club members that re-join the Acton Indoor Tennis Association after leaving the club for one year or less will not be re-assessed the initiation fee.
- 6) Late Fee: The club will assess late fees on the following schedule: \$25 for missing a half-season due date (September 1 or January 1), with an additional \$25 on the first of each additional month thereafter.

Recording Court Time

Member's court time in excess of their allotted unbilled (free) court time is billed at the hourly rate associated with their level of membership. Indoor court time is billed based on bookings made with the club's on-line reservation system. It is important that indoor reservations accurately reflect the members who should be charged for court time, the

duration of court time, and any guests. Members can alter reservations up until the starting time of the reservation but not thereafter.

A court time sign-in sheet is provided in the clubhouse for members to record any deviations from the on-line reservation. Examples of such deviations include last-minute substitution for one of the players or play that runs over the end time of the reservation. The club will use the sign-in sheet to edit the original reservation so that the billing for the month is correct. The club has administrative privileges that allow it to make after-the-fact changes to reservations.

Court time used for home CMITA league matches and home and away DBH matches will be entered into the on-line reservation by the club after the matches have occurred based on the match results recorded on the league websites. Players and captains do not need to record the matches on the court time sign-in sheet.

Additional Optional Charges and Fees

Tennis Parties: The club can be reserved for group gatherings on Friday and Saturday nights from 8:00 pm-12:00 midnight. The cost of a tennis parties is \$96. There are no guest fees or guest limitations for these events. To schedule a tennis party, [send](mailto:actonindoortennis@gmail.com) an email to actonindoortennis@gmail.com. The club will then reserve the requested court time for parties on the on-line reservation system. It is important that those members who use the club for a tennis party leave the club picked up and clean at the end of the night.

Maintenance Fee: As a member-owned club we are responsible for our own upkeep of the club facilities and grounds. We ask that regular indoor members (i.e., Full Members, Associate Members, and RDM Members) contribute to this maintenance effort in some way on an annual basis. A \$50 maintenance fee is assessed in January to those members who have elected not to participate in the upkeep of the club during the prior year. Many options exist to help out including clean-up weekends, clay court take down, emergency team, shoveling team, clay court rolling team, captaining a tennis league team, serving on the board, or providing some other regular volunteer service. Team, Intro, LSM, and Summer Members are not required to pay a maintenance fee but are also encouraged to volunteer.

Club Waiting List: A waiting list will be generated when the membership is deemed filled to capacity. Normally this is around 150 members including those on medical leave, but is a number subject to the determination of the board each year. A refundable \$5.00 fee will be charged to those wanting to be on the waiting list. The order on the waiting list will be determined by the date of receipt of the \$5.00 check on a first-come-first-served basis. Team, Intro, and LSM Members can join in those limited memberships without being on the waiting list. However, if those members subsequently wish to upgrade to regular membership, they must go on the waiting list.

AITA Rules

Club Hours

The Indoor Season starts October 1 and runs through April 30. The Summer Season starts on May 1 and runs through September 30, although, depending on the weather, the outdoor clay courts may be available for part of April and into November. The club is open for play from 7:00 AM to 12:00 midnight every day of the year.

Club Access

There is no attendant at the Acton Bubble; members access the club via either a key card or by entering their assigned code on the smart lock that opens the front door.

The clubhouse door is equipped with a Sifely Smart Lock (<https://www.sifely.com/>). To use the smart lock, touch the area above the door handle and wait for the audio acknowledgement and the keypad to light up. You should then enter your assigned four-digit code plus the # sign.

In the past, all members were issued a key card that opened the front door. Key cards will no longer be distributed but key cards issued in the past still work.

Reservation Rules

Court Reservations can be made up to seven days in advance by club members at the club's on-line reservations website at www.aitabookings.com. Billing for court time is done based on booked reservations, so accurate reservations are important.

The court reservation system operates on a seven-day rolling schedule.

- 1) Members can make a maximum of three court reservations per seven-day period.
- 2) A single reservation can be a maximum of two hours long.
- 3) One prime time reservation can be made each week.
- 4) Court reservations may be cancelled on the booking site more than 24 hours in advance without cost implications.
- 5) The member remains financially responsible for indoor courts that are cancelled within 24 hours of the booking if the court goes unused (is not booked by another member).

