



# Acton Indoor Tennis Association

## Member Handbook October 1, 2021

Updated 09/30/2021

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## **General Information**

The Acton Indoor Tennis Association (AITA), often called “the Acton Bubble,” is located at 908 Main Street (Rte. 27), Acton, MA 01720. Members enjoy year-round tennis on two indoor Plexipave courts and four outdoor clay courts. The bubble that encloses the two indoor courts features thermally insulated, dual-wall construction, provides outstanding heating, and incorporates excellent indirect lighting.

All courts are available for play from 7:00 A.M. until 11:30 P.M., seven days a week. The indoor courts are available the entire year, but the winter indoor season (as defined by membership) is from October 1 to April 30. The clay courts are generally playable from April through November, depending on the onset and end of winter weather. Two of the four outdoor courts are lighted (with recently updated lighting), allowing evening play, and plans are underway to install lights on the remaining two courts.

Membership is limited to ensure that all members have ample opportunities to play, and to prevent difficulties booking a court. Membership includes: access to all six courts; numerous opportunities for competitive play via various leagues, an annual club tournament, and in-house organized play such as mixed doubles; an outdoor gathering site with a covered picnic area; a small clubhouse with an indoor-court viewing area and a lounge, which can be rented for parties; men’s and women’s locker rooms with showers; an online reservation system; and available instruction from tennis pro, Ali Madani.

## **Member Contributions**

AITA is a non-profit club, run by the members for the members, and has been financially successful for more than fifty years since it was founded in October 1966. While dues represent a sharing of the operations cost, a very important reason that the club has been successful for half a century is that all members contribute to the running of the club.

ALL regular club members (Full, Associate, and RDM as described below) are required to sign up and contribute to maintenance. All members are also expected to complete a skills survey so we can identify the members

best able to help with particular tasks (a copy of the skills survey is included at the back of this handbook as a part of the membership application).

We ask all regular members to participate or contribute an increased maintenance fee. We use a team approach. Maintenance tasks are divided between teams ranging from 1 to 12 people. Members are asked to make a minimum year-long commitment to take full responsibility for their volunteer assignments.

Any member who does not sign up for a volunteer team by October 31 is charged a \$100 maintenance fee on their next invoice. The maintenance fee is refunded as a club credit if the member volunteers later.

A poster with the maintenance task list is displayed prominently in the clubhouse and includes detailed descriptions of the tasks. Club members are invited to sign up with their member number, however not all member requests can necessarily be honored and assignments will take into account the member's completed Skills Survey. Members with questions are encouraged to contact Team Leaders or board members.

## **Levels of Membership**

There are three types of regular membership available: Full, Associate, and Restricted Day Member (RDM). These memberships are designed to accommodate members' different desires for playing time. The RDM membership is restricted to weekdays between the hours of 7:00 A.M. and 6:00 P.M. There are no restrictions on court use by Full or Associate Members. All 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 any-time during the month. Associate and RDM memberships are entitled to 12 and 8 quarter-hours per month, respectively. (Playing doubles for one hour requires one quarter-hour; playing singles for one hour requires 2 quarter-hours.) Acton Indoor Tennis Association regular members (as opposed to those with restricted memberships, see below) also have access to the four clay courts during the summer at no extra cost.

In addition to regular memberships, AITA offers three types of restricted memberships. These are memberships that include the indoor season (Oc-

tober through April) only and that are offered as individual and not family memberships. Team Membership is for members who wish to play only to participate on a tennis team, and membership must be approved by the 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 the team captain, as well as by club management. Intro Membership is a one-year, non-renewable discounted membership offered to players who would like to try out the club. It is not renewable beyond the one year. **Intro membership is generally offered only when there is no one on the waiting list for regular membership.**

The Club also offers summer clay-court memberships to players who are not Acton Indoor Tennis Association members. Summer memberships run from May through September.

## **Reservation System**

Court bookings are made through a self-service online reservation system, and reservations may be made up to seven days in advance. Members are also allowed a limited number of seasonal reservations of the indoor courts, for which they may reserve a court at a particular time each week for the entire season.

For additional information on AITA, please go to our website at <http://www.actonindoortennisbubble.com/>.

## **Club Directory**

|                    |  |
|--------------------|--|
| Club President     | Pete Shanahan, <a href="mailto:actonindoortennis@gmail.com">actonindoortennis@gmail.com</a>                                      |
| League Coordinator | Sandy Eisenbies, <a href="mailto:disk4fun@me.com">disk4fun@me.com</a>  |
| Board of Directors | Carol Aronson<br>Ellen Browning<br>Sandy Eisenbies<br>Bill Ren<br>Scott Robb<br>Pete Shanahan<br>Nagaraj Vutukur<br>Autumn Zhang |

# Special Procedures during the 2021-2022 Season due to COVID-19

In response to requests from many members, the club has instituted these measures to assure members' health and safety:

- 1. If you feel at all ill, do not come to the club!**
2. All players who are eligible for COVID vaccination must be vaccinated in order to use the indoor courts and must provide proof of vaccination to the club. Proof of vaccination may be provided by email to [actonindoortennis@gmail.com](mailto:actonindoortennis@gmail.com) or, for those who prefer not to email this type of personal information, by showing proof of vaccination to any board member or team captain.
3. Face masks are required to be worn in the clubhouse and locker rooms. Face masks are not required during indoor tennis play.
4. If you have tested positive for COVID and were recently at the club, please let us know at [actonindoortennis@gmail.com](mailto:actonindoortennis@gmail.com) so that we can take any steps necessary to protect other members. The club will keep your identity and personal information confidential in these situations.

## 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 Members:
  - a) Annual cost \$1010/yr
  - b) Court fees \$14/hr (for hours beyond the free allotment described below)
  - c) Full Members are allowed to book courts on any day and at any time between 7:00 A.M. and 11:30 P.M. 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 \$14/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 \$670/yr
  - b) Court Fees \$20/hr (for hours beyond the free allotment described below)
  - c) Associate Members are allowed to book courts on any day and at any time between 7:00 A.M. and 11:30 P.M. 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 \$14/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 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.
  
- 3) Restricted Day Memberships (RDM):
  - a) Annual Cost \$592/yr
  - b) Court Fees \$20/hr (for hours beyond the free allotment described below)
  - c) RDM members may only play during weekdays between 7 A.M. and 6 P.M.
  - 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 \$14/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 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.

4) Summer Members:

Summer membership is included at no extra charge for regular members (Full, Associate, and RDM Members) who have paid dues for at least half the indoor season.

- a) Annual Cost \$200/yr
- b) There is no court fee for the outdoor clay courts
- c) Indoor Court Fees \$14/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 \$14/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 7:00 A.M. to 11:30 P.M. 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 \$150/yr (for indoor season only)
- b) Indoor Court Fees \$34/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 may do so only 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 online reservation system and will be charged at the rate of \$34 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 \$150/yr (for indoor season only)
  - b) Indoor Court Fees \$34/hr
  - c) Intro Membership is offered only to the extent that room is available. It is not offered when the membership rolls are full and only after membership is offered to applicants on the waiting list.
  - 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 \$34/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 \$7 each.
- 2) Two Associate Members playing singles for one hour are billed \$10 each.
- 3) One Full Member and one Associate Member playing singles for one hour; Full Member is billed \$7, Associate Member is billed \$10.
- 4) Four Full Members playing doubles for one hour are billed \$3.50 each.
- 5) Four Associate Members playing doubles for one hour are billed \$5 each.
- 6) Two family members, who are Full Members, playing singles for one hour are billed \$14.
- 7) Two family members, who are Associate Members, playing singles for one hour are billed \$20.
- 8) Full Member playing one hour of singles with a guest is charged \$22 (\$14 for court \$8 for guest).
- 9) Associate Member playing one hour of singles with a guest is charged \$28 (\$20 for court \$8 for guest).

Indoor Court Rates for all member times during the summer months (May–September) are \$14/hr. There is no monthly allotted time during the summer.

