UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1710.12B
MCCS
24 FEB 2016

AIR STATION ORDER 1710.12B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: SEMPER FIT POLICY MANUAL

Ref: (a) MCO P1700.27B w/Ch 1
(b) MCO 1700.29
(c) ASO 5353.1F
(d) ASO 1020.3E
(e) ASO 1746.2B
(f) MCO 1700.36A

Encl: (1) Semper Fit Guidelines and Procedures

1. Situation. Semper Fit programs provide Marines, Sailors, and civilians with the tools to achieve and maintain positive lifestyle changes that promote optimal health and enhance quality of life. To accomplish this, policies and procedures are needed to coordinate resources and ensure support to everyone aboard the Installation.

2. Cancellation. ASO 1710.12A and ASO 6200.4 w/Ch 1

3. Mission. To provide a comprehensive Single Marine Program, as well as fitness, recreation, sports, and health resources that encourages healthy lifestyles to promote individual and unit readiness.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All commands and individuals aboard the Installation shall have convenient access to Semper Fit resources to increase their readiness.

(2) Concept of Operations

(a) The Semper Fit Department, Marine Corps Community Services (MCCS), ensures compliance with this Order and prepares other detailed rules and regulations as needed to support Semper Fit activities. Such rules and regulations shall be posted at each Semper Fit activity as appropriate.

(b) Unit Commanders and all leaders are encouraged to leverage Semper Fit to promote the health of their personnel and increase readiness.

5. Administration and Logistics

a. Questions pertaining to the content of this Order should be directed to Marine Corps Community Services, MCAS Cherry Point.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. All forms associated with this Order may be obtained from Naval Forms Online at: https://navalforms.documentservices.dla.mil/web/public/home.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point, its subordinate and tenant commands, and all eligible Semper Fit patrons.

b. Signal. This Order is effective the date signed.

TRAVIS L. POWERS
Acting

DISTRIBUTION: A

LOCATOR SHEET

Subj: SEMPER FIT POLICY MANUAL

LOCATION:_____
(Indicate the location(s) of the copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

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Chapter 1

General Instructions

1. Mission of Semper Fit. To provide a comprehensive fitness, recreation, and health program that consists of a team of fitness professionals, educators, and recreation specialists. The team encourages and supports healthy lifestyles resulting in increased productivity, greater combat readiness, and reduced medical costs per policies and standards established by references (a) and (b).

2. Eligibility. Any person using a Semper Fit facility will be positively identified as an authorized patron of the activity by providing their identification upon entry, and at all other times if requested by facility staff. Detailed information on eligibility can be found in Chapter 3 of reference (b).

3. Facility Use Denial. The Semper Fit Director may initiate administrative action against any patron if proper behavior is not exercised, or if willful and malicious destruction of government property takes place. In these cases, facilities or equipment usage may be denied. If loss or damage of property includes unlawful conduct, the individual concerned may also be subject to disciplinary action.

4. Identification. All personnel are required to display identification upon entry to any Semper Fit facility, or when asked to identify themselves upon request by authorized personnel. Identification is mandatory to check out equipment.

5. Dress Code. The Installation dress code regarding proper attire authorized at athletic areas, pools, and all other facilities, is established by reference (d), and shall be strictly enforced.

6. Damaged or Lost Semper Fit Equipment or Property. Persons or units who damage or lose Semper Fit equipment through negligence, are required to replace the items in kind or reimburse MCCS with the cash equivalent. Failure to do so will result in an assessment of unit non-appropriated fund allocations.

7. Group Use of Semper Fit Facilities. Semper Fit facilities are normally for use on an individual basis; however, groups may request use of a particular facility for special occasions. Such requests should be submitted in writing to the Semper Fit Director two days in advance to ensure coordination. Facilities are not normally used for official-type functions, and under no circumstances will special privileges be granted to any individual or group that excludes the rest of authorized participants.

8. Operational Responsibility

a. Semper Fit Director. The Semper Fit Director is directly responsible to the Director, Marine & Family Programs, MCCS, MCAS Cherry Point.

b. Management and Operational Control. All Semper Fit facilities, programs, and employees, both military and civilian, are under the management and operational control of the Semper Fit Director.

9. Alcoholic Beverages. Dispensing, possession, consumption, or transportation of alcoholic beverages to and from Semper Fit facilities shall be in accordance with reference (e).

Chapter 2

Athletics Division

1. General. The Semper Fit Athletics Division administers the Marine Corps Sports Program that is established to provide active duty Marines and other authorized patrons an opportunity to take part in competitive sports programs, regardless of their skill or experience. The Marine Corps Sports Program helps promote combat readiness, physical fitness, esprit de corps, leadership, healthy lifestyles, and overall improvement of quality of life.

2. Intramural and Open League Sports

a. Sports Calendar. The sports calendar consists of group-level intramural sports.

b. Composition. Composition of the sports calendar will normally be as follows:

SPORT	PLAY STARTS	TYPE
Intramural Softball	March	Team
Intramural Soccer	May	Team
Intramural Golf	June	Team
Intramural Flag Football	July	Team
Intramural Basketball	October	Team

c. Announcement of Events. The Athletics Director shall ensure MCCS Marketing includes information about each event in their weekly email "MCCS Events." Each announcement shall have a description of the sport, event dates, contact information, and where to obtain details and the necessary paperwork for registration. In addition, information will be passed to the MCCS coordinators for additional promoting.

d. Player Eligibility. All personnel attached to, or serving with a unit aboard the Installation, are eligible to compete with that unit for intramural sports. Individuals who receive Temporary Additional Duty (TAD) or intra-command transfer orders during the playing season must continue to play with the unit with which they started. All active duty personnel, DoD, and contractors (with a valid ID card) who work aboard the Installation are authorized to participate. Provisions for members of units not participating in a sport may be made so they may participate with another unit, provided both commanders agree to the arrangement. Personnel cannot cross unit boundaries if their parent unit has a team, and personnel who receive orders cannot play after their detachment date.

3. Sports Entries. All units desiring to compete in a sport on the sports calendar may obtain a Letter of Intent (LOI) form, via the MCCS Cherry Point website, by visiting the Marine Dome (Building 287), or via Naval forms online. Following the LOI cutoff date, a coaches' meeting will be held to discuss optimal game times and questions/answers will be held with a representative from the Officials Association.

4. Forfeits and Postponements

a. Forfeits. When a scheduled team fails to obtain a minimum number of players required to play by game time, a forfeit shall be declared by the head official. Official fees will then fall upon the forfeiting team. Military obligations will be considered and not held against the team.

b. Postponements. Requests for cancellations and postponements must be made to the Athletics Division Office by 1400 on the day of the scheduled event. Games may be rescheduled, possibly at the end of the season and prior to the league tournaments, for correct seeding.

5. Protests

a. Procedures. If a protest arises during any sporting event, all officials and the opposing team must be notified immediately. A formal protest describing the situation and alleged violation must be submitted to the Athletics Division Office within 24 hours of the incident. Protests concerning judgment calls will not be considered.

b. Protest Board. At the discretion of the Semper Fit Director, team captains may be called before the board to clarify the protested situation.

6. Official Rules. Nationally recognized official rules will be the basis for the conduct of each sport. The Athletics Director may supplement with local rules whenever required.

7. Publicity. All publicity in connection with sporting events will be the responsibility of the MCCS Marketing Division.

8. Officials. Semper Fit personnel will furnish all necessary officials for team sports, and all officials are contracted annually.

9. Awards. Team and individual awards will be presented as described in the directive which announces the sport concerned.

10. Gymnasium/Marine Dome

a. Authorized Patrons. All personnel utilizing the gymnasium and/or the issue room must possess a valid identification card. Any guest or individual under 10 years of age using gymnasium facilities, must be accompanied by a valid identification cardholder 16 years of age or older, and pay the appropriate fees.

b. Equipment. Indoor athletic equipment such as basketballs, volleyballs, wallyballs, equipment for MCMAP (Marine Corps Martial Arts Program) training, racquetball racquets, and balls may be checked out from the Marine Dome issue room on a daily basis for use in the gymnasium. Outdoor athletic equipment such as tennis racquets and balls, footballs, flags and belts, softball equipment, and beach volleyballs can also be checked out from the Marine Dome issue room. Lockers, showers, heads, saunas, and a steam room are also located in the Marine Dome.

