



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P1710.5 w/Ch 2
B 374
19 Sep 05

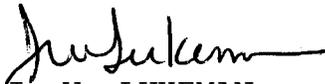
MARINE CORPS BASE ORDER P1710.5 w/Ch 1,2,

From: Commander
To: Distribution List
Subj: SEMPER FIT POLICY MANUAL

Ref: (a) MCO P1700.27A
(b) MCO P1700.29
(c) MCBO 1700.4A
(d) MCO P1020.34G
(e) MCBO 1020.1C
(f) MCBO P11015.2A
(g) NAVSO P-6034

Encl: (1) Locator Sheet

1. Purpose. To publish policies, regulations and procedures for the Semper Fit program per references (a) and (b).
2. Information. The Director, Marine Corps Community Services Division is responsible for the operation of the Semper Fit programs. This manual serves as a guide and introduces policies and procedures to support the Semper Fit Program aboard MCB Quantico.
3. Recommendations. Recommendations concerning the contents of this manual are invited. Submit recommendations for changes to the Comdr MCB Quantico (B 37) via the appropriate chain of command.
4. Certification. Reviewed and approved this date.


G. W. LUKEMAN
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P1710.5 Ch 1
B 374
30 Nov 06

MARINE CORPS BASE ORDER P1710.5 Ch 1

From: Commander
To: Distribution List

Subj: SEMPER FIT POLICY MANUAL

Encl: (1) New page inserts to MCBO P1710.5

1. Purpose. To transmit a new page to the basic manual.
2. Action. Remove page 2-7 of the basic manual and replace with the corresponding page contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this change transmittal immediately following the signature page of the basic manual.

R. J. ABBLITT
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVE
QUANTICO, VIRGINIA 22134-5001

MCBO P1710.5
B 373
10 May 13

MARINE CORPS BASE ORDER P1710.5 Ch 2

From: Commander

To: Distribution List

Subj: AGE RESTRICTIONS FOR THE BARBER PHYSICAL ACTIVITY CENTER

Encl: (1) Changes to MCBO P1710.5 Ch 2, paragraphs 3005 (1-3)
and 3006 (1-4)

1. Situation. To ensure changes are made to the subject Order.
2. Mission. Marine Corps Base Order P1710.5, of 30 November 06, update age restrictions for children and youth to use the Barber Physical Activity Center (BPAC).
3. Execution. To direct the following changes to the subject Order. Change Chapter 3, paragraphs 3005 (1-3) and 3006 (1-4) with enclosure (1).
4. Summary of Change. See enclosure (1) that outlines the change to the age restrictions for BPAC. Enclosure (1) replaces paragraphs 3005 (1-3) and 3006 (1-4).
5. Filing Instructions. File this change transmittal immediately following the signature page of the basic manual.

/s/

DAVID W. MAXWELL

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distribution is unlimited.

LOCATOR SHEET

Subj: SEMPER FIT POLICY MANUAL

Location: _____
(Indicate the location(s) of this copy(ies) of this manual.)

SEMPER FIT POLICY MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

SEMPER FIT POLICY MANUAL

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SEMPER FIT POLICY MANUAL

CHAPTER 1

GENERAL INSTRUCTIONS

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SEMPER FIT POLICY MANUAL

CHAPTER 1

GENERAL INSTRUCTIONS

1001. PURPOSE. To promulgate Semper Fit policies and procedures for managing and administering the Marine Corps Semper Fit programs at MCB Quantico. Semper Fit Branch, Marine Corps Community Services (MCCS) Division is established to promote and maintain the comprehensive fitness, recreation, athletic and health promotion for the Quantico military community. The Semper Fit programs provide commanders with a combined arms team of fitness professionals, medical experts, educators, and recreation specialists that encourage healthy lifestyles, resulting in an increased productivity, reduced medical costs, and greater combat readiness.

1002. OBJECTIVES

1. To provide an opportunity for authorized patrons to participate in a variety of fitness programs established for personal enjoyment as well as social, educational, and/or physical development.
2. To provide a socially acceptable outlet from mental tensions, nervous fatigue, and release from monotony.
3. To provide social contacts with others having like interests.
4. To provide entertainment through the inclusion of spectator sport activities, as well as music, art, and stage events.
5. To develop individual coordination, competitive spirit, instructive and cheerful reaction to leadership, and a spirit of cooperation.
6. To improve physical fitness, wellness, and encourage athletic competition in intramural and extramural sports programs.
7. To create an environment that promotes healthy lifestyles through the management of a, "leader by example," staff.

1003. RESPONSIBILITY

1. Commander, Marine Corps Base
 - a. Assume responsibilities for the implementation of this program.

b. Establish a Semper Fit Council that discusses the nine elements, see paragraph 2001 of this order.

2. Director, Marine Corps Community Services Division

a. Designate a fitness center or gymnasium as the primary Semper Fit Center to serve as the focal point for Semper Fit programs, activities, and information.

b. Allot time during "Welcome Aboard" briefs for the introduction of Semper Fit and Single Marine Program capabilities aboard the base.

c. Develop command Semper Fit programs utilizing local resources and any other installation resources as required and available.

d. Coordinate implementation of programs and delivery of services with operational commanders.

e. Develop budget requirements relative to the program objective memorandum (POM) for all Semper Fit programs. These requirements will be submitted via the Comdr MCB to CMC (MR).

f. Coordinate services as appropriate between bases within close proximity, and when practicable, encourage partnerships with the local community to optimize resources for the delivery of services.

g. Ensure support is provided to Marines (and their family members) on independent duty within a 100-mile radius.

3. Marine Corps Community Services (MCCS) Area Coordinators. The MCCS area coordinators are available to unit COs to serve as their liaison between the unit and MCCS on MWR needs of the unit. The MCCS area coordinators provide support for events such as family day, barracks parties, ski trips, unit fundraising events, and are encouraged to deliver Semper Fit programs to the unit locations.

4. Assistant Chief of Staff, G-5. Ensure infrastructure requirements for Semper Fit programs are included in the installation master plans and POM submissions and include Semper Fit programs in the Installation Contingency and Mobilization Plan.

5. Head, Semper Fit Branch

a. Coordinate and supervise all aspects of the Semper Fit program.

b. Ensure Semper Fit themes, programs, events and updates are incorporated into public affairs planning and products, highlighting key program elements including: health, fitness, safety, intramural and recreational sports opportunities, competitive athletics, and the Single Marine Program.

c. Ensure comprehensive internal coverage and effective support to civilian journalists when hosting All-Marine or Armed Forces events. Coordinate action with the Public Affairs Officer (PAO).

d. Forward to CMC (MR) background information on Marines participating in All-Marine and Armed Forces events. This includes a biographical fact sheet on the Marine, including name, rank, hometown, duty assignment, date of enlistment, athletic accomplishments (best time, highest score, etc.), and articles and photos (with negatives if feasible) of the events and individuals.

e. Ensure that the team OIC provides the PAO of the command hosting All-Marine and Armed Forces events, background information on Marines participating in the event. This includes a biographical fact sheet on the Marine, including name, rank, hometown, duty assignment, date of enlistment, athletic accomplishments (best time, highest score, records, etc.), team and/or individual photos of the participants for the use in public affairs products.

f. Ensure command orientation programs (i.e. "Welcome Aboard briefs") include information about where to obtain Semper Fit assistance and resources.

g. Promote leadership practices that reduce job related stress through programs that enhance a condition of mental alertness and physical well-being among members of their command (e.g., Quality of Life policies, equal opportunity, MCCS programs, counseling services). Adjust programs to meet both civilian appropriated (APF) and nonappropriated fund (NAF) employees.

h. Responsible to the Director, MCCS Division and operates under the orders and policies prescribed by the Director, MCCS Division on the organization and conduct of athletics, health promotion, physical fitness, parks and recreation, Quantico Flying Club and corporate sponsorship development.

i. Responsible for the development and administration of an active program of authorized activities designed to improve morale and welfare for members of the base community.

j. Through continual analysis of patron interests, resources and facilities available, develop annual program plans with stated objectives.

k. Promote maximum participation in varsity and intramural sports and physical exercise, with the objective of stimulating competitive spirit and well-being.

l. Supervise the procurement, maintenance and accounting of all equipment that supports the Semper Fit program(s).

m. Maintain liaison with other military commands and civilian communities with respect to available health and wellness and physical fitness activities.

n. Prepare the annual recreational NAF and APF activities deficiencies budget that support planned programs and facilities for Category A, B, and C functions.

o. Supervise the recreation business operations of the auto hobby shop; bowling center; Medal of Honor Golf Course; marina; recreation information; ticket and tours; stables; and base theater. (Guidelines as related to these base facilities are a part of the retail order under Recreation Business Activities.)

p. Annually, review all Semper Fit programs for the purpose of justifying fees and charges to patrons that directly impact quality of life within Semper Fit.

1004. AUTHORIZED PATRONS. Subject to the specific restrictions contained in this manual and the availability of facilities, the following personnel are authorized to participate in MCCS Semper Fit programs:

<u>CATEGORY</u>	<u>AUTHORIZED GROUP</u>
Armed Forces and their family members	Active duty members
	Members of the Reserve components (Ready and Reserve and National Guard; reservists in training or hospitalized; Inactive Reserves.)
	Delayed entry personnel.
	Cadets of service academies.

Other uniformed services and their family members	Members of the Coast Guard, Commissioned Corps of the Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration on active duty.
Armed Forces and other uniformed service retirees and their family members	Retired from active duty. Retired from the Reserves with pay and retired without pay.
Others separated from the Armed Forces and their family members	Honorably discharged veterans with 100 percent Service connected disability and involuntarily separated servicemembers under the Transition Assistance Management Program. Personnel separated under the Voluntary Separation Incentive and Special Separation Benefit programs for 2-years after separation. Medal of Honor recipients.
Former spouses and/or surviving spouses and family members	Unmarried surviving spouses of personnel who died while on active duty or retired status. Unmarried former spouses who were married to military members for at least 20 years while the military member was on active duty in the Armed Forces.
Former and/or surviving spouses and family members	Orphans of military members, when not adopted by new parents, under 21-years of age (or over if they are incapable of supporting themselves, or 23 years old if they are a full-time student.)
Other supporters of the DoD	Medical personnel under contract to the military DoD component during periods when they are residing on the installation.

U.S. DoD civilians and
their family members

Both APF and NAF civilians and Department of Justice personnel assigned to Quantico. Immediate family members of civilians may use facilities when accompanied by their sponsor.

Civilians may participate in the intramural program; however, they may not participate in any sport above the intramural level. Civilians enrolled in the Semper Fit program who have paid the advertised fees may attend class on a space-available basis.

Civilians may not use programs or activities when there is a waiting list of authorized patrons of a higher priority to use the same program or activities.

Civilians desiring a picnic pavilion or camping at Lunga Park will first be referred to the Civilian Welfare Recreation Association for assistance.

Immediate family members may use facilities when accompanied by their sponsor or when enrolled in a specific program.

Others associated with the
DoD

Reserve Officer Training Corps cadets when participating in field training.

Guests

As identified in paragraph 4008.

1005. VISITING FAMILY MEMBERS. Sponsors of visiting family members residing in government housing aboard Quantico may submit a letter requesting permission for unauthorized family members to participate in MCCS programs as long as the sponsor is present with the family members. Sponsors requesting permission for unauthorized family

members to utilize MCCS activities or programs are requested to submit a letter of request via their chain of command to the Director, MCCS Division (B 37).

1006. PROPER IDENTIFICATION. Personnel not in uniform using Semper Fit programs and activities will be requested to present an appropriate ID card. All individuals will be required to display their valid ID card when checking out Semper Fit equipment.

1007. RESPONSIBILITY OF PATRONS

1. Personnel using Semper Fit activities and equipment are expected to read, understand, and abide by the instructions for the respective activities.
2. Sign in and display ID cards at the register, or main entrance desk each time the activity is used, where appropriate.
3. Report any injuries that occur at the activity immediately to the MCCS employees in charge.
4. Sponsors will be responsible for the proper conduct and safety of their family members and guests when using MCCS facilities. Instruct family members and guests on the importance of obeying the regulations for each activity and the instructions of the MCCS employee in charge.
5. Sponsors are responsible for any damages caused by themselves, their family members, and guests.
6. Patrons are responsible for securing their personal valuables when participating in an activity. MCCS will not be held responsible for loss or damage to personal property occurring while patrons/customers are using equipment or facilities. All lost and found items will be turned-in to the MCCS employee in charge of the activity.
7. Treat equipment and supplies in a responsible manner and return the equipment in the same or reasonably near the original condition as when checked out.
8. Turn in equipment by the due date to ensure an equitable distribution of available items to all patrons.

9. Those patrons who lose, damage or destroy Semper Fit equipment due to negligence will replace the equipment or make a cash reimbursement to the MCCA Division.

1008. PATRON CONDUCT

1. Proper conduct and decorum is expected of all personnel using Semper Fit activities and programs. Unsportsmanlike conduct, vulgar language and abuse of the facilities are examples of improper conduct.

2. Military personnel shall be responsible at all times for the conduct of their family members and guests while using Semper Fit equipment and facilities.

3. Alcoholic beverages, with the exception of beer and wine, are prohibited at all Semper Fit areas. Beer and wine are the only authorized beverages for consumption at Lunga Park picnic areas and the Officers' Club Pool. Patrons requesting alcohol for a private function are to follow the procedures as outlined in reference (c).

4. Violations of this manual will be reported to the Head, Semper Fit Branch for appropriate action. Repeated violations may result in forfeiture of facility and program privileges, disciplinary action, or both. Extreme actions of misuse of Semper Fit equipment and property will be referred to the Comdr MCB via the Director, MCCA Division for appropriate action where the patron could forfeit privileges for up to 1-year.

1009. UNIFORM AND DRESS REGULATIONS. Authorized patrons are to follow uniform regulations for military and civilians per references (d) and (e). The wearing of bathing suits and similar athletic attire will be confined to that activity. Safety equipment will be worn as required in order to prevent injury.

1010. INCIDENT REPORTING. All adverse incidents (emergency, patron and employee disputes, damage to property, assaults, etc.) will be reported immediately to an MCCA staff member who will quickly notify emergency services by calling 911 or military police at 703-784-2251. The MCCA staff member will report the incident through the chain of command. The incident report will be forwarded to the Director, MCCA Division via the Head, Semper Fit Branch for review and appropriate action.

1011. FEES AND CHARGES. Fees and charges for Semper Fit programs are charged to patrons for the purpose of program support. Annually, the Director, MCCS Division reviews fees and charges and then submits a recommendation to the Comdr MCB requesting approval of recommended fees and charges.

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CHAPTER 2

HEALTH PROMOTIONS

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SEMPER FIT POLICY MANUAL

CHAPTER 2

HEALTH PROMOTIONS

2001. SEMPER FIT HEALTH PROMOTIONS. Health Promotions provides an opportunity for participation in a collaborative program to promote health and wellness and encourage healthy lifestyles for military personnel, family members, and authorized personnel per reference (b). There are nine elements of health promotion as explained below. These elements are explained through a variety of activities including individual counseling sessions, educational classes, health seminars, information tables, and awareness activities. Additional courses can be scheduled by contacting the Semper Fit Center. All classes can be provided at individual units.

1. Tobacco Use Prevention and Cessation. Per reference (g), Health Promotions provides a safe, healthy environment that discourages the use of tobacco products, supports tobacco cessation and abstinence.

a. This class consists of a 3-hour class once each month. Individuals enrolled in this class are eligible for nicotine replacement therapy and/or bupropion provided they are eligible for care at the Naval Health Clinic (NHC), Quantico.

b. Minimum age for participation is 16. Individuals under 16 may contact the Semper Fit Center for further information about tobacco cessation classes.

2. Physical Fitness. Health Promotions provide educational opportunities and incentives to establish and maintain a healthy active lifestyle and to achieve and maintain an optimal physical fitness and body composition standards.

3. Injury Prevention. Health Promotions provides education to increase injury awareness, leading to a reduction in the incidence of injury. This program will assist in establishing and maintaining proper posture, body mechanics, flexibility, lifting skills, and a safe working environment. Yoga classes are held two times per week for a 1-hour period. All participants must sign a liability of waiver before participating in the yoga classes. Beginners, pregnant women, and individuals with a health-related condition are to notify the instructor prior to participating in this class. The instructor will advise the student on the proper way to adjust the movements for safety. Appropriate exercise clothing is required.

4. Nutrition. Health Promotions provides comprehensive nutrition educational programs to achieve and maintain an optimal level of nutritional health and body composition.
 - a. A 1-hour Nutrition Management Class is held twice per month.
 - b. A 1/2 hour Weight Management Support Group meets weekly and provides nutrition information, weight loss tips, and a weekly weigh-in for participants.
 - c. A full-time registered dietitian is available at the Semper Fit Center for individual nutrition counseling.
5. Stress Management. A 1-hour Stress Management Class is held once a month to develop adaptive coping skills to effectively deal with stress. Individuals must be 16 years of age to participate.
6. Suicide Awareness. Health Promotions, NHC Quantico Mental Health, and chaplains provide annual training in suicide awareness. Training should be provided to the smallest possible element (platoon, section, etc.) to gain maximum effectiveness.
7. Alcohol and Substance Abuse Prevention and Control. Health Promotions and the Consolidated Substance Abuse and Counseling Center (CSACC) provide annual training programs and initiatives that support prevention of alcohol or substance abuse/addiction.
8. Hypertension Education and Control. Health Promotions provides a monthly class on early hypertension identification and factors influencing blood pressure (e.g., diet, exercise, and medications). All personnel are encouraged to receive biannual blood pressure checks, and treatment referral if necessary.
9. Sexually Transmitted Diseases (STD) and Human Immune Deficiency Virus (HIV) Transmission Prevention. Health Promotions and Preventive Medicine, NHC Quantico provides annual training programs that focus on modes of transmission and prevention of STDs and HIV.
10. Additional Classes. Health Promotions continues to provide classes in addition to the nine required elements, including childbirth education, healthy cooking classes, women's self-defense, pregnancy and exercise, and pre-diabetes classes.

