

U.S. ARMY GARRISON  
DIRECTORATE OF MORALE, WELFARE, AND RECREATION  
PERMANENT FACILITY COPY

SELFM-MWR-FA-PF

Standard Operating Procedure #6

1 March 2000

Physical Fitness Center PFC

Paragraph

Purpose . . . . .	1
Scope . . . . .	2
Responsibility . . . . .	3
General . . . . .	4
Guests . . . . .	5
Rules and Regulations . . . . .	6
Fitness Center Personnel . . . . .	7

Appendix

Sports and Facility Administration . . . . .	A
Racquetball Court . . . . .	B
Basketball Courts . . . . .	C
Aerobics and Water Aerobics . . . . .	D
Intramural Program . . . . .	E
Swimming Pool . . . . .	F
Saunas . . . . .	G
Free Weights . . . . .	H
Nautilus . . . . .	I
Athletic Fields . . . . .	J
Tennis Courts . . . . .	K
Physical Training . . . . .	L
Equipment Issue . . . . .	M
Uniform Issue . . . . .	N
Cash Controls . . . . .	O

Safety Program ..... A

1. Purpose.

This Standard Operating Procedure (SOP) prescribes policies, procedures and responsibilities for effective operation and administration of the Abramowitz Physical Fitness Center, Building 114.

2. Scope.

This SOP is to be followed by assigned staff and all personnel authorized use of the Field House. It is an implementing directive, not in conflict with any existing directives.

3. Responsibilities.

It is the responsibility of the Physical Fitness Center Activity Manager to insure that this SOP is revised as necessary, available to all employees, and complied with in all instances to insure proper administration of the facility.

4. General.

a. Facilities.

The facilities available at the Physical Fitness Center are a main gymnasium, two racquetball courts, a Nautilus room, a free weight room, a cardiovascular room, men's and ladies locker and sauna rooms, and an indoor swimming pool. There is also a supply issue room and a sports office.

b. Eligibility.

(1) The use of the facilities at the PFC is authorized to all active duty and retired military personnel and their family members upon presentation of a valid ID card.

(2) Members of the Army Reserve and/or National Guard, military personnel of foreign nations and their family members are eligible when authorized unlimited exchange privileges.

(3) The Fitness Center is open to all children ten (10) years of age and older who have valid ID's, during all hours of operation. Children fourteen (14) and older with valid ID's may use the Nautilus Room and the Cardio Arena. Children sixteen (16) and older with valid ID's may use the free weight room. Children under ten (10) years of age must be accompanied and supervised at all times by a parent or legal guardian. Facility peak hours are Mondays through Friday's from 1100 to 1300 (11 A.M. to 1 P.M.)

One must be 18 or older to use the PFC. For safety reasons it is strongly recommended that no children be left unattended during any hours.

(4) Health and fitness are as important to children as to adults and the PFC wishes to grant all every possible opportunity to benefit from maximum use of the facility. However, certain steps must be taken to ensure that children, once in the facility, are engaged only in proper and beneficial physical activity. If any child (1) fails to follow the Center's safety rules or (2) does not engage in proper and beneficial activities, or (3) loiters in the facility for no specific purpose, the following corrective actions will be taken:

a. For the first infraction, the child will be directed to stop the unsafe behavior and/or to actively engage in proper physical activity.

b. For a second infraction, the child's parent or legal guardian will be notified and asked to ensure that the improper behavior ceases.

c. For a third infraction, the child will be banned from the facility for a two (2) week period and his/her parent or legal guardian will be notified of the suspension.

d. For a fourth infraction, the child will be banned from the facility for a one (1) year period and his/her parent or legal guardian will be notified of the suspension.

(5) DOD civilians (NAF and APF) and contractors (with proper ID) who are assigned to Fort Monmouth and their spouse and children are eligible to use the PFC by registering as members.

Membership Fees: \$ 5.00 Daily Pass  
\$ 20.00 Monthly Individual Pass  
\$127.00 Yearly Individual Pass  
  
\$ 25.00 Monthly Family Pass  
\$170.00 Yearly Family Pass

Off Peak Hours: Monday-Friday  
8-10 a.m. 1-3 p.m. 7-9 p.m.  
\$ 70.00 Yearly Individual Pass  
\$ 10.00 Monthly Individual Pass  
  
\$110.00 Yearly Family Pass  
\$ 15.00 Monthly Family Pass

(6) Family members, 18 years of age or older, are eligible to register without the sponsor being a member. However, the sponsor must be physically present during registration of a family member.

(7) DOD Civilian Retired personnel are eligible for membership if retirement became effective after 1 October 1994.

(8) Monthly membership may be converted to yearly membership within 5 days of purchase.

(9) No daily pass payment will be converted to monthly or yearly membership.

(10) Ten or more employees from the same organization/directories who register in a group, are entitled to 15% discount on the yearly single or family membership. Memorandum signed by director/chief/commander with the list of employees eligible for discount must be submitted in writing to the PFC.