Prime Time is Monday-Thursday between 6 PM and 9 PM. Court time slots during prime time are 1.5 hours long (6:00-7:30 and 7:30-9:00)

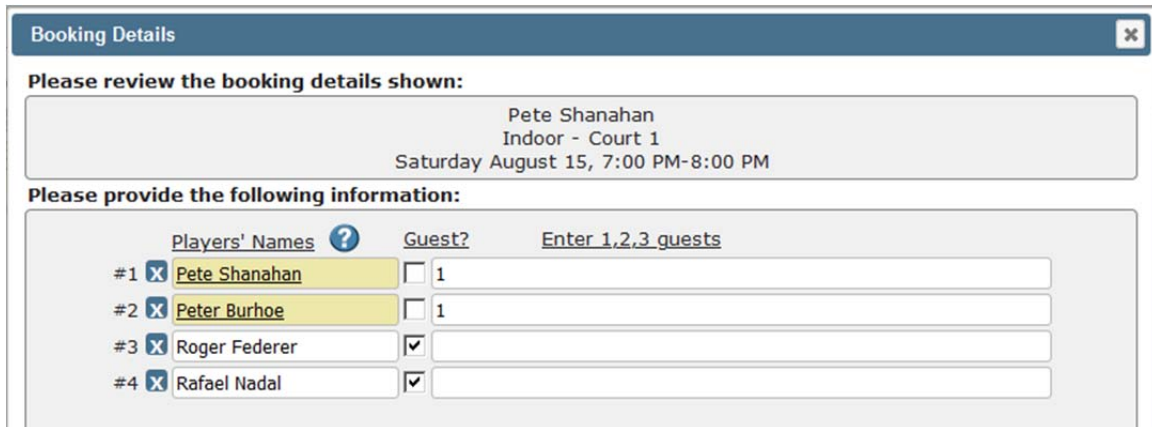
Reservations operate on a seven-day rolling schedule. If a member's reservations are maxed out for a given week they can book an additional court as soon as one of their reservations is used up. A member can book a "fourth court" if they see a court available six or fewer hours in advance of the potential reservation.

Guest Policy

Members are allowed to invite guests to play with them at the club. It is important to recognize that our guests are intended to be occasional visitors to the club. Frequent guests should be encouraged to become members. Guest policies are as follows:

- 1) The guest fee is \$8.00 plus the normal court charges.
- 2) Guests must be listed online when the court is reserved. Failure to provide a guest's name will result in a \$5 surcharge in addition to the guest fee. Last-minute guests not listed on the on-line reservation should be noted in the sign-up sheet in the club.
- 3) RDM members playing outside of their restricted hours (7 AM to 6 PM weekdays) should be entered as guests.

To record guests in the on-line reservation system, you should list the guest's name, click the "Guest?" check box, and indicate the number of guests that each member should be charged for. Below is an example of a properly completed reservation with court and guest fees being split between two members:



The screenshot shows a 'Booking Details' window with the following information:

Booking Details

Please review the booking details shown:

Pete Shanahan
Indoor - Court 1
Saturday August 15, 7:00 PM-8:00 PM

Please provide the following information:

	Players' Names	Guest?	Enter 1,2,3 guests
#1	<input checked="" type="checkbox"/> Pete Shanahan	<input type="checkbox"/>	1
#2	<input checked="" type="checkbox"/> Peter Burhoe	<input type="checkbox"/>	1
#3	<input checked="" type="checkbox"/> Roger Federer	<input checked="" type="checkbox"/>	
#4	<input checked="" type="checkbox"/> Rafael Nadal	<input checked="" type="checkbox"/>	

The reservation system "remembers" the names of all members and will automatically fill in those names. (Hint for easier bookings: fill in one or two letters and wait for the system to suggest a name.) As shown above, recognized members are highlighted in yellow on the court booking. The system does not allow a member to be marked as a guest despite some situations when that would be appropriate. Example situations include an RDM Member playing during a weekend, a Summer Member playing during the indoor season, a Team Member playing during the summer, or an LSM Member playing other than during a league match. To avoid generating an error message in these situations, an alternate name should be used. For example, rather than entering the player's full name, a first initial and last name can be used. The names of non-members show without highlighting as for Roger and Rafael in the example court booking above.

