



# Member Handbook

Revised October 15, 2018

# Table of Contents

Contact Information	3	Personal Training Cancellation Policy	9
Hours of Operation	3	Aquatics	9
Natatorium	3	Aquatics Policies	10
Fitness Rooms	3	Diving Well	10
Membership Terms and Conditions	3	Childrens Play Pool	10
Recurring Membership	3	Therapy Pool	11
3 Month Temporary Membership	4	Competition Pool	11
Ten Time Visit Pass	4	Aquatic Programming	11
Joining Fee	4	Beede Center Swim School	11
Upgrades/Downgrades	4	Recreation Diving Program	11
Center's Right to Cancellation	5	Water Fitness	11
Payment	5	Private Swim Lessons	11
Medical Clearance Policy	5	Otters Swim Team	11
Personal Property	5	Pre-Otters	11
Guest Policies	5	Concord Recreation Coached Workout	11
Membership Cards	6	Weather Policy	12
Photography/Videography	6	Thunder/Lightning	12
Organized Group Workout/Private Instruction	6	Tornado Watch/Warning	12
Beede Center Usage by Members	6	Hurricane/Tropical Storm	12
Parking	6	Snow/Blizzard	12
Behavior Policy	6	Aquatic Swim Tests	13
Lockers	7	Program Registration	14
Locker Rentals	7	Registration Policy	14
Locker Room Etiquette	7	Cancellation Policy	14
Terrace	8	Financial Aid Policy	14
Communication	8	Asumption of Risk and Waiver of Liability	15
Fitness	8	Medical Clearance Request	16
Fitness Policies and General Guidelines	8		
Personal Training	9		
Fitness Equipment Orientation	9		

## **THE BEEDE SWIM AND FITNESS CENTER**

The Beede Center's management team is always here for you. Your feedback is instrumental to us as we strive to keep the Beede Center the best facility in the area.

The Beede Swim & Fitness Center  
498 Walden Street  
Concord, MA 01742

Phone (978) 287-1000  
Fax (978) 318-3122  
E-mail [concordrec@concordma.gov](mailto:concordrec@concordma.gov)  
Web [www.beedecenter.com](http://www.beedecenter.com)

### **HOURS OF OPERATION**

Beede Center hours are established and outlined in the Member Handbook. Use of the Beede Center outside of these hours is prohibited. Further, the Beede Center/Town reserves the right to alter the hours of operation without prior notice; however, if this is necessary, the Beede Center will make every attempt to notify the membership. Please be sure to have the most current contact information on file.

Monday through Friday: 5:30 a.m. to 9:00 p.m.  
Saturday and Sunday: 7:00 a.m. to 6:00 p.m.

Competition Pool, Therapy Pool and Children's Play Pool close 15 minutes prior to facility closing time.  
Dive Well closes 30 minutes prior to facility closing time.

The Beede Center is closed on the following days: Easter, Patriot's Day, Memorial Day, July 4th, Labor Day, Christmas and one week in August for maintenance. Your membership fees take into consideration this shutdown week. Holidays and early closing announcements will be posted throughout the Center and on our website.

### **NATATORIUM**

The facility features a 25 yard by 25 meter, 8 lane competition pool; a 30 foot x 40 foot diving well featuring two 1-meter boards; 20 foot x 30 foot warm water therapy pool; and a 1 foot children's play pool featuring sprays fountains and a slide. Please refer to the schedule posted for times and days of programming.

### **FITNESS ROOMS**

The Beede Center has two 1600 sq. ft fitness rooms. One room is furnished with Cybex Treadmills, Arc Trainers, semi recumbent and upright cycles and rowing machines. Twenty-seven of these pieces have 15" TV monitors. The second room is furnished with Cybex strength training machines and free weights. Fitness staff and personal trainers are here to assist with equipment and questions.

### **MEMBERSHIP TERMS AND CONDITIONS**

#### **RECURRING MEMBERSHIP**

The Beede Swim and Fitness Center (hereafter referred to as "Beede Center") acting through the Town of Concord (hereafter referred to as "Town") and you agree that by signing this agreement you purchase a membership and agree to all the terms in this agreement. Your membership permits you to use the Beede Center premises in accordance with the facility policies/rules/regulations as stated in the membership handbook. Memberships cannot be re-sold or transferred to another party. Beede Center can sell membership at different rates and terms other than yours. Beede Center reserves the right to change membership pricing at least yearly.

Membership is gained upon completion of this application and payment of the necessary fees. All memberships begin the day of purchase and are valid for one (1) year. Membership is automatically renewed every twelve (12) months unless a request is received to change or to cancel membership. Proof of eligibility is required to receive

discounts. Membership covers use of the facility. Some programs are offered to members at a discounted rate. Additional fees are required at time of registration for classes or programs. Membership privileges apply to some classes or programs with possible discounts of up to 40% off and early registration.

### **3 MONTH TEMPORARY MEMBERSHIP**

The Beede Swim and Fitness Center (hereafter referred to as “Beede Center”) acting through the Town of Concord (hereafter referred to as “Town”) and you agree that by signing this agreement you purchase a membership and agree to all the terms in this agreement. Your membership permits you to use the Beede Center premises in accordance with the facility policies/rules/regulations as stated in the membership handbook. Memberships cannot be re-sold or transferred to another party. Beede Center can sell memberships at different rates and terms other than yours. Beede Center reserves the right to change membership pricing at least yearly.

Membership is gained upon completion of this application and payment of the necessary fees. All memberships begin the day of purchase and are valid for three (3) consecutive months from the date of purchase. At the end of the three (3) months, the contractual obligation ends and the use of the Beede Swim & Fitness Center is prohibited as part of membership. Membership covers use of the facility. Some programs are offered to members at a discounted rate. Additional fees are required at time of registration for classes or programs. Membership privileges apply to some classes or programs with possible discounts of up to 40% off and early registration.

### **TEN TIME VISIT PASS**

The Beede Swim and Fitness Center (hereafter referred to as “Beede Center”) acting through the Town of Concord (hereafter referred to as “Town”) and you agree that by signing this agreement you purchase a pass that allows the holder of the pass to use the Beede Swim and Fitness Center ten(10) times over the course of one (1) year from date of purchase. After all 10 visits have been redeemed, the contractual obligation ends and the use of the Beede Swim & Fitness Center is prohibited as part of the Visit Card. As a ten time visit pass holder you agree to all the terms in this agreement. Your pass card permits you to use the Beede Center premises in accordance with the facility policies/rules/regulations. The Beede Swim & Fitness Center can sell the Visit Pass Card at different rates and terms other than yours. Beede Center reserves the right to change Visit Pass Card pricing at least yearly.

### **JOINING FEE**

Recurring memberships require a non-refundable joining fee at the time of purchase of a new membership. If your membership has been financially inactive for a period exceeding one year, you are required to pay a joining fee again.

### **UPGRADES/DOWNGRADES**

You may upgrade/downgrade your membership type at any time by contacting the member services department. An administrative fee of \$25.00 will be charged for downgrades. A prorated fee may also be due at time of change.

**CONSUMER’S RIGHT TO CANCELLATION: YOU MAY CANCEL THIS CONTRACT WITHOUT ANY PENALTY OR FURTHER OBLIGATION BY CAUSING A WRITTEN NOTICE OF YOUR CANCELLATION TO BE DELIVERED IN PERSON OR POSTMARKED BY CERTIFIED OR REGISTERED UNITED STATES MAIL WITHIN THREE (3) BUSINESS DAYS OF THE DATE OF THIS CONTRACT OR THE DATE OF YOUR RECEIPT TO THE ADDRESS SPECIFIED IN THIS CONTRACT.**

Under Massachusetts General Laws Chapter 93, Section 82, there are additional termination rights in certain specified circumstances associated with:

- 1) In the event of member’s death or incapacity.
- 2) In the event member becomes significantly medically or physically disabled for a period of three (3) months as certified in writing by a licensed practicing Massachusetts Physician.
- 3) If the Beede Center facilities are not available because it permanently discontinues operation of the health club or substantially changes the operation of the health club.
- 4) If member moves his/her permanent address residence to a location more than twenty-five (25) miles from the Beede Center.

The Beede Center/Town requires 30 days written notice of intent to cancel and a \$25 cancellation fee. If membership is paid in the Recurring payment plan, and a bill is owed within the 30 days, then that payment is due in

addition to the cancellation fee. Your joining fee will not be refunded. Cancellations are accepted before renewal, provided conditions under "Consumer's Right to Cancellation" have been met.

\*If other circumstances arise that prevent you from using your membership, please contact the Beede Center or Recreation Department.

### **CENTER'S RIGHT TO CANCELLATION**

The Beede Center/Town has the right to terminate your membership agreement when one or more of the following circumstances apply: 1) Non-payment of balance 60 days overdue. 2) Damage to Center property or facilities. 3) Violation of club privileges or policies. 4) At the discretion of the Beede Center/Town staff.

In the event the Beede Center/Town terminates your membership you will receive a pro-rated credit for the unused pre-paid portion of your membership (including unused pre-paid program fees). Credit will be applied to current or outstanding balance due.

### **PAYMENT**

A credit card is required for recurring payments. At time of membership purchase, members will make the first of 12 recurring payments for the membership in addition to the joining fee. Your account will be charged for a minimum of 12 months. Membership will automatically continue with rate changes, if applicable, at the recurring rate until you cancel the membership in accordance with this agreement. Your account will be changed on/about the first of each month regardless of membership start date. Membership rate changes will be reflected in your recurring payments at least once a year. A service fee of \$10.00 will be applied for each month your recurring payment is returned uncollectable, including but not limited to non-sufficient funds, expired credit cards, canceled credit cards, overdrafts and closed accounts.