#### 5. Guests.

Only active duty and retired military personnel are allowed bona fide guests (a bona fide guest is defined as a family member or friend living in the sponsor's house for a period not to extend 30 days).

a. Active duty military personnel assigned or attached to Fort Monmouth and retired military personnel who have temporary house guests may obtain a pass at the PFC. These passes will not exceed a two week period. Guests holding these passes will be admitted without the sponsor being present, IAW with eligibility rules.

b. Active duty military personnel assigned or attached to Fort Monmouth and retired personnel may bring a guest (one guest per person) by paying an entrance fee of \$5.00.

c. DOD civilians, contractors, and their family members over 18 years of age may bring a guest (one guest per person) by paying an entrance fee of \$10.00.

d. Guests must comply with facility's rules and regulations otherwise guests' privileges will be revoked.

e. Guests will be admitted in the facility ONLY during the following hours: 0800-1100, 1300-1600, 1900-2100 Mon-Fri and 0900-1600 on Saturdays, Sundays, and Holidays.

f. Use of the facilities by individuals and/or groups not otherwise authorized, must be approved in writing by the Deputy Installation Commander IAW AR 215-2.

5. Rules and Regulations.

Failure of participants to abide by existing rules and regulations, as well as those verbal instructions issued by supervisory personnel, may result in withdrawal of the privileges of the violator.

- a. Absolutely no smoking or consumption of alcohol is allowed in the facility.
- b. No food is to be consumed except in the main lobby.
- c. Horseplay is prohibited.
- d. Misuse of or damage of equipment and/or facilities is cause for disciplinary action such as suspension from facility.
- e. Use of running shoes or any athletic shoes worn outdoors is prohibited on gymnasium floor.
- f. Parents/Guardians will be held responsible for children while they are in the facility. Withdrawal of privileges may result from any infraction of facility rules.
- g. Dunking of basketballs is permitted only on glass backboards.

6. Physical Fitness Center Personnel will:

- a. Attend to all visitors and customers immediately.
- b. Treat all participants, regardless of rank or position, in a courteous manner.
- c. Check ID cards of all individuals entering the facility whom are dressed in civilian attire.
- d. Answer all telephone calls in a military manner, giving name of facility, your name, and if military, your rank.
- e. Before issuing equipment, ensure SELHI 2018 is properly filled out (check ID card for name). File SELHI Form 2018 after all equipment has been returned.
- f. Not permit unauthorized personnel behind the equipment counter or in the office.
- g. Straighten weight areas and tighten weights when necessary.
- h. Insure safe and proper use of all equipment. Take appropriate action to halt unsafe acts immediately upon observance.

- i. Provide information to patrons. Give complete explanations (please do not “guess” answers). If you don’t know the answer, inform the patron you will get back to him/her.
- j. Become familiar with setting up the facility for sports functions and special events.
- k. Use telephone for official use only.

## Appendix A Sports and Facility Administration

- 1. Sports Activity Manager:
  - a. Serves as Chief, Sports Activities, with responsibility for overall operation, administration, supervision and programming of sports programs in the PFC and outdoor athletic facilities, i.e. softball fields, tennis courts, and Charles Wood Pool, etc.
  - b. Is responsible for maintenance of PFC, outdoor courts, and outdoor fields.
  - c. Adds "Daily Log" information.
- 2. Intramural Sports Coordinator:
  - a. Plans, coordinates and schedules the intramural sports program.
  - b. Acts as liaison between coaches/managers of athletic teams and officials when conducting sports events/programs.
  - c. Prepares circulars, letters of instruction, publicity and miscellaneous correspondence.
  - d. Prepares fields for sports events/programs and maintains tennis courts.
  - e. Adds "Daily Log" information.
- 3. Physical Fitness Center Manager:
  - a. Repairs, maintains and issues equipment.
  - b. Oversees maintenance and repairs of the facility.
  - c. Assists Intramural Sports Coordinator, as required.
  - d. Prepares fire, safety and housekeeping reports.

- e. Adds "Daily Log" information.
- 4. Issue Clerk:
  - a. Issues and maintains equipment.
  - b. Conducts inventories and stocks equipment.
  - c. Assists in the maintenance of athletic fields.
  - d. Checks ID cards for admittance to the facility.
  - e. Adds "Daily Log" information.
- 5. Recreation Aid:
  - a. Assumes full charge of the operation and activities of the PFC during nighttime hours of operation.
  - b. Supervises the functions of part-time personnel.
  - c. Supervises daily inventories of property loaned for PFC use.
  - d. Constantly checks on all facilities of the PFC: observes and makes on-the-spot corrections of patrons who are using facility or equipment in an improper manner.
  - e. Spot checks patrons entering the facility to ensure authorized use.
  - f. Prepares daily reports of any unusual happenings or incidents.
  - g. Adds "Daily Log" information.

## Appendix B Racquetball Courts

- 1. Eligibility:
  - a. Active duty and retired military personnel, their family members, and bona fide guests. Parent or guardian must accompany all family members under the age of eighteen.
  - b. Military personnel of foreign nations and their family members, when also authorized unlimited exchange privileges.

c. DOD Civilians (NAF and APF) and Contractors (with proper ID) who are assigned to Fort Monmouth and their spouse. Their sponsors must accompany spouses at all times.