Seasonal Reservations

Acton Indoor Tennis allows groups to make seasonal reservations. This reserves a court at a particular time slot each week for the entire indoor season and also commits the group financially for the season. Seasonal reservations are not allowed during prime time and two seasonal reservations are not allowed at the same time. Seasonal reservations are not made for the clay courts. If you are interested in a seasonal reservation [send](mailto:actonindoortennis@gmail.com) an email to actonindoortennis@gmail.com prior to October 1st.

Billing for seasonal courts:

1. Seasonal reservation holders are given enhanced access to the reservation system so that they can manage cancellations and designate the members using the court on any given week.
2. If no one signs in for a seasonally reserved time, members of that seasonal group will be automatically billed. This covers the case where the court is cancelled and no one else uses the court and the case where the seasonal group simply forgets to sign in. There are three exception days: Thanksgiving, Christmas and New Year's Day. On those days, no charge is made when no one signs in for a seasonal reservation.

Seasonal cancellation policy:

1. You can cancel your seasonal reservation for the remainder of the season upon two weeks' notice by contacting actonindoortennis@gmail.com.
2. If you know you cannot use your time for a given week, as a courtesy, please cancel so that others may use your court.

Seasonal reservation renewal policy:

Seasonal reservations do NOT automatically renew from one season to the next. To renew, you must send a request to actonindoortennis@gmail.com, specifying the court, the day, and time, as well as the names and membership numbers of group members.

Club Tennis Pro

Acton Indoor Tennis is fortunate to have Ali Madani on staff as our club pro. Ali is a very accomplished player and excellent teaching professional. Ali coaches our DBH teams and is available for private lessons. Members taking lessons with Ali should reserve the court in the normal manner and will be responsible for the court fees in addition to the lesson fee. The lesson fee should be paid to Ali directly.

Other than Ali, no one is allowed to provide instruction at the club with the exception that members are allowed to instruct members of their immediate family living at home with them. When giving instructions, members should minimize disruption to players on other courts and refrain from loud and/or prolonged instructions.

Leave

Members who are going to be unable to use the club for an extended period of time can elect to go on leave. Leave is granted for either a half season or the full year. While on leave the member owes no dues but retains their membership at the club. Members whose leave extends past one year are assessed an annual \$25 fee to retain their membership at the club. While on leave the member is not allowed to book or use the courts. To be put on leave please contact Greg Osche at oschets@comcast.net or send an email to actonindoortennis@gmail.com. A member who has taken leave for all or part of the indoor season and who wishes to play during the summer must pay summer membership dues of \$200.

Member Responsibilities

- 1) Behave so as to benefit all members and the club.
- 2) If you are the last to leave the club, turn off the lights and close the ventilation flaps above the white benches.
- 3) Accurately report your court usage and guests.
- 4) Do not abuse the guest privilege by repeatedly and regularly inviting the same guest.
- 5) Make your payments to the club in a timely fashion.
- 6) If possible, help the club in some capacity during the year (clean-up weekends, emergency crew, shovel snow, etc.). Helping in any of these ways waives your annual \$50 maintenance fee at the club. This fee is assessed in January of each year to those members who have not contributed in some way to the operation of the club during the previous year. Team, Intro, LSM, and Summer Members are not required to pay a maintenance fee but are still encouraged to volunteer.