2002. LOCATION. The Health Promotion office is located in the Barber Physical Activity Center, Building 2073, and consists of classrooms, a cooking demonstration kitchen, and a resource library. Health Promotions also utilizes facilities located throughout the base.

2003. COMMAND SUPPORT1. Commander, Marine Corps Base

a. Ensure all commanders and sergeants major down to battalion/squadron/I-I staff level obtain a brief on the command's Semper Fit programs.

b. Utilize Health Promotions subject matter experts (SME) and, as necessary, local Health Promotions SMEs to the fullest extent possible in carrying out Health Promotions training at the unit level.

c. Sponsor and/or participate in local community activities that enhance and encourage healthy lifestyles and wellness programs in support of the Semper Fit program.

d. Encourage sponsorship or participation in annual health fairs and any safety awareness promotions. Coordinate assistance through the Semper Fit Center.

e. Provide an environment that promotes appropriate referrals to resources for counseling and supportive services without detriment to a Marine's career.

2. Command Inspector. Include Semper Fit program compliance and evaluation in the Command Inspection Program.

3. Director, Safety Division

a. Promote a smoke-free working environment per reference (b), and issue a written tobacco use policy that includes a list of designated smoking/smokeless tobacco areas.

b. Ensure the existence of a work environment conducive to improving and protecting health.

4. Commanding Officer, Naval Health Clinic, Quantico. Support those commanders/directors who request instructions on tobacco cessation, back injury and muscle strain prevention, nutrition education and weight control, STD/HIV, stress management, suicide prevention, and hypertension. Support the tenants of Semper Fit for health promotion. Provide in resident billets for the Head, Health Promotions, public health specialist, and Navy corpsman to complement the Marine Corps Community Services (MCCS) Division Semper Fit goals.

5. Command Chaplain. Support the CO NHC Quantico and those commanders/directors who request instructions on suicide prevention.

6. Assistant Chief of Staff, G-1

a. Appoint a command Semper Fit Officer (SFO) and provide appropriate training. Coordinate this appointment with the Director, MCCA Division.

b. Appoint a Semper Fit Medical Liaison Officer from the local medical training facility.

2004. SEMPER FIT HEALTH PROMOTION COUNCIL. The purpose of the council is to have representatives discuss the nine elements of Semper Fit and to ensure that all units are completing their annual training, are participating in Semper Fit events, and are aware of programs, classes, activities, and upcoming events. The council under the direction of the chairperson, shall function as an advisory body for all MCB sponsored Health Promotions activities.

1. The committee shall meet, on the call of the chairperson, at least every other month and a report of meeting minutes shall be forwarded to the Comdr MCB, via the Director, MCCA Division. The presence of six members will constitute a quorum and the majority of the members attending will be required to approve any recommendations.

2. The following are voting members and are requested to attend all announced meetings:

- a. Head, Health Promotions, Semper Fit Center-Chairperson;
- b. Public health educator;
- c. Registered dietitian;
- d. Head, Semper Fit Branch;
- e. Head, Physical Fitness;
- f. CSACC;
- g. Command Chaplain;
- h. Food Service Branch, G-5;
- i. Public Affairs Officer;
- j. MCCA Division;
- k. Human Resources and Organizational Management-Quantico;

- l. Occupational Health, NHC Quantico;
- m. Mental Health, NHC Quantico;
- n. Virginia Domestic Dependent Elementary and Secondary School System Nurse; and
- o. American Red Cross.

2005. DUTIES OF THE SEMPER FIT OFFICER. Each unit SFO shall be assigned in writing. The billet can be filled by an officer or SNCO. A basic listing of duties is provided below and can be expanded upon by each unit. The SFO will:

1. Advise the CO on matters pertaining to health promotion and wellness;
2. Prepare, maintain, and provide the standardized training material for unit-level training per reference (b);
3. Educate personnel on the elements of Semper Fit;
4. Maintain training rosters and schedules of annual Semper Fit classes taught;
5. Maintain contact with the Semper Fit Center, acting on direction from the unit CO;
- *6. Each unit SFO is to attend all Semper Fit Council meetings to ensure Semper Fit information is properly and accurately disseminated to all levels at the command in a timely manner;
7. Oversee the development of command programs for involvement of active duty military, family members, and civilian personnel; and
8. Set attainable Semper Fit goals and objectives for the unit, in addition to the command's completion of its annual training requirements.

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CHAPTER 3

FITNESS PROGRAM

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SEMPER FIT POLICY MANUAL

CHAPTER 3

FITNESS PROGRAM

3001. PHYSICAL FITNESS. The Physical Fitness Program provides an opportunity for participation in a comprehensive physical fitness program to promote physical and mental readiness and to encourage healthy lifestyles for Marine Corps personnel, family members, and authorized DoD personnel. The Physical Fitness Program offers a comprehensive program that includes fitness assessments, personal fitness training, group exercise, educational fitness lectures, massage therapy, return to readiness, remedial, competitive runs, and an annual Semper Fit Fair.

3002. LOCATION. The Physical Fitness Office is located in the Barber Physical Activity Center (Barber Center), Building 2073.

3003. HOURS OF OPERATION. Hours of operation for Physical Fitness are posted at the entrance to the Barber Center. Changes to the normal hours of operation necessitated by special events or holidays will be published in the *Quantico Sentry*.

3004. FEES AND CHARGES. Fees and charges are not assessed to physical fitness programs such as use of the weight room, personal training, educational lectures and fitness assessments, remedial, return to readiness, and group exercise. These activities are considered indispensable to the physical and mental well-being of the service member. However, fees are assessed to family members, retirees, DoD employees for the use of the group exercise program. Fees and charges are also assessed for all patrons participating in competitive racing events and contract programs such as message therapy. Fees and charges are posted in the program flyer available in the Barber Center.

3005. AGE RESTRICTIONS FOR CHILDREN AND YOUTH. The following policy on age restrictions are established for children and youth that desire to use the Barber Center and base satellite fitness centers.

1. Age 9 and Under. Due to the inherent risks and dangers of unsupervised use of fitness facilities, youth age 9 and under are not allowed in the Barber Center, unless a member of the Semper Fit Co-op program, attending an MCCS Youth Activities event, or as a spectator, when accompanied by an adult, to a special event or athletic competition.

2. Ages 10 to 15. Youth, ages 10 to 15, are authorized access to the racquetball and basketball courts under the direct supervision of a parent or guardian 18 years of age or older. Availability for access to these areas will be based upon scheduled programs and availability of facilities.

3. Ages 12 to 15. Youth, ages 12 to 15, are authorized usage of the equipment in the fitness center when accompanied by and under the direct supervision of a parent or guardian 18 years of age or older. Youth ages 12 to 15 must participate in a weight room orientation with a certified personal trainer prior to gaining access to the equipment. The physical fitness staff will monitor this usage.

4. Ages 16 and 17. Youth, ages 16 and 17, are permitted full use of all fitness areas and the Barber Center.

3006. DIRECT SUPERVISION. Direct supervision is defined as:

1. The sole responsibility of the parent or legal guardian is to supervise and care for the child/youth.

2. The adult cannot leave the child/youth unattended anywhere in the Fitness Center. Parents may not leave their children alone in the bleachers, lobby, etc., while they participate in basketball, volleyball, or any other activity.

3. The adult cannot participate in any event that does not directly involve the child/youth.

4. During cardiovascular/weight training activities, the parent or legal guardian is required to act as the child/youth's workout partner/"spotter" for children ages 12 to 15.

3007. PHYSICAL FITNESS DECK

1. All equipment will be returned to its proper place after use.

2. All equipment will be disinfected and wiped down after each use.

3. Inexperienced patrons are encouraged to seek assistance from a certified fitness instructor regarding proper workout and lifting techniques.

4. Unaccompanied individuals must be at least 16 years old. Participants between the ages of 12 to 15 must have adult supervision at all times. No one under the age of 12 is permitted on the fitness deck, this includes infants in car seats, strollers, etc.
5. Appropriate exercise clothing is required at all times (shirts, rubber sole shoes, etc.). No utilities permitted, i.e., cammies, boots, etc. All patrons must wear a shirt or top garment covering the mid section of the body.
6. Active duty military personnel have priority in this area.
7. There is a 30-minute time limit on all cardiovascular equipment during peak times, or when all pieces of like equipment are occupied, simultaneously. A sign in log will be used during peak times to monitor and assist patrons.
8. For safety and security purposes, all personal items to include gym bags, shoes, clothes, etc. are not permitted in the fitness area. All personal items must be stored in lockers.
9. The fitness staff may require and direct individuals to have a spotter, based on the specific lift being accomplished.

3008. GROUP EXERCISE ROOM

1. Individuals must be 16 years of age to participate in group exercise classes. No one under the age of 16 is permitted in the group exercise room during class time. Specialized programs may be scheduled for youths under the age of 16.
2. All patrons must sign a Liability Waiver prior to participating in group exercise classes.
3. All equipment will be returned to its proper place after use.
4. Beginners, pregnant women, and individuals with a health-related condition are to notify the instructor prior to participating in any group exercise class. The instructor will advise the patron on the proper way to adjust the intensity of the class to meet their personal safety requirements.
5. Non-military individuals participating in the group exercise program must pay assessed fees at the beginning of each month. An individual who fails to pay the assessed fees will be asked not to participate in the group exercise program until fees are paid.