## Billing

- 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 U.S.P.S. 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 online reserva-

tion 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 online reservation. Examples of such deviations include last-minute substitution for 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 Central Massachusetts Indoor Tennis Association (CMITA) league matches and home and away Dorothy Bruno Hills Indoor Tennis League (DBH) matches will be entered into the online 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 clubhouse and indoor courts can be reserved for group gatherings on Friday and Saturday nights from 8:00 P.M.–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 an email to [ac-tonindoortennis@gmail.com](mailto:ac-tonindoortennis@gmail.com). The club will then reserve the requested court time for parties on the online reservation system. **Members who use the club for a tennis party must leave the club tidied and clean after the gathering.**

**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 on an annual basis. A \$100 maintenance fee is assessed in November to those members who have elected not to sign up for a maintenance task for the coming year. 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 it is a number subject to the determination of the board each year. A non-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 A.M. to 11:30 P.M. 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 (but NOT the circular button) and wait for the audio acknowledgement and the keypad to light up. You should then enter your assigned four-digit code and press 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, beginning at 7:00 A.M., by club members at the club's online reservations website at [www.aitabookings.com](http://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 24 hours or more in advance without a charge.
- 5) The member remains financially responsible for indoor courts that are cancelled less than 24 hours of the booking if the court goes unused (if it is not booked by another member).

\*Prime time is Monday–Thursday between 6:00 P.M. and 9:00 P.M. Court time slots during prime time are 1.5 hours long (6:00 P.M.–7:30 P.M. and 7:30 P.M.–9:00 P.M.).

Reservations operate on a seven-day rolling schedule. If a member has made the maximum reservations for a given week, they can book an additional court as soon as one of their reservation times begins. A member can make a fourth booking if a court is 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 only 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 online reservation must be recorded in the sign-up sheet in the clubhouse.
- 3) RDM members playing outside of their restricted hours (7:00 A.M– 6:00 P.M. weekdays) must be entered as guests and pay the guest fee.

To record guests in the online reservation system, 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:



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 <span style="font-size: small;">?</span> | Guest?                              | Enter 1,2,3 guests |
|----|---|-------------------------------------|--------------------|
| #1 | <input type="checkbox"/> Pete Shanahan                  | <input type="checkbox"/>            | 1                  |
| #2 | <input type="checkbox"/> Peter Burhoe                   | <input type="checkbox"/>            | 1                  |
| #3 | <input type="checkbox"/> Roger Federer                  | <input checked="" type="checkbox"/> |                    |
| #4 | <input 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 the first 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 appear 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 an email to [actonindoortennis@gmail.com](mailto: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 may cancel your seasonal reservation for the remainder of the season upon two weeks' notice by contacting [actonindoortennis@gmail.com](mailto: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](mailto: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 professional, as he is a very accomplished player and excellent instructor. 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 is paid to Ali directly.

Other than Ali, no one is allowed to provide instruction at the club with the single 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 will be unable to use the club for an extended period of time may 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 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 [actonindoortennisbilling@gmail.com](mailto:actonindoortennisbilling@gmail.com) or send an email to [actonindoortennis@gmail.com](mailto:actonindoortennis@gmail.com). A member who has taken leave for more than half 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 no one is playing on the other court or waiting to play after you, close the ventilation flaps above the white benches and turn off the lights (the switch is in the clubhouse to the left of the viewing window).
- 3) Accurately report your court usage and guests.
- 4) Do not abuse the guest privilege by repeatedly and regularly inviting the same guest to play.
- 5) Make your payments to the club in a timely fashion.
- 6) Help the club in some capacity during the year by joining a regular maintenance team. Helping maintain the club waives your annual \$100 maintenance fee. Team, Intro, LSM, and Summer Members are not required to pay a maintenance fee but are encouraged to volunteer.

## **Penalties**

- 1) 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, but not limited to, the failure to report guests or otherwise abusing guest privileges; not accurately reporting court usage; giving unauthorized lessons at the club; misusing club facilities; behaving in a disruptive or excessively rude manner; or failing to comply with current Covid protocol. 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 stand-

ing 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 (the ability to book courts will be withheld as well as permission to use courts booked by other members during that week).