11. Racquetball Courts

a. Gymnasium Racquetball Courts. There are two racquetball courts located in the Marine Dome. These two courts are challenge courts from Monday through Friday from 1100 to 1300 and 1600 to 1800. One of these courts (Court B) can also be set up for Wallyball play. Courts can be reserved for one hour up to one week in advance during the times they are not scheduled for challenges, by calling the Marine Dome Issue Room at 466-2566. The individual making the reservation must check in with the Marine Dome Issue Room attendant prior to using the court. Reservations will be held for 10 minutes, after which time, the court will be open for the remainder of the reserved period.

b. Eye Protection. It is mandatory that eye protection be worn at all times when playing racquetball on any court. It is the patron's responsibility to bring their own eye protection gear.

12. Athletic Field/Marine Dome Court Reservations. Call the Marine Dome Issue Room at 466-2566 to reserve the following fields or courts: basketball courts, beach volleyball courts, softball fields, CFT field, and the multi-purpose field for one hour use only. Reservations for longer than one hour must be made through the unit's MCCS Coordinator.

13. Fitness Centers

a. Devil Dog Gym. The Devil Dog Gym is located in Building 4322 and offers the use of free weights, cardiovascular and specialized equipment, and cables for all fitness levels, as well as showers and lockers. Patrons are required to bring their own locks for use on lockers while in the gym. In order to preserve equipment, patrons are required to utilize a full size towel to cover the matted areas of the gym equipment.

b. Hancock Gym. The Hancock Gym is located in Building 3471 and is across from the Hancock Pool. The Hancock Gym offers free weights along with a complete line of cardiovascular and specialized equipment (including lockers).

c. Admission to Fitness Centers

(1) Identification. All patrons must show a valid identification card to be admitted to any fitness center.

(2) Age Restrictions. In accordance with reference (b), children up to age 15 are not authorized independent use of the facility. Self-directed use of the facility is authorized at age 16 per reference (b), when a certified trainer provides an orientation and instruction. Reference (b) further stipulates that no individual or groups shall be permitted unsupervised access to a primary Semper Fit fitness facility.

(3) Guests. A fee of $5.00 is charged for all guests, and guests must be accompanied by their sponsor.

(4) Check-In. Patrons are required to log in upon entrance to any Fitness Center.

(5) Personal Property. Fitness Center personnel will not hold identification cards, wallets, money, etc., for any patron. The security of these items remains the individual's responsibility at all times.

(6) Towels. All patrons must bring a towel to place over workout benches. This is to help prevent the breakdown of the pads and ensure a safe and clean workout environment. It is the patron's responsibility to bring their own full size towel that must cover the entire bench. Towels are also available for purchase at the gym. Patrons are required to clean all benches and equipment after each use with the cleaning solution and towels provided by the gym.

(7) Locks. All patrons must bring their own lock to secure their locker during workouts, as they will not be issued by gym personnel. Any locks remaining at the end of the day will be cut off, and any items in the locker will be kept for 30 days. If the items are not picked up, or arrangements made for pick up, they will be discarded at the end of that period.

14. Youth Sports

a. The Youth Sports Director's office is located within the Cherry Tree House in Building 4415. The Youth program offers various leagues, instructional courses, Start Smart Sports Development, and miscellaneous programs for youth.

(1) Leagues - Youth basketball, indoor soccer, and junior golf.

(2) Instructional Courses - Basketball camps and clinics, soccer camps and clinics, parent/child golf clinics, Hook-A-Kid on Golf clinics, tennis classes, and martial arts classes.

(3) Start Smart Sports Development - Baseball, basketball, football, and soccer.

(4) Miscellaneous Programs - Cheerleading and Parent/Child Golf Tournaments.

b. Youth sports program managers shall be certified and maintain their credentials in youth sports administration by obtaining certification through a nationally recognized organization such as the National Alliance for Youth Sports (NAYS).

(1) The youth sports administration certification and credential program shall include (at a minimum) the following: professional development, youth sports philosophy, parent education and involvement, planning programs, seasons and events, volunteers in youth sports, child abuse education and prevention, facilities, equipment and safety management, liability, risk management, and potential legal issues.