3009. PERSONAL TRAINING PROGRAM

1. All patrons desiring an individualized exercise prescription will be scheduled for a micro-fit assessment prior to their first training appointment. Exceptions must be approved by the Head of Fitness or Assistant Head of Fitness.
2. All client information will be recorded and kept in confidential files. Prescreening questions will be given to identify persons needing a medical clearance prior to an assessment being performed.
3. Clients receiving a micro-fit assessment will report to the fitness deck to check-in and fill out a Physical Activity Readiness Questionnaire (Par-Q).
4. Once the initial assessment is completed, an exercise prescription will be written.
5. Upon completion of the exercise program, the trainer will take their client through their individual exercise routine to ensure the client's proper use of each piece of equipment.
6. Each patron is authorized up to three one-on-one training sessions with a personal trainer, if desired, upon the completion of a fitness assessment and individual program design.
7. Each patron will receive a follow-up phone call in 8 weeks to offer further assistance, advise and/or schedule a fitness assessment to ensure the patron is progressing with his/her program. A revised exercise prescription will be accomplished, as needed.
8. After the second assessment, a 6-month follow-up call will be made to assist the patron as needed, again suggesting another fitness assessment and a program update.
9. All client information is confidential and kept secured by the trainers in a central filing cabinet.

3010. RETURN TO READINESS PROGRAM. The Return to Readiness Program is a partnership between physical fitness, TBS, and navy medicine. Injured servicemembers are assigned to this program to rehabilitate injuries and recondition their physical condition to enable the servicemember to return to active service. The role of physical fitness is to recondition the servicemember upon completion of physical therapy with navy medicine. The program includes water training, weight training, aerobic training, and flexibility

training. Once the servicemember regains full functional strength, he/she is to return to active service.

3011. BODY COMPOSITION/REMEDIAL PROGRAM. The Body Composition/ Remedial Program is designed to assist commands with servicemembers who are not meeting PFT and/or weight standards. Fitness program is responsible for conducting a physical fitness assessment, followed by designing an individualized and a group exercise program. A daily sign in logbook is established for servicemembers to document the time and date of a workout. This logbook is made available to the commands upon request. Each servicemember is responsible for scheduling an appointment with the dietician to review current eating patterns. Weekly progress reports are forwarded to the command from the physical fitness staff.

SEMPER FIT POLICY MANUAL

CHAPTER 4

ATHLETIC

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SEMPER FIT POLICY MANUAL

CHAPTER 4

ATHLETIC

4001. ATHLETICS. Athletics provides an opportunity for active participation in a full range of individual and team sports for all authorized personnel regardless of skill, experience, or fitness level. Further, athletics strives to promote overall physical fitness and health, esprit de corps, as well as developing leadership, assertiveness, and confidence in all participants.

1. Athletics offers a comprehensive sports program that includes: intramural, recreational, varsity, informal, special activities, All-Marine, Armed Forces, and other higher level competitive events.

2. The Comdr MCB is routinely tasked to host the All-Marine and/or regional competitions and to provide personnel for higher levels of competition such as Armed Forces, Conseil International du Sport Militair games, and olympic trials.

4002. LOCATION. The Athletics Office is located in the Barber Physical Activities Center, Building 2073. The Athletic Program utilizes facilities located throughout the base.

4003. HOURS OF OPERATION. Athletic facility's hours of operation are posted at the entrance to the Barber Center. Changes to the normal hours of operation necessitated by special events or holidays will be published in the *Quantico Sentry*.

4004. ATHLETIC FEES AND CHARGES. Fees and charges may be recommended to the Comdr MCB via the Director, Marine Corps Community Services Division (MCCS) for approval.

4005. ATHLETIC FACILITIES. Athletic facilities may be reserved for group events by submitting a written request to the Head, Semper Fit Branch (Attn: Athletics). Contact the Athletic Customer Service Desk concerning requests for unit physical training (PT) or team practices.

4006. STADIUMS AND FIELDS

1. Butler Stadium. Butler Stadium is situated along John Quick Road and consists of a football stadium, track, and seating capacity for 15,000 spectators. Butler Stadium is frequently used for unit field meets and PT. A request to use Butler Stadium will be submitted to the Director, Semper Fit (Attn: Athletics) two days in advance.

2. Freeney Field. Freeney Field is located adjacent to the back gate entrance in the town of Quantico. The seating capacity is dependent upon the number of temporary stands. It is utilized for flag football and softball. A request to use Freeney Field will be submitted to the Director, Semper Fit (Attn: Athletics) two days in advance.

3. Barnett Field. Barnett Field is situated on Barnett Avenue across from Buildings 2001 and 2002. Barnett Field contains two softball fields, a rugby field, and a soccer field. The seating capacity is dependent upon the number of temporary stands. A request to use Barnett Field will be submitted to the Director, Semper Fit (Attn: Athletics) two days in advance.

4. Field of Dreams

a. The Field of Dreams consists of two lighted softball fields and one youth baseball field. They are located next to the Quantico High/Middle School and Russell Elementary School. They are used for MCCS youth baseball and adult softball programs. A request to use the softball fields will be submitted to the Director, Semper Fit (Attn: Athletics) two days in advance. A request to use the little league field must be submitted to the head, Youth Activities in the Youth Center.

b. The Quantico High School football and regulation baseball field are property of the Quantico High/Middle School and are not operated by MCCS Division. Contact the Principal, Quantico High/Middle School for permission to use these fields.

4007. TENNIS COURTS. The Semper Fit tennis court is located behind Little Hall/Base Theater and is available for both informal and competitive tennis.

1. Restrictions. Family members, retired military, and eligible civilian patrons are limited to playing one set, if active duty, reserve (active and inactive) military personnel are waiting to play. The set in progress may be completed, but another set may not be started.

2. Special Instructions

a. Doubles play has priority over singles play; however, if a singles match has started (with at least four games completed), it may be completed as a two-out-of-three set match. Priority of play on the tennis courts, between 1100 and 1300, Monday through Friday, is as follows:

- (1) Active duty military personnel,
- (2) Active duty military family members,
- (3) Military retirees, and
- (4) MCB Quantico DoD civilians.

b. Players are limited to a two-out-of-three set match when others are waiting to use the courts.

c. Players must use smooth sole tennis shoes or basketball shoes on the tennis courts. No other style of shoes will be permitted.

d. Players must be appropriately attired to play.

e. The Official Code of the United States Tennis Association and the Head, Semper Fit Branch will govern play on all courts. Questions as to proper play or recommended modifications will be referred to the Head, Athletics Section.

f. All refuse must be placed in trash containers. No food or beverage containers are allowed on the surface of any court.

g. The Head, Athletic Section should be informed of actions that could endanger players or damage property.

h. All players are requested to participate in the proper upkeep and appearance of the various courts.

i. Tennis courts will be used for tennis only. The use of the courts for other sports is expressly prohibited, unless the court is identified as a multi-sport court.

4008. BARBER PHYSICAL ACTIVITIES CENTER. The Barber Physical Activities Center is located on Barnett Avenue in Building 2073. This center is the focal point for all physical fitness, health promotion, and athletic programs and activities.

1. Youth Usage Policy. Youths ages 16 and above are authorized independent (self-directed) use of the Barber Physical Activities Center. Youths ages 12 to 15 are authorized use only with direct supervision by a parent or legal guardian. Due to the inherent risks and dangers of unsupervised use of the fitness facilities, youths under the age of 12 are not authorized in the Barber Physical Activity Center unless the child is a member of the Semper Fit Co-op program, attending an MCCS Youth Activities event, or as a spectator, when accompanied by an adult, to a special event or athletic competition.

2. Guest Sponsorship Policy

a. Authorized patrons at least 18 years of age and older may sponsor and sign in a maximum of two bona fide guests. A bona fide guest is someone visiting an active duty or retired military member for an extended period of time or an immediate family member of a DoD civilian, working aboard MCB Quantico. Active duty military personnel and their family members at least 18 years of age are authorized to sponsor active duty/retired military family members between the ages of 12 and 15, who possess a military dependant identification card. The sponsor must accompany and participate in the same event as the guest at all times. Under no circumstances will the sponsor leave the guest unattended. Solicitation by unauthorized patrons is not allowed.

b. The sponsor and guest must sign the sponsor sign in sheet at the front desk that states that he/she must remain with and be responsible for their guest(s) during the entire time the guest is in the facility. It also releases the U.S. Government, MCB Quantico and all subordinate activities and employees from any liabilities or claims arising from participation in the Physical Activities Center. The sponsor and guest will not prosecute or in any way aid in prosecuting any demand, claim, or suit against MCCS Division or MCB Quantico for any loss, damage or injury to either person or property that may occur as a result of such participation. The sponsor agrees that they will reimburse MCCS Division or MCB Quantico for any damage or loss to facilities and/or equipment caused by participant's negligence or willful misconduct.

