

The logo for Russell Mill Swim & Tennis Club features the word "RUSSELL" in a large, blue, serif font at the top. Below it, the word "MILL" is written in a smaller, blue, serif font, with the "M" being significantly larger than the "ILL". At the bottom, the words "Swim & Tennis Club" are written in a black, sans-serif font.

RUSSELL MILL Swim & Tennis Club

Member Handbook

Updated May 2017

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Several members volunteered their time and efforts to make this book a useful resource for both new and returning members. Their contributions are very much appreciated.

Welcome to the Club

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Welcome to the Club

The Board of Directors, Management, and Staff welcome you to Russell Mill Swim and Tennis Club. It is our mission to help members have an enjoyable experience at the club. Please don't hesitate to approach the Manager on Duty, a staff member, or a Board member if there is anything we can do to assist.

RMSTC is a family-oriented, member-run, non-profit private club. We offer a relaxed, friendly atmosphere where families can enjoy the summer in the pools, on the lighted tennis courts, at the basketball courts, playground, or cookout on the club-supplied grills in our shaded picnic area. We also offer swim, dive, and tennis lessons and teams. There is something for everyone! Be sure to check out the [Member's Corner](#) section of our website at www.russellmill.com for the most updated information about all things Russell Mill.

All members & their guests are expected to adhere to the rules and guidelines put forth in the bylaws, this handbook, and other documents or signs published by the Board of Directors and the Manager. These rules are enforced to keep members and their guests safe, comfortable, and happy while visiting the club. We thank you in advance for your cooperation.

How is Russell Mill run?

Russell Mill is a member-owned, member-operated, non-profit, private club. The club is governed by a member-elected volunteer Board of Directors (BOD), who in turn, hires the club manager. The BOD holds meetings with the members in the fall and spring to discuss club business and vote on expenditures and other matters. To have a vote, you must be a bonded member. Non-bonded members are welcome at the meetings, but cannot vote on club business. Please contact the treasurer if you are interested in obtaining a bond.

The Club Manager is responsible for all day-to-day operations, including hiring the assistant managers, and all staff. The Club Manager is a professional and the BOD is not involved in any hiring decisions beyond the Club Manager.

The [Club Bylaws](#) govern the responsibilities of the BOD as well as each member. It is very important that all members make themselves familiar with the bylaws. These are always available on the website.

How can I get involved?

As a member-owned club, we rely on our members to share in the work. We need everyone to help and be involved to maintain the great environment that we have while keeping the dues reasonable.

Committees are established every year for Swim/Dive, Tennis, Activities, Fundraising, Social Events and more. If you have an idea for a committee, contact a Board Member!

If your child participates in the Swim or Dive Team, you will be requested to volunteer at

least twice during the season. It takes 25 parent volunteers to run a home swim/dive meet and 6-10 volunteers for away meets (some clubs request more). We will NOT START a swim meet until we have the appropriate number of volunteers. Most jobs are very easy – using a stopwatch to time the swimmers, running time cards from the timers to the score table, and ribbon writing - so don't hesitate to volunteer...meets can't run without volunteers. **All volunteer sign-ups are done online** and the sign-up link will be posted on the website as soon as the meet information has been made available.

The Board of Directors is made up of Bonded Members. The Board includes directors at large and officers. Officers are members who have served on the Board for at least one year and are elected by their peers. Election of new board members at large is held at each Fall Membership Meeting. If you are a bonded member and interested in running for a board position, don't hesitate to contact a current board member.

Check the website and bulletin boards near the pool and tennis courts for opportunities to get involved.

What are the membership types?

Most memberships are classified as single or family. These can also be bonded or seasonal. While bonded, members are afforded the following benefits:

- Discounted Dues (currently \$100 for a Family Membership, subject to change)
- Earlier Activity Signups
- Discounted Clubhouse/Deck Rental Fee
- Ability to vote at Membership Meetings
- Can hold a seat on the Board of Directors

To become bonded, members must purchase a \$600 bond. (The amount of the bond is set by the BOD and subject to change without notice.) Bonds are not like application fees, when bonded members resign their membership, the full bond amount paid is refunded to them.

The BOD is *required by the bylaws* to keep the bond principal for all members in liquid assets. This means that RMSTC must have enough cash on hand to refund ALL members bonds at all times. Your money is protected by the bylaws.

There are other membership types available and documented in the Bylaws. Two other common types are the August and Team memberships. Team memberships are available for members that are 12 years of age as of April 16 of the current calendar year. This membership type only allows privileges during tennis, swim and dive practice and meet days. Members of this standing are not allowed to use of any of the club's amenities. They are not permitted to invite guests.

Please refer to the sections in this document about the rules for converting from one membership type to another.

What does my membership include?

As a member of Russell Mill, you are entitled to utilize the club facilities during club hours. That means the pool, tennis courts, playground, picnic areas, complimentary gas grills, and clubhouse. Also, in keeping with our family focus, your membership includes team participation for children, and our teams accept all skill levels of participation.

Activities

Russell Mill has many activities for members to participate in. Some activities are formally organized and operated by the club on an annual basis. Others are organized by the activities committee and posted throughout the season.

Please note that club activities take precedence over personal use. Some examples of this are swim meets, tennis meets and times when the clubhouse is rented out. Meet schedules are posted on the message boards and on the website.

Formally scheduled and operated activities for children are scheduled prior to the season starting. The club offers lessons in swimming, diving, and tennis, as well as competitive swim, diving and tennis teams. The club employs coaches and instructors for these activities. Registration for teams and lessons occurs prior to the club opening. Registration is typically opened online two weeks before the season starts for bonded members, and one week before the season starts for seasonal members. You can register at any point after the registration opens, but keep in mind that many classes and time slots fill quickly.

Social activities are a big part of the Russell Mill experience. Whether it is a cookout with family and friends, or a Russell Mill organized event, we hope you find yourself enjoying the perks of being a Russell Mill member. Please check the social calendar on the website for more information as it is always being updated. Some activities are quite large and we are always looking for volunteers to help in anyway. Keep a lookout for announcements requesting sign-ups and volunteering options online and posted at the club.

MEMORIAL DAY WEEKEND:

Saturday, Sunday, & Monday - 11:00am-6:00pm

PRESEASON LIMITED HOURS UNTIL JUNE 22:

Monday-Friday - 3:00pm - 6:00 pm

Saturday & Sunday - 11:00am-6:00pm

REGULAR SEASON HOURS JUNE 23 – LABOR DAY

Monday – Thursday - 12:00pm - 8:00pm

Friday - 12:00pm - 9:00pm

Saturday & Sunday - 11:00am - 8:00pm

Dates and Hours of Operation

Russell Mill’s Season runs from the Saturday before Memorial Day through Labor Day. The Russell Mill property is organized into three areas separated by fencing per the rules and regulations that govern our operation. These areas are the Pool Deck, The Tennis Courts, and the Picnic and Playground areas. The Clubhouse Cabin is part of the picnic area. Please be sure to check for lessons and meet times, the pool and/or courts are not available during these scheduled activities.

Club Hours

During the Club Hours, the entire property is open to members including the Pool and Pool Deck. Lifeguards are on duty and Free Swim is allowed.

The Club Hours are strictly observed for the Pool Deck. For safety reasons, when the Manager on Duty announces the Deck closed everyone must get out of the water and leave the area as the staff will have other duties to perform at closing and will not be watching the pool.

Special Hours for Tennis Courts

Outside of Main Hours, and even pre-and post-season, while the nets are up, use of the tennis courts is allowed.

Members may request a key to the back gate of the tennis courts that provides access via the overflow parking lot and use of the courts at any time, even outside of normal operating hours or the regular season. The nets are put up in the spring as soon as the Manager deems it safe to do so, but usually in early April. The nets are taken down late in the fall, again depending upon weather and court conditions.

Russell Mill is situated near residential areas, so please be courteous in how late and how much noise you make after hours.

Members using the courts are responsible for locking the gate when they leave. If the lights are used, please be sure to turn them off. The light switch is located inside the courts on the fence on Court #1. The cost of replacing the lights is high. Please refer the following chart when using the lights.

| Button | Function |
|-------------|--|
| On | Turns the lights on <u>indefinitely</u> . Please note that the lights will take several minutes to reach maximum brightness. |
| Off | Turns the lights off immediately. Have a flashlight ready to help guide you out. |
| 1Hr/2Hr/4Hr | Turns the lights on for the chosen time and starts a timer. Lights will turn off automatically. |

Lessons, Practice, and Activities Time

To accommodate the increasing demand for these programs, lessons and practice for Swim, Dive, Tennis and other activities start as early as 7:30 am. Monday thru Friday and lasts until 12:00 for swimming and 1:00 for diving. Tennis lessons can run as late as 1:30 p.m., check the current schedule for the latest information. During this time, the Picnic and Playground area will be open for families to watch, wait, and play for children attending lessons and teams.

Club Rules and Policies

All members and their guests must follow these specific rules. However, as every possible rule cannot be documented, the guiding principle is that mutual respect for one another and also the facility is expected of all members. Violation of that principle or any of these rules can result in immediate ejection, and suspension or expulsion of the membership in

accordance with the bylaws. Any action that endangers the safety or enjoyment of other members will not be tolerated and may result in ejection, suspension, and/or expulsion.

The Manager on Duty may immediately eject from the premises any member or guest for violation of these rules or bylaws, or for unsafe or inappropriate behavior. The Manager on Duty, in his/her sole discretion, shall determine if such violation or behavior exists.

Members are responsible for their guests and the member may be suspended or expelled because of the actions of their guests.

General Rules

- All members must comply with the local laws and regulations of the Town of Chelmsford and the State of Massachusetts.
- Smoking and vaping is NOT permitted in any area of the club, including the parking lots.
- Non-service animals are not allowed.
- Only members can take part in swim, dive, and tennis lessons or teams.
- Parents/Guardians are responsible for the behavior of their children
- Children under 6 must be accompanied to the bathroom by a parent/guardian
- All members and their guests must comply with instructions given by the Manager on duty and/or any staff member.
- No reserving picnic tables and leaving the property. Management reserves the right to remove your belongings and put them in the office if you are not on site.
- Grills are available for member use in the picnic area. For safety reasons, the gas will be turned off by the manager on duty upon exiting the club. Please plan accordingly.
- Approval by the manager, no less than 48 hours in advance, is required if members plan to have more than 15 guests at the club without renting the deck. Approval is contingent on the manager being able to adequately staff our facility to accommodate your guests.
- Deck rental is **REQUIRED** should members wish to use the facilities to perform business on our property including but not limited to selling goods and services or hosting vendor parties **and** requires prior approval of the General Manager.

Pool Deck Rules

- NO GLASS allowed beyond the gate entrance to the pool deck
- No running on the deck or around the pool
- No pushing or throwing anyone into the pool
- No snapping towels
- Trash receptacles are placed around the pool deck. Please help keep the club clean by removing all food and other debris from your area and throw it away when you leave the club.
- Children over 2 cannot change on the deck or in the pool area - use the bathroom

Main Pool Rules

- Adult swim is for ages 18 and over
- Diving Blocks are for lessons, practices and meets only
- Dangerous/Rough play will not be tolerated
- No swimming under the ropes
- No shoulder rides
- No hanging on the lane lines
- At the lifeguard's discretion, any member or guest may be asked to demonstrate their swimming ability before being permitted in deep water, including the diving well.
 - Deep Water Test:
 - Swimmer will be able to swim 25 yards, consistently, smoothly
 - Jump into water above swimmer's head, surface, swim to side
 - Tread water for 1 min
- Only US Coast Guard approved floatation devices are allowed
- Swimmers requiring the use of a flotation device must be accompanied in the water by a capable swimmer age 12 or over. At all times the discretion of the lifeguard and manager on duty shall apply.
- Only one person is allowed on the diving board at a times
- Divers shall be restricted to one bounce on the diving board without prior approval from the lifeguard.
- Goggles and masks not allowed when jumping off the board
- The weight limit on the diving board is 250 pounds or less per the manufacturer's specification.
- All dives should be taken straight out and away from the board.
- Divers must wait until all swimmers are to the side of the pool
- There is no swimming in the diving area while anyone is diving
- All swimmers must exit the diving well promptly after completing a dive

Kiddie Pool Rules

- THE KIDDIE POOL IS NOT SUPERVISED BY LIFEGUARDS
PARENTS/GUARDIANS ARE RESPONSIBLE FOR THE SAFETY OF
THEIR OWN CHILDREN AND MUST BE PRESENT IN THE KIDDIE
AREA
- NO GLASS is allowed anywhere within in the fenced-in area
- Children ages 6 and under only allowed in the kiddie pool
- Keep gate closed always
- Children not potty-trained must wear swim diapers - no regular diapers
allowed
- No standing on, walking on, or jumping off the rim of the pool

Tennis Court Rules

- Shirts and sneakers are required
- NO GLASS of any kind permitted within the fenced-in area
- Do not hang on the nets
- Only non-marking soles are allowed
- Employees only in the tennis shed
- Wait in the picnic area to use the courts
- Courts are for tennis play only.
- Sunbathing is prohibited on the courts
- Club sponsored activities have priority
- No food allowed on courts
- Take all tennis ball cans, water bottles, and any other trash items with you when leaving the courts.