### **MEDICAL CLEARANCE POLICY**

In order to better serve you, any member with pre-existing or unstable medical conditions (past or present) that could hinder their participation in a swim program or the fitness center must provide the Beede Center with a Medical Clearance Request Form (see Appendix) from their physician indicating they are physically able to exercise. Any member who experiences a medical emergency at the Facility is required to submit a Medical Clearance Request Form from their physician indicating they are physically able to exercise before returning to the Beede Center.

### **PERSONAL PROPERTY**

Members are responsible for their own property brought to the Beede Center. Members will not hold the Town responsible for loss of, theft of, or damage to any personal property.

### **GUEST POLICIES**

Beede Center members may bring in up to 4 guests per day, per membership at \$10.00 per guest regardless of age. The guest fee is due at time of usage. The Beede Center reserves the right to limit/prohibit guests during high usage times as set forth by Beede Management. All guests must be over 18 years old or have a waiver on file signed by parent/guardian if between the ages of 14-18. Anyone under the age of 14 must be accompanied by a parent/guardian at all times while using the Beede Center. If parent/guardian is not a member they are subject to pay the guest fee. Children under the age of 14 are prohibited to use the fitness rooms. There must be one adult for every four children. The Beede Center guest policy shall not be manipulated or interpreted at any time to allow "parties" of any kind.

Members and their guests are required to sign in. Their signature indicates that they have read and agreed to the terms stated in the Beede Center Assumption of Risk and Waiver of Liability agreement.

In order to be eligible to bring a guest, members must meet one of the following criteria:

- Member must be over 18 years of age.
- If Member is between 14-17 years of age, their guest must be at least 18 years of age. If the guest is 14-17 years old and has a current Guest Waiver on file from within the last year then that guest is permissible.
- If Member and guest are under 14 years of age, they must be accompanied by a parent or guardian for the duration of the visit. The non-member parent or guardian will pay a \$10.00 guest fee **regardless** of facility usage. A waiver will also need to be completed and kept on file.

## **MEMBERSHIP CARDS**

All members will be issued a membership card. All members of a family are required to have a membership card with the exception of children under the age of five. Upon entering the building, you must stop at the registration desk and swipe your card. Please be prepared to show your card upon request. There will be a \$5 charge for replacement of lost membership cards.

## **PHOTOGRAPHY/VIDEOGRAPHY**

The use of any device, including a mobile phone or tablet, for photography and/or videotaping is not allowed unless prior written authorization is obtained from the management of the Beede Swim and Fitness Center. Inappropriate use of phones, cameras, video equipment and electronic tablets may result in corrective action, up to and including permanent dismissal from the facility.

## **ORGANIZED GROUP WORKOUT/PRIVATE INSTRUCTION POLICY**

In fairness to all our members organized group workouts/private instruction by members cannot be accommodated. This would include any athletic groups from a high school or town league regardless of where their team routinely practices in season or out of season. The use of personal instructors/trainers/coaches in the fitness center or pools not employed by Concord Recreation is prohibited.

## **BEEDE CENTER USAGE BY MEMBERS**

The facility is for the use of the members and their guests only when they are participating in an activity at the Beede Center.

## **PARKING**

Members with a recurring membership will be issued a parking pass that will allow them to access the Beede gated parking lot. One parking pass will be issued for single recurring memberships and two passes for recurring couple and family memberships.

Student memberships, 3 month, visit pass holders and guests of Beede are not issued a pass. Please use the call button located at each gate to have the front desk staff raise the gate after verifying your status.

The parking lot is only for Beede Center patrons while using the facility. In consideration for all members, parking is limited to two hour intervals. The Beede lot is not for High School use. Students/staff/visitors of CCHS who are members of the Beede Center may not use the Center's parking lot as an alternative to CCHS parking.

For the safety of all, the parking lot may not be used as a bypass or drop off/pickup for the High School. Handicap spots may only be used by members utilizing the center who have a handicap plate or placard displayed in their window. Violators of these policies are subject to loss of the Beede Center's parking privileges and/or being ticketed or towed.

All members park at their own risk and the Recreation Department/Town of Concord is not responsible nor shall be held liable for any incidents that may occur in the Center's parking lot. There will be a \$15 charge for replacement of each lost pass or for each additional approved pass request.

## **BEHAVIOR POLICY**

The Beede Center has an obligation to maintain a secure and safe environment for its members and staff. Members are expected to be respectful, courteous and considerate to each other and to the staff. When any person's physical and/or emotional well-being is threatened, the source of this threat will be addressed promptly, and may ultimately require suspension or the revocation of their membership.

Disruptive, negative and inappropriate behavior and language of an individual whose conduct is recognized as unacceptable will not be tolerated:

- Perceived threats to the safety of any member or staff member.
- The disruption of Beede Center activities, training sessions or aquatic sessions
- Inappropriate, offensive or abusive language toward any member or staff member.
- Refusal to follow the Beede Center's policies and procedures.
- Refusal to follow a Beede Center staff's directions especially during a fire alarm or emergency situation.

Behavior considered unacceptable will be dealt with immediately by a Beede Center Manager or the staff member that is involved. This may include asking the offending person or persons to leave or suspending their activity until such time that it may be safely resumed. If further assistance is required, the Concord Police Department may be called. Any time any of these actions are undertaken, the General Manager will be notified. A follow-up letter detailing the offense and any action to be taken will be sent to the offender, the Recreation Director and the Assistant Town Manager.