Strike #3: Confirmed offenders who repeat the infraction a third time will be expelled from the club. They may present their case to the board if they desire.

The final club penalty is for members to have an outstanding balance in excess of \$500 for more than two months. This will result in their court reservation privileges being 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. Volunteer activities include serving as a board member, serving as a tennis league team captain, and helping out on special projects.

All members are also expected to contribute to club maintenance or pay an annual maintenance fee. Club members are asked to lead or join one of the following maintenance teams (some of which include only one member):

- 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 that could tear the bubble need to be lowered (lights, tennis nets, separating net) or moved out from under the bubble (benches, trash cans, etc.). About one half-hour is required for a team of 6 to 10 people to accomplish this work. The emergency team also re-installs everything 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. Members who live near the club are encouraged to join the emergency team.

- 2) AHU Team: Monitors Air Handling Unit (AHU) performance and heating oil use, sets AHU controls as needed (e.g., before and after storms), troubleshoots system as needed, and interfaces with our hired maintenance service.
- 3) Adopt-a-court Teams: Teams of two or three who adopt one of the outdoor courts and keep them weeded and picked up during the season. The teams should also monitor court conditions and let the clay court maintenance team know when there are low spots, lifted lines, or other problems that need attention.
- 4) Shopping Team: Team to monitor supplies and make purchases as needed of paper products (paper towels, toilet paper), bottled water, and first-aid and other supplies in the clubhouse cabinet.
- 5) Cleaning Supervisor: Point person for supervising the hired cleaners and monitoring and purchasing cleaning supplies and trash bags.
- 6) Court Sweeping Team: Runs the court sweeper on indoor courts weekly and maintains the court sweeper machine.
- 7) Water supervisor: Supervises the professional water system operator contracted by club, purchases water filters and replaces as needed, and tracks any other issues associated with water supply including well repairs (very rare), water quality, and interactions with the Massachusetts Department of Environmental Protection (very rare).
- 8) Recycling Team: One or two volunteers to collect the recycling and get it to a recycling center. This is convenient task for someone living in a town with curbside pickup.
- 9) Tennis Ball Recycling Team: Identifies recycling services, schools, rehab centers, nursing homes, dog owners, and others who will accept used tennis balls and makes arrangements for pickup or delivery of used balls.
- 10) Lawn Mowing Team: Mows the grass and trims weeds as needed, purchases gasoline for the mower, maintains the weed whacker, purchases and replaces weed whacker string, and arranges for lawn mower maintenance as needed.
- 11) Small Engine Team: Maintains the following equipment (including winterizing as needed): court roller, snow blower, and lawn mower
- 12) Court Watering Team: One-or-two-member team to monitor the clay court sprinklers, adjust spray as needed, make repairs, turn off water in the fall, and arrange for winterizing. We have a commercial service

winterize the system every fall but we also add anti-freeze to the two center sprinklers. The system is the same technology as a home lawn irrigation system and can be operated from a smart-phone app.

- 13) Clubhouse Maintenance Team: Makes small carpentry, electrical, and plumbing teams (or call in professionals if needed). Typical repairs include replacing broken panes in the door to the bubble, repairing leaking faucets or running toilets, and replacing batteries in the SmartLock and clocks.
- 14) Clay Court Rolling and Maintenance Team: Team to roll clay courts in the spring and to maintain them by leveling courts, adding clay, and repairing lines, nets, and net anchors as needed during the outdoor season.
- 15) Clay Court Setup and Shutdown Team: Ensures all required supplies are available (particularly zipties); installs the windscreens and gazebo cloth cover and sets up chairs, garbage cans, nets, score posts, sweepers, rollers, hoses, etc. in the spring and completes the reverse process in the fall. Remove lines from the courts in the fall.
- 16) Snow Shoveling Team: The shovelers are usually called, on a rotating basis, when it snows in excess of six inches. They 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 snowfall ending. The team also occasionally clears snow from the back of the bubble to prevent formation of an ice wall.
- 17) Leaf Raking Team: Removes leaves from the courts and around the bubble in the fall and spring. Trims brush in the buffer zone around the fences.
- 18) Landscaping Team: Trims shrubs, weeds and edges front beds; weeds and deadheads side bed and containers at the gazebo; waters beds, front trees and gazebo containers; and weeds gazebo patio.

The club also has teams to contribute to long-term planning and occasional special projects:

- 19) Planning for the new bubble: We currently forecast that the bubble will be replaced and indoor courts resurfaced during summer 2025. This team will assess the expected lifetime of the bubble, research

vendors, solicit bids, plan repairs, and create a plan to take down the current bubble and raise a new bubble (by member volunteers with paid professional assistance). Repairs will likely include replacing the wooden enclosure around the revolving doors and replacing or refurbishing the revolving doors.

- 20) Planning for court resurfacing: Resurfacing the indoor courts is also planned for summer 2025 while the bubble is down. This will take a shorter planning process than the bubble replacement.
- 21) Planning for clubhouse remodeling: This is a long-term project, unlikely to happen before 2027, but we will need at some time to assess and possibly replace the club's plumbing, remodel the locker rooms, and even possibly expand the clubhouse.
- 22) Planning for club water: This is another long-term project. We need to assess the economics and logistics of connecting to town water rather than continuing to supply the clubhouse's water from our on-site well. Using a well makes us a public water supply, subject to Mass. Dept. of Environmental Protection rules, including water-quality testing and other expenses. We envision using the well for court watering whether or not we connect to town water. Any project of this sort would need to be coordinated with the Nashoba Sportman's Club, which shares our water supply, and Benchmark Senior Living at Robbins Brook, which owns the right-of-way to the clubs.

## **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 due 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 regardless 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 ensure that the matches can be played regardless of weather conditions.

- 4) Members must record their guests during the outdoor season on their online reservation or on the guest sign-up sheet in the clubhouse.
- 5) Members are responsible for sweeping the courts and back courts and brushing 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 guidelines attempt 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 together viable roster for the team and provide to the League Coordinator (Sandy Eisenbies at [disk4fun@me.com](mailto:disk4fun@me.com)).
- 4) At the start of the season, provide the League Coordinator (Sandy Eisenbies at [disk4fun@me.com](mailto:disk4fun@me.com)) with a list of players to be billed the \$40 fee, which she will provide to the club bookkeeper for all teams. During the season, request reimbursement at [actonindoortennisbilling@gmail.com](mailto:actonindoortennisbilling@gmail.com) 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 the bookkeeper know at [actonindoortennisbilling@gmail.com](mailto:actonindoortennisbilling@gmail.com) so that, if possible, we can ensure their admittance into the club.
- 6) Provide home schedule and team practice time to Sandy Eisenbies at [disk4fun@me.com](mailto: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 that they are responsible for knowing the rules. (It's recommended that

players carry a copy of the rules to the matches to minimize play disruption should questions or disputes arise.)

- 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) Provide one can of new balls for each team's match during home matches.
- 11) Use the team's administrative account to record the players attending team practices in the online reservation system. Alternatively, players can be recorded on the sign-up sheet in the clubhouse.
- 12) When necessary, collect money for home matches from visiting team members and from any substitute players playing for the Bubble.
- 13) Report scores as required by each league.
- 14) Send the score sheet and any collected match funds to the club bookkeeper after each home match.

