



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON BAVARIA**  
**UNIT 28130**  
**APO AE 09114-8130**

AMIM-BAW-WR

25 March 2024

**MEMORANDUM FOR RECORD**

**SUBJECT: Standard Operating Procedure (SOP) USAG Bavaria Sports and Fitness Facilities**

**1. PURPOSE**

This SOP establishes uniform guidelines and procedures for the operation of the USAG Bavaria Sports and Fitness facilities.

**2. POLICY**

The procedures for utilization and operating the USAG Bavaria sports and fitness facilities are listed in attached annexes.

**3. APPLICABILITY**

This SOP is applicable to all assigned military, civilian staff, and other authorized personnel.

- a. Primarily active-duty military personnel assigned to the USAG Bavaria community and their family members.
- b. All other active-duty military personnel and their family members not assigned to the USAG Bavaria Community.
- c. Retired US military personnel and DA Civilians employees living on or residing near the USAG Bavaria Community.
- d. Retired US military personnel and DA Civilian employees not assigned to the USAG Bavaria Community.
- e. NATO Forces personnel temporarily assigned for duty with US Forces within the USAG Bavaria Community.
- f. All other personnel authorized by the USAG Bavaria Commander.

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#### 4. RESPONSIBILITIES

a. The Family & Morale, Welfare and Recreation (Family and MWR) Director and Family and MWR is responsible for the overall operation of the USAG Bavaria Sports and Fitness program.

b. The Chief, Business, Recreation Division, (BRD), is responsible for the administration and overall implementation of the USAG Bavