



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

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MCCS  
11 Feb 11

AIR STATION ORDER 1710.12

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

Subj: SEMPER FIT DEPARTMENT POLICY MANUAL

Ref: (a) MCO P1700.27B  
(b) MCO P1700.29  
(c) ASO 5353.1D  
(d) ASO 1020.3C  
(e) ASO 6200.4  
(f) ASO 1746.2

Encl: (1) SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

1. Situation. Major changes have been made to the Health Promotion Division and Athletics Division. The Fitness Centers have been moved from Health Promotion to Athletic Division. Youth Sports has been added to Athletics Division. The Community Center Division (used to be Chapter 5) has been completely removed from this Order since that division now falls under Marine & Family Services Department. As such, policies and regulations have been adjusted to reflect these changes within the Semper Fit Department.

2. Cancellation. AirStaO P1710.12E

3. Mission. To implement the policies and procedures outlined in the references, and to provide additional guidance pertaining to the MCAS Cherry Point, Marine Corps Community Services Semper Fit Department.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The primary goal of this Order is to ensure all Semper Fit Department activities will comply with the instructions contained herein and in the references.

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

(2) Concept of Operations. The Semper Fit Department Director will prepare detailed rules and regulations for each particular activity and will ensure that they are conspicuously posted at each Semper Fit Department activity.

6. Administration and Logistics. The CG, 2d MAW and the COs Fleet Readiness Center East (FRCE), Naval Health Clinic (NHC), CSSD-21 concur with the contents of this Order insofar as it pertains to members of their commands.

7. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station, Cherry Point.

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



ROBERT D. CLINTON  
Executive Officer

DISTRIBUTION: A

SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

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SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 1

GENERAL INSTRUCTIONS

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SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 1

GENERAL INSTRUCTIONS

1. MISSION OF THE SEMPER FIT DEPARTMENT. To provide local commanders a comprehensive fitness, recreation, and health program of a combined team of fitness professionals, medical experts, educators, and recreation specialists that encourage and support 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
  - a. Eligible Users. Personnel listed in reference (a).
  - b. Priority. Priorities at MCAS Cherry Point are established as set forth in reference (a).
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 hazarding of government property takes place. 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 in accordance with law.
4. IDENTIFICATION. All personnel may be required to display identification upon entry to any Semper Fit Department facility, and will be required to display identification when checking out any Semper Fit equipment. Personnel will also be required to identify themselves upon request by authorized personnel.
5. DRESS CODE. The station dress code established by reference (d) is in effect at all facilities and will be enforced.
6. DAMAGED OR LOST SEMPER FIT DEPARTMENT EQUIPMENT OR PROPERTY. Persons or units who damage or lose Semper Fit Department 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 party and picnic allocations.

7. GROUP USE OF SEMPER FIT DEPARTMENT FACILITIES. Semper Fit Department 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 sufficiently in advance to ensure coordination. Facilities normally will not be used for official type functions. Under no circumstances will special privileges be granted to any individual or group to the exclusion of the rest of the authorized participants.

8. OPERATIONAL RESPONSIBILITY

a. Semper Fit Director. The Semper Fit Director is directly responsible to the Deputy Director, MCCS, MCAS, Cherry Point.

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

9. SEMPER FIT COUNCIL

a. Purpose. One of the purposes of the Semper Fit Council shall be to make appropriate recommendations to the CO concerning the Semper Fit Program.

b. Membership. Membership of the Semper Fit Council shall be as set forth by reference (f).

10. PROPERTY CONTROL. Control of property will be per reference (a).

11. ALCOHOLIC BEVERAGES. Dispensing, possession, consumption or transportation of alcoholic beverages to and from Semper Fit Department facilities will be in accordance with reference (g).

SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 2

ATHLETICS DIVISION

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SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 2

ATHLETICS DIVISION

1. GENERAL. The Athletics Division of the Semper Fit Department will administer the Marine Corps Sports Program that is established to provide active duty Marines and other authorized patrons an opportunity to take part in some form of competitive sports program regardless of 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:

<u>SPORT</u>	<u>PLAY STARTS</u>	<u>TYPE</u>
Intramural In-Line Hockey	February	Team
Intramural Softball	March	Team
Open League Volleyball*	April	Team
Intramural League Soccer	April	Team
Open League Soccer*	July	Team
Open Basketball League*	September	Team
Intramural Flag Football	October	Team
Over-30 Basketball	November	Team

\*NOTE: Denotes Open Leagues, in which civilians participate for a fee, this fee is waived for our Active Duty personnel.

c. Commander's Challenge. The Commander's Challenge will be awarded annually to the group that accumulates the most points in the Commander's Challenge event during the competitive event. Sports will be divided into league-type and tournament-type competition to determine point values.

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(1) Participation Points for Commander's Challenge

(a) Team Sports Entry Points. Each group entering a team will receive 10 participation points per team with a maximum of 50 participation points.

(b) Individual Sports Entry Points. Each group entering individuals in each individual sport will receive one participation point for each individual entered up to the maximum number of entrants allowed for that event. In no case will more than eight participation points be allowed.

(2) Competitive Sports

(a) Team Sports Competitive Points. Competitive points will be awarded on the basis of 40-30-20-10 for first through fourth place. These points are based on tournament play at the conclusion of the season and not on league play.

(b) Individual Sports Competitive Points. Competitive points will be awarded on the basis of 20-15-10-5 for first through fourth place.

(c) Ties. In the event of ties, playoffs will be held for first place only. Points for remaining places will be added together and divided equally among tied teams. Teams tied for fourth place will divide fourth place points.

(d) Penalty Points. Each team that forfeits a game or match will be assessed one penalty point. Three forfeits by a team shall result in the loss of an additional 10 points.

(3) Announcement of Events. The Sports Coordinator will ensure an announcement is published in the Windsock by the 10th of each month preceding the start of each sporting event. Also, MCCS Marketing will include information about each event in their email "MCCS Events." Each announcement will have a description of the sport, event dates, contact information, and where to obtain necessary paperwork. In addition, information will be passed to command liaisons and posted on the base information channel.

(4) Player Eligibility. All personnel attached to, or serving with a unit aboard the Air Station, are eligible to compete with that unit for intramural sports. Individuals who receive Temporary Assigned Duty (TAD) or intra-command transfer orders

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during the playing season must continue to play with the unit with which they started. Navy personnel on board the Station are authorized to participate. Provisions for members of units not participating in a sport may be made so they may participate with another unit. Both commanders must agree to the arrangements. Personnel cannot cross unit boundaries if their parent unit has a team. 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 from the Marine Dome or via the MCCS Cherry Point website. 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. When a scheduled team fails to field 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.

5. POSTPONEMENTS. Requests for cancellations and postponements must be made to the Athletics Division Office at least by 1400 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.

6. 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.

7. OFFICIAL RULES. Nationally recognized official rules will be the basis for conduct of each sport. The Sports Coordinator may supplement with local rules whenever required.

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8. PUBLICITY. All publicity in connection with sporting events will be the responsibility of the MCCA Marketing Division.

9. OFFICIALS. The Semper Fit Department will furnish all necessary officials for team sports. These officials will be contracted annually.

10. AWARDS. Team and individual awards will be presented as described in the directive, which announces the sport concerned.

11. VARSITY SPORTS. Varsity sports provide a forum for exceptional athletes to exercise their talents and abilities. Varsity level sports give each installation a reserve of qualified athletes that are capable of moving on to the regional and All-Marine levels of competition. Sports considered for the varsity program shall include, but are not limited to, those events that are scheduled annually on the All-Marine Sports Calendar. Cherry Point offers the following varsity sports: men and women basketball, men and women volleyball, boxing, baseball, soccer, roller hockey, men softball, rugby, and triathlon team.

12. 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 appropriate fees.

b. Equipment. Indoor athletic equipment such as basketballs, volleyballs, racquetball racquets and balls may be checked out from the gymnasium issue room on a daily basis for use in the gymnasium. Outdoor athletic equipment such as tennis racquets and tennis balls, footballs, softball equipment and beach volleyballs can also be checked out from the gymnasium issue room. Lockers, showers, heads, saunas, and a steam room are located in the gymnasium.