Clubhouse Rules

- Members must be 12 years or older to be in the clubhouse without an adult
- Members under 12 years of age may enter with an adult or guardian who must remain with them
- Shirts and shoes are required
- Members must sign in at the snack shack when open
- The Clubhouse is part of Deck rental packages and is therefore not open when a deck rental is in progress
- Please use the equipment and tables appropriately
- Limit your use of the equipment to less than 30 minutes at a time to give others an opportunity
- The TV/DVD player is for use during Thunder timeouts or inclement weather a staff member will set it up for the members present
- Put trash in the appropriate receptacles
- Do not leave belongings in the Clubhouse when you leave

Thunder and Lightning Policy

When thunder is heard, or lightning seen, the pool and all surrounding areas must immediately be completely evacuated for a period of 30 minutes or longer as determined by the Manager on duty.

Members are advised to take their belongings when they leave the pool enclosure as we cannot allow re-entry until the time out ends. It is your choice whether to wait in your car, in the clubhouse or leave the property.

The movement of thunderstorms in the area is unpredictable; therefore, it is necessary to evacuate the pool area when thunder is heard or lightning seen. We realize evacuation is an inconvenience, but we need the cooperation of the membership to follow this very important safety rule.

Members should discontinue use of tennis courts, swing sets, basketball and court areas and playground area behind the office. The use of the showers should be discontinued immediately during periods of thunder as the metal plumbing and water will conduct electricity.

We thank you in advance for cooperating with staff, as their priority is your safety. Failure to comply with staff instructions is a violation of club rules.

This policy was developed using Red Cross and National Weather Service guidelines and the [latest version](#) can be found on the Russell Mill website.

Anti-Bullying Policy

The Russell Mill Board of Directors (RMBOD) prohibits acts of harassment or bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts club members' ability to enjoy the club in a safe environment. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of all Russell Mill staff members to provide positive examples for member behavior.

"Harassment or bullying" is any gesture or written, verbal, graphic, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on RM property or at any RM-sponsored function or event.

"Harassment" is conduct that meets all the following criteria:

- is directed at one or more members;
- substantially interferes with enjoyment or safety of one or more members;
- adversely affects the ability of a member to participate in or benefit from the club's programs or activities because the conduct, as reasonably perceived by the member, is so severe, pervasive, and objectively offensive as to have this effect;
- is based on a member's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics

"Bullying" is conduct that meets all the following criteria:

- is directed at one or more members;
- substantially interferes with activities or programs of one or more members;
- adversely affects the ability of a member to participate in or benefit from the club's programs or activities by placing the member in reasonable fear of physical harm or by causing emotional distress;
- is based on a member's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics

The RMBOD expects members to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other members and staff.

The RMBOD believes that standards for member behavior must be set cooperatively through interaction among the children, parents and guardians, and staff producing an atmosphere that encourages children to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for club and community property on the part of members and staff.

The RMBOD believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities for helping members learn to assume responsibility and the consequences of their behavior. Staff members who interact with members shall apply best practices designed to prevent discipline problems and encourage members' abilities to develop self-discipline.

Since bystander support of harassment or bullying can support these behaviors, the RMBOD prohibits both active and passive support for acts of harassment or bullying. The RMBOD and staff should encourage members to support other members who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

Consequences for a member who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the age of the member, and the member's history of problem behaviors. The consequences may include, but are not limited to, the examples listed below:

- temporary removal from the club premises
- suspension of club membership for a duration determined by the RMBOD
- termination of club membership

Rules of Thumb

We are proud of Russell Mill, and we want you to be too. Here are some basic rules of thumb to keep in mind while at the club.