Penalties

With the exception of late-payment fees and a surcharge for unnamed guests, the club does not levy fines and penalties for rules violations. Nonetheless, there is an expectation that members will fulfill the Member Responsibilities listed above. As such we have a “Three-Strike Policy” under which members will be warned of inappropriate conduct including not reporting guests or otherwise abusing guest privileges, not accurately reporting court usage, giving unauthorized lessons at the club, misusing club facilities, or behaving in a disruptive or excessively rude manner. The three-strike policy is as follows:

- Strike #1: Suspected offenders will be sent an email outlining the issues that we feel are of concern and clarifying the rules that must be adhered to in order to remain in good standing with the club. No penalty will be enforced but a “watch” will be put on this member.
- Strike #2: Confirmed repeat offenders will lose club privileges for one week. This means no ability to book courts and an expectation that they will not use courts booked by other members during that week.
- Strike #3: Confirmed offenders that are again caught either not reporting guests, not accurately reporting their court utilization, or teaching at the club will be expelled from the club. They can present their case to the board if they desire.

The only other club penalty is that members with outstanding balances in excess of \$500 for more than two months will have their court reservations privileges revoked until they have made payment.

Volunteer Opportunities

As a member-run club, we need all of our members to volunteer to assist the club. Members who do not participate in any volunteer activities during the calendar year are assessed a \$50 club maintenance fee.

Volunteer activities include serving as a director, serving as a tennis league team captain, helping out on the spring and fall cleanup days, or being a member of one of our several volunteer teams:

- 1) **Emergency Team:** If there arises a situation in which the Bubble either needs to come down or is at risk of coming down, the Emergency Team is called. Forecasted major snowstorms are the most frequent reason to call out the emergency team. All objects which could tear the bubble need to be lowered (lights, tennis nets, separating net) or moved out from under the bubble (benches, trash cans, etc.). A team of 6 to 10 people can get the task taken care of in half an hour or so. The emergency team would also be called to set things back up when the risk of the bubble coming down has passed. Emergencies are infrequent but should there be a need to call the team, the expectation is that the members will, if at all possible, make their way to the club to help.
- 2) **Landscaping Team:** We need a few people to keep the club's grounds attractive and to weed the clay courts during the summer. Work takes place primarily during the summer.
- 3) **Snow Shoveling Team:** The shovelers are called, on a rotating basis, when it snows in excess of six inches. We shovel out the emergency door in the back of the club, create a path from the parking lot to the emergency door, create a path to the front door of the club, and create a path for the oil company to reach the oil tank. Generally three to four shovelers can complete the work in about an hour. The team is generally called within 12 hours of the snow ending.
- 4) **Clay Court Rolling Team:** The rolling team helps get the clay courts in shape after they are installed in April by running our mechanical roller over the courts. This generally takes two or three weeks in April and into May.

Rules Specific to the Outdoor Season

- 1) Billing for indoor court use, guest fees, and other miscellaneous fees during the outdoor season will occur on a monthly basis with invoices generally going out around the middle of the month. Payment is expected within 30 days.
- 2) Members are allowed to book both an indoor court and an outdoor court at the same time as a contingency for inclement weather. However if the indoor court is not cancelled at least 24 hours in advance of the reservation then indoor court fees will be billed to the member who reserved the court independent of whether the indoor court was used or not.
- 3) Team matches will typically be booked for both the indoor courts and the outdoor courts to assure that the matches can be played regardless of weather.
- 4) Members must record their guests during the outdoor season on their on-line reservation or on the guest sign-up sheet in the clubhouse.
- 5) Members are expected to sweep the courts and back courts and brush the lines after using the clay courts.

Guidance for Team Captains

The Acton Indoor Tennis Association is supportive of all the teams that play out of our facility throughout the year. As a small club without a working staff we understand that captaining a team at the bubble presents some challenges that might not exist at another club. We also understand that with a small membership it is often challenging to fill the rosters strictly with club members. The club will assist teams in managing expenses. The club will bill team members a \$40 per-season fee and use that money to reimburse captains (or others) for team expenses including tennis balls and league fees.

The following attempts to capture the club rules and needs when it comes to captaining a team at the Bubble.