13. RACQUETBALL COURTS

a. Gymnasium Racquetball Courts. There are two racquetball courts located in the gymnasium. These two courts are challenge courts Monday through Friday from 1100 to 1300 and 1600 to 1800. Any other time they can be reserved for an hour up to one week in advance by calling the gymnasium issue room at 466-2566. The individual making the reservation must check in with the gymnasium

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issue room attendant prior to using the court. Reservations will be held for ten minutes, after which time, the court will be open for challenge, the remainder of the reserved period.

b. Other Racquetball Courts. There are four more racquetball courts located adjacent to the Hancock Swimming Pool. They are open to anyone on a first come, first serve basis.

c. Eye Protectors. It is mandatory that eye protectors be worn at all times when playing racquetball on any court.

14. ATHLETIC FIELD AND GYMNASIUM COURT RESERVATIONS. Calling the gymnasium issue room at 466-2566 can reserve the following fields or courts: basketball courts, indoor volleyball courts, beach volleyball courts, softball fields, and the multi-purpose field.

15. FITNESS CENTERS

a. Devil Dog Gym. The Devil Dog Gym is located in Building 4322. The Devil Dog Gym offers the use of free weights, cardiovascular and selectorized equipment and cables for all fitness levels. Showers and lockers are available. Lockers can be checked out by the day, 6 months, or year.

b. Hancock Fitness Center. The Hancock Fitness Center is located adjacent to the Hancock Pool in Building 3258. The Hancock Fitness center offers free weights along with a complete line of cardiovascular and selectorized equipment including sauna, showers, and 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) provided 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. Guests must be accompanied by their sponsor.

(4) Check-In. Patrons are required to log in upon prior 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.

## 16. YOUTH SPORTS

a. The Youth Sports Director's office is located within the Cherry Tree House in Building 4415. It offers various leagues, instructional courses, Start Smart Program, and miscellaneous programs for our 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, Cheer Camp, and Tennis

(3) Start Smart Program. Baseball, Basketball, Football, Golf, Soccer, and Sports Development.

(4) Miscellaneous Programs. Cheerleading, NFL Punt, Pass & Kick, Parent/Child Golf Tournament, and Tae Kwon Do.

b. Youth sports program managers shall be certified and maintain certification 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 Coordinator is responsible for recruiting, certifying 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 certified and 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, CPR and safety (to include injury prevention), identification/reporting of child abuse and neglect, organizing/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.

(c) All youth coaches are to be registered with and listed in the registry of a national sports coaches association. All volunteer coaches shall be certified by an independent youth sports organization that provides coverage for certified coaches.

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CHAPTER 3

HEALTH PROMOTION AND FITNESS DIVISION

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CHAPTER 3

HEALTH PROMOTION AND FITNESS DIVISION

1. GENERAL

a. Program. The Health Promotion and Fitness Division policies and procedures will be as established in reference (b).

b. Mission. This division is established to accomplish the mission of the Semper Fit Department in the following areas:

(1) Health Promotion.

(2) Fitness.

c. Authorized Patrons. Semper Fit Division 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 charged are adjusted to patron demand, seasons, etc. Contact the specific branch for current hours of operation and fees charged.

2. HEALTH PROMOTION

a. General. Health Promotion is established to provide commanders at MCAS Cherry Point with a combined team of health professionals, medical experts, educators, and recreation specialists that encourage and support healthy lifestyles per references (b) and (f).

b. Facility. The Semper Fit Center, Building 3383, located across the street from the Station Gymnasium (Marine Dome), is the center of operations for Health Promotion. Contact the Health Promotion Director for programs this area offers.

c. Assignment, Orientation and Training of Unit Semper Fit Officers

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(1) Assignment. Operational commanders shall assign, in writing, a squadron level Semper Fit Officer who must be a SNCO or higher to act as liaison with the Health Promotion Director in order to coordinate program support and awareness of capabilities.

