



Member Handbook

Revised March 9, 2016

TABLE OF CONTENTS

Hours of Operation.....	3
Natatorium.....	3
Fitness.....	3
Management.....	4
Membership Terms and Conditions.....	4
Membership Cards.....	6
Guest Policies.....	7
Organized Group Workout/Private Instruction Policy.....	7
Beede Center Usage by Members.....	7
Birthday Parties.....	8
Parking.....	8
Behavior Policy.....	8
Lockers.....	9
Locker Rentals.....	9
Locker Room Etiquette.....	10
Childcare.....	11
Terrace.....	12
Communication.....	12
Fitness Center.....	14
Policies.....	14
General Guidelines.....	16
Equipment Orientation.....	16
Personal Training.....	17
Fitness Cancellation Policy.....	17
Swim Center.....	18
General Policies.....	18
Swim Policies.....	19
Diving Well.....	21
Children's Play Pool.....	23
Therapy Pool.....	24
Competition Pool.....	25
Aquatic Programming.....	27
Aquatic Cancellation Policy.....	29
Appendices.....	30
Severe Weather Policy.....	31
Swim Tests.....	34
Waiver.....	35
Medical Clearance Request Form.....	36

THE BEEDE CENTER

The Beede Center's management team is always there for you. We welcome your feedback. It is an important tool for us as we strive to keep the Beede Center the best facility in the area.

Hours of Operation:

The Beede Swim & Fitness Center
498 Walden Street
Concord, MA 01742
Phone: (978) 287-1000
Fax: (978) 287-1011
E-mail: concordrec@concordma.gov
Web: www.concordma.gov/recreation

Hours of Operation:

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

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

Natatorium:

The facility features a 25 yard by 25 meter, 8 lane competition pool; a 30' x 40' diving well featuring two 1-meter boards and one 3-meter board standing over 13 feet of water; a 20' x 30' warm water therapy pool; and a children's play pool featuring sprays, fountains and a slide. Please refer to the schedule posted for times and days of programming.

Fitness:

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 on hand at all times.

Management:

Jon Straggas	General Manager
Karen Bush	Aquatic Director
Erin MacDonough	Assistant Aquatic Director
Jan MacCulloch	Fitness Director

Membership Terms and Conditions:

MEMBERSHIP

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.

MEMBERSHIP UPGRADES

You may upgrade your membership type at any time by contacting our member services department.

MEMBERSHIP DOWNGRADES

An administration fee of \$25 will be charged for downgrades before your expiration date.

CONSUMER'S RIGHT TO CANCELLATION

YOU MAY CANCEL YOUR 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 is 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 Recreation Department requires 30 days written notice of intent to cancel and a \$25 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.

MEMBERSHIP FREEZE

If other circumstances arise that prevent you from using your membership, please contact the Recreation Department.

CENTER'S RIGHT TO CANCELLATION

The Recreation Department 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 Recreation Department staff.

In the event the Recreation Department 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.

RESALE OF MEMBERSHIP

Membership may not be resold or transferred to another party.

JOINING FEE

The Joining Fee is non-refundable. If your membership has been financially inactive for a period exceeding 1 year, you are required to pay the joining fee again.

ANNUAL PAYMENT PLAN

Members will pay the full membership fee at the time of joining. Rate changes will be reflected at the time of renewal.

INSTALLMENT PAYMENT PLAN

This plan is a 1 year contract. At the time of enrollment, members will pay the first of 10 payments for membership. Payments are due for the next 9

consecutive months. Rate changes will be reflected at the time of renewal. Installment plans are subject to a 10% processing fee. A charge of 2 automatic payments will be made for early cancellation.

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 may not hold the Town of Concord responsible for loss of, theft of, or damage to any personal property. To ensure the safety of your personal items please secure all belongings in a locked locker. Members should provide their own locks for day use only.

Lost and found items will be donated every Thursday evening (earlier if needed). If you have lost a small item such as jewelry, a watch, or an I-pod, please check with the front desk.

HOURS OF OPERATION

Beede Center hours are established and outlined in the Membership literature. Use of the Beede Center outside of these hours is prohibited. Further, the Recreation Department 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.

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 \$15 charge for replacement of lost membership cards.