Captain's Responsibilities:

- 1) Enter team on the league website each year.
- 2) Know the appropriate dates for dues payments and team drop dates.
- 3) Put viable roster together for the team and provide to the League Coordinator (Sandy Eisenbies at disk4fun@me.com).
- 4) At the start of the season, provide the League Coordinator (Sandy Eisenbies at disk4fun@me.com) with a list of players to be billed the \$40 fee, which she will provide to Greg Osche for all teams. During the season, request reimbursement from Greg Osche (oschets@comcast.net) for any incurred expenses by providing documentation of expenditures.
- 5) If you have players on the club waiting list that you are counting on to play on your team let Greg Osche know at oschets@comcast.net so that, if possible, we can assure their admittance into the club.
- 6) Provide home schedule and team practice time to Sandy Eisenbies at disk4fun@me.com when it becomes available.
- 7) Coordinate team practices (if any) with Ali Madani.
- 8) Know the rules for your league and remind the team members to carry a copy of the rules to the matches.
- 9) Coordinate team on weekly basis with focus on fielding full team for each match. The team is responsible for payment of any defaults by AITA
- 10) Bring one can of new balls for each match during home matches.
- 11) Use the team's administrative account to record the players attending team practices in the on-line reservation system. Alternatively, players can be recording on the sign-up sheet in the clubhouse.
- 12) When necessary, collect money for home matches from visiting team members and from any subs playing for the bubble.
- 13) Report scores as required by each league
- 14) Send any collected match funds to Greg Osche after each home match along with score sheet.

League Options at the Bubble:

- 1) Central Mass Indoor Tennis Association (CMITA)
 - a. Women's A-1 Gold West Team (match times 11-2 Saturday afternoons, late September through April)

- b. Men's B Team (match times 2-5 Saturday afternoons, late September through April)
- 2) Dorothy Bruno Hills (DBH) Indoor Tennis League
 - a. Women's Division 1A North Team (match times 9-1 Wednesday mornings, early October through mid-March)
 - b. Women's Division 2 North Team (match times 9-1 Wednesday mornings, early October through mid-March)
 - c. Women's Division 3 North Teams (match times 9-1 Thursday mornings, early October through mid-March)
 - d. Women's Division 4 North Team (match times 9-1 Thursday mornings, early October through mid-March)
- 3) USTA Leagues
 - a. Women's 40+ 3.5 League (Tuesday evenings starting at 6:30, May-June)
- 4) Suburban League
 - a. Men's B Team (Tuesday evenings starting at 6 PM, May-June)
 - b. Men's A Team (Wednesday evenings starting at 6 PM, May-June)
- 5) Women's Spring League (NWSTL)
 - a. Women's A3 (Thursday mornings 9-12 AM, May-June)
 - b. Women's A1 (Friday mornings 9-12 AM, May-June)
 - c. Women's A2 (Friday morning 9-12 AM, May-June)
 - d. Women's B1 (Wednesday mornings 9-12 AM, May-June)

League Information

Central Mass Indoor Tennis Association (CMITA)

- Website: www.cmita.net (rules, entry forms, schedules, score sheets, match results, standings, etc.)
- Team entry is handled by club manager/representative. League entry deadline: is in early September as indicated on website.
- League Entry Fee: \$200 per team to be paid by the club by October 1st.
- Singles Fee per match: \$22 per player (to be collected from visiting team and non-members)
- Doubles Fee per match: \$22 per player (to be collected from visiting team and non-members)
- Members are billed for court time at AITA rates. The club enters member's court time in the on-line reservation system based on the record of matches on the CMITA website.

Dorothy Bruno Hills Indoor Tennis League

- Website: www.dbhtennis.org (rules, entry forms, schedules, score sheets, match results, standings, etc.)
- Team entry is handled by club manager/representative. Club manager must be notified by September 1st if an AITA team no longer wishes to in the DBH league.
- League Entry Fee: \$150 to be paid by the club by October 1st.
- League Drop Date: mid-September. There is a \$200 fee for late withdrawal
- Members are billed at AITA rates for both home and away matches. The club enters member's court time in the on-line reservation system based on the record of matches on the DBH website.