3. Usage Policies

a. All patrons must present proper identification at the front customer service desk in accordance with RecTrac procedures. Only authorized personnel will gain access into the facility. Guests must present identification with picture, age, and home address.

b. Tennis shoes only (no street shoes of any kind) are permitted on the gymnasium floor.

c. Food and drink are prohibited on the main gym floor. Sport bottles (that close securely) are the only beverages permitted while in conjunction with scheduled competitive activities and in the physical fitness/exercise areas.

d. The use of tobacco products is prohibited anywhere in the facility and grounds.

e. All participants will wear appropriate gym attire while utilizing gym facilities. Waist length shirts are required in all areas (sports bras alone are not authorized). Semper Fit employees may request a patron to either change clothes or leave the facility, if they deem attire to be obscene or create a health or safety risk.

f. Patrons must sign out all equipment at the customer service desk.

g. All-Marine, varsity and intramural teams have priority in the use of all gym facilities and equipment.

h. Patrons may not bring music into the facility, unless equipped with headphones.

i. Dunking or hanging onto basketball rims is strictly prohibited.

j. Spitting anywhere in the facility is strictly prohibited and will result in immediate expulsion from the building.

4. Noon-Hour Basketball

a. Individuals desiring to play competitive basketball on the designated main court are required to sign their name on the roster located at the front desk.

b. Athletic employees will monitor all sign ups. Individuals must sign up in person, no phone calls will be accepted. No one will be allowed to sign up another player. Sign ups for weekday lunchtime basketball will begin at 1045, no sooner.

c. Individuals may only sign up for one game at a time. After completing a game, they may sign up for another game.

d. Individuals, who have signed their name, must be available and ready to play at 1100. Once the individual signs their name, they shall not leave the gym or the next person in line will be submitted in their place. Games will not be delayed because an individual is not ready.

e. When there are players waiting, games will be limited to 11 points for the first game, 7 points thereafter or 12 minutes winning side which ever occurs first. The game clock will be available.

f. One court is open play, unless more than two teams are waiting to play, and then that court will convert to main court procedures. Individuals may not sign up for both courts simultaneously.

g. Winning teams remain on the court and play against the next five players.

h. Team play has priority over informal shoot around.

i. Active duty military personnel who are waiting to play have priority over all other authorized personnel. Upon request of military personnel, athletic employees will supervise admission to the floor to ensure priority. If deemed necessary, due to the number of active duty military personnel waiting to play, only active duty military will be allowed to sign up for the first three games. All other eligible personnel will be allowed to sign up for the fourth game.

5. Handball/Racquetball

a. Racquetball court reservations are scheduled by calling the Physical Activities Customer Service Desk. Walk-in reservations are also accepted.

b. Individual reservations will not be accepted more than 24 hours in advance. Units may reserve courts at any time for unit PT. Reservations for Saturday, Sunday, and Monday may be made the last working day of the week or by calling on the weekend.

c. Reservations will not be made for consecutive periods.

d. If a court has not been reserved and individuals are playing, a reservation for that court will not be accepted within one half-hour from the time of request.

e. Reservations are taken on the hour, for 1-hour periods and are limited to one call per person.

f. Personnel who are unable to show up must cancel their court reservation at least 15 minutes in advance of the appointed court time. If personnel fail to claim the court within 10 minutes of the appointed time, the court will be forfeited and will be governed by challenge rules.

g. Wearing of protective goggles and racquets with wrist straps are mandatory.

h. During peak hours, which are defined as 1100-1300 and 1600-1800 daily, Monday through Friday, except weekends and holidays, all racquetball courts will be governed by challenge rules as follows:

(1) Courts will be designated as challenge courts with priority of play per court assignments posted.

(2) All games will be doubles, if players are waiting to play and desire to challenge, then cutthroat and singles, in that order.

(3) Warm up period is limited to 3 minutes.

(4) All games will be limited to 15 points with a point scored on each serve and the game score will be announced by the server before each serve. Score announcement must be loud enough for spectators to hear. The loser(s) must give up the court if challenge players are waiting to play. A player must give up the court after two consecutive wins and if challengers are waiting to play.

(5) All players will read and comply with the posted Indoor Court Management Rules.

(6) Court for wally ball play will be reserved during non-challenge hours only. Players are responsible for hooking up and taking down the net.

6. Sauna

a. Patrons must be at least 16 years of age to use the sauna without a parent or guardian. A parent or guardian at least 18 years of age must be in the sauna at all times with a youth (or someone under the age of 16). Patrons under 12 years of age are not permitted in the sauna at any time.

b. Staff personnel will monitor temperature and time ONLY.

c. Paper articles (newspapers, magazines, books, etc.), glass or plastic objects are not authorized in the sauna. No flammable material, food or drink is permitted in the sauna.

d. Metal articles such as watches and rings will not be worn in the sauna.

e. It is recommended patrons do not exceed 15 minutes. Patrons should cool off by taking a warm shower and slowly cooling down. Patrons should not exceed 30 minutes in the sauna at any given time.

f. Patrons are required to sit or lie on a clean towel or a bench cloth.

g. Body oils, lotions, and creams are prohibited.

h. Exercising in the sauna is prohibited.

i. Patrons are not allowed to wear rubber suits, ceramic wrap or any other item deemed unsafe in the sauna.

7. Volleyball Court. The volleyball court may be reserved through the Head, Athletic Section for unit PT and team practices.

4009. INTRAMURAL SPORTS PROGRAM. Intramural sports are those that provide the opportunity for participation in a wide range of team and individual sports for both men and women. The individual with even minimal talent is given the chance to compete. Intramural sports are organized for organizational competition.

1. Intramural Sports Objectives

a. Improve the general physical fitness and enhance the mental alertness of individual Marines and DoD personnel employed at MCB Quantico.

b. Encourage and develop leadership characteristics, assertiveness, and confidence.

c. Develop loyalty, courage, and esprit de corps.

d. Develop respect for authority and sportsmanship with a positive attitude toward the purpose of competition.

e. Support the career retention program of the Marine Corps.

2. Individual/Team Sports

a. Individual Sports. Individual sports provide athletics on an individual or doubles basis that require little or no supervision and can be played by two people or less.

b. Team Sports. Team sports require a specified number of players who play as a unit or organized team and provide athletic competition in all areas not within the realm of individual athletics. Team sports normally require more supervision, training and coaching when played at the intramural level.

3. Participation

a. Each unit assigned/attached to MCB Quantico may enter team(s) into the Sports Program. However, organizations entering more than one team in a sport must designate at time of entry which team will be competing for the Commander's Cup points. Athletics must approve more than one team from an organization. A current roster must be on file with the sports section and at no time will a member of one team be allowed to participate for more than one team during a particular sport.

b. DoD civilians are authorized to participate in the Intramural Program. The following will apply:

(1) DoD civilians may participate on teams with a large number of active duty personnel whenever possible.

(2) Active duty military will always have priority playing rights over DoD civilians.

(3) If a unit has a predominantly or total DoD civilian team participating in the Intramural Program, they will be exempted from competing for commander's points.

(4) If authorized to participate in the Marine Corps Intramural Program, DoD civilians will sign a "Hold Harmless Agreement" prior to participating. Failure to sign will result in immediate suspension from participation.

(5) DoD civilians participating within the Intramural Program will always be at the discretion of the Comdr MCB.

c. Organizational commanders who cannot fill a team may combine with other organizations that have similar circumstances for the purposes of participation. These teams may not compete for individual or team awards or for the Commander's Sports Trophy.

4. Command-Sponsored Teams

a. Military personnel and/or DoD civilian employees shall not identify themselves or their teams with names that imply sponsorship by the Comdr MCB.

b. A "Team sponsorship by the Comdr MCB" is defined as a team that receives full financial support from local appropriated funds and/or from MCCA nonappropriated funds.

c. The foregoing does not preclude members of this command from participating within civilian leagues, providing their participation does not bring discredit upon the Marine Corps.

5. Awards

a. The Commander's Sports Trophy will be awarded on an annual rotating basis to the battalion, company, or unit accumulating the most points during the competitive year for the intramural competition.

b. All battalion/company and or units assigned/attached to MCB Quantico are authorized to compete for the Commander's Sports Trophy. School commands entering into competition for the Commander's Sports Trophy may begin competition with a current class. If the class graduates before the season ends, the incoming class may continue that event with the previous team's win/loss record.

c. A team trophy will be awarded to each team winning first place in each separate sport.

d. Individual trophies or medallions will be awarded to members of winning teams or individual champions.

e. The Head, Athletic Section will coordinate all presentations of team awards.

6. Equipment. The Assistant Head, Athletics Section will provide sports equipment and supplies to intramural team coaches for their teams. Jerseys, flag football flags and belts, sports balls etc. will be available to each team at game time. All equipment and supplies will be returned immediately following each game to the athletic staff. Any equipment loaned for an extended period of time or during an entire season to a team coach will be accounted for, cleaned and returned to the Assistant Head, Athletic Section within 15 working days after the teams last competition.