Guest Policies:

Members are allowed guests at a fee of \$5.00 per guest. No more than 4 guests per visit unless special permission has been given by the management. 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. The Beede Center reserves the right to limit guests based on the Facility’s capacity.

Members and their guests are required to sign in. Their signature indicates that they have read and agree 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 guests must be at least 18 years of age.
- 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 \$5.00 guest fee regardless of facility usage.

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 the High School or Town leagues 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 shower facilities are for the use of the members and their guests only when they are participating in an activity at the Beede Center.

Birthday Parties:

Due to a lack of function space, there are no birthday parties or special function rentals at the Beede Center.

Parking:

Members 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 memberships and two passes for all other types of memberships, excluding student memberships or temporary/summer memberships. The parking lot is only for Beede customers while using the Center. 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. 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 \$25 charge for replacement of each lost pass or for each additional approved pass request.

Behavior Policy:

The Beede Center is proud to offer the opportunities of membership to Concord and surrounding communities. 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 of an individual whose conduct is recognized as unacceptable will not be tolerated:

1. Perceived threats to the safety of any member or staff member.

2. The disruption of Beede Center activities or training sessions.
3. Inappropriate, offensive or abusive language toward any member or staff member.
4. Refusal to follow the Beede Center's policies and procedures.
5. 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. Anytime 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.

- 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.

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 and is required to be placed 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 for them, 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 use the Family Changing Rooms provided with your children. Please 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 aisle 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 use 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 if people are waiting. When finished showering, you need to remove all your shower supplies and check and remove all your hair from the drain. (Carry a latex 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 throw in the trash any hair that might fall on the counter.
- Thank you for making the Beede Center a safe and pleasant experience for everyone.

Childcare:

Hours of Operation

Monday – Thursday 9:30-12:30 pm
 Saturday 9:00-12:00 pm by appointment only

Reservations

We follow a 6 to 1 ratio. Reservations are required and must be placed 24 hours in advance either in person or by calling during the Center’s hours of operation. We cannot guarantee reservations left on the answering machine. The maximum stay of any child in the childcare room is 2 hours.

Rates

Drop in Pricing

- 1 hour \$15
- 1 ½ hours \$22.50
- 2 hours \$30
- Second child half price

Pricing by Appointment

Member/ Non-Member

- 1 hour \$9/\$10
- 2 hours \$18/\$20
- Ten 1 hour sessions \$75/\$85
- Ten 1 ½ hour sessions \$112.50/\$127.50
- Second child half price

Late Fees

For safety reasons, it is imperative that you are punctual when dropping off and picking up your child. If for any reason you are late for your scheduled drop off time, the option of changing or extending your appointment is not available.

\$15 fee / cancellations made after 8 pm the night prior to appointment
\$25 fee / late pick up
No Shows get a card punch and a \$10 fee

Illness

In order to ensure the health and safety of all children and staff, please make alternative arrangements if your child is ill. Any child with an active cold, diarrhea, undiagnosed rash, eye infection or fever cannot be admitted in childcare. Our staff does not administer medication.

Snacks

Snacks are not allowed in the childcare room.

Terrace:

The terrace seating area is available for seasonal use. Access to the terrace is via the sidewalk. Please refrain from accessing the terrace via the cardio fitness room. For seven weeks starting at the end of June through the second week in August, the terrace is reserved for Summer Day Camp use on Monday, Wednesday and Friday from 9:00 am to 4:00 pm.

Communication:

- The web address for the Recreation Department is: www.concordma.gov/recreation. 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. Subscribe to our e-mail list to receive the latest information on programs, building closures, events and public meetings: www.concordma.gov/subscriber.
- Lobby area has member information including pool schedules. Check the lobby TV for pertinent building information.
- 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.

- The White Board located at the bottom of the stairs in front of the Aquatics Office has current “need to know information” pertaining to the Center and Pool.

THE BEEDE FITNESS CENTER

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 that motivates and encourages you to attain your personal fitness goals in a non-threatening environment.

Policies:

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.