## **LOCKERS**

The men's and women's locker rooms are equipped with half and full size lockers for use on a daily basis. You are responsible for providing your own lock to secure your personal belongs. The Beede Center is not responsible for lost or stolen articles.

- Members are prohibited from using the team locker rooms.
- Use of camera phones are strictly prohibited in all locker rooms.
- All full and half size lockers are for use on a daily basis only. Any locks remaining at closing are subject to removal and the contents placed in lost & found.
- Front Desk staff are unable to hold personal items.

## **LOCKER RENTALS**

For your convenience, there are designated lockers reserved for yearly rentals. The quad lockers, located in the first bank of lockers as you enter the locker room (right in the women's locker room and left in the men's locker, room numbers 1-52), are available for rent for \$100 per year. A combination lock will be issued on your assigned locker. You may rent lockers at the front desk.

A month before the expiration of your yearly locker rental you will receive a reminder letter asking your intentions of renewal. If at the expiration of your rental we have not heard from you, the contents of your locker will be emptied. The Beede Center will not be responsible, however, as a courtesy they will be held for your retrieval for one week. After that time they will be disposed of.

## **LOCKER ROOM ETIQUETTE**

- For the comfort and convenience of our members, please bring children into the Family Changing Rooms. Do not bring children of the opposite sex into the locker room.
- Be considerate and respectful of all users at all times.
- Avoid property loss—all valuables need to be secured in a locked locker. The Beede Center is not responsible for lost or stolen items.
- Any items, especially bags that will not fit in a locker, need to be placed on top of the lockers to avoid a tripping hazard and keep the aisles clear.
- You are responsible for picking up after yourself, your children and your guests.
- Flip flop, sandals or shower shoes should be worn in the locker room—it protects you and others from dirt, fungus and other troublesome things.
- Please wrap yourself in a robe or towel—not everyone is comfortable with nudity and be especially mindful that young children may be using the locker rooms.
- Please keep your feet on the floor and use the benches for sitting—standing on them could cause a serious accident.
- Take short showers. When finished showering, you need to remove all your shower supplies and remove all your hair from the drain. (Carry a glove or two in your shower supplies if picking up your own hair is unpleasant.)
- Please leave the benches and toilet seats dry. No one likes to sit where it is wet.

- Be respectful of others waiting to use the hair dryer or mirror space. Please remove and discard any hair that might fall on the counter.
- Please no spitting in the locker room including showers, sinks and toilets
- Remember to clear out changing stalls of all belongings

Thank you for making the Beede Center a safe and pleasant experience for everyone.

## **TERRACE**

The terrace is available for seasonal use. Access to the terrace is via the sidewalk. Please refrain from accessing the terrace via the cardio fitness room. Group Exercise classes take place on the terrace and the schedule will be posted. The terrace is closed when a class is in session. Personal Training may occur on the terrace. If a personal training session is on going please ask the trainer if the terrace is closed or if space is available to use.

## **COMMUNICATION**

The web address for the Recreation Department is: [www.concordrec.com](http://www.concordrec.com) Programming, schedules, announcements and news updates for the Beede Center will be available at this site. Our central e-mail address is: [concordrec@concordma.gov](mailto:concordrec@concordma.gov). Subscribe to our e-mail list to receive the latest information on programs, building closures, events and public meetings: [concordrec.com](http://concordrec.com), Facebook, Twitter and Instagram

The lobby area has member information including pool schedules.

There is a Member Message Board for member information located on the lower level landing area in the stairwell. Please check the message board frequently for special events, class information, and pool schedules. Whenever possible, every effort will be made to post information two weeks in advance. No announcements, fliers, posters, etc. may be affixed to building walls without expressed written permission from the General Manager.

## **FITNESS**

The Beede Center staff is comprised of highly qualified professionals. All staff members are certified in their areas of expertise. We not only pride ourselves on their professionalism but also their friendly, courteous personalities. Each trainer brings a wide variety of knowledge to the center. Our mission is to provide you with a trainer who motivates and encourages you to attain your personal fitness goals in a non-threatening environment.

## **FITNESS POLICIES AND GENERAL GUIDELINES**

The following rules have been established to ensure the safety and enjoyment of all participants and to preserve our facilities for their intended use. Cooperation of all participants is expected. Members are responsible for reading and adhering to posted signs.

- Participation is at your own risk.
- The use of cell phones in the fitness rooms is prohibited. This will be strictly enforced.
- Street shoes are not permitted in the fitness rooms at any time. Proper footwear (rubber soles) must be worn by all participants. Open-toed footwear, sandals, hard-soled dress shoes, spikes/cleats, biking shoes or boots are not allowed.
- Please store all personal belongings securely in lockers provided in the locker room on the lower level
- Food and beverages, except water bottles (no glass) are not allowed in the fitness rooms.
- Proper attire must be worn when working out. Shirts must be worn at all times. Please avoid clothing with buckles or other items that may catch on, or damage, exercise equipment.
- Please be considerate of other people while using the fitness rooms.
- All machines and equipment must be wiped down and returned to its proper location when finished.
- Allow others to work in between sets while using strength training equipment.
- Please direct all concerns and maintenance needs to a staff member.
- During times of high usage, sign-in procedures may be required for use of cardiovascular equipment, and time restrictions of 30 minutes will be enforced. This will ensure fairness during peak times of operation.