- **Supervision.** While we want Russell Mill to be a fun place for young children, we also want it to be safe. Please remember that children under 12 are not allowed to be at the club unsupervised. Parents/babysitters should enforce basic playground rules such as "no throwing rocks".
- **Safety first!** Please be aware of the pool rules and obey the lifeguards always. Rules are posted in the pool area.
- **Cleanliness.** Please be sure to clean up after yourselves and your families. Doing so allows our staff to allocate more time to improvements around the club.
- **Courtesy.** Russell Mill is a member-owned club. We all strive to create a relaxed, family environment.

- **Volunteer often!** As a member-owned and run club, we rely on everyone to help. To keep fees and membership dues reasonable, every member needs to help in some capacity. All volunteer sign-ups are done online - check our website for instructions how to sign up..

Lessons and Teams

The club offers lessons in swimming, diving, and tennis, as well as competitive swim, diving and tennis teams for children of all ages.

Our space and lesson slots are limited and we need to hold to our class sizes, no exceptions will be made.

RMSTC understands that summertime is family time and often includes vacations. However, the coaches require that notice be provided when a participant will miss a practice, meet, or match. If your child will miss a swim meet, please sign them out on our website.

Lessons vs. Team

Swim, Dive, and Tennis lessons are offered twice a week (Mon/Wed or Tue/Thu). Lessons start the Monday after school gets out and continue for eight weeks.

Swim and Tennis Teams include daily practice and drills to improve skills and prepare for competition. The coaches try to keep a low-pressure approach, while still striving for the best each child can do. Swim meets and Tennis matches occur at least once a week, and will include “away” competitions.

The objectives of the RMSTC are to encourage and promote family oriented sports and social activities. RMSTC believes that being a member of the teams encourages kids to succeed and builds friendships and love of sport. Participation in club teams is encouraged and included in your membership. You may register for Swim Team, Dive Team, and Tennis Team during the registration period. At the end of the season, the Swim & Dive and Tennis teams hold a joint banquet to celebrate their accomplishments during the season.

Swim & Dive Lessons

Swim and Dive Lessons are provided to encourage children to develop an appreciation for the sports of swimming and diving, as well as obtain the skills necessary to participate in these sports.

Lessons are offered in Monday/Wednesday or Tuesday/Thursday sessions. The Swim Lesson program is modeled on the Red Cross Swimming Levels. The general guidelines are listed below, however the coaches may adapt these guidelines based on the level and needs of lesson participants.

We offer 6 levels for your swimmers to progress through. For our youngest swimmers, the focus is on being comfortable in the water and learning some basic skills like floating, submerging and stroke development. As the swimmers progress through the levels they will learn the basics of the 4 strokes (freestyle, backstroke, breaststroke, and butterfly) as well as submerging in deep water and diving. The goal of our swim program is to help our swimmers

become comfortable in the water and be confident swimmers, but most importantly have fun! Levels and progression are determined by our coaching staff and may be changed during the season as needed. All lessons are held in the morning Monday through Thursday before the pool opens for open swim (12:00).

Russell Mill offers dive lessons to kids starting as young as 5 years old through the age of 18. Our lessons are a mix of ages and focus on the techniques used in various dive positions. The goal is to make the diver comfortable diving off the board and entering the water head first. Dive lessons are held in the morning before the club opens for free swim (12:00). During activity sign up you can choose from either a Monday-Wednesday or Tuesday-Thursday lesson slot.

Swim Lesson Passing Objectives

| Tiny Tots | |
|--|---|
| Submerge mouth, nose, and eyes | Enter and exit water safely, using ladder |
| Blow bubbles | Bobs |
| Feel comfortable floating with support | Alternating arm actions with support |
| Alternating leg actions with support (kicking) | Combine stroke on front using any type of arm & leg action with support |

| Level 3 | |
|--|----------------------------------|
| Submerge bobs | Breathing to side, while kicking |
| Pick up submerged objects (i.e. rings, coins, diving sticks) | Front crawl |
| Float on back and front (without support) | Back crawl |
| Push offs for at least 2 body lengths (front & back) | Jump in 3 feet |
| | Start breaststroke kick |

| Level 4 | |
|-------------------------------------|-------------------------------------|
| Jump in 5 feet | Attempt diving |
| Front crawl for 1 length (25 yards) | Back crawl for 1 length (25 yards) |
| Elementary Backstroke | Breaststroke |
| Float for 30 seconds in deep water | Butterfly kick to corner (15 yards) |
| Treading for 30 seconds | Open turns |

