



Norwich Racquet Club

Mail: PO Box 228, Hanover NH 03755

Club: 319 US Route 5 South, Norwich, VT

Web: NorwichRacquetClub.org

Policies and Procedures

Membership

Communication to members is done by E-Mail through the club's secretary and treasurer.

Please be sure to allow E-Mails from Barlowpt@gmail.com and NRCTreasurer@gmail.com to reach your inbox. Furthermore, the club hosts a member-to-member email listserv through google that allows you to seek a game, request a sub or sell a racquet. You are automatically added to this group and the instructions for use of this group are found on the last page of these policies. **A detailed description of how to use the system is at the end of these policies.**

Payment of all fees may be done by check, payable to NRC, mailed to PO Box 228, Hanover, NH 03755 or PayPal. Dues are due each April and will be noticed through email to you. You will only receive one notice. Most folks put a tickler in their banking system or other calendar to have these paid automatically. They can be paid by check or PayPal. Failure to pay by May 1 will incur a \$50 reinstatement fee.

New individual members pay an initial assessment of \$500 and new family members (domestic partners, husband, wife, children under 22) pay an \$800 initial assessment fee. This payment is intended to be reserved for long term capital improvements and can be made over two years in two equal installments.

Annual dues for an individual is \$250 and for a family membership is \$400. Members will be reminded of this each spring, with payment due by May 1. Late payment may result in a \$50 reinstatement fee.

College and graduate students pay annual dues of \$125 with no initiation fee.

Trial memberships are available each season (paddle or tennis) for \$125.

Members with health issues that prevent them from playing for a season may be eligible for a 50% dues discount.

Members unable to play, but interested in remaining members of the club on a social basis, are charged \$25 each year.



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The club's treasurer may consider individual circumstances on a case-by-case basis. However, dues concessions for playing only paddle or tennis or not being in town for any length of time are not permitted. Your treasurer can be reached at NRCTreasurer@gmail.com

Non-Payment of Dues

Members who do not pay their dues by May 1 each year, after the treasurer or other board members have attempted to call or E-Mail, will have their membership rights removed. Membership reinstatement will be granted, however, a \$50 penalty will be assessed and expected to be paid at the same time any current or past dues are payable.

Tennis

Playing Season

The official playing period is June through September. However, if weather permits, arrangements will be made to both prepare and open the courts earlier and / or to extend into October.

Playing Period

Play periods are 1 1/2 hours each, from 7:30 am to dark, seven days a week. Play before 7:30 am is at the discretion of the maintenance contractor who is scheduled to have work done by 7:30 am.

Reservations

Your club contracts with www.norwichracquetclub.tennisbookings.com to provide court reservation services. **A detailed description of how to use the system is at the end of these policies.**

Guests

Guests may play with a member, up to eight times a season and must pay a \$10 fee using the box provided in the pavilion.

Attire

Smooth-soled round-edged, tennis shoes must be worn. While whites are not mandatory, appropriate tennis attire is encouraged in and around the Club.

Court Maintenance



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Courts are watered overnight, inspected, repaired and maintained most mornings by a local contractor, and members should report deficiencies or problems to a Board Member to ensure both short term and long term quality of our courts.

After Play

Players must sweep the courts and brush the lines within their reserved playing time.

Rehanging the brooms and brushes on the fence, being sure not to block sprinkler heads will ensure they are ready for the next group.

Paddle Tennis

Playing season is all year, with play periods set for 1.5 hour blocks, seven days a week.

Reservations

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Guests

Guests may play with a member, up to eight times a season and must pay a \$10 fee using the box provided in the hut. The hut's combination is 5,2,4,3.

Court Maintenance

After a heavy snow fall, the courts, the two stairways, walkway from the parking lot are shoveled/cleared by contractors. If there is less than approximately 2" of snow in a storm event, the snow will NOT be cleared by the contractor from the courts and/or the walkway. In this case, members are expected to clear the courts to their own satisfaction prior to play.

Brushes, brooms, battery powered blowers and non-metal edged shovels are provided to assist in clearing the courts of snow or leaves. The boards on the perimeter may be lifted to give space for snow/leaf disposal. Be sure to replace boards in their locked position once you're done clearing. At the same time as you are clearing, use of the heater system may be used to accelerate the clearing process and/or dry the courts. Controls and instructions for heater operation are adjacent to each central court door. As soon as the courts are reasonably dry, the heaters should be turned off to prevent the paint from melting and to conserve fuel.



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Shovels and brooms should be returned to the hooks on the outside of the court posts or the identified storage place. No metal shovels are allowed.

Court light switches are located to the right of each central court door. Note that if the lights are turned off, due to the type of bulbs, please allow about 20 minutes for them to relight.

Please note that while the snow removal heating system is modern and has its combustion outside of the courts, there is always risk when using heaters. Your board suggests having players, spectators and others on the court decking leave the decking and court area when the blowers are turned on. It is normal for the fans inside the heaters to run for a few seconds to clear air before the heaters start.

Paddle Hut

A combination lock has been installed on the front door of the hut to limit its access to non-members. The following instructions should allow you to access the hut.