(2) Orientation. The Health Promotion Director is responsible for conducting a formal orientation for newly assigned unit Semper Fit Officers aboard MCAS Cherry Point. The orientation will be conducted within the first 30 days of appointment.

(3) Content of Orientation. The course of instruction will include such subjects as mission, programs, support, and unit program responsibilities.

d. Semper Fit Officer Meetings. Held quarterly (January, April, July, October). Provides information and training for each unit's Semper Fit Officer.

e. Programs. The following programs are offered:

(1) Tobacco Cessation Course. This is a seven week course open to all eligible patrons per reference (e). Medications are included in the course for all Naval Hospital 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.

(3) Unit Education and Prevention Classes. These classes can be requested at any time for a group of 10 or more. Classes are taught by subject matter experts (SME's). These classes are geared towards any group that wishes to focus on any of the nine elements of Semper Fit Health Promotion (Suicide Awareness, STD/HIV Prevention, Tobacco Cessation & Prevention, Alcohol & Substance Abuse Prevention, Stress Management, Injury Prevention, Hypertension Education & Control, Physical Fitness, and Nutrition Education).

(4) Health/Wellness Fairs. Offered annually. Services include blood pressure checks, cholesterol screenings, body composition analysis, cardiovascular assessment, flexibility testing, and other vital information and materials are

distributed. A Kid's Health & Fitness Fair is also offered for children (ages 2-12) as well.

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

(6) Diabetes Support. Weekly support group and instruction taught by diabetes educator.

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

### 3. FITNESS

#### a. Facilities

(1) Personal Training Room. This room is located in the Marine Dome, Bldg. 287, Room 1. This room houses the personal trainers and is the central point for one-on-one personal training sessions for clients.

(2) Fitness Connection. The Fitness Connection is located in Building 4027. This building is situated in the Nugent Cove housing area. A variety of group exercise classes are offered at this facility. Among these are toning, combinations, sports conditioning, yoga, water aerobics, spinning and high and low impact aerobic classes.

(3) Special Events. This room is located in the Marine Dome, Bldg. 287, Room 8. This 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) Half Marathon - Annual event conducted in the springtime.

(c) Duathlon - Annual event conducted in the fall.

(d) Sprint Triathlon/Relay - Annual event conducted in summer.

(e) All Terrain Unit Competition - Offered twice throughout the year. This team competition offers the active duty alternative and competitive physical training experiences.

(2) Fitness Programs

(a) Personal Training. Available to all eligible patrons. Scheduling an appointment is necessary.

(b) Unit PT's. All requests must be scheduled one week prior to the requested date of class, through email to the Program Coordinator.

(c) Mom's With Wheels. Annual event conducted in the spring time.

(d) Host site for National Certification - AFFAA (Aerobics and Fitness Association of America). Annual event conducted in the spring time.

(3) Group Exercise Classes. A variety of classes for every fitness level are offered to include toning, strength training, step, kickboxing, sports conditioning, spinning, and water aerobics. Classes are taught throughout the day and evening.

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 ages 12-15 are not authorized independent use of the facilities. Self-directed use of the facility is authorized at age 16 per reference (b) provided a certified trainer provides an orientation and instruction. Reference (b) further stipulates that no individual or group shall be permitted unsupervised access to a primary Semper Fit fitness facility.

(3) Guests. Authorization to bring a guest requires permission from the Semper Fit Director or the Fitness Center Manager. There is a \$5.00 fee and all guests must be accompanied by their sponsor.

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

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(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.

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CHAPTER 4

AQUATICS DIVISION

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SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 4

AQUATICS DIVISION

1. GENERAL. The facilities in this division consist of two 50-yard swimming pools and one 25-yard swimming pool.

a. Combat Pool. The Combat pool is a 50-yard covered and heated swimming pool open year round and is located adjacent to the station gymnasium (Marine Dome). This pool is utilized for required military water training. When the pool is not being utilized for military training, it is utilized for recreational swimming. The pool has a capacity of 200 patrons.

b. Hancock Pool. The Hancock pool, Building 3258, is a 50-yard outdoor swimming pool located in officer's housing on Roosevelt Boulevard (next to the fire station). The pool has a capacity of 200 patrons.

c. Cedar Creek Pool. The Cedar Creek pool, Building 3551, is a 25-yard outdoor swimming pool located in Nugent Cove (SNCO) housing area adjacent to the Community Center on Stanley Road. The pool 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 forbidden to have idle conversation with or otherwise distract 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.