7. Intramural Championship Program. The following is a list of each intramural sport for the Commander's Sports Trophy and the tentative month the season commences:

<u>SPORT</u>	<u>SEASON COMMENCES</u>
Racquetball	January
Volleyball	February
Soccer	April
Track (Cross Country)	April
Softball (Slow Pitch)	May
Tennis	May
Golf	June
Flag Football	September
Bowling	October
Shooting	October
Basketball	November

4010. VARSITY SPORTS PROGRAM

1. The Varsity Sports Program offers individuals with highly developed skills the opportunities to compete in higher level competition above the intramural level and to compete with others capable of challenging their abilities. These teams represent MCB Quantico in local and regional events, tournaments and competitions; Washington Area Military Athletic Conference; and Marine Corps East Coast Regional Championships.
2. The Head, Athletic Section will select the varsity coach for each team. If more than one individual is interested in the position, each must submit a resume for consideration. Coaching is on a volunteer basis.
3. All teams, groups, or individuals representing this base will use the title "Quantico Marines."
4. No teams, groups or individuals will use "Quantico Marines" as their title without prior approval of the Comdr MCB. No more than one team per sport will be given approval to represent the base.
5. MCCS Division or government transportation will be used for all travel, where feasible, and when resources are available.
6. Awards and banquets will be conducted per guidance received from the CMC as they pertain to All-Marine programs. Awards may be given to athletes for varsity competition, but banquets will not be approved for varsity teams.

7. Military resources in proximity to the game/match site will be utilized to mess, billet, and transport team participants when considered practical. In the event that commercial establishments are used, the respective team coach will contact the commercial establishment to arrange for lodging and meals, the cost of which will be per reference (f).

8. Qualified officials from recognized associations will be contracted for varsity games.

4011. ALL-MARINE PARTICIPATION. The Head, Athletic Section will coordinate selection of all entries to the All-Marine competitions. Additional coordinating instructions pertaining to All-Marine competitions will be promulgated by a MCB bulletin in the 1700 series.

4012. ALL-MARINE WRESTLING TEAM. This command is the Host Command for the All-Marine Wrestling Team. The All-Marine Wrestling Team will be designated as the Marine Corps Representative Team and will simply be entitled "U.S. Marines." The All-Marine Wrestling Team members will be assigned to HqCo HqSvcBn MCB Quantico (RUC 30002) either as their PDS or TAD station.

SEMPER FIT POLICY MANUAL

CHAPTER 5

PARKS AND RECREATION

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SEMPER FIT POLICY MANUAL

CHAPTER 5

PARKS AND RECREATION

5001. LUNGA PARK. Lunga Park, located off Route MCB-4, west of the FBI Academy, provides outdoor recreational facilities and equipment enabling authorized patrons to camp, picnic, participate in water sports, and hold unit/section parties.

1. The Lunga General Store is the focal point for activities at Lunga Park. Other facilities available to authorized patrons include: a stocked fishing lake, pedal boats, aqua cycles, canoes, kayaks, rowboats, motorboats, and picnic/camping areas (including playgrounds), as well as separate areas for group camping activities along with a 1.5 mile nature/fitness trail.

2. Pavilions are available for both private and organizational picnics for authorized patrons. The group must be at least 50 percent military or DoD civilians with a military servicemember or DoD civilian signing for the use of the pavilion.

3. Bait, tackle, snacks, fishing permits and ice can be obtained at the Lunga General Store.

4. Lunga Park also serves as a site for various independent organizations' recreational areas (e.g., the Rod and Gun Club, Civilian Recreation Welfare Association and the FBI Academy). While these are separate programs, Marine Corps Community Services (MCCS) Division staff has the right to monitor and inspect the areas as necessary.

5002. PERIOD OF OPERATION. The Lunga General Store and Boathouse are open from mid April to Columbus Day every year. Campsites are available throughout the year.

5003. GENERAL STORE HOURS OF OPERATION. Hours of operation will be posted at the Lunga General Store. Changes to the normal hours of operation, necessitated by special events will be published in the *Quantico Sentry*. Closings due to inclement weather will be posted at the Lunga General Store. Basic hours for use of day use areas are from dawn to dusk.

5004. GENERAL STORE FEES AND CHARGES

1. Fees and charges, as approved by the Director, MCCC Division, shall be posted at the Lunga General Store.
2. Patrons will sign and be responsible for all equipment used, i.e., boats, etc. Charges for loss or damage will be paid by the individual using the equipment or will be forwarded to the individual's organization for settlement.

5005. RESTRICTIONS

1. Family members, age 5 years and younger, must be accompanied by an adult while in the Lunga Park area.
2. Family members under 16 years of age will not be authorized to check out boats. Children under 12 years of age using a boat must have an adult with them at all times.
3. There must be one adult passenger for each family member under 3 years of age aboard all boats.
4. No swimming or water skiing will be permitted in the reservoir.
5. Patrons will not cut live foliage.
6. The "Oak" camping/picnic area will be closed in the off-season. Patrons desiring to camp will utilize the "Cedar" or "Pine" areas during the off-season.

5006. PICNIC AND CAMPING AREAS

1. Picnic Areas. The picnic areas at Lunga Park are intended for impromptu-type family picnics. Only the pavilions may be reserved by formal requests. These areas are open from dawn to dusk.
2. Campsites. Campsites are designated for recreation use. Campsites are not designed to function as temporary housing for patrons with camping trailers. All campers must register and pay the established user's fee before using the campsite. Unauthorized camping vehicles, trailers, or tents will be impounded.
 - a. Tent and partial hook-up campsite use shall be on a first-come, first-serve basis. Upon registration and payment of fees for the campsite, the patron must be prepared to occupy the site. Advance

reservations are available on all full hook-up sites. All campsites must be kept orderly. Maximum number of people per site is six.

b. Reservations will be made through the Lunga Office, beginning 1 February, for the current year. Reservations will be secured by signing and returning the reservation contract.

c. Camping is allowed in designated campsites only. No group camping in family camp (numbered) sites, no individual camping in group sites or tent camping in full hook-up recreational vehicle (RV) sites.

d. Between 1 May and 30 September, the period of occupancy for all campsites shall be up to 10 days. Approval may be obtained for longer stays, dependent upon anticipated usage on a day by day basis.

e. Requests to leave a trailer at Lunga Park for the bulk of the summer months will not be approved. Requests for extended camping may be approved in the off-season. Sheds, kennels, decks, or storage buildings are not authorized. Personal items will not be stored outside. Campsites will be kept orderly.

f. Fires will be authorized only in fire rings and grills and must be completely extinguished prior to departing the area. Charcoal fires will be authorized near shelters in elevated grills throughout the year.

g. A parent or guardian must accompany children under 18 years of age, if camping overnight. Organized youth groups should coordinate their visit with the Lunga Park Manager. Requests for additional support, besides the campsite, will be submitted to G-3 MCB.

h. Music may be played only at a moderate level and all loud noise is to subside by 2100 in respect of fellow campers.

i. Dogs are authorized, but must be on a leash, and owner is responsible to pick up after their dog.

j. Campers and picnickers must avoid driving off the established roadways.

3. Pavilions and Organizational Picnics

a. Reservations for pavilions may be made in person or by telephone at the Lunga Park General Store. Authorized patrons may make reservations by calling or in person at the Lunga Park Office. All reservations must be confirmed through a written Pavilion

Contract. All picnickers and individuals attending organizational parties must leave the area by 2100. If the outing is canceled due to poor weather, Lunga Management will reschedule one rain date at no charge. To use a Lunga Pavilion, organization groups, i.e., offices, church groups, clubs, etc., must be composed of 50 percent authorized patrons. No shows will be charged a loss of income fee.

b. Lunga Park is a multi-use area and management may restrict large groups to certain areas to minimize impact on other users.

c. Groups are responsible for controlling attendance and ensuring that all rules are followed. This includes controlling parking so traffic flow is maintained (to include large vehicles-RVs) and ensuring those vehicles do not park in areas that may cause environmental damage.

d. To accommodate recreational use, large group functions (over 200 attendees) will not be taken for Memorial Day, 4th of July, and Labor Day. Military functions will be considered on a case-by-case basis.

e. The individual in charge of an organizational picnic will be responsible for the orderly conduct of all members of the party, their safety, and the proper policing of the area prior to departure. Any damages or injuries will be reported to the Lunga Park Manager.

f. All campers and picnickers will police their area, prior to departure. Trash will be placed in proper receptacles and will not be buried or placed in fire barrels/buckets.

g. Persons authorized per current regulations may consume beer and wine. Serving alcoholic beverages, other than beer and wine, is permissible only with the specific written approval of the Comdr MCB

h. If the area is being used for FBI training, the MCB camping and recreation areas will not normally be secured. FBI students' weapons contain blank rounds.

5007. FISHING

1. The provisions of reference (f) govern fishing. Individuals 16 years of age and older must have a valid Virginia fishing license and MCB Quantico fishing permit to fish in the reservoir. Persons 65 and older are exempt from the MCB Quantico fishing permit but still must have the valid Virginia fishing license. Virginia state and base fishing licenses are available at the Lunga Park General Store.

2. Fishing from the docks is permitted except when boats are being operated in the immediate vicinity.

5008. BOATING

1. No reservations for individual boats will be accepted. Boat use shall be on a first-come, first-serve basis.

2. Only gasoline and oil provided by M CCS will be used in the M CCS outboard motors.

3. Instructions on the operation of boats and motors will be given by the dockhand on duty. Patrons using motorboats must pass a safe boater test.