1. To enter the clubhouse: Push “V”, release, then push “II”, release, then push “IV”, release and push “III” and release (5,2,4,3). Turn the latch as indicated and use the doorknob to open the door.
2. Once entering, on the north wall, immediately to the left of the window is the heating thermostat. The propane heater can be adjusted to a comfortable level.
3. When leaving the hut, turn off all lights, return hut thermostat on propane heater to 55, lock the door by pulling the door shut and turning the latch counter—clockwise.
4. Turn off court and path lights. The switch for the path is at the end of the parking walkway.

The cleanliness of the club house reflects on its members. Please treat the clubhouse as you would your own home. Upon leaving do a quick check of the room to be sure it is reasonably clean. There is a garbage can inside by the hut door for trash (bags in the cabinet) and a blue recycling large container outside the hut. Take throwaway items with you to reduce garbage build up in the club house. The garbage is picked up twice



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monthly from the shed at the end of the deck by the stairs. Please take the garbage there when it is full.

Outhouse Facilities

State regulations and financial considerations prevent the Club from having a toilet facility with running water. In lieu of this, the club does maintain an outhouse. The club's cleaning service comes only once a month, so if toilet paper is needed, replacements are in a cabinet drawer in the paddle hut.

Medial Emergency

In case of a medical emergency, immediately call 911 with your cell phone or club house phone. The club house phone is a cellular phone whose access is gained by sweeping up the screen and entering in 5,2,4,3. The phone number for incoming calls on this phone is 802-281-9545.

A portable defibrillator is found in the paddle hut on top of the cabinet in the south east corner. Instructions for its use are found inside the case.

Reservation System

The club has contracted with www.norwichracquetclub.tennisbookings.com to provide court reservation services in addition to online event registration, player availability, member services and member communications.

The reservation system allows an authenticated member to find an open court, either paddle or tennis (in season) on the day and time they want. If no such open time exists then it allows them to place themselves on a waitlist in the event that the time becomes available. The system will then automatically send an email notification to those waiting for the time. The system will search all courts of the same type for availability in and around the time requested.

Certain members of the club may be designated as administrators. They are allowed to make additions, changes and deletions to the records associated with the system. They are also allowed to reserve time on behalf of a member as well as cancel reservations. Administrator may also block time for special purposes such as contract time reservations, leagues, special events, professional lessons and tournaments or administrative purposes like grounds keeping or court repair.



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An administrator may also set the facility policy such as how many days in advance a facility may be reserved. The recommendation is that the maximum advance reservation time should be no more than seven days.

Online event registration function with www.norwichracquetclub.tennisbookings.com also allows that club to list all upcoming events such as tournaments, banquets, meetings and allows a member to see what the club's events are, the cost, the date the events occurs and when sign-up ends. The member may quickly sign-up for the event online and the event coordinator may retrieve the most up to date list at any time without being at the club.

The Player Availability function of the system allows a player to look for other players at their skill level who are looking to play during the same time period. Players may enter themselves as looking for a specific game during a particular time. Players may also enter the times during a week during which they prefer to play and retrieve the same for others.

The Member Services function provides a quick and easy way to look up the telephone numbers, email addresses and skill levels of other players. In addition, it allows a search of the membership for players of a specific game at a particular skill level. Members easily maintain their own information requiring no effort on the part of the club. As a result the online system always maintains the most up to date information.

In addition, the system allows for club wide messaging and can be used for updates, event announcements, dissemination of Board of Directors meeting minutes and other important communications that may be necessary from time to time.

Guests may only play when accompanied by a member and, for each day played, a \$10 guest fee be deposited in the appropriate boxes on the tennis bulletin board or in the paddle hut.

A guest may only play eight (8) different times a season and must pay the fee each time.



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Reasons for Using the Member-to-Member E-Mail Group

You are seeking a tennis or paddle game – either short term (example: *looking for two B level players (or better) for play this Saturday PM, please contact me off list to coordinate exact timing*) or beginning of paddle or tennis season for group formation

You need a sub for a standing game (example: *Sub needed for a B level paddle group Sunday 1:30 PM, please contact me off list for details*)

You noticed a safety issue that needs timely notice to members

You are selling your personal racquet

Rules for and Information Regarding Using the Member-to-Member E-Mail Group

This group is for active members in good standing (dues are paid, and paid by deadline).

All official club messages are not sent via this mode as not all members have elected to belong to this group.

Here is how you can control your E-Mail address' visibility to other members.

If you send a message to the membership using this system (mail to: nrcm@googlegroups.com), then your address will be visible to the whole group.

If you choose to "Reply All" to a message you receive from the group, then all members of the group will see your reply *and* as a result will see your E-Mail address.

Alternatively, if you choose to "Reply" to a message you receive, then only that member who initiated the group message will see your response and, by extension, only that member will now also see your E-Mail address. Using only the "Reply" as your choice when responding ***is best practice*** as the way to keep the details of whatever is being coordinated between those interested and not burden the inboxes of other members. Members who don't follow this rule will be contacted to help clarify rules.

In the footer of any message you receive from this list you will also be able to unsubscribe. If at some future date you wish to re-subscribe, you can do so.

Supplemental note to Dartmouth.edu addresses

If you have a Dartmouth.edu address you'll need to accept the nrcm@googlegropus.com in your clutter settings.