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

SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 5

COMMUNITY ACTIVITIES DIVISION

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SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 5

COMMUNITY ACTIVITIES DIVISION

1. GENERAL

a. Purpose. The Community Center is a facility designed to enhance family life. The Community Center offers programs for teens, such as teen parties, dances, open recreation and a teen room, which includes pool tables, Wii, X-Box 360, big screen TV and games. The Community Center also offers various family programs such as scavenger hunts, games and open recreation.

b. Facility. The Cherry Point Community Center, Building 4503, is located in the Nugent Cove (SNCO) housing area adjacent to the Cedar Creek swimming pool on Stanley Road.

c. Open Family Recreation. When the Community Center is open, families are welcome to open recreation, play pool, watch television, play various games or just relax on the balcony overlooking the river.

d. Age Requirements. Children under the age of 12 years must be accompanied by their parent. Youth ages 12-17 (18 years if enrolled in high school) are welcome to open recreation when the facility is open.

e. Picnic Areas. There are no picnic tables available at the Center. Any picnic tables that are on the grounds belong to Cedar Creek Pool which is housed next door to the Community Center.

f. Room Rental Use. Rooms are available for rental for unit functions, teen parties, holiday parties, etc. Reservations must be made prior to any room rental use.

g. Payments. The Community Center accepts checks or cash for payment of programs. Proper identification will be required and receipts will be given.

h. Ice/Vending Machines. There are ice and vending machines on the premises for use by patrons.

i. Guests. Patrons are limited to one guest per military family member. All guests must sign in and out at the front desk.

2. FACILITY RULES

a. Rules

(1) Patrons must present a valid identification card and check in and out at the front desk.

(2) Members will be held accountable for any violation of the rules by their sponsored guest.

(3) Profanity will not be tolerated.

(4) Fighting will not be tolerated.

(5) Animals will not be allowed on the premises.

(6) Shirts and shoes must be worn at all times.

(7) Bandanas will not be worn in the facility.

(8) Smoking/use of tobacco products are not allowed in or around the facility.

(9) Alcoholic beverages, drugs, and drug paraphernalia are not allowed. Use of alcoholic beverages for private parties must be approved by the Center Manager.

(10) Weapons of any kind are not allowed.

b. Disciplinary steps are as follows:

(1) Step 1: The youth will be verbally warned on the rules. For the last two rules, Step 2 will be implemented.

(2) Step 2: The parent or guardian will be notified by telephone and an incident report will be completed.

(3) Step 3: The parent or guardian will be asked to come in for a conference and an incident report will be completed.

(4) Step 4: The youth will be expelled from the Community Center for one week and an incident report will be completed.

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(5) Step 5: The youth will lose all privileges to the Community Center pending review by the Director of Semper Fit, the Deputy Director of MCCA and a final decision, if needed, by the CO.

c. Youth will be treated with utmost dignity and regard for individual expression. Discipline within youth activities will always be fair and consistent. Physical contact of any kind is prohibited unless it is to restrain a child from hurting himself/herself or others. The Youth Program Guidance and Discipline as well as the Touch Policies will be followed at all times.

3. VOLUNTEERS. All volunteers will complete an application form and will obtain clearance via an installation record check. All volunteers will complete eight hours of orientation training and four hours of observation before working alone with the youth.

4. STAFF/YOUTH RATIOS. DoD directed staff-to-youth ratios are maintained at all times in order to provide adequate supervision and ensure rapid evacuation of all youth in the event of an emergency. At least two staff members will be on duty during hours youth are in the facility. Ratio for open recreation is 1 to 15.