- Participation is at your own risk. Members are responsible for reading and adhering to posted signs.
- The use of cell phones in the fitness rooms will not be tolerated. Cell phones must be put on vibrate. Telephone conversations must be taken to the lobby. 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 or boots are not allowed.
- Members are required to store all personal belongings securely in lockers provided in the locker room on the lower level of the Beede Center. Coolers and gym/tote bags are not allowed in the fitness rooms or lobby area.
- Food and beverages are not allowed in the fitness rooms (except water bottles). Under no circumstances are glass containers allowed in the Fitness Center.
- 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:

- A. All machines and equipment must be wiped down after use.
 - B. Allow others to work in between sets while using strength training equipment.
 - C. 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.
 - Free weight area policies:
 - Please replace all dumbbells and plates on the appropriate racks when finished.
 - All equipment must be returned to its proper location after use.
 - Abuse of the equipment will not be tolerated.
 - Weight belts are not allowed on padded equipment.
 - If you can't control it, don't lift it. Do not drop weights.
 - Ask a trainer for assistance if you need a spotter.
 - Use extreme caution when lifting weights to avoid potential injury to yourself or others.
 - Only authorized Beede Center personal training staff may conduct training sessions.
 - Concourse/patio doors are emergency exits only and may never be used as an entrance/exit to the fitness areas.

General Guidelines:

- Wipe off all equipment and benches after use with disinfectant wipes provided by the Center.
- 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.
- Please be courteous at all times. Allow others to share the equipment while you are resting between sets.
- Please replace all dumbbells and plates on the appropriate racks when finished. All equipment must be returned to its proper location after use.
- Collars and clips are to be used on barbells.
- Dropping or slamming down the weights will not be tolerated and may injure you or other members.
- 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.
- Make sure you have had an orientation before you meet with your personal trainer. This gives you the foundation from which your trainer will build, ensuring a successful training session focused on your individual needs and goals.

Equipment Orientations:

If you are new to exercise, or simply are not familiar with all of our fitness equipment options, we suggest going through an equipment orientation. Equipment orientations will help you learn the proper form and technique for the strength training and cardio equipment.

In this complimentary, 1 hour session, a member of our training staff will design an exercise program that will introduce you to the fitness equipment.

Members may schedule an equipment orientation by speaking with a member of our training staff or by calling the Beede Center.

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 Cancellation Policy:

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. No-shows will be charged a fee of \$25.00 to reschedule their orientation.

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 still be charged for the session.

THE BEEDE SWIM CENTER

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 several full-time 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:

General 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 bath before entering the pool.
- No person with a communicable disease is allowed to use 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 any 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 glass containers shall be permitted in the pool.
- No person shall bring or throw into the pool any object that may in any way carry contamination or endanger the safety of bathers.

Beede Center Swim Policies:

- 1. All children who are not fully toilet trained MUST wear an approved swim diaper and are limited to the therapy pool and play pool.**

REASON: All children wearing a swim diaper are limited to the play pool and the therapy pool. **Diapers are not allowed in the lap pool or dive well.** The Beede Center has swim diapers for sale through the receptionist. All swim diapers must be covered by rubber pants and/or a bathing suit with tight fitting legs. By wearing this swim diaper you help stop germs from getting into the pool water. Please wash your hands with soap and water after using the toilet or changing diapers. Do not change diapers on the pool deck. Child changing stations are provided in the Family Changing Room.

- 2. Follow the instructions of the staff.**

REASON: All Lifeguards and Instructors are trained to keep people safe in the pool. Please listen to their instructions.

- 3. Walk on the pool deck at all times.**

REASON: Running on a slippery deck could cause you to fall.

- 4. Proper behavior is expected at all times. No shouting or horseplay (diving off knees, shoulders, chicken fights, etc.) in the water, on the deck or the locker rooms.**

REASON: Shouting is very distracting to the Lifeguards. Horseplay is disrespectful to other members and may cause harm to you or someone else.

- 5. No gum, food or drinks are permitted on the pool deck or in the locker rooms. Plastic water bottles are acceptable and at no time are glass containers allowed in the Beede Center.**

REASON: Chewing gum while swimming poses a choking hazard. Please keep the pool and locker room areas clean by keeping gum, food and drinks out of these areas.

- 6. Anyone under the age of 14 must be accompanied by an adult in the pool area regardless of swimming ability.**

REASON: 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 still required to remain in the building.