4. Boats on trailers may only be launched from existing boat ramps.

5. Privately owned boats, under 20 feet in length, with outboard motors of less than 10 horsepower may be used on the reservoir without any further restriction than those governing the Commonwealth of Virginia. Privately owned boats with gas motors in excess of 10 horsepower may only be operated at idle speed.

5009. BOAT AND WATER SAFETY

1. The dam and its structural features are off limits to all personnel; however, fishing from boats near the dam is authorized unless otherwise posted.

2. A Coast Guard approved life jacket/vest will be worn at all times by all persons when M CCS or private watercrafts are away from a dock or shore. Personnel utilizing kayaks, canoes, or sailboats must wear life vests at all times.

3. Boat operators will ensure that life jackets for each person and a set of oars are aboard before departure from the docks. If the available life jackets do not fit properly, the sponsor/parent is responsible for providing a properly fitting life jacket.

4. Operators of both government and private crafts shall observe Coast Guard approved safety requirements and the "rules of the road" at all times. These guidelines are available at the Lunga Boathouse for patrons not familiar with them.

5. Horseplay, rowdy behavior, and use of boats in an unsafe manner will not be tolerated.

6. Lunga personnel have the right to refuse boat usage to anyone who is not competent to operate a powerboat or who smells of alcohol or appears to be under the influence of alcohol or drugs.

7. The maximum capacity for Semper Fit boats is not to exceed the maximum Coast Guard approved weight allowance. Privately owned boats are not to exceed the manufacturers recommended capacity.

8. Children under the age of 12 will never outnumber the amount of adults in a canoe. (Special provisions for supervised youth groups may be obtained from the Lunga Park Manager.)

9. The distress signal in an emergency for boats on the reservoir will be waving an oar overhead. All persons in such situations should attempt to stay with their boat until help arrives.

10. All boat users will render assistance to other boaters in need of help. The Lunga Patrol Boat will assist boaters as necessary.

11. Upon receipt of an adverse weather warning, the Lunga Park staff will use the patrol boat and warning horn to notify all boaters to move to within sight of the boathouse. Should it become necessary to secure boating, patrons will be notified by the Lunga patrol and warning horn.

12. The individual who signs out the boat in any group will be held responsible for the safe operation of that boat. Patrons should consider this prior to allowing other individuals to use a craft they have signed out.

13. Violations of these rules and other Lunga Park restrictions shall be reported to the Lunga Park Manager and may result in termination of privileges, disciplinary action, or both.

5010. ALL HANDS SWIMMING POOL. The all hands swimming pool, located next to Diamond Hall and measuring 50 meters, provides recreational swimming facilities for all authorized personnel during the summer months.

5011. ELIGIBILITY

1. Active duty and retired military personnel as well as their family members are authorized to use the pool. MCB Quantico civilian employees who are otherwise authorized to use MCCA facilities are also eligible.

2. Authorized patrons and their family members are entitled to use pool facilities with the purchase of a season pass or by paying a daily fee. There is no charge for children 2 years of age and under. Admission for a member's guests may be obtained for a daily fee per person. Payment is required of all patrons who enter the facility during open swim even if they are not swimming. Transient personnel and their families staying at the Crossroads Inn may utilize facilities free of charge upon presentation of their room key. All personnel reporting to Quantico for TAD will be requested to present a copy of their orders along with their military identification card prior to purchasing pool passes. Military personnel transferring from MCB Quantico before 15 July may purchase a season pass at half price, but will be required to present a copy of their orders. All authorized MCCA patrons may purchase a season pass at half price after 15 July.

3. The adult-paid sponsor of a guest will be responsible for verifying the qualifications of guest swimmers in his/her party and may do so either in person or by telephone. The sponsor is responsible for the conduct of the guests. The sponsor must be present at all times. Guests per patron are limited to two adults and up to five children. The manager may allow more in a case-by-case basis.

4. Admission to the pool facilities will require a daily pool fee or a season pass. All patrons will be required to sign in at the entry booth. Refunds on daily fees will not be given for pool closure as a result of inclement weather. IDENTIFICATION IS REQUIRED FOR ALL AUTHORIZED MCCA PATRONS, TO INCLUDE UNACCOMPANIED CHILDREN, ENTERING THE FACILITY 100% OF THE TIME. Guest identification is not required.

5. Season passes for members and their family members will be issued upon presentation of a valid identification card and payment of the appropriate fee.

6. Damaged identification passes will be replaced upon presentation to the manager of the pool. Lost identification passes will be replaced upon application and remittance of a replacement charge for each pass.

7. Any person giving or loaning a season pass to another person will be subject to suspension of swimming privileges.

8. Children under 16 years of age will not be permitted in the deep end and may not use the diving boards or deep water slides until they have passed a swim test given by a staff member. Parents of non-swimming children may not position themselves under the diving boards or slides to catch their children.

9. Children 9 years of age and under, regardless of swimming ability, must be accompanied by an authorized patron, family member or designated childcare provider 16 years of age or older. Children 10 years of age and over, if qualified swimmers, may use the pool unaccompanied after proving their qualifications to the pool manager and at the discretion of their parents. The parents' decision must be based upon the child's maturity and swimming capabilities. Parents are responsible for children whether or not they are capable swimmers.

10. Persons accompanying children must remain in the pool area with them and are responsible for their care and conduct. A parent of a non-swimming child must be in the water within arms reach of their child at all times. Parents are required by regulations to provide adult company for children, and will lose the swimming privileges for such children when these instructions are violated.

11. The baby pool is reserved for use by children under 6 years of age, a child with special needs or any non-swimming child whose chin does not comfortably clear the gate post of the baby pool, and only when accompanied by parents or guardians. Children who have passed the swim test are strongly encouraged to use the big pools.

12. Individuals desiring to snorkel or scuba dive may make special arrangements by contacting the pool manager. Neither may take place during open swim.

13. Active duty military may swim laps at the noon hour 1130-1300, Monday through Friday, without the payment of a fee. Military identification cards must be displayed when signing in at the entry booth. Lap swim will be cancelled during 96's for Marines.

5012. HOURS OF OPERATION. Normally, the pool will open on Memorial Day weekend and close the day after Labor Day. Exact dates for opening and closing will be published in the *Quantico Sentry* and the Quantico MCCA website. Hours of operation will vary from 0600 to 2130 based on swim lessons, special events, inclement weather, etc. and will be posted on the gate to the pool yard and, if time permits, published in the *Quantico Sentry* and the Quantico MCCA website.

5013. POOL FEES AND CHARGES. Fees and charges will be set as recommended and approved by the Director, MCCA Division.

5014. SAFETY SWIM TESTING

1. All children under the age of 16 are required to pass a swim test in order to use the slide, diving boards, and swim in the deep end.
2. Due to the high velocity output of the water, children utilizing the deep end slide must meet the manufacturer's height requirement posted on the slide as well as having passed the swim test.
3. Upon passing the test, swimmers will be given a wristband that must be worn at all times. Children lending their wristband to another child will result in both children losing pool privileges for 1 week.
4. Children passing the test will be immediately entered into the MCCS logbook for use at MCCS pools and will be issued a swimmers card. This card must be presented every time they enter the facility.
5. Lost or missing swimmers cards can be replaced at the pool office for a nominal fee. The logbook must first be checked to insure the child's qualifications.
6. Non-swimming children may not be escorted into the deep water at any time, by a parent or guardian.
7. Children in the deep water without wristbands will be immediately removed from the water by on-duty lifeguards.
8. Swim Test Requirements
 - a. Swim tests will be administered by on-deck lifeguards only. Lifeguards will not administer tests while in their stands.
 - b. There are two parts to the swim test. Both parts must be passed on the same day in one session. One test per child per day.
 - (1) The child must swim 25 yards utilizing a recognizable stroke (e.g. crawl, breast or side.) without stopping or assistance.
 - (2) Children must tread water for 2 minutes without stopping or touching the sides or bottom of the pool. This test is taken immediately following the 25-yard swim portion of the test.
 - c. Children with physical disabilities or limitations will be tested within their limitations. A water safety instructor or the manager on duty will administer the test.

5015. DRESSING ROOMS AND LOCKERS

1. Locker rooms are provided for those desiring to change from street attire into bathing suits at the pool.
2. Lockers are available for clothing and must be removed at the end of the day.
3. Patrons are discouraged from leaving valuables unsecured in the dressing rooms. MCCA Division assumes no responsibility for valuables or the safekeeping of personal property.
4. Any individual found vandalizing locker rooms or opening emergency doors for reasons other than an emergency will be escorted from the premises and facility privileges suspended. Management will notify sponsors of guests or minors involved in such infractions.

5016. BATHING ATTIRE. Persons using the pool will wear suitable bathing trunks and bathing suits. No thongs are permitted. Towels, robes, sweaters, or jackets may be worn at the pool; however, these will not be left on chairs for the purpose of "reserving" the chair when the individual leaves the pool area. The only footwear permitted in the pool area are shower shoes. Persons attending children may remain in street clothing but must remove shoes and socks before entering the pool area. Personnel will conform to suitable attire per reference (e). In addition, no "cutoff" or modified standard attire will be allowed.