### **League Options at the Bubble:**

- 1) CMITA
  - a) Women's A-1 Gold West Team (match times 11:00 A.M.–2:00 P.M. Saturday afternoons, late September through April)
  - b) Men's B Team (match times 2:00 P.M.–5:00 P.M. Saturday afternoons, late September through April)
- 2) DBH
  - a) Women's Division 1A North Team (match times 9:00 A.M.–1:00 P.M. Wednesday mornings, early October through mid-March)
  - b) Women's Division 2 North Team (match times 9:00 A.M.–1:00 P.M. Wednesday mornings, early October through mid-March)
  - c) Women's Division 3 North Teams (match times 9:00 A.M.–1:00 P.M. Thursday mornings, early October through mid-March)
  - d) Women's Division 4 North Team (match times 9:00 A.M.–1:00 P.M. Thursday mornings, early October through mid-March)
- 3) USTA
  - a) Women's 40+ 3.5 League (Tuesday evenings starting at 6:30 P.M., May–June)
- 4) Suburban
  - a) Men's B Team (Tuesday evenings starting at 6:00 P.M., May–June)

- b) Men's A Team (Wednesday evenings starting at 6:00 P.M., May–June)
- 5) Women's Spring (Northwest Suburban Tennis League)
  - a) Women's A3 (Thursday mornings 9:00 A.M.–12:00 P.M., May–June)
  - b) Women's A1 (Friday mornings 9:00 A.M.–12:00 P.M., May–June)
  - c) Women's A2 (Friday morning 9:00 A.M.–12:00 P.M., May–June)
  - d) Women's B1 (Wednesday mornings 9:00 A.M.–12:00 P.M., May–June)

## League Information

- CMITA
  - Website: [www.cmita.net](http://www.cmita.net) (rules, entry forms, schedules, score sheets, match results, standings, etc.)
  - Team entry is handled by league coordinator/representative. League entry deadline: 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 online reservation system based on the record of matches on the CMITA website.
- DBH
  - Website: [www.dbhtennis.org](http://www.dbhtennis.org) (rules, entry forms, schedules, score sheets, match results, standings, etc.)
  - Team entry is handled by league coordinator/representative. The league coordinator must be notified by September 1st if an AITA team no longer wishes to in the DBH league.
  - Entry fee: \$150 to be paid by the club by October 1st.
  - 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 the playing member's court time in the online reservation system based on the record of matches on the DBH website.

- USTA
  - 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
  - Website: [www.suburbantennis.com](http://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 \$14/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
  - Website: [www.nwstl.org](http://www.nwstl.org) (rules, entry forms, schedules, score sheets, standings, etc.)
  - Entry fee: \$32
  - Entry deadline: The first week of April, around the 5th.
  - 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 \$14/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**

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 club bookkeeper. This can be done by mailing a check along with the league, opposing club, and match date to:

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

**ACTON INDOOR TENNIS ASSOCIATION**  
**2021-2022 WAITING-LIST APPLICATION FORM**

**Indoor Season:** October 01, 2021 – April 30, 2022

**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](http://www.aitabookings.com)

**Membership Fees:**

Initiation Fee: \$100  
Full Membership: \$1010/yr  
Associate Membership: \$670/yr  
RDM Membership: \$592/yr

Team/Intro Membership: \$150/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 and is only open when there is space available—please inquire before applying for Intro membership. 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:**

Membership Chairman – [actonindoortennisbilling@gmail.com](mailto:actonindoortennisbilling@gmail.com)  
Pete Shanahan, President – [actonindoortennis@gmail.com](mailto: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

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NAME \_\_\_\_\_ DATE \_\_\_\_\_  
SPOUSE \_\_\_\_\_ CHILDREN \_\_\_\_\_  
STREET \_\_\_\_\_ TOWN \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE (HOME/CELL) \_\_\_\_\_ (WORK) \_\_\_\_\_  
EMAIL \_\_\_\_\_

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

**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 2021-22**

**Indoor Season:** October 1 – April 30

(Full, Associate and Restricted Day Membership (RDM) include 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 ( )  
(Intro membership is not available for the 2021-2022 season.)

\* 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:

|            | Initiation fee | + | 1st half dues | = | Total due now | + | + 2nd half dues<br>(due Jan. 1) | = | Total for 1 <sup>st</sup> year |
|------------|----------------|---|---------------|---|---------------|---|---------------------------------|---|--------------------------------|
| Full       | \$100          | + | \$505         | = | \$605         | + | \$505                           | = | \$1110                         |
| Assoc.     | \$100          | + | \$335         | = | \$435         | + | \$335                           | = | \$770                          |
| RDM        | \$100          | + | \$296         | = | \$396         | + | \$296                           | = | \$692                          |
| Intro/Team | \$0            | + | \$150         | = | \$150         | + | \$0                             | = | \$150                          |

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 the second half dues when invoiced.