7. Street shoes are not permitted on the pool deck. Acceptable forms of footwear are sandals, flip flops and bare feet.

REASON: Help us to keep the deck and pool water clean by not walking on the deck with street shoes.

8. Parents/guardians must supervise their children at all times.

REASON: The Lifeguards are on staff to supervise everyone, not just your children. Please watch your children carefully in and around the water. If your child is a non-swimmer, a parent/guardian must accompany them in the water and be within arm's reach at all times.

9. 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.

REASON: Anyone using an approved PFD must stay in the shallow end of the competition pool and be within arm's reach of a parent/guardian in the water at all times. Aqua joggers, noodles, kick boards and swim bars are not meant to be used as flotation devices.

10. When jumping from the pool deck, no flips, back dives or twists permitted.

REASON: It is unsafe to do flips, back dives or twists off the side of any pool. Diving from the deck is only allowed in the dive well. All other pools have an insufficient water depth to allow diving.

11. Pool equipment may be used with Lifeguard's permission only.

REASON: Please check with the lifeguards and ask their permission to use the equipment. Certain equipment is only available for specific programs and activities. Equipment must be put away after using.

12. Cubbies and wall hooks are provided for towels.

REASON: Please help to keep the deck and benches free and clear of all personal belongings. Please do not bring shampoo/conditioner/soap out onto the pool deck as they create a slipping hazard if dropped. All

belongings should be locked up in the lockers. Lockers are provided for day use only and should be locked with your personal lock while visiting the facility.

13.All strollers should be kept in the lower lobby area.

REASON: Strollers on the deck are a potential safety hazard.

14.No cell phones in the pool area or locker room.

REASON: Please refrain from using cell phones in the pool area and locker rooms as it is very disruptive to staff and other patrons. Also picture taking with cell phones is prohibited.

Diving Well:

The Beede Center's Diving Well features two one-meter boards and a three-meter board standing over 13 feet of water. Have fun showing off your best cannon ball or your most graceful dive. Please refer to the Member Pool Schedule located in the lobby for programming information and availability.

Only swimmers who have successfully completed the dive well swim test, and received their yellow or green bracelet (referenced at the back of this handbook), will be allowed to use the dive well. A green or yellow bracelet will allow a child to be in the Dive Well without a parent in the water. For liability reasons the fulcrum needs to remain in the locked position. **Please remember that anyone under 14 must be accompanied by an adult whether they are wearing a bracelet or not. The yellow bracelet does not allow the child to be in the recreational area of the competition pool unaccompanied by an adult.**

1. Only swimmers (yellow or green bracelet) are allowed in the diving well.

REASON: It is unsafe to allow non-swimmers in the deep water diving well. Anyone using the diving boards must be wearing a yellow or green wrist band to indicate that they have taken the pool test. Catching anyone off of the board is dangerous and will not be allowed.

2. One person at a time on the diving board and ladder.

REASON: It is unsafe to have two people on the board or ladder. Wait for the person in the water ahead of you to reach the side and exit the pool before diving.

3. No swimming under the diving boards.

REASON: Divers may risk jumping or diving on swimmers that are swimming under the boards.

4. Only one bounce on the board.

REASON: It is unsafe to bounce continually on the board. You may risk missing the board and getting hurt. One bounce only and then jump or dive in.

5. When diving or jumping off of the boards you must jump or dive straight out, away from the board.

REASON: Diving or jumping towards the side of the pool is extremely dangerous. Inward dives or back somersaults (or any dive that brings you back towards the board is not permitted unless under the direct supervision of a diving coach).

6. Only equipment specific to exercise is allowed in the Diving Well.

REASON: The Diving Well's specific use is for aqua jogging, therapy use or diving. Please use play equipment in the recreational area of the lap pool.

7. Horseplay is not allowed in the Diving Well. Do not hang or sit on the diving board.

REASON: It is unsafe to be hanging or playing on the diving boards.

Children's Play Pool:

Stay and play with your family in the Children's Play Pool which has a water depth of six inches to one foot. Make a splash and have fun using the water features which includes a water mushroom, buckets, sprays and more. This area will entertain your children for hours. Please refer to the Member Pool Schedule located in the lobby for hours of operation.