2. Reservations:

- a. Courts may be reserved one day in advance.
- b. Must be 18 years of age or older to reserve a court.
- c. Only active duty, retired military and their family members may reserve courts. Other authorized users may use the court on a space available basis.
- d. Reservations are taken telephonically or may be made in person.
- e. No more than one court reservation per individual per day.
- f. No more than one court reservation per phone call.
- g. Reservations are for 45-minute blocks beginning at 0800, with the exception of the challenge court, described below.
- h. Patrons have a 10-minute grace period, then the court is lost.

3. Challenge Court:

- a. Courts 1 and 2 will be challenge courts Mon-Fri, 1100-1300; in addition, court 1 will be a challenge court from 1645-1830.
- b. Courts 1 and 2 will be challenge courts Sat-Sun and holidays, 1100-1300.
- c. Court 1 is designated for singles challenge only.
- d. Court 2 is designated for doubles challenge only.
- e. Challenge game will be played to 15. Loser will vacate court.
- f. If a player wins 2 consecutive games, both loser and champion will vacate court.
- g. If a player wins 2 consecutive games, and only one challenger is waiting, the champion has the option of remaining in the court to play the lone challenger. This option continues until there are two or more challengers.
- h. Cutthroat can only be played in the doubles court and only if less than four players are present. If a game of cutthroat is started and additional players arrive, the players will be allowed to complete the game in progress.

4. Safety:
  - a. Protective eyewear will be worn at all times while in any court.
  - b. Failure to do so will result in automatic removal from the court.

## Appendix C Basketball Courts

1. Rules and Responsibilities:
  - a. Running shoes/Athletic shoes worn outdoors are NOT permitted on gymnasium floor.
  - b. All games are sudden death to eleven points.
  - c. PFC staff will terminate game if arguments occur.
  - d. Court A is the primary court for full court games.
  - e. Court B is for warming up and for half court games.
  - f. If a call is made, RESPECT THE CALL!
  - g. Those participating must sign in on sign-in board next to the bulletin board.
2. In the event that teams cannot agree on the court, the supervisor on duty may remove said teams from the court and the next two teams will start play.
3. If a fight breaks out, the PFC staff is instructed to call the Military Police at x21112. All patrons caught fighting will have / privileges suspended for a minimum of 90 days.
4. Reservations:
  - a. Units may reserve the basketball court by written request to the Sports Activity Manager, SELFM-MWR-FA-PF.
  - b. Groups outside the installation must write a letter to the USAG Commander.
  - c. Units involved in the Intramural Sports Program may reserve the court with the Intramural Sports Coordinator.
  - d. Half courts will not be reserved for practices Sat-Sun from 1100-1400.

Appendix D  
Aerobics and Water Aerobics Programs

1. Must be age 14 or older to register for either program.
2. Sixteen sessions of either program cost \$10.00.

Appendix E  
Intramural Sports Program

1. Sports:
  - a. Basketball
  - b. Volleyball
  - c. Softball
  - d. Soccer
  - e. Flag Football
  - f. Racquetball
  - g. Tennis
2. Eligibility:
  - a. Active duty, retired military and civilians who work or are currently assigned/attached to Fort Monmouth, and their family members are eligible to participate in Youth Activities programs are NOT eligible to participate in the Intramural Flag Football program.
  - b. Teams are authorized a limited number of participants for awards only. Players may be added or deleted from roster by notifying the Sports Office at x23275.
  - c. Individuals will participate with either the TDA/TDO unit to which they are assigned /attached or the organization/directorate where they work, except as indicated in 2g below. Participation with one team renders the individual ineligible to participate with another team in the same sport during the current season, unless the individual was a member of a deactivated, reorganized unit or assigned to another battalion unit/organization. There may be more than one team per unit/organization.
  - d. An individual whose unit fields a team in a sport is not authorized to participate with another unit without approval from the Sports Activity Manager.

e. If a unit does not enter a team in league competition, individuals from that unit may participate with another unit upon approval from the Sports Activity Manager. All individuals from a unit not fielding a team will be assigned to the same team. If a player refuses to play for the team to which he/she is assigned, that individual may become ineligible to play during the current season.

3. Scheduling:

a. The scheduling is prepared by the Intramural Sports Coordinator and furnished to each team.

b. Only the Sports Activity Manager has the authority to postpone a scheduled contest.

c. Scheduled contests will only be rescheduled for extenuating circumstances and/or emergencies that conflict with the mission and which could not have been known prior to publishing the schedule.

4. Type of Play:

Double Round Robin. (NOTE: Type of play may change depending upon participation).

5. Purpose:

a. To provide organized off-duty competition for Fort Monmouth personnel.

b. To determine the Fort Monmouth Intramural Champion.

6. Unsportsmanlike Conduct:

Unsportsmanlike conduct WILL NOT be tolerated and may be cause for suspension or ejection.

## Appendix F Swimming Pool

2. USMAPS:

a. USMAPS will use the pool for PE class Mon-Thu from August thru March 0900-1100. Only three lanes will be used.

b. USMAPS swim team will use the pool Mon-Fri from August thru March 1530-1800. During these times the pool will be closed to all patrons.

3. Swim Test:

a. Lifeguards may request a swimmer to swim one or two laps to determine if a patron can swim when there is just cause to do so for safety reasons. A 50-yard crawl stroke is required. Successfully passing this test will permit individual to enter the 4' and above swimming area. The judgment of the lifeguard is final.

b. If a swimmer does not pass the swim test, he/she will be restricted to the low water area of the pool. No more than one test per person per day is permitted.