If no one is waiting for your machine, you can extend your workout beyond 30 minutes.

- Children under the age of 14 are not permitted in the fitness rooms.
- Abuse of the equipment will not be tolerated.
- Weight belts are not allowed on padded equipment.
- Use extreme caution when lifting weights and ask a trainer for assistance if you need a spotter.
- Only authorized Beede Center personal training staff may conduct training sessions.
- Concourse/patio doors are emergency exits only
- For your safety and the safety of all of our members, our staff may make periodic recommendations on proper equipment usage and general exercise technique.
- Collars and clips are to be used on barbells.
- Profanity is not allowed in the Beede Center at any time.
- Keep hands and feet away from all moving parts and weight stacks. Do not attempt to repair or adjust any equipment that has malfunctioned. Report any equipment problems immediately to a Beede Center staff member.

## **PERSONAL TRAINING**

Personal training is an opportunity to work one-on-one with a qualified fitness specialist. You will receive a program that has been created to suit your wellness level and your fitness goals. Our personal trainers have the background, knowledge and experience essential in designing a program that will work for you.

Combined with a personal commitment from you, a personal trainer will:

- Help you train safely and effectively
- Provide encouragement and motivation
- Help you set and achieve your goals
- Congratulate you on your accomplishments
- Provide new program/training ideas

Members may schedule personal training appointments by speaking with a member of our training staff or by calling the Beede Center. Pricing for personal training is available upon request.

## **FITNESS EQUIPMENT ORIENTATION CANCELLATION POLICY**

You may reschedule your orientation free of charge up to 3 times. If you need to cancel your appointment, 24 hours notice is required.

## **PERSONAL TRAINING CANCELLATION POLICY**

In order to cancel or reschedule a personal training appointment, you must contact your trainer at least 24 hours in advance of the scheduled appointment or you will be charged for that session. No-shows will be charged for the session.

## **AQUATICS**

Concord Recreation is proud to be able to present to our members a beautiful and all encompassing offering of pools. The Beede Center's pools meet and exceed the State of Massachusetts pool regulations. The Beede Center is regulated by the Concord Board of Health. We also have Certified Pool Operators on staff. All of our aquatic employees maintain current and proper certifications required for their specific positions. All decisions regarding policies and procedures are based on safety. Safety for our members and staff is our number one concern. As a member, we ask that you read and adhere to the following pool policies.

## **AQUATICS POLICIES**

The following are requirements of the Massachusetts Board of Health (105 CMR 435.22), must be adhered to at all times and will be strictly enforced:

- All persons are required to take a cleansing shower before entering the pool.
- Proper bathing suits must be worn. No bather shall wear a bathing suit that is unclean.

- No person suffering from a fever, cough, cold, inflammation of the eyes, nasal or ear discharges, or a communicable disease shall be allowed to use the pool.
- No person with sores or other evidence of skin disease, or who is wearing a bandage or medical covering of any kind, shall be allowed to use the pool.
- No person shall spit in or in any other way contaminate the pool, its floors, walkways, aisles, or locker rooms.
- No person shall bring or throw into the pool any object that may in any way carry contamination or endanger the safety of bathers including equipment and/or toys used at lakes, ponds and beaches.
- All children who are not fully toilet trained MUST wear an approved swim diaper and are limited to the therapy pool and play pool.
- Walk on the pool deck at all times.
- Proper behavior is expected at all times. No shouting or horseplay in the water, on the deck or the locker rooms.
- **Anyone under the age of 14 must be accompanied by an adult in the pool area regardless of swimming ability.** Unless enrolled in a program, anyone under the age of 14 will not be permitted in the pool area without an adult. If enrolled in a program, adults are asked to remain in the building.
- Street shoes are not permitted on the pool deck. Acceptable forms of footwear are sandals, flip flops and bare feet.
- Only Coast Guard approved PFDs are allowed. No floats, water wings, bathing suits with flotation built in or inflatable rings are allowed in the pools.
- When jumping from the pool deck, no flips or back dives permitted
- All strollers should be kept in the lower lobby area.
- Please ask the lifeguard if you need assistance with getting into any pool.
- Food and drink must remain in the lobby.
- Chair lifts are placed at the Dive Well, Lap Pool and Therapy Pool. Please ask a lifeguard for assistance.
- Please share lap lanes during heavy usage times.