5017. SANITATION

1. A thorough shower will be taken before swimmers enter the water, especially after using oil or lotion.
2. Persons with colds, boils, skin eruptions, inflamed eyes, or infections are prohibited from using the pool.
3. Chewing gum, spouting water, blowing the nose, or otherwise polluting the water is forbidden.
4. Infants in diapers will be permitted in the baby pool only when they are wearing tight-fitting plastic pants or swim diapers. Disposable diapers will not be allowed in the water.
5. Changing tables are provided in locker rooms.
6. No pets will be permitted in the pool area.

7. Spitting is not permitted in the pool, on the pool decks, or in the other common areas.
8. Eating and drinking within the pool area are restricted to those areas specifically marked.
9. Smoking is not allowed within pool fence.

5018. SAFETY

1. The pool will be closed when the following conditions exists:
 - a. When thunder is heard or lightening seen the pool will be cleared immediately. No one will be permitted to linger on the pool deck. The pool will remain closed until 30 minutes has passed from the last clap of thunder and 1 hour has passed from lightening strike.
 - b. When severe thunderstorm warnings have been issued by either the Quantico Weather Station or local weather service.
 - c. When heavy rains or strong winds prevent guards from clearly seeing the bottom of the pool. Patrons will be allowed back in the water when the bottom becomes visible.
 - d. Any time pool circulation pumps are inoperable.
 - e. Anytime the free available chlorine reads above 3.0. Once level has dropped below 3.0, patrons will be allowed to enter the water.
 - f. When fecal matter is spotted in the pool, the guards must clear the pool of all patrons until pool is cleaned and treated, giving the required amount of time indicated by Navy Preventative Medicine before patrons are allowed to return to the water.
 - g. Any situation deemed unsafe by management will justify the closure of the pool.
2. Floodlights and bathhouse lights will be turned on at dusk and remain on until the end of the swimming hours.
3. No ball throwing will be permitted in the pool area except during authorized water activities, as separately scheduled and announced, or when specifically authorized by the lifeguard on duty.

4. Coast Guard approved life vests may only be worn in the shallow end of the pool, the big pools and the deep end of the baby pool. Parents must always be within arms reach of their child while wearing a life jacket. Jackets may not be worn on any slides or diving boards.
5. Glass containers, to include oil/lotion containers are not permitted in the pool area.
6. Running and horseplay (i.e., pushing, dunking, flipping, holding, diving from shoulders, jousting, etc.) are prohibited.
7. Non-glass swim masks and goggles may be used, but diving into the pool from the edge, slide, or diving board while wearing these devices is prohibited. Swim fins will be worn only in the water.
8. Enforced rest periods, for safety, will be required for all children under the age of 17. The required rest period will be taken at the last 15 minutes of the hour, regardless of the opening or closing time of the pool.
9. Persons using the diving board will not dive from the side of the board, will only perform forward facing dives, and will use caution when leaving the pool to prevent mishaps. Divers and swimmers will not linger in the diving area. Only one person at a time will be permitted on the diving boards and only one bounce on the board per dive. Rules will be posted in the diving area.
10. Parents must accept responsibility for the swimming qualifications of their children.
11. Lifeguards will be on duty at all times when the pool is open for swimming. At least one guard will be in the chair at all times regardless of the number of swimmers in the pool. The pool will be staffed with a minimum of two guards at all times.
12. The pool will be closed to all incoming patrons regardless of status, when capacities reach authorized limits. Authorized limits are stated as follows: all-hands pool, big pool, 297; and baby pool 97. Patrons will be admitted only when numbers decrease and space is available on a first-come, first-served basis.

5019. DISCIPLINE

1. The Head, Semper Fit Branch and/or Head, Parks and Recreation, pool manager, and lifeguards are responsible for enforcement of the rules. Normally, the judgment of the lifeguard on duty as to what

constitutes a hazard or rule infraction will be obeyed.

2. Patrons observing infractions of the rules should report violators to a lifeguard. Violators may have their swimming privileges terminated without the benefit of a refund.

3. Patrons sponsoring guests are responsible for their guests' conduct.

4. The pool manager is authorized to temporarily restrict violators of regulations using the pool when such immediate action is deemed appropriate. A report of the incident will be made to the Head, Parks and Recreation for resolution or referral to the Head, Semper Fit Branch.

5. Head, Parks and Recreation or a designated representative, has the authority to terminate swimming privileges for cause; particularly in cases of demonstrated disregard for authority, safety, or good conduct.

5020. SWIMMING LESSONS. Swimming lessons are offered on an ongoing basis for all ages. Classes are organized according to the student's level of swimming ability. Lessons follow the outline prescribed by the American Red Cross Learn to Swim Program. Applications for private lessons are available from the cashier.

5021. POOL PARTIES. Authorized patrons may contract for a private pool party by contacting the pool manager and signing a Party Reservation Agreement.

1. Pool party reservations must be made at least 10 working days prior to the desired date and must be approved by the pool manager. A contract must be signed and a deposit made to hold the reservation. Remaining payments must be paid 5 days before the desired dates. No phone reservations will be accepted. Party hours begin half an hour after pool closes.

2. Pool parties will consist of authorized patrons and their designated guests. Patrons may not advertise parties held at the pool as "Open."

3. Patrons may not collect entry fees from guests at the party.

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CHAPTER 6

RECREATIONAL/OFF-DUTY SAFETY

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CHAPTER 6

RECREATIONAL/OFF-DUTY SAFETY

6001. GENERAL. Recreational/off-duty safety is the preeminent prevention concern with regards to any healthy lifestyle endeavor. Proper body alignment and correct preparation prior to participation in sports or exercise is safety imperative. Safety awareness is the primary goal in the promotion of healthy lifestyles for all sections. Patrons must follow safety procedures and employee guidance to prevent unsafe conditions that may result in personal injury and/or damage to Semper Fit property or equipment.

6002. HIGH RISK ACTIVITIES. High risk activities are not sponsored by Marine Corps Community Services (MCCS) Division or offered by commercial sponsorship per chapter 5 of reference (b). The current policy excludes "all aviation activity." This clearly indicates there is no coverage for skydiving exhibitions, etc. The below listing is not all inclusive of such events, but is an illustration of such events: (Contact the Head, Semper Fit Branch for additional information as needed.)

1. Bungee Jumping,
2. Parachuting or Skydiving,
3. Parasailing,
4. Hot-Air Balloons,
5. Aerobatics (including wing walking, etc.),
6. Mechanical Bulls, and
7. Velcro Fly Traps or similar Velcro apparatus.

6003. OTHER TYPES OF EVENTS. Other types of events, while prohibited as a function through MCCS may be contracted with concessionaires with insurance coverage that indemnifies DoD, DON, and the USMC. Submit a request for approval to the Director, MCCS Division with a copy of the contract to CMC (MRB-1) for review 30 days before the event. Examples of these events are:

1. White Water Rafting,

2. Mountain Climbing,
3. Hang-Gliding,
4. Hot Rod, Motor Cross, and Auto Races, and
5. Scuba Diving.

6004. SAFETY COUNCIL. The Head, Semper Fit Branch will be a member of MCB Quantico Safety Council. The Safety Council will submit safety council topics via the Director, MCCS Division that request the Comdr MCB support.

6005. SEMPER FIT WORKPLACE SAFETY. The Head, Semper Fit Branch shall prepare and establish written standing operating procedures (SOP) for employees to follow in each Semper Fit workplace. The SOP should include procedures addressing how employees should handle workplace injuries, patron mishaps, and mishap reporting procedures, emergency telephone numbers, POCs, and what action to be taken during an emergency and unsafe conditions.

6006. EMERGENCY AND HAZARDOUS CONDITIONS PROCEDURES

1. The Head, Semper Fit Branch shall develop a workplace safety-training program for each area and activity that will provide employees the knowledge for reporting a hazard to which they may be exposed. The Head, Semper Fit Branch is to coordinate the Semper Fit Workplace SOP with the MCCS Safety Representative and Director, Safety Division (B 51) via the Director, MCCS Division for approval before implementing the SOP.
2. Develop a written emergency plan for each activity that includes medical, fire, and other evacuation emergencies.
3. Display prominently in each activity/area the minimum safety requirements for use of the facility and/or equipment.
4. The Head, Semper Fit Branch shall report, file, and maintain a log of all mishaps that occur within Semper Fit Program activities.
5. Safety mishaps will be investigated by the respective command authorities to determine the cause and take steps necessary to prevent recurrence. Provide written reports of the mishap to the Director, MCCS Division for appropriate action and if required

notification via the chain of command. Additionally, if required, notify the CMC (MR) using message text format (CMC WASHINGTON DC//MR//).

6007. USE OF ALCOHOL. Marines shall not consume alcohol while participating in sports, recreational activities, aquatics, or high-risk outdoor events. All Semper Fit activity personnel shall receive informal alcohol intervention training from MCCS subject matter experts on an annual basis. The Head, Semper Fit Branch will establish a file to provide documentation of this annual requirement.