4. Lifeguard Breaks:

The pool is closed from 1300-1500 on weekdays and during these hours lifeguards are not required to be on duty. Hours and duty are subject to change.

5. Rules:

a. Patrons must take shower with soap before entry into swimming pool.

b. Swim suits only - no cutoffs, etc.

c. Walk at all times while on the deck and in the seating area.

d. No shoes on deck.

e. No food or beverages allowed in the swimming pool area.

f. No horseplay.

g. No abusive or boisterous language.

h. Supervision of non-swimmers by one parent, legal guardian or adult will not exceed two children.

i. The PFC pool MUST have TWO lifeguards on duty to open.

6. Administration:

a. Sign in/out sheet will be maintained in the pool area. All patrons must sign in/out.

b. Instructions given by the lifeguards on duty will be complied with.

c. Non-swimmers will be restricted to the low water area of the pool. The lifeguards on duty will rope off the low water and high water areas. The lifeguards will warn non-swimmers using any other area other than the one designated. Continuous violation will result in ejection and loss of privileges.

d. Not more than 157 swimmers will be allowed within the enclosure at one time. The lifeguard monitoring the sign in/out sheet will lock the gate to ensure this capacity is not exceeded. No additional patrons will be permitted to sign in for use of the swimming pool.

7. Guests:

a. Active duty military personnel assigned or attached to this installation and retired military personnel are allowed bona fide guests by preparing the REQUEST FOR GUEST PASS form and obtaining the approval of the Sports Activity Manager or designated representative.

b. The DEPUTY INSTALLATION COMMANDER IAW AR 215-2 must approve patronage of this facility by individuals and/or groups not otherwise authorized in writing.

8. Rules and Regulations:

a. Failure of participants to abide by existing rules and regulations, as well as those verbal instructions issued by personnel, may result in withdrawal of privileges from the violator.

b. All patrons must sign in and present a valid ID card.

c. No smoking is permitted.

d. Horseplay is prohibited.

e. The parent/guardian will be held responsible for children who are using the facility. Violations of rules may result in withdrawal of privileges.

9. Duties of Lifeguards:

a. Head Lifeguard:

(1) Ensures all lifeguards perform their duties. Keeps up to date on lifeguard practices and procedures and keeps other guards informed.

(2) Ensures pool, pool deck and other areas in the pool facility are maintained in a sanitary condition at all times. Ensures skimming and vacuuming of pool prior to opening day.

(3) Provides duty schedule to Sports Activity Manager for posting and maintenance of time sheets.

b. All Lifeguards:

(1) Will safeguard the lives of patrons using the pool. Lifeguards will observe activities in the pool, pool deck, and pool area ensure safety rules and regulations are complied with by all patrons using the pool.

(2) In the event of a serious accident or potential drowning in the swimming pool, the lifeguard on duty will blow his/her whistle three times as an alert for people to clear the pool (signs will be posted in pool area to inform patrons of what three whistles indicate). He/She will then take action as necessary to assist person or persons experiencing difficulty. Patrons will clear pool area following directions of the lifeguard. The supervisor on duty will immediately call 911 for emergency assistance. In case of a potential drowning, the lifeguard will apply CPR and any other method of first aid required. The supervisor will handle less serious injury.

(3) Two lifeguards will be on duty at all times observing pool activities when the pool is open. One lifeguard will be in lifeguard chair; one lifeguard will patrol the deck.

(4) Lifeguards for proper chlorine and pH factors will test water four times daily. Water temperature will also be checked. Results of tests will be recorded on swimming pool operating log, DA Form F 3164-R. When test results show that levels obtained do not meet set standards for 0.4 to 2.0, temp 78-82, and for pH 7.2 to 8.4, the pool will be closed. Preventive Medicine x22667 and Utility Office x22889 will be called during duty hours. On nights, weekends and holidays, the service order desk x21122 will be called. Pool will not reopen until authorization by the Sports Activity Manager is given to do so.

(5) Lifeguards will ensure that all rules and regulations are followed. They will also maintain and keep the pool and pool area in a good state of police.

10. Safety Rules:

- a. Pool will be closed when two lifeguards are not available.
- b. Crutches or canes should not be used to enter or leave the pool.
- c. Persons with a severe physical handicap, i.e. blind or deaf, or those who cannot easily understand the lifeguards are allowed to use the swimming pool ONLY with a swim partner present.
- d. Horseplay, running on pool deck and pushing or throwing others in the water is prohibited.
- e. Only one person at a time will be allowed on diving board.
- f. Parent/Guardian should be in the pool with non-swimmers under ten years old.

- g. The use of foreign objects is prohibited, i.e. snorkels, fins, etc.

11. Sanitary Rules:

- a. Only bathing suits will be worn in the pool. Cut-off jeans, athletic shorts, etc. will not be permitted as the fabric clogs the pool filters.
- b. Spitting, nose blowing or urinating in the pool is prohibited.
- c. Persons having colds, sores or other skin diseases, discharges from ears, wearing a bandage of any kind or appearing ill will not be permitted in the pool.
- d. All patrons will take a shower with soap before entering the pool.
- e. Deck must be washed during the 15-minute breaks (adult swims).