#### **DIVING WELL**

- Children under 14 years old need to successfully pass the swim test to be in the dive well.
- The diving fulcrum needs to remain in the locked position.
- One person at a time on the diving board.
- No goggles allowed when going off the diving board.
- The 3-meter diving board is reserved for scheduled Dive Team practices only.  
***The 3 Meter Board is closed for member use per Massachusetts Board of Health Regulation 435.15.3: No diving board or platform more than one meter above the pool water level shall be permitted for general public use in any swimming pool. The 3 Meter Board may only be used by individuals in a diving class or team practice with a coach present.***
- No swimming under the diving boards while diving boards are in use.
- Only one bounce on the board.
- When diving or jumping from the boards you must jump or dive straight out, away from the board and swim to the far ladder.
- Do not hang or sit on the diving board.
- Must be fully toilet trained.

#### **CHILDREN'S PLAY POOL**

- No jumping in.
- Please do not hang or climb on the play equipment.
- No kickboards allowed in the play pool.
- One on the slide at a time.
- Swimmers must go down the slide feet first on their bottom.

#### **THERAPY POOL**

This pool is intended for Therapeutic use only. Water Fitness Classes and Swim Lessons do take place in this pool. Please see Member Schedule posted for complete list of classes and lessons.

Monday-Friday: after 2pm & Saturday-Sunday: after 12pm

- anyone 14+
- child under 14 with a swim bracelet
- child under 14 without a swim bracelet whose parent is within arm's reach

#### Exceptions

- adult with swim diapered toddler
- closed during scheduled classes
- toys only allowed with instructors

#### **COMPETITION POOL**

- Children under 14 years old need to successfully pass the swim test to swim in the lap pool without a parent/guardian in the pool with them.
- Do not sit/hang on the lane lines or ropes.
- Members are prohibited from using the starting blocks.
- There is no diving in the lap pool, except under the direction of a Beede Center Coach or Instructor.
- Must be fully toilet trained

#### **AQUATIC PROGRAMMING**

Beede Center members registering for Aquatic programs receive member benefits that are not available to non-members such as early registration and programming fees up to 40% less than non-members. Please visit our website at [www.concordrec.com](http://www.concordrec.com) for a complete listing of programs offered and registration dates.

#### **THE BEEDE CENTER'S SWIM SCHOOL PROGRAM**

The Beede Center's Swim School Program is proud to partner with the American Red Cross Swimming and Water Safety Program. We offer a wide variety of courses designed to meet a diverse range of needs and ability levels. The American Red Cross "Learn-to-Swim" classes provide instruction to help swimmers of all ages and abilities develop their swimming and water safety skills. It is designed to give students a positive learning experience. American Red Cross Learn-to-Swim teaches aquatic and safety skills in a logical progression. The objective is to teach people to swim and to be safe in, on and around the water.

#### **RECREATION DIVING PROGRAM**

If you are interested in learning to dive or want to improve your technique, then this program is for you. Learn and practice in a small group environment with an experienced diving coach.

#### **WATER FITNESS**

The Beede Center offers a wide selection of water fitness classes designed for anyone interested in a total body workout. The water provides benefits such as buoyancy to protect joints, resistance to strengthen and tone muscles all while having a good time in the water.

#### **PRIVATE SWIM LESSONS**

The Beede Center offers private swim lessons for all ages. Please call for more information

#### **OTTERS SWIM TEAM**

Our recreational swim team is designed to provide children with a positive team environment for learning good sportsmanship through competitive swimming. All four competitive strokes will be developed as well as starts and turns. The team is intended for swimmers to improve their swimming skills, build self-confidence, and make new friends. Our team is part of the Metro Swim League and will participate in 8 meets as well as championships. The Otters Swim team offers Fall/Winter, Spring and Summer swim team options. Try-out days and times will be posted.

#### **PRE-OTTERS**

This program is designed for those swimmers who are interested in swimming laps to improve their strokes without the competitiveness of swim team. Practices will focus on improving technique, speed and endurance.

#### **CONCORD RECREATION COACHED WORKOUT PROGRAM**

Whether you are a serious swimmer looking for a coached workout or training for a triathlon, the Beede Center has the workout program for you. Workouts are created to accommodate all swim levels.

## **WEATHER POLICY**

We make our weather related decisions based on the safety of our members and staff. We encourage you to use your discretion in determining whether or not to visit the Beede Center during inclement weather.

### **WEEKDAYS**

For early morning storms, the decision will be made to close or delay the Center's opening by 4:30 am--members may call after 4:30 am for a recorded message. The telephone number is 978-287-1000.

### **WEEKENDS**

For early morning storms, the decision will be made to close or delay the Center's opening by 6:00 am--members may call after 6:00 am for a recorded message. The telephone number is 978-287-1000.

In the event of a storm during daytime hours, members are encouraged to call prior to venturing out. It is our policy to remain open if at all possible but management reserves the right to make decisions based on the safety of both our members and our staff.

For Aquatic programs please call 978-287-1000 to confirm if the program is being held.

For Fitness please call the Fitness Hotline at 978-287-1007. If there are questions please call 978-287-1000.

### **THUNDER/LIGHTNING**

Please be aware that it is the policy of the Beede Center, with the safety of our members and guests in mind, to evacuate the pool area when thunder and lightning is present. We recommend that patrons do not take showers during a severe storm.