For additional information, email [actonindoortennis@gmail.com](mailto:actonindoortennis@gmail.com)

TOTAL ENCLOSED \$ \_\_\_\_\_ SIGNED: \_\_\_\_\_

## Skills survey for AITA member-volunteers

Acton Indoor Tennis Association is a member-owned and member-operated non-profit; it relies entirely on its members to continue to operate and keep costs low. As a member-owned club, we are responsible for the upkeep of our club facilities and grounds. We rely on volunteers to manage the club, make minor repairs, and perform routine maintenance. We ask that regular indoor members (i.e., Full Members, Associate Members, and RDM Members) contribute to this maintenance effort on an annual basis. All members are expected to sign up for a maintenance team. Members who fail to volunteer are assessed a maintenance fee.

The club's needs are surprisingly diverse. In addition to routine maintenance, we have to maintain a complicated physical plant that includes a sophisticated air-handling system and air-supported structure and require all of the professional services of a typical business.

We ask all new members to indicate what skills and interests they can bring to the club. Please complete the checklist below to help us find activities that best fit your skills and interests. Feel free to add any details you wish.

Name(s): \_\_\_\_\_

|   |   |
|---|---|
| <input type="checkbox"/> Carpentry                                    | <input type="checkbox"/> Contracting and supervision of vendors |
| <input type="checkbox"/> Electrical                                   | <input type="checkbox"/> Legal services                         |
| <input type="checkbox"/> Plumbing                                     | <input type="checkbox"/> Insurance                              |
| <input type="checkbox"/> Landscaping                                  | <input type="checkbox"/> Accounting and bookkeeping             |
| <input type="checkbox"/> Painting                                     | <input type="checkbox"/> Finances and investing                 |
| <input type="checkbox"/> Heating systems                              | <input type="checkbox"/> Networks and computers                 |
| <input type="checkbox"/> Small engine repair                          | <input type="checkbox"/> Electronic control systems             |
| <input type="checkbox"/> Snow shoveling                               | <input type="checkbox"/> Architecture/interior design           |
| <input type="checkbox"/> Bubble emergency team*                       | <input type="checkbox"/> Building maintenance                   |
| <input type="checkbox"/> Clay court maintenance*                      | <input type="checkbox"/> Marketing and communications           |
| <input type="checkbox"/> Sprinkler system maintenance                 | <input type="checkbox"/> Website design                         |
| <input type="checkbox"/> Woodworking                                  | <input type="checkbox"/> Security systems                       |
| <input type="checkbox"/> Truck owner                                  | <input type="checkbox"/> Procurement                            |
| <input type="checkbox"/> Craigslist guru                              | <input type="checkbox"/> Organizational/management              |
| <input type="checkbox"/> Tree removal (chain saw owner)               | <input type="checkbox"/> Other (specify):<br>_____<br>_____     |
| <input type="checkbox"/> Tournament director / social event organizer |   |
| <input type="checkbox"/> Shopping (for club supplies)                 |   |

\* For these skills, the club can train you. The emergency team readies the bubble for storms and power failures.

Indicate any aspects of the club or its facilities that you feel need more attention and that you would like to contribute to:

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**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 \$14/hr each)

**Court scheduling:** Online tennis booking system: [www.aitabookings.com](http://www.aitabookings.com)

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

**Contacts:**

Membership Chairman – [actonindoortennisbilling@gmail.com](mailto:actonindoortennisbilling@gmail.com)

Pete Shanahan, President – [actonindoortennis@gmail.com](mailto:actonindoortennis@gmail.com)

Club web site – <http://www.actonindoortennisbubble.com/>

Mail completed form plus check to:

AITA  
P.O. Box 2220  
Acton, MA 01720

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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):