12. Lifeguard Qualifications:

The minimum qualification required for all lifeguards is the completion of the requirements for an Advanced Lifesaving Card. Qualification certification must be submitted by the contractor and kept on file in the Sports Office for each lifeguard prior to person assuming lifeguard duties.

Appendix G  
Sauna Room

- 1. Patrons must shower with soap and water before entering sauna room.
- 2. All jewelry, i.e. rings, necklaces, watches, etc. must be removed.
- 3. Recommend no longer than 10 minutes at one time; cool off by taking a warm shower and slowly cooling down.
- 4. Persons in poor or questionable health (high or low blood pressure) should consult a physician before using the sauna.
- 5. The only items allowed in the sauna are bathing suits/shorts and a clean towel to sit on. Plastic suits will not be worn in the sauna because of the possibility of heat exhaustion.
- 6. No one under eighteen years of age is allowed in the sauna, NO EXCEPTIONS.
- 7. Body oils, lotions, creams and water are prohibited.
- 8. No exercising in the sauna is allowed because of the possibility of heat exhaustion.

9. Patrons may lose the right to use the sauna if involved in any dangerous acts, i.e. pouring water in the heating unit.

## Appendix H Free Weight Room

1. Individuals must be sixteen years of age or older to use the weight room. No one under the age of sixteen is permitted in the power lifting room. This will hold true even if accompanied by a parent/guardian.
2. No sports bags are allowed in the weight area.
3. You must have a spotter when using free weights, bench press or squat rack.
4. Return weights and dumbbells back to racks after use.
5. Show concern for others! Do not work at any station for more than one set.
6. Patron must cover pads with a towel when working out. Please dry off padded areas after use.
7. Because of the safety hazard in lifting weights and the possibility of transferring bacteria and fungus, participants must be properly dressed, i.e. shirt, sweat pants or shorts and proper footwear.

## Appendix I Nautilus Room

1. Rules and Regulations:
  - a. Failure of participants to abide by existing rules and regulations, as well as those verbal instructions issued by personnel, may result in withdrawal of privileges from the violator.
  - b. No one under the age of fourteen is permitted in the Nautilus Room. This will hold true even if accompanied by a parent or guardian.
  - c. Show concern for others! Do not work at any station for more than one set.
  - d. Please dry off padded area after use. Everyone using the nautilus equipment must bring a towel to keep the machine cushions sanitary.

e. Because of the safety hazard in lifting weights, and the possibility of transferring bacteria and fungus, participants must be properly dressed, i.e. shirt, sweat pants or shorts and proper footwear.

2. Instructions:

Nautilus instructions will be given by making an appointment through the PFC Sports Office individually or in-groups of ten.

Appendix J  
Athletic Field Reservation

1. The athletic fields to be reserved are as follows:
  - a. 800 area
  - b. Dean Field
  - c. Greeley Field
  - d. Hemphill Field
  - e. Guam and Corrigador
  - f. Satcoma Field
2. The athletic fields must be reserved in writing to the Sports Activity Manager when units/directorates request use of the fields.
3. Groups outside of Fort Monmouth must request the fields in writing to the USAG Commander.
4. The Fort Monmouth intramural program will utilize the 800 Area field, Dean Field, and Hemphill Field from May-Sep.
5. The Men's Civilian League will use Greeley Field and the grassy area of Hemphill Field from May-Sep. Also Guam and Corrigador Fields.
6. The Women's Civilian League will use Satcoma Field, 800 Area and Greeley Field from May-Sep.
7. Fields may not be used after the Sports Staff mark and line them.
8. Hemphill Field will be used for Intramural Flag Football from Oct-Dec.

9. Greeley Field will be used for ceremonies by HQ USAG troops, USMAPS will utilize Greeley Field and Hemphill Field from Sep-Dec for intramural, intramural soccer, and football games.

#### Appendix K Tennis Courts

1. Operating hours for all tennis is 0700-2200.
2. Tennis or basketball shoes only. Bare feet are positively prohibited.
3. Tennis matches will be limited to two sets of singles or doubles when others are waiting.
4. Tennis courts are for active duty, retired military and DOD civilians and their family members. DOD family members must be accompanied by their sponsor.
5. Units/Directorates may reserve the courts in writing to the Sports Activity Manager.
6. Groups outside Fort Monmouth may reserve the courts by submitting + □ requests in writing to the USAG Commander.
7. The PFC staff is responsible for the maintenance of courts.

#### Appendix L Physical Training (PT)

1. In September, the PFC Sports Activity Manager will send out a letter to all units to inform the Commander/First Sergeant of how to request space for a unit PT.
2. The Sports Activity Manager will do PT scheduling, if space is available to accommodate most of the units.
3. PT will be from Oct-Mar, 0600-0800.
4. The racquetball courts will be challenge courts from 0600-0800.
5. The nautilus room will NOT be reserved at ANY time, unless extenuating circumstances occur. The Sports Activity Manager will make this decision.
6. Running shoes/Athletic shoes worn outdoors will NOT be worn on gym floor. The Commander/First Sergeant will be responsible for unit awareness of this policy.