(2) The Youth Sports Director is responsible for recruiting, training, and monitoring Youth Sports clinicians.

(3) Youth Sports clinicians are individuals who have demonstrated proof of sports specific skills and expertise, proof of coach's certification and have successfully completed a train-the-trainers course through a nationally

accredited organization such as the National Youth Sports Coaches Association (NYSCA). Youth Sports clinicians will administer the Installation Coaches' Certification Program.

(4) Youth Sports coaches shall be registered with a nationally recognized youth sports coaches association.

(a) The coaches certification program shall include (at a minimum) the following: psychology of coaching youth sports, first aid (to include injury prevention), identification/reporting of child abuse and neglect, organizing and administering youth sports programs, maximizing athletic performance, techniques of coaching, de-glamorization of alcohol, drugs and tobacco.

(b) Successful completion of the course shall be documented in each individual's file.

Chapter 3

Health Promotions

1. General

a. Program and Mission. The Health and Fitness Division policies and procedures are established in accordance with reference (c), in order to establish services, tools, and awareness that assist with the promotion of healthy lives for personnel aboard the Installation.

b. Authorized Patrons. Semper Fit programs are provided for the use of all authorized personnel as described in reference (b).

c. Hours of Operations and Fees. Hours of operations and fees are adjusted to patron demand, seasons, etc. Contact the specific branch for current hours of operation and fees.

2. Health Promotion

a. General. Health Promotion is established to provide commanders at MCAS Cherry Point with a team of health professionals, educators, and recreation specialists that encourage and support healthy lifestyles.

b. Facility. The Health Promotion office is located in the Marine Dome, Building 287, room 10. Contact the Health Educator/Coordinator for programs offered in this area.

c. Assignment of Unit Semper Fit Representatives. Unit commanders should assign a squadron level representative, that is a SNCO or higher, to act as liaison with the Health Educator/Coordinator in order to coordinate program support and awareness. Unit S-3's should ensure that all Semper Fit classes are identified in the annual and/or quarterly training schedules, and that attendance rosters are kept and retained on file for a minimum of two years. They should also ensure that all contact information for the unit training officer is up-to-date and that the Semper Fit Health Promotion branch has a record of the updated information.

d. Programs. The following programs are offered:

(1) Tobacco Cessation Course. This is a multi-week course open to all eligible patrons per reference (c). Medications are included in the course for all Naval Health Clinic beneficiaries. Classes are taught by a certified Tobacco Cessation instructor.

(2) Nutrition/Weight Management Education Course. This course is open to all eligible patrons and is taught by a registered dietician or health educator.

(3) Health Education and Prevention Classes and Programs. These classes can be requested at any time for a group of 10 or more, and are taught by subject matter experts. The classes are designed for any group that wishes to focus on any of the core programs of Semper Fit Health Promotion (i.e., Sexual Health and Responsibility, Tobacco Use Cessation and Prevention, Chronic Disease

Prevention, Injury Prevention, Physical Fitness, Weight Management, and Nutrition Education.)

(4) Health/Wellness Fairs. Health and Wellness fairs are offered as needed. Services include various health screenings and other vital information, with materials distributed to participants.

(5) Nutrition Assessment/Counseling. One-on-one multiple assessments, food log, recommendations, and monthly follow-up.

(6) Diabetes Support. Diabetes prevention and education provided to individuals or groups.

(7) Other Health Screenings/Assessments. Includes cholesterol, glucose, body fat, BMI, etc., by appointment.

Chapter 4

Fitness

1. General

a. Program. The Group Exercise policies and procedures are established by reference (b).

b. Hancock Aerobics and Spin Center. The Hancock Aerobics and Spin Center is located in Building 3258, which is attached to the Hancock Pool. A variety of group exercise classes are offered at this facility, some of which include toning, combinations, sports conditioning, spinning, and high and low impact aerobics classes. The availability schedule is located on MCCS's website.

c. Authorized Patrons. Semper Fit programs are provided for the use of all authorized personnel as described in reference (a).

d. Hours of Operations and Fees. Hours of operations and fees are adjusted to patron demand, seasons, etc. Contact the Group Exercise Instructor at 466-4934 for current hours of operation and fees or visit the MCCS website.