While no reported human injuries have occurred in indoor pools, it is the recommendation of the National Lightning Safety Institute to remove swimmers from indoor pools and shower areas during severe storms. There are multiple reported cases of mechanical damage to equipment located inside buildings that suffer a near ground or building strike.

Severe storms will be considered approaching thunder and lightning storms during the spring and summer months. Evidence of thunder indicates approaching weather and also places the approaching storm about 5 – 10 miles away. Unfortunately, lightning has the potential to strike over 10 miles away from an approaching storm.

Once members and guests have been evacuated, the pool area may not re-open until 30 minutes have passed with no severe storm activity.

These guidelines are also recommended by the following:

National Lightning Safety Institute - YMCA Service Corporation - Redwoods Insurance Group - NCAA - National Athletic Trainers Association - USA Swimming - American College of Emergency Physicians. The States of DE, ND, SD, MI, RI, and MD

### **TORNADO WATCH/WARNING**

A tornado watch is issued to alert people to the possibility of a tornado developing in our area. At this point, a tornado has not been seen but the conditions are very favorable for tornadoes to occur at any moment. Be ready to seek shelter at a moment's notice.

A tornado warning is issued when a tornado has actually been sighted or has been picked up on radar in our area. This means that you need to take shelter immediately in a safe sturdy structure. If this should occur while you are at the Beede Center an announcement will be made on the building's P.A. system instructing you to gather in a designated area in the building. Anyone wishing to exit the building will be apprised of the current situation given the most current information available and advised to remain in the building. During such an event, no children participating in the Town of Concord Recreation programs or using the Beede Center will be allowed to leave the facility without being accompanied by a parent/guardian.

### **HURRICANE/TROPICAL STORM**

A tropical storm watch is issued when conditions with sustained winds from 39 -74 mph are possible in the area within the next 36 hours. A hurricane watch is issued when hurricane conditions with sustained winds of 74 mph or greater are possible in the area within the next 36 hours.

A tropical storm warning is issued when tropical storm conditions are expected in the area within the next 24 hours. A hurricane warning is issued when hurricane conditions are expected in the area within 24 hours. Once this WARNING has been issued, your family should be in the process of completing protective actions and deciding the safest location to be during the storm.

If it becomes apparent that a hurricane is imminent in this area, the Beede Center will close.

#### **SNOW/BLIZZARD**

The Beede Center management determines if the building will open or close early/late/completely if the weather conditions or road conditions warrant it.

#### **AQUATIC SWIM TESTS**

Swim tests will be conducted by the lifeguard staff for all swimmers. Upon successful completion of the swim test, the appropriate bracelet will be handed to the swimmer and their name recorded in a binder.

Once your child has been issued a bracelet, they are required to wear it EVERY time they swim. Please write your child's name on the bracelet in permanent marker. There will be a replacement fee for lost or forgotten bracelets.

#### **RECREATIONAL AREA & DIVE WELL USE SWIM TEST**

A GREEN bracelet will allow your child to swim unsupervised in the recreational area of the lap pool AND the dive well. However, if your child is under the age of 14, an adult must be present in the pool area.

Swimmer must complete:

1. 1 length on his/her front using front crawl stroke with rhythmic breathing, not doggie paddle
2. 1 length back crawl
3. 30 seconds tread water
4. 30 seconds float on back

#### **DIVE WELL USE ONLY SWIM TEST**

A YELLOW bracelet will allow your child to use ONLY the dive well. This test will be administered in the Dive Well at the end near the First Aid Room with the swimmer swimming width-wise:

Swimmer must complete

1. 1 width on his/her front using crawl stroke with rhythmic breathing, not doggie paddle
2. 1 width back crawl
3. 30 seconds tread water
4. 30 seconds float on back

#### **PLEASE NOTE:**

**All children under the age of 14 must be accompanied by an adult. If your child is under 14 years of age and has passed the pool test, the parent may sit on the benches poolside or in the spectator seating area. If your child is under 14 and has not passed the pool test, you need to accompany your child in the water. If parent/guardian is not a member they are subject to pay the guest fee.**

## **PROGRAM REGISTRATION**

### **REGISTRATION POLICY**

Registrations are processed on a first come first served basis and may be received by mail, online or in person. You may submit registration forms for you and your family and one additional household. Full payment must accompany the registration form in order to be processed. Beede Swim and Fitness Memberships must be current at time of registration to receive member rate. Registration forms will not be accepted before the registration date and will not be held if received early. In cases where classes are filled or canceled when we receive your registration, we will notify you to try and arrange an alternate class.

### **CANCELLATION POLICY**

There will be a \$25.00 (\$50 for AfterSchool, BeforeSchool, Terrific Tuesday and Concord Carousel Preschool) fee if you must cancel or switch a class once your registration has been processed. This applies to all Concord Recreation programs including membership at the Beede Swim and Fitness Center. Concord Recreation reserves the right to make schedule changes to better serve our members or to cancel/combine instructional classes and programs due to insufficient enrollment. Please make sure your calendar will allow you to enjoy all of the lessons/classes/programs before enrolling.