7. 1/4 court in 30-minute increments. When unit size dictates, a maximum of 1/2 court for 30 minutes may be reserved.

#### Appendix M Equipment Issue

1. Responsibility:

The Issue Clerk is responsible for the issue and daily inventory of equipment.

2. Eligibility:

- a. Active duty military with valid ID card.
  - b. Retired military with valid ID card.
  - c. Family members of active and retired military with valid ID card.
  - d. DOD civilians assigned/attached to Fort Monmouth with valid ID card.
  - e. Family members of DOD civilians when accompanied by the sponsor.
3. Personnel in the 0600-0800 PT program will sign out equipment on SELHI Form 1320. The USMAPS PT classes will also use this form.
4. Patrons using the facility during normal operating hours with a valid ID card will sign out equipment on SELHI Form 2018.
5. Equipment signed out in the PFC will be used in the facility and NOT outdoors.
6. Racquetball reservation board will be kept in the Equipment Issue Room.

#### Appendix N Uniform Issue

1. Uniforms for intramural sports must be issued 3 to 5 days prior to the start of any sport season.
2. Uniforms must be returned to the PFC within ten working days after the completion of the season.
3. If a team does not return the number of uniforms issued, the individual that signed for the uniforms must turn in a like item in order to clear the hand receipt.

4. If a unit has not cleared the hand receipt, the unit will not be issued uniforms/equipment during the next sport season.
5. All uniforms/equipment will be signed out from the issue clerk.
6. If an individual who signed a hand receipt for uniforms/equipment PCS's without returning the items, PFC personnel will file a statement of charges.

## Appendix O Cash Controls

1. Purpose:

The purpose of this appendix is to provide the policies and procedures concerning the receipt and disposition of funds within the PFC.

2. Scope:

These policies and procedures apply to all personnel, employee, or patron involved in fund transactions in the PFC.

3. Receipt of Funds:

- a. Payments may be made by cash, check, or traveler's checks.

- (1) Checks will be accepted for the exact amount of the utilization fee only.

- (2) Always check patrons ID card for currency, identification and verification of information provided on the check.

- (3) Always check bad checklist on clipboard prior to accepting check. Immediately notify supervisory personnel if patron is on the list.

- (4) Checks must be made payable to FMMWRF.

- (5) PFC staff member must insure that "For Deposit Only" is stamped or written on the back of the check.

- (6) Insure that the patron signs the check.

- (7) Secure the check along with issue Form DA 1992, if applicable.

- (8) Cash on hand and all sales receipts must balance at the end of the workday.

4. Daily Activity Reports:

a. Reports must be submitted before the end of the month or whenever the cash stored in the safe reaches a total of \$200.00.

b. To prepare the Daily Activity Report, accomplish the following:

(1) Count the cash and checks on hand.

(2) Add up all receipts, i.e. DA Form 1992s.

(3) Complete SELHI Form 1430 and DA Form 4082. Make a copy of these forms for the PFC files.

(4) Complete four copies of bank deposit slip. Three copies are taken to the bank with cash and checks for deposit.

5. Security of funds is of the utmost importance and must be practiced at all times when handling money. Security discipline must be developed and maintained by all money handling personnel.

Annex A  
Section I  
Safety Program

1. Purpose:

This prescribes policies, responsibilities and procedures to implement the PFC Safety Program in accordance with Department of the Army (DA), U.S. Army Material Command (AMC), U.S. Army Communications and Electronics Command (CECOM), the U.S. Army Garrison regulations in the 385 series, and the Occupational Safety and Health Act (OSHA).

2. Scope:

This annex applies to:

a. All Field House staff, including the Sports Activity Manager.

b. Operations and services under the jurisdiction of the Sports Activity Manager in which Army military and civilian personnel, contractors, other persons, or Army and non-Army property, material, or equipment may be engaged.

3. Objective:

a. To reduce manpower and monetary losses due to accidents, through prevention of unsafe acts and provision of safe and healthy work and recreation environments.

b. To increase efficiency of operations by providing qualified technical safety advice and service.

c. To establish criteria for accident reporting and records; safety inspection, testing, training, promotion and education; safety committees and meetings, safety awards, safety program administration and Army motor vehicle accident prevention.

4. Policies:

a. Prevention of accidents is Command responsibility. Operatives indicated in 2a above will establish and implement accident prevention procedures adequate to meet the needs of their activity and the requirements set forth here.

b. Accident prevention principles and techniques will be incorporated as an integral phase of all planning, operations and services performed by the PFC. Safety policies established by the Department of the Army, AMC, CECOM and USAG will be used as basic guides for prevention and reporting of accidents.

5. Responsibilities:

a. PFC staff members, including the Sports Activity Manager, will:

(1) Assume responsibility for accident prevention in the facility.

(2) Ensure procedures are established and individual responsibilities assigned to effect compliance with the requirements of this.

(3) Conduct a management review, at least quarterly, in coordination with the Director of Community and Family Activities, the results of which will be presented to the USAG Commander.

b. The Safety Specialist/Engineer, OSHA Safety will:

(1) Provide staff assistance and guidance to the Sports Activity Manager on matters pertaining to safety.

(2) Develop the USAG Safety Program including plans, policies and procedures for implementation. Conduct periodic evaluations of the program.