1. Only children under the age of 14 are permitted in the Children's Play Pool.

REASON: The Children's Play Pool is designed for children. Any child who is being disruptive or unsafe to themselves or anyone else will be asked to leave the pool.

2. Parents/guardians must supervise their children at all times.

REASON: The Lifeguards are responsible for supervising the entire Center, not just your children. Please watch your children carefully in and around the water. Parents/guardians cannot supervise from another pool while their children are in the play pool.

3. Horseplay and running is not allowed in the Children's Play Pool. Do not hang or climb onto the play equipment. No pool equipment (kick boards, noodles, barbells) are permitted in the Children's Play Pool.

REASON: The equipment gets very slippery when wet and falling off of the equipment can occur. Running could cause you or another member enjoying the play pool to become hurt. Feet-first and forward facing only when using the slide and use the ladder only (do not climb back up the slide).

4. Please refer to the Play Pool schedule for hours of operation.

REASON: The Play Pool features will be shut off during certain hours to allow the building's dehumidification system to catch up and for programming needs.

5. Pool equipment is prohibited from use in the Play Pool.

REASON: The Play Pool is equipped with several play features. Pool equipment, such as noodles, left floating around can pose a tripping hazard.

6. There may be times when the Children's Play Pool will temporarily be closed.

REASON: For the safety and enjoyment of everyone, the staff reserves the right to refuse admittance into the pool if capacity has been reached.

Therapy Pool:

Who can swim in the Therapy Pool?

- Children who are ***NOT toilet trained***, wearing a swim diaper and are accompanied/supervised by an adult
- Children participating in their scheduled group or private swim lesson with an instructor
- Anyone over the age of 14

Enjoy the soothing environment of the warm-water Therapy Pool. The 90 degree water of this pool and the bubbling action of the jets will help loosen the muscles and joints after a tough strength-training session. This pool will also be used for instructional purposes for both adults and children. Please refer to the Member Pool Schedule located in the lobby for programming information and availability.

1. No jumping, diving or swimming laps in the Therapy Pool.

REASON: Jumping into this pool could be very distracting and unsafe for members using the pool. Do not jump off of the built in bench seat or the stairs. Diving is not allowed in this pool. Lap swimming is prohibited.

2. Parents may use the Therapy Pool with their infants and toddlers who are not toilet trained and wearing a swim diaper for instructional purposes only.

REASON: Any child not toilet trained and wearing a diaper is restricted to the Therapy Pool or Children's Play Pool (with proper adult supervision).

3. There may be times when the jets in the Therapy Pool will be turned off.

Reason: The jets may be turned off in the Therapy Pool for swim lessons or a water fitness class.

4. Please see a Lifeguard if you need assistance entering the Therapy Pool.

Reason: The handicap lift is there for our members who require it. Please do not use it unless you need it.

5. No horseplay in the Therapy Pool.

Reason: The Therapy Pool is an adult area for relaxing, not playing.

Competition Pool:

Whether you are a recreational swimmer or a serious lap swimmer, the Competition Pool is the place for you. The shallow area has a depth starting at four feet and gradually slopes to five feet while the lap swimming area is over seven feet of water. The shallow area is available at all times and is shared by recreational swimmers and programming. Please refer to the Member Pool Schedule located in the lobby for programming information and availability.

After successful completion of the recreational area swim test (referenced at the back of this handbook) a green bracelet will be issued to the swimmer. Only swimmers wearing a green bracelet are allowed in the recreational area without a parent in the water. **Please remember that anyone under 14 must be accompanied by an adult whether they are wearing a bracelet or not. Parents may sit on the side of the pool or be in the spectator seating if child is wearing a green bracelet. If child is wearing a yellow bracelet, the parent must accompany the child in the water in the recreational area and remain within arm's reach. No diving is permitted in any area of the Competition Pool. Swimmers must use a feet first entry at all times.**

Shallow Recreation Area:

1. Do not sit/hang on the lane lines or ropes.

REASON: Sitting/hanging on the lane lines or ropes can damage and/or break them.

2. Do not use the drop in stairs as a play area.

REASON: The drop in stairs is provided for members who have difficulty entering and exiting the pool using the built in stairs. This area needs to be kept clear so access is available at all times. The safety of the hand rails is compromised when children swing or hang on them.