2. Fitness

a. Facilities

(1) Physical Training. This office is located in the Marine Dome, Building 287, room 13.

(2) High Intensity Tactical Training (HITT). This area is located in the Marine Dome, Building 287, and is open to all active duty personnel and reservists for Open HITT and instructor-led HITT sessions from the hours of 0500-1800, Monday through Friday.

(3) Special Events Office. This room is located in the Marine Dome, Building 287, room 2, and is the office that coordinates the division's special events.

b. Programs. The following programs are offered:

(1) Special Events

(a) Road Races - To include fun runs, 5K, 10K, etc.

(b) All Terrain Unit Competition - This team competition offers active duty alternative competitive physical training experiences.

(c) Other events based on community interest.

(2) Fitness Programs. A variety of programs for every fitness level are available and include body boot camps and other fitness-related group offerings. Classes are taught throughout the day and evening.

(a) HITT. The HITT program is located in the Marine Dome, Building 287. HITT is open to all active duty personnel and reservists. The primary focus of the HITT program is to improve combat readiness by producing/increasing speed agility and quickness, developing strength power and muscular endurance, and systematically training in a manner that minimizes the likelihood of injury.

(b) Personal Training. The Personal Training program is located in the Marine Dome, Building 287, room 13, and is the central point for one-on-one personal training sessions for clients. Personal training is available to all eligible patrons, but appointments must be scheduled.

(c) Unit Physical Training. All requests must be scheduled one week prior to the requested date through email to the Fitness Program Coordinator, located on the directory page of the MCCS website. Requests can be made to accommodate specified locations or in a Semper Fit fitness facility.

3. Admission to Hancock Aerobics and Spin Center

a. Identification. All patrons must show a valid identification card to be admitted to the Hancock Aerobics and Spin Center.

b. Check-In. Patrons are required to log in upon entrance to the Hancock Aerobics and Spin Center, and pay any required fees for classes.

c. Personal Property. MCCS personnel will not hold identification cards, wallets, money, etc. for any patron. The security of these items remains every individual's responsibility.

d. Guests. A fee of $5.00 is charged for all guests, and each guest must be accompanied by their sponsor.

Chapter 5

Aquatics Division

1. General

a. Mainside Pool. The Mainside Pool, Building 289, is a 50-meter covered and heated swimming pool open year round and is located adjacent to the Marine Dome. This pool is utilized for required military water training, and has a capacity for 200 patrons.

b. Hancock Pool. The Hancock Pool, Building 3258, is a 50-meter outdoor swimming pool located on Roosevelt Boulevard, and has a capacity of 300 patrons.

c. Cedar Creek Pool. The Cedar Creek Pool, Building 3551, is a 25-meter outdoor swimming pool located in the Nugent Cove housing area on Stanley Road, and has a capacity of 150 patrons.

2. Rules and Regulations

a. Rank Segregation. The pools are not segregated by rank. All authorized patrons may utilize the pool of their choice on a first-come, first-serve basis within priorities established by reference (b).

b. Age Restrictions. Any patron under 10 years of age must be accompanied or supervised by an authorized patron 16 years of age or older.

c. Conversations with Lifeguards. Lifeguards are in a duty status during pool hours and swimmers are prohibited from having idle conversation with or otherwise distracting them from their duties.

d. Swimming Attire. All patrons utilizing the pool facilities will wear appropriate and respectable swimming attire. "Cutoffs" or other clothing meant for daily street wear will not be worn in the pools.

e. Showers. Patrons are required to shower prior to entering the pool.

f. Infants. Infants who normally wear diapers may utilize the adult pools, but must be wearing both diapers and rubber pants.

g. Skin Lesions. Patrons having sores, cuts, or skin infections are forbidden to use the pools.

h. Food and Drink Consumption. Smoking or consumption of food or drinks is permitted only in designated areas.

i. Pets. Pets will not be allowed in the pool area with the exception of service animals.

j. Specific Posted Regulations. Specific regulations posted at each pool will be strictly enforced.

k. Non-Swimmers. Patrons, under the age of 10, must be within touch supervision of an authorized patron 16 years of age or older.