(3) Provide technical safety support and services to the PFC.

## Section II Occupational Safety and Health Act (OSHA) Program

### 1. General:

a. OSHA requirements are established by Executive Order (EO) 12196, dated 26 Feb 80, and title 29 Code of Federal Regulations, Chapter XVII, part 1960, Safety and Health Provisions for Federal Employees. This section addresses those elements of the PFC Safety Program that are directly related to those requirements.

b. All military and civilian personnel will be provided an effective safety and health program consistent with OSHA standards. There will be no compromise with OSHA requirements and programs; however, in situations determined to involve unique military requirements or where special situations apply, those situational standards will take precedence.

c. The OSHA Safety Specialist/Engineer will investigate complaints, unsafe, or unhealthy working conditions, and take appropriate steps accordingly. It will interpret OSHA standards, monitor the program for abatement of OSHA inconsistencies, establish a program of continuous education of OSHA requirements, determine when a danger is such that immediate abatement and withdrawal of employees is required, maintain a log of occupational injuries and submit applicable reports as required.

### d. The Sports Activity Manager will:

(1) Initiate action for the abatement of OSHA inconsistencies, utilizing an abatement plan where correction of the inconsistency cannot be accomplished within 30 working days. Upon sited plan the form will be forwarded to work reception and scheduling section, Division of Engineering and Housing (DEH) who will complete part 2 and forward to the OSHA Safety Office.

(2) The OSHA Safety Office will complete part 3 of SELFM 1151-2 and maintain on file. When an inconsistency remains unabated for 60 days, a DARCOM Form 2457-R will be completed and forwarded to the CECOM Safety office for required signature and dispensation.

(3) Permanently post on all official bulletin boards a copy of US Department of Labor poster entitled "Occupational Safety and Health 3 Protection for Federal Employees", OSHA Form 2219.

(4) Include in safety education programs instruction of employees rights and responsibilities, awareness of hazard reporting procedures, and the use of DA Form 4755 Oct 78, "Employee Report of Alleged Unsafe or Unhealthful Working Conditions".

(5) Post on bulletin boards for a period of 30 days, and make available to all employees, a copy of the USAG Annual Summary Report of Federal Occupational Injuries and Illnesses for Civilian Personnel (LRA).

(6) Post at the workplace concerned a copy of SELFM 1161, citing inconsistencies with OSHA. The form will remain posted until all inconsistencies have been abated.

(7) Initiate all actions, submit requests and conduct follow-up surveys to ensure the continued success of the OSHA program within the activity. Employee participation in the OSHA program will be accomplished (primarily through union representation).

### Section III Safety Program Administration

#### 1. General:

Accident prevention depends on the maintenance of safe and healthy conditions and the use of safe practices. To be successful, the Safety Program must be implemented on a planned approach designed to eliminate conditions and develop safe working habits.

#### 2. Responsibilities:

a. Supervisors, to include the Sports Activity Manager, will provide necessary safety training and education for personnel under their jurisdiction, enforce safety rules and regulations, perform continuous daily observations of work area conditions and personnel practices and take appropriate corrective measures when necessary.

b. Each individual is responsible for reporting hazards, adhering to safety rules and utilizing all protective clothing and safety devices provided.

### Section IV Accident Investigation and Reporting

#### 1. General:

Timely and thorough investigation and prompt reporting of accidents is essential to the gathering of facts, determination of causative factors and needed corrective measures and dissemination of information to prevent recurrence of accidents. This section establishes procedures to ensure the experience gained through accident occurrence is fully developed and utilized.

#### 2. Preliminary Reports:

a. All accidents having the following results will be immediately, reported to the OSHA Safety Office, x20083.

(1) Disabling injuries or fatalities to Army military personnel, Army civilians, contractors, nonappropriated fund employees in status and non-Army personnel as defined in Chapter 2, AR 385-40.

(2) Damage to Army aircraft, motor vehicles, equipment, facilities and other Army and non-Army property if incident to USAG operations.

3. Investigation:

a. The Sports Activity Manager will investigate each accident as soon as possible. Medical treatment of injured personnel will NOT be delayed pending the investigation. EVERY EFFORT WILL BE MADE TO ENSURE THE ACCIDENT SCENE IS NOT DISTURBED. All facts related to the accident will be gathered and compiled into the written reports required by this.

b. Services of all applicable specialist organizations will be used, in the accomplishment of the investigation.

c. Investigators will ensure that individuals asked to provide personal information during the investigation are provided with the information contained in DA Form 285-R and Privacy Act Statement.

4. Preparing and Routing of Reports:

a. DA Form 1051 (Record of Injury) will be used to record all injuries and will be completed and routed as indicated below:

(1) Supervisor completes Section I whenever an occupational injury or illness occurs. The form is then delivered by the patient (if possible) to the medical facility treating the injury.

(2) The attending medical personnel will complete Section II and retain medical copy (copy 3). The remaining 2 copies will be returned to the supervisor.

(3) The injured employee's supervisor will complete Sections III and IV of the report. Copy 1 will be retained and copy 2 will be forwarded to the CECOM Safety Office within 5 days of the injury.