5. ADVISORY COUNCIL. A Parent Advisory Council will provide recommendations for improving services and operations of the youth program. The Council will be advisory, rather than operational. This Council will include, but not be limited to, representatives from areas relevant to youth.

6. CHERRY POINT TEEN CENTER, "THE REC". The Community Center's Teen Center will provide teens with high quality programs that support and enhance skills and competencies and prepare teens for the future by helping them successfully transition through the military lifestyle. The program will be designed to provide teens with a positive and safe environment through partnership with external organizations. The Teen Center offers monthly dances, teen council, open recreation, various teen oriented programs such as tournaments, game nights, movies, teen volunteer programs, proms, parades, and daily open recreation/weekend programs. Various fun activities are provided during school holiday breaks and summer school vacation. Teens are encouraged to participate in other base functions as well as City of Havelock community functions under the guidance of Community Center staff.

SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 6

SUPPORT

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SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 6

SUPPORT

1. MCCS FINANCIAL DEPARTMENT SUPPORT

a. The MCCS Financial Department accounts for all MCCS funds per existing accounting directives.

b. The MCCS Financial Department will procure all required purchases for the Semper Fit Department.

c. The MCCS Financial Department will administer all contracts with contract employees, organizations or individuals hired to provide a service or product for the Semper Fit Department programs.

d. The Information Resources Division (IRD) will provide ADP support for the Semper Fit Department.

2. REVIEW AND ANALYSIS DEPARTMENT. The Review & Analysis Department is responsible for the requisitioning, accountability, repair, periodic inventory, and disposition of Semper Fit Department property.

3. DEPUTY DIRECTOR, MCCS

a. Maintenance. The Deputy Director, MCCS is responsible for ensuring the Maintenance Division provides the maintenance of all Semper Fit Department facilities.

b. Marketing/Corporate Sponsorship. The Deputy Director, MCCS is responsible for ensuring Marketing and Corporate Sponsorship provides publicity and commercial sponsorship support for all Semper Fit programs.

4. ORGANIZATIONAL DEVELOPMENT DEPARTMENT

a. Human Resource Office (HRO). The Organizational Development Department will ensure Human Resources Division provides personnel support for the Semper Fit Department.

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b. Career Development Division. The Organizational Development Department will ensure Career Development Division provides training support for the Semper Fit Department.

SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 7

RECREATIONAL/OFF-DUTY SAFETY

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SEMPER FIT DEPARTMENT GUIDELINES AND PROCEDURES

CHAPTER 7

RECREATIONAL/OFF-DUTY SAFETY

1. GENERAL. With the integration of fitness centers, health promotions, and sports and recreation under the Semper Fit Department (SFD), injury prevention is integral to the day-to-day education and operations of our Semper Fit programs. Mishaps that occur during off-duty and recreational activities adversely impact a command's mission capability. Significant medical expenses and loss of specialized skills may be attributed to these mishaps. Many of these mishaps can be prevented or minimized through the enforcement of operational risk management practices and recreational safety programs.

2. REQUIREMENTS

a. All written SOP's shall be developed by the activity and reviewed by the local safety office.

b. For all areas using hazardous chemicals, a specific written hazard communication program shall be written by the activity and reviewed by the local safety office. All personnel shall receive an initial safety orientation providing basic knowledge of the hazards associated with failure to comply with requirements for the safe use of equipment and wearing of personal protective equipment (PPE).

c. A workplace safety-training program shall be developed for each area/activity to provide employees and patrons knowledge of hazards to which they may be exposed. All training programs above shall be reviewed by the local safety office and documented in accordance with local and federal requirements. The SFD shall ensure each area/activity develops a process for enforcing the training requirement. Written training records shall be maintained for at least five years, but may be maintained in one continuous log with divisions for various years.

d. A written emergency plan will be developed that includes medical, fire, and other evacuation emergencies.

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e. Each MCCS area/activity shall develop and publish the minimum safety requirements for use of the facility and/or displayed in an appropriate location.

f. Exposure to blood and other potentially infectious materials is covered by the blood borne pathogen program.