Chapter 6

Single Marine Program

1. General

a. Program. The Single Marine Program (SMP) policies and procedures are established by reference (f).

b. Mission. The SMP contributes to the improvement of total force readiness, job performance, and retention by supporting the enhancement of Quality of Life (QOL) for all single (including unaccompanied Marines) service members aboard MCAS Cherry Point. The SMP serves as the voice for single Marines in identifying QOL concerns, developing QOL initiatives, and providing recommendations through advocacy, recreational activities, special events, and community involvement/volunteerism, which enhances morale and well-being. Quality of Life includes all activities and issues that directly or indirectly influence personal readiness, morale, living environment, and personal grown and development. The SMP incorporates commanders and leaders in the SMP QOL process, and provides the means for active involvement.

c. Single Marine Program. The home of the SMP is located within the Roadhouse, Building 3542. This facility provides over 30 large screen TVs with a variety of popular, new, and unreleased movies and sports packages, Satellite Radio, 40 laptops and IPads (with free Wi-Fi and printing), DJ's, special events, chess games, board games, darts, pool, poker, video game systems with hundreds of games (PS4, Xbox One, PS3, X-box 360 and Wii), ping pong, corn-toss, basketball courts, sand volleyball, horseshoes, air hockey, and free movie passes.

2. Three Components of SMP. The three components of the SMP directly contribute to improving morale, increasing self-sufficiency, integrating single Marines into the community, enhancing communications as a unified voice, and developing future leaders. This focused effort equips Marines with the knowledge and skills necessary to proactively deal with situations before they develop into negative issues. These components, listed below, provide the opportunity for balanced personal and professional growth for single Marines.

a. Quality of Life. Identification of issues and/or initiatives which primarily involves things that single Marines can directly or indirectly influence to enhance their morale, living environment, and personal growth and development. Identifying QOL issues and initiatives, and addressing them through the SMP council supports the chain of command, and directly impacts readiness.

b. Recreation. Activities, trips, and special events are developed solely by SMP or in conjunction with other MCCS programs. Such events include poker and pool tournaments, video game tournaments, Marine Choice Sports Nights, Tailgate Sundays, Movie Nights, DJ/Karaoke Nights, SMP Concert Series, Devil Dog Open Golf Tournaments, holiday dinners, Barracks Bashes, pre-deployment and return/reunion support events, deep sea fishing trips, concerts, sporting events trips (college and professional), kayak adventure days, and many more. These activities provide healthy alternatives for the positive use of leisure time. They also enhance physical fitness, provide opportunities for social

interaction, life-skills development, and cultural awareness. The experience gained by single Marines who participate in the planning and execution of these activities directly enhances their leadership skills.

c. Community Involvement. The SMP also gives back to the Installation and surrounding community through voluntarism. Activities include Adopt-A-School programs, Veterans' programs, Special Olympics, Toys for Tots, beach and community clean-ups, assisted living communities, mentoring in schools, community-wide special events, animal shelters, home-building, garden volunteering, museum restoration, and hundreds more. Involvement in the community brings recognition to the SMP and provides the volunteers with a positive and healthy alternative for the use of leisure time. Volunteer activities may qualify participating service members for awards, such as a letter of appreciation. In addition, these activities may eventually qualify individual service members for awarding of the Military Outstanding Volunteer Service Medal.

3. SMP Council. The SMP Council meets monthly and is formed with representation from across the Installation to include supporting and supported command populations. The SMP Council provides an advocacy forum for areas of QOL, recreation, and community involvement. It provides information and referrals to assist with problem-solving at the lowest levels. The SMP Council unit representatives, in total, receive the Installation SMP Council status reports on QOL issues/initiatives and ensure all SMP issues, requirements, and concerns are addressed. Representatives on the SMP Council shall serve on collateral duty orders. Guidelines for the SMP Council are directed in reference (f). The success of the SMP is determined by the council members' ability to engage other single Marines from their units, and to get them involved in the SMP, its activities, and events. This responsibility is held by the SMP Council (including SMP Coordinators), along with each of their commands (for support).