(4) Medical treatment should be sought immediately when an occupational injury or illness occurs during non-duty hours (i.e. overtime); however, during the next day the injured personnel and supervisor will complete the procedures above.

b. DA Form 285 (US Army Investigation Report) Aug 80, will be prepared by immediate supervisor of the person most closely associated with the accident and will be completed IAW the instructions attached to this form. Completed reports will be forwarded to reach the OSHA Safety Office within the 5th workday after the accident resulting in:

(1) Fatality or disabling injury.

(2) All Army motor vehicle accidents, regardless of damage.

(3) Property damage of \$300 or more in Army fire or other accident incident to Army operations.

(4) In all cases, preparation will be coordinated with the OSHA Safety Office.

## Section V Safety Awards Program

The PFC Safety Awards Program will be administered IAW guidelines as set forth in HISAM 385-1 dated 30 Jan 81.

## Section VI Prevention of Accidents

### 1. General:

The prevention of Army motor vehicle accidents depends on the selection of responsible and mature individuals for driving duties, high quality driver training and education, effective driver supervision, enforcement of traffic regulations, thorough vehicle maintenance and, comprehensive investigation of accidents.

### 2. Responsibilities:

a. Supervisors, to include the Sports Activity Manager, will:

(1) Determine that all potential drivers assigned to the activity are fully qualified.

(2) Initiate and retain an ongoing record of each driver's qualifications, utilizing DA Form 348.

(3) Suspend driver's permits when there is the need to do so.

(4) Initiate inspection and investigative reports as required.

b. The OSHA Safety Specialist/Engineer, will:

(1) Supervise the Motor Vehicle Accident Prevention Program.

(2) Monitor the Motor Vehicle Program within the activity.

c. Army Motor Vehicle Operators, will:

(1) Provide first line responsibility for all functions concerning the assigned vehicle.

(2) Prepare SF Form 91 (Operator Report on Motor Vehicle Accidents) at the scene of the accident and deliver to the training and safety section, Equipment Management Branch, within one workday, unless physically unable to do so.

## Section VII Special Inspections, Tests and Provisions

### 1. General:

In certain specific operations, it is essential that periodic tests or inspections are conducted and that certain special provisions are defined to ensure the safety of personnel and equipment. This section establishes criteria for these special occurrences.

### 2. Responsibilities:

a. The OSHA Safety Office will spot check and periodically inform the activity of the need to accomplish special actions.

b. Supervisors, to include the Sports Director, will have direct responsibility for performance of all special actions outlined.

### 3. Special Provisions:

#### a. Main Gymnasium and exercise/weight room:

(1) No smoking is permitted.

(2) No food or beverage is permitted beyond main lobby.

(3) Gum will be disposed of by using appropriate receptacles in the main lobby or locker rooms.

(4) Clothing worn should be appropriate for the athletic event in which participant is playing.

(5) Horseplay will not be tolerated.

(6) Spitting on the floor is prohibited.

(7) The activity supervisor to insure the serviceability of all equipment and the safe condition of all areas of the facility will conduct a DAILY inspection of ALL equipment.

b. Sauna Room:

(1) Only adults over the age of 18 may use the sauna.

(2) Persons with heart conditions or similar ailments/illnesses should not use the sauna unless a physician's written approval has been obtained.

c. Indoor Courts:

(1) All precautions sited under main gymnasium apply to the indoor courts as well.

(2) Racquetball courts are eye-hazardous areas. Individuals MUST wear protective eyeglasses when using courts.

d. Swimming Area:

(1) Instructions issued by lifeguard WILL be complied with.

(2) Not more than 157 swimmers will be allowed within the pool enclosure at one time.

(3) All persons will take shower with soap and water prior to entering pool.

(4) Spitting, nose blowing or urinating in the pool is prohibited.

(5) Edibles or beverages will not be carried into the pool area or locker room.

(6) Persons having a cold, open sore, ulcer, infectious skin disease, discharges from ears, bandages or those who are sick will not be permitted to enter pool enclosure. Persons reported to the surgeon as having or being carriers of an infectious disease will not be permitted in the pool enclosure.

(7) Use of swimming gear such as scuba equipment, snorkels, face masks, fins, kick boards, etc., is not authorized in the pool, except during organized classes.

(8) Horseplay, running on pool deck and pushing or throwing others into the water is prohibited.

Section VIII  
Security Plan

1. Physical Security – See attached check list (Activity Security Checklist)
2. Crowd Control
  - a. Head Count
  - b. Set limitations based on pre-set Fire Dept. limitations
3. Disruptive Behavior
  - a. Assess the situation
  - b. Show respect for disputants
  - c. Separate disputants – if verbal
  - d. Physical dispute call 911 ASAP
  - e. Use minimum force necessary to protect life & property
4. Parking Spaces
  - a. 32 Regular parking spaces
  - b. 8 Handicap parking spaces
5. Emergency & Medical Services
  - a. Facility Operator/Technician calls 911 for assistance
  - b. Call Operations Team Leader

---

Operations Team Leader

---

Facility Technician

1. Security containers have been locked and checked.
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.
3. Windows and doors have been locked (where appropriate).
4. Security alarm(s) and equipment have been activated (where appropriate).
5. Change fund is security and deposit made.
6. Call the PMO at close of business x21112.