| Level 5 | |
|--------------------------------|---------------------------|
| Front crawl 50 yards | Back crawl 50 yards |
| Elementary backstroke 25 yards | Breaststroke 25 yards |
| Sidestroke 25 yards | Butterfly kick 12.5 yards |
| Treading 2 min. | Diving (see diving sheet) |
| Stride/Compact jumps | Feet first surface dive |

| Level 6 | |
|--|-----------------------|
| Front crawl 100 yards | Back crawl 100 yards |
| Elementary backstroke 50 yards | Breaststroke 50 yards |
| Butterfly (introductory; know motions) | Treading (3 minutes) |
| Diving (off block) | Stride/compact jumps |
| Feet first/Pike/Tuck surface dives | Start learning turns |

| Level 7 | |
|---|----------------------------------|
| Front crawl for 200 yards | Back crawl for 200 yards |
| Elementary backstroke 150 yards | Breaststroke 150 yards |
| Sidestroke 150 yards | Butterfly (know stroke) 50 yards |
| Treading 5 minutes | Diving |
| Feet first/Pike/Tuck Surface Dives to retrieve brick from 10 feet Stride/Compact jumps | |

Tennis Lessons

Tennis Lessons are provided to encourage children to develop an appreciation for the sport of tennis, as well as obtain the skills necessary to participate in this sport.

Lessons are offered in Monday/Wednesday or Tuesday/Thursday sessions. They are segmented by age, however the coaches may move children into different classes based on the level and needs of lesson participants.

Tennis lessons are held in the morning and early afternoon. Children age 4 (if they are strong enough to manage a racquet and are able to follow directions well) to age 16 are welcome to join. Instruction for the younger age groups will be focused on the basics (holding the racket, hitting the ball, foot work) and an introduction to the rules of the game. For the older players, introduction and refinement of the strokes, mechanics of serving and rules of the game are taught. Above all, the emphasis of the lessons is to have fun!

Personalized private lessons for children and adults can be arranged with the tennis staff.
Talk to the Tennis Coach or Manager

Swim & Dive Team

The Swim & Dive Team participates in a local league and holds 6-8 meets per season - approximately half at home and half away. Regular season meets are usually on Wednesday afternoons, with some on Monday afternoons. Practices are held five mornings per week, segmented by age group - under 6, 7-8, 9-10, 11-14, 15-18, and Dive. (Prior to the end of school, practices are held in the afternoons.) Please visit the website for the full practice and meet schedules. The club will ***not*** provide transportation to away meets.

Participation on the team is permitted if the swimmer meets the age requirements specified by the league. As no try-outs are held, all swimmers are welcomed.

Parents of Swim & Dive teams' participants will be requested to volunteer at least twice during the season. It takes 25 parent volunteers to run a home swim/dive meet and 6 for away meets. Most jobs are very easy - timing, running, ribbon writing - so don't hesitate to volunteer...Meets can't run without volunteers.

League Championships are divided into 4 meets: Dive, 6 and Under, and two Championship Swim Meets for all ages except 6 and Under. The two swim meets usually take place in early August on consecutive Saturday mornings.

Tennis Team

The Tennis "A" Teams participates in a local league and holds approximately 8 matches per season - half home and half away. Practices are held twice each week. The club will ***not*** provide transportation to away matches.

The "A" Teams have a tennis ladder with the top seven (7) seated positions typically playing in the matches. Depending on the member's seat, members of the A team can also play on the "B" team.

Players are initially placed on the ladder by the tennis staff based upon their ability. After being placed, players may challenge other players with higher rankings. Players that win their challenge matches move up the ladder.

The "B" Teams hold matches against Chelmsford Swim & Tennis each week, alternating between home and away matches. Practices are held once each week. The club will ***not*** provide transportation to away matches.

Arriving at the Club

Parking

Russell Mill has two parking lots. The Main lot is the paved lot where the landscaped sign is

on the road. This Lot follows a one-way traffic pattern. Visitors must enter the East driveway closest to the Cabin Clubhouse and exit the west driveway. The driveways have arrows and signs to help remind visitors. With many small children on the property, safe driving and following the directions is extremely important. Failure to follow the traffic directions is considered a serious infraction of the rules. Please park only in designated parking spots at all times.