USTA Leagues

- Website: <https://m.tennislink.usta.com/leagues/default.aspx> (rules, entry forms, schedules, score sheets, match results, standings, etc.)
- Team entry is handled by the team captain.
- Entry Fee: paid by team members

Suburban League

- Website: www.suburbantennis.com (rules, entry forms, schedules, score sheets, match results, standings, etc.)
- Team entry is handled by the team captain.
- League Entry Fee: \$60 per team.
- Entry Deadline: early April as specified on website.
- Match Fees: As an outdoor league there are no fees for the matches. If rain forces the match indoors, the indoor courts will be billed out at \$12/hr. Captains are responsible for collecting the appropriate fees from visiting teams and also responsible for signing in the members who have played in the matches on the court sign-in sheet.

Women's Spring League

- Website: www.nwstl.org (rules, entry forms, schedules, score sheets, standings, etc.)
- League Entry Fee: \$32
- Entry Deadline: April 5th or thereabouts.
- Match Fees: As an outdoor league there are no fees for the matches. If rain forces the match indoors the indoor courts will be billed out at \$12/hr. Captains are responsible for collecting the appropriate fees from visiting teams and also responsible for signing in the members who have played in the matches on the court sign-in sheet.

Additional Information

Captains and Co-Captains for any team have their \$50 maintenance fee waived for that year since their service as captains provides great value to the club.

Money collected at Central Mass League and USTA League matches and any Suburban League or Women's Spring League matches that are played inside should be given to Greg Osche. This can be done by mailing a check with the AITA Match Reporting Sheet, which helps sort out the billing, to:

Acton Indoor Tennis Association
P.O. Box 2220
Acton, MA 01720

Copies of AITA Match Reporting Sheets are provided and the clubhouse and shown in the following.

Acton Indoor Tennis Association

CMITA Match Reporting Sheet

PLEASE PRINT LEGIBLY! After completion, please send this sheet and fees received to Greg Osche at AITA, P.O. Box 2220, Acton, MA 01720 (DO NOT LEAVE MONEY AT THE CLUB!) Be sure to indicate all member numbers for AITA players and amount of money received, if any, from the visiting team.

League and Division: _____

Home team: Acton Indoor Tennis Visiting team: _____

Date: _____

AITA Member Number	Visitor Amount Paid	Player	Score Set 1 Set 2 Set 3	Winning Team
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First Match (Singles)

H					
V					

Second Match (Singles)

H					
V					

Third Match (Doubles)

H					
H					
V					
V					

Fourth Match (Doubles)

H					
H					
V					
V					

Home team captain _____ Match score _____
(Print and sign name)

Visiting team captain _____ Match score _____

Total fees collected from visiting team: _____ Total fees outstanding from visiting team: _____

Special instructions for AITA billing (e.g., defaults, non-payments) _____

Acton Indoor Tennis Association League Match Reporting Sheet

PLEASE PRINT LEGIBLY! After completion, please send this sheet and fees received to Greg Osche at AITA, P.O. Box 2220, Acton, MA 01720 (DO NOT LEAVE MONEY AT THE CLUB!) Be sure to indicate all member numbers for AITA players and amount of money received, if any, from the visiting team.

League and Division: _____

Home team: Acton Indoor Tennis Visiting team: _____

Date: _____

Required information		
AITA Member Number	Visitor Amount Paid	Player

Optional information			
Score			Winning Team
Set	Set	Set	
1	2	3	

First Match (check one): Singles Doubles

H			
H			
V			
V			

Second Match (check one): Singles Doubles

H			
H			
V			
V			

Third Match (Doubles)

H			
H			
V			
V			

Fourth Match (Doubles)

H			
H			
V			
V			

Home team signature _____

Match score _____

Visiting team signature _____

Match score _____

Total fees collected: _____ Total fees outstanding from visiting team: _____

Special instructions for AITA billing (e.g., defaults, non-payments) _____

ACTON INDOOR TENNIS ASSOCIATION
WAITING LIST APPLICATION FORM – 2020-2021

Indoor Season: October 1st – April 30th

Facilities: Two indoor hard courts plus four outdoor Har-Tru clay courts (in summer)
Member lounge
Men’s and Women’s Locker Rooms

Court scheduling: Online tennis booking system: www.aitabookings.com

Membership Fees:

Initiation Fee: \$100
Full Membership: \$1022/yr.
Associate Membership: \$686/yr.
RDM Membership: \$609/yr.