A credit will be issued under the program participant's name if the Facility must cancel a class due to the following:

1. Thunder/lightning
2. Mechanical issues
3. Fire Evacuation.

\*please note that AfterSchool, BeforeSchool, Terrific Tuesday and Concord Carousel Preschool are excluded.

No credits or makeups will be issued for circumstances which are beyond control of Concord Recreation including:

1. Missed classes due to illness or vacation or if you should choose not to attend
2. Snow/Blizzard, Tornado, Hurricane
3. Power outages
4. No water supply

### **FINANCIAL AID POLICY**

The Town of Concord, MA is committed to making its Recreation Department programs, activities, and special events available to as many citizens as possible. This financial assistance program has been established to meet the needs of individuals and families assessed to have limited financial resources. To assure that all residents and public school students are able to access our programs, we are proud to provide financial assistance to those that qualify.

### **Application Instructions**

Applications and all required paperwork must be submitted, in full, a minimum of 30 days prior to the start date of a program. Required forms include:

- Concord Recreation Financial Assistance Form
- Proof of Residency/Public School Enrollment (Concord Residents and Public School Students)
- Most recent year tax return
- Proof of any income not listed on tax return
- Any other documentation/circumstances you feel are important to consider

Applications and all required paperwork, in full, should be delivered to:

Recreation Director 90 Stow Street Concord, MA 01742 or emailed to [rkane@concordma.gov](mailto:rkane@concordma.gov) or [sellerkamp@concordma.gov](mailto:sellerkamp@concordma.gov).

Concord Recreation reserves the right to exercise managerial discretion regarding financial assistance, and to limit the amount of funding allocated to any given household or individual within one calendar year. Please note that an in-person interview may be required by the Recreation Department before any request can be processed.



\_\_\_\_\_  
Participant Last Name

**Town of Concord Recreation Division  
Assumption of Risk and Waiver of Liability**

*Assumption of Risk*

Participation in this program may involve risk of injury. As a parent, guardian or participant, I am aware of these hazards and my ability to participate in the program(s) listed. I hereby for myself, my heirs, executors and administrators waive and release any and all claims of damage against the Town of Concord, its successors and assigns, employees, agents and representatives for any and all kinds of injury, including but not limited to personal injury and/or property damage suffered by my child, or myself, or my ward while participating in the activity. In addition, I give permission for my child(ren) to be treated by a qualified medical professional in the event I cannot be reached.

\_\_\_\_\_  
Signature Participant Name(s)

\_\_\_\_\_  
Ages

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian Printed

\_\_\_\_\_  
Relationship to Participant





**MEDICAL CLEARANCE REQUEST FORM**

To be completed by the Physician

PATIENT'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

DAYTIME PHONE # \_\_\_\_\_

PHYSICIAN \_\_\_\_\_ DATE \_\_\_\_\_

FAX # \_\_\_\_\_ PHONE # \_\_\_\_\_

\_\_\_\_\_ (Name) has requested to participate/return to participation in the following program(s) at the Beede Swim & Fitness Center in Concord, MA.

- Supervised Water Fitness Classes       Supervised Land and/or Water Exercise
- Unsupervised Exercise                       Mind/Body Classes (Yoga, Tai Chi, Qi Gong, Pilates, etc.)

Due to their reported medical history, it is necessary that we obtain a medical clearance for their participation.

**Medical Screening Questions**

1. Has the patient had an MI, CABG, angina, angioplasty, atherectomy, or symptoms of coronary artery disease?

Yes     No    Date \_\_\_\_\_ If Yes, please explain:

2. Has the patient had a history of Pulmonary, Metabolic, or Vascular Disease?

Yes     No    Date \_\_\_\_\_ If Yes, please explain:

***If yes to either question 1 or 2, a treadmill stress test done within the last 12 months is required prior to enrollment at the Beede Center. Please send a copy of recent treadmill results.***

Treadmill waived. I do not wish to perform a maximum treadmill test on this patient although he/she falls within the American College of Sports Medicine guidelines for testing prior to exercise.

Date of last treadmill: \_\_\_\_\_ (Please attach a copy)

Any Abnormalities? \_\_\_\_\_





3. Has the patient recently undergone any surgery?

Yes No Date\_\_\_\_\_ If Yes, please explain:

4. Does the patient have any other medical conditions which may limit exercise?

Yes No Date\_\_\_\_\_ If Yes, please explain:

---

Exercise Recommendations:

\_\_\_\_\_No Restrictions

\_\_\_\_\_Restricted from the following activities:

Treadmill

Weight training

Stationery Bike

Arc Trainers

Rowing Machines

Swimming

Aerobics (Land or Water)

---

Time Restriction:

Patient was advised to refrain from activity from \_\_\_\_/\_\_\_\_/\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_

---

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician's Name (Printed)

\_\_\_\_\_  
Member's Signature

Office Use Only

\_\_\_\_\_ Manager's Initials