The Main lot fills quickly on hot days, and when meets are taking place. In that case, please use the Overflow lot further east on Mill Road just past the Cabin Club House. This lot is not paved but is a packed gravel and dirt. Although there are no lines, please be courteous and attempt to park reasonably straight and close to other cars to make room for other guests.

Check-in at front gate

Members are asked to check in at the main gate if there is a greeter on duty. This is very important for us to know how many people of what ages are using the facility to help with our planning and staffing.

Guest and Babysitter Policies

Guests of members may use the club for a daily fee of \$5.00 per guest. Guest needs to fill out a guest waiver form upon entry. The guest waiver only needs to be filled out in entirety once per season per guest and will be kept on file with the greeter. Children under 3 and Grandparents are always welcome free of charge. The guest fee is set by the BOD and is subject to change without notice.

Each guest may only visit the club once within the same week, even if invited by different members. If there is a circumstance (i.e. out of town guests) you may request the Club Manager's approval for an exception.

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

Babysitters Passes MUST be purchased if you are having a babysitter accompany your child to Russell Mill more than once a week. Babysitters are NOT part of your family membership. They are available for purchase when you purchase your membership. Babysitters are NOT allowed to bring guests.

Dress Code

Russell Mill is a family oriented club. All members and guests are expected to dress appropriately. Only bathing suits are allowed when swimming in the pool, street clothes or any other attire is prohibited. When using the Picnic or Playground, shoes are recommended.

Clubhouse/Deck Rental

Members may reserve the clubhouse and deck for their own private events. See the manager or visit to the website for more information and rental fee. The deck rental form must be

electronically submitted through the website to request the deck.

Membership Policies

Dues

Returning members' dues must be paid in full by March 15th to retain your membership. Renewal Notices will be sent via email in January.

New members will be notified of their payment deadline when they are invited to join.

For all members, use of the club will not be permitted until dues are satisfied in full. Failure to pay the dues by the deadline may result in your membership being offered to the next family on the waiting list.

Dues Refunds

Requests for refund of dues must be made in writing or via email and received by the Treasurer no later than April 30th. No refund requests after that date will be honored. The request must be submitted to treasurer@russellmill.com or mailed to RMSTC, P.O. Box 13, Chelmsford, MA 01824.

Bond Refunds

Requests for refund of bond amounts must be made in accordance with the bylaws. If a bond belongs to an active membership and is refunded after April 30th or fourteen days after membership is initiated, whichever is later, and before Labor Day, the membership will be switch from Bonded to Seasonal status and the resulting increase in dues will be deducted from the refunded amount.

Converting between Membership Types

Seasonal to Bonded

Members may convert their Seasonal Membership to a Bonded at any time. If this happens after April 30th or fourteen days after membership is initiated, whichever is later, the Seasonal Dues amount will still be in effect for that year; i.e. the discount for Bonded Membership will not be given. The rest of the benefits of Bonded Membership will take effect immediately, e.g. early activity signup, voting at member meetings, deck/clubhouse rental discounts, etc.

Bonded to Seasonal

Members may convert their Bonded Membership to Seasonal at any time. If this is happens during the season, additional membership dues may be required. See the section on "Bond Refunds".

Single to Family

Members may convert their Single Membership to a Family Membership at any time. If this happens during the season, the total seasonal difference between the dues for a Single Membership and the dues for the Family Membership must be paid immediately and will *not* be pro-rated.

Family to Single

Members may convert their Family Membership to a Single Membership at any time. If this happens after April 30th or fourteen days after membership is initiated, whichever is later, dues will not be refunded for that year.

Contact Us!

The Board of Directors and Management believe that communication is key to success. If you have any comments - positive or negative - about any aspect of the club, do not hesitate to contact us:

- Stop in the office and speak with the Manager on Duty
- Send an [email](#) to the Andy Shupe, our General Manager or Board via the website
- Attend the Spring and Fall Membership Meetings

The BOD will do it's best to communicate with members about all club operations and events. In the interest of saving money, all BOD communications will be done via email and the website.

It's Your Club

Russell Mill is a member-run, member-owned, non-profit organization. That means that 100% all the dues, assessments, and activity fees are used to make *YOUR* club better. The phrase "It's Your Club" is more than a tagline - it is how members should think about Russell Mill.

<http://www.russellmill.com>