Team/Intro Membership: \$175/yr. – Team Members can bypass the membership waiting list but must coordinate their membership application with a team captain. Intro membership is a non-renewable one-year membership with no initiation fee. Team/Intro Membership covers the indoor season only; use of the outdoor courts is not included.

For more information, see Membership and Billing in the AITA Member Handbook at <http://www.actonindoortennisbubble.com/documents.html>.

Contacts:

Greg Osche, Membership Chairman – oschets@comcast.net
Peter Burhoe, Club Manager – actonindoortennismanager@gmail.com
Pete Shanahan, President – actonindoortennis@gmail.com
Club web site – <http://www.actonindoortennisbubble.com/>

To get on the waiting list please mail the completed form below plus a check for \$5 to
AITA
P.O. Box 2220
Acton, MA 01720

NAME _____ DATE _____

SPOUSE _____ CHILDREN _____

STREET _____ TOWN _____ ZIP _____

PHONE (HOME/CELL) _____ (WORK) _____

EMAIL _____

MEMBERSHIP DESIRED (CHECK ONE): FULL () ASSOC. () RDM () INTRO/TEAM ()

Potential members are offered admittance as slots become available at the start of the indoor season in September and at the start of the second half of the indoor season in January.

**ACTON INDOOR TENNIS ASSOCIATION
INDOOR SEASON MEMBERSHIP APPLICATION FORM – 2020-2021**

Indoor Season: October 1 – April 30

Full, Associate and Restricted Day Membership (RDM) includes summer membership, May 1 – September 30

Date _____

To join the Acton Indoor Tennis Association, please complete the form below and return it along with your check (payable to AITA) to:

AITA
PO Box 2220
Acton, MA 01720

=====

NAME _____ DATE _____

SPOUSE* _____ CHILDREN* _____

STREET _____ TOWN _____ ZIP _____

PHONE (HOME) _____ (WORK) _____

EMAIL(S)** _____

MEMBERSHIP DESIRED (CHECK ONE): FULL () ASSOC. () RDM () INTRO () TEAM ()

* Include additional names only if spouse and children will be playing tennis at the club.

** Include any additional email addresses at which you would like to receive information emails from the club.

Fee schedule for first year with monthly payments. (Note: members are welcome to pay dues in advance for the season or half-season if they prefer.)

	Initiation fee		+ 1 st month dues	=	Total due now		+ dues each month (x 6)	=	Total for 1 st year
Full	\$100	+	\$146	=	\$246	+	\$146	=	\$1122
Assoc.	\$100	+	\$98	=	\$198	+	\$98	=	\$786
RDM	\$100	+	\$87	=	\$187	+	\$87	=	\$709
Intro/Team	\$0	+	\$175	=	\$175	+	\$0	=	\$175

Team Member applications require team captain approval. Name of team and captain: _____

The Intro and Team memberships are distinct memberships that are identically priced. They are for the indoor season only and do not include access to the clay courts during the summer season. Intro Membership is offered for only a single year, after which the member is expected to transition to a regular membership of their choice.

I understand that I am joining AITA for the full indoor season and am obligated to pay the amounts due now as well as additional dues when invoiced.

TOTAL ENCLOSED \$ _____ SIGNED: _____

ACTON INDOOR TENNIS ASSOCIATION
SUMMER MEMBERSHIP APPLICATION FORM

Summer Season: May 1 – September 30

Facilities: Four outdoor Har-Tru clay courts (plus two indoor hard courts at \$12/hr each)

Court scheduling: Online tennis booking system: www.aitabookings.com

Cost: \$200 per family for Summer Membership (no outdoor court fees)

Contacts:

Greg Osche, Membership Chairman – oschets@comcast.net
Peter Burhoe, Club Manager – actonindoortennismanager@gmail.com
Pete Shanahan, President – actonindoortennis@gmail.com
Club web site – <http://www.actonindoortennisbubble.com/>

Mail completed form plus check to:

AITA
P.O. Box 2220
Acton, MA 01720

Name(s) including participating immediate family members:

Assigned Member # (to be filled in by club):

Address:

Telephone number:

Email address (required for online booking system):