Lap Lane Area:

1. Only lap swimmers are allowed in swimming lanes.

REASON: The lap lanes are designed for swimmers who want to swim consistently back and forth. Feet first entry into the lanes is required at all times. Please use lane etiquette (**See Below**) while swimming in the lanes.

2. Members are prohibited from using the starting blocks.

REASON: Use of the starting blocks requires special training. For liability reasons, starting blocks are not to be used unless under the direct supervision of a swim coach.

3. Do not sit or hang on the lane lines or float ropes.

REASON: Sitting or hanging on the lane lines or ropes can damage and/or break them.

4. Only properly used swimming equipment will be allowed in the lap lanes.

REASON: Noodles and horseplay are not allowed in the lap lane area. Swimming/training equipment must be used properly in the lap lane area.

Lap Lane Etiquette:

1. What if all the lanes are taken?

If you do not see an empty lane, find one that has the fewest swimmers or one that has swimmers of similar ability to yourself.

2. Do I have to share a lane?

Yes. During busy times, lap swimmers are required to share lanes when asked by a swimmer or the staff. If you are unable or unwilling to share the lane you must leave the lane and conduct your swimming in the recreational area. As a reminder, the recreational area is a multi-use area with the priority not being lap swimming.

3. How do I ask a swimmer to share the lane?

Sit at the end of the lane with feet in the water to get swimmer's attention. Swimmers can either split the lane by using only one side of the lane or, in the case of 3 or more swimmers, circle swim. If you are uncomfortable circle swimming you must leave the lane and conduct your swimming in

the recreational area. Do not jump into the lane and swim without notifying swimmer already swimming.

4. How do I circle swim in the lane?

When circle swimming, swim on the right side of the lane (swimming in a counter-clockwise rotation). Allow faster swimmers to go in front of you when sharing a lane. If you are uncomfortable circle swimming you must leave the lane and conduct your swimming in the recreational area. Swimmers at the wall should be far to one side of the lane while resting or waiting.

5. How do I pass another swimmer?

To pass another swimmer ahead of you, tap their foot and that person will stop at the wall to allow you to go ahead.

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 40% less than non-members. Please visit our website at www.concordma.gov/recreation 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

For those who want to learn to swim with their own Beede Center private instructor, we offer a variety of different options for private swim lessons with the flexibility of scheduling with one of the Center's certified water safety instructor at your convenience based on pool availability.

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. Our season is October – March. Try-out days and times will be posted.

The Otters Swim team offers a summer swim team which runs late June through mid-August. Try-out days and times will be posted.

Swimming with a Porpoise

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. Workout times are created to accommodate everyone's needs.

Aquatic Cancellation Policy:

Please make sure your calendar will allow you to enjoy all of the lessons/classes before enrolling in a program.

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

No credits or makeups will be issued for circumstances which are beyond the control of the Beede Center including:

1. Missed classes due to illness or vacation or if you should choose not to attend
2. Inclement weather (other than thunder/lightning)
3. Power outages
4. No water supply

APPENDICES

Severe Weather Policy	31
Swim Test Policy	34
Waiver	35
Medical Clearance Request Form	36



Severe Weather Policy

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 and 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 tornados 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 will close if the management determines that the weather conditions or road conditions warrant it. Please refer to the Weather Policy below to get up to the minute closures.

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 classes at our other locations, please call the Fitness Hotline at 978-318-3042. Call with questions, to register for classes and for class cancellations.

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 THE FACILITY POLICY: 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.****



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



498 Walden Street
Concord, MA 01742
t: 978-287-1000
f: 978-287-1011

MEDICAL CLEARANCE REQUEST FORM
To be completed by the Physician

PATIENT'S NAME: _____

DATE OF BIRTH: _____ **DAYTIME PHONE NO.:** _____

PHYSICIAN: _____

DATE: _____

FAX NO.: _____ **PHONE NO.:** _____

_____ (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
- Unsupervised Exercise
- Supervised Land and/or Water 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 _____

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)

Physician's Signature

Date

Physician's Name (Printed)

Member's Signature

Office Use Only

_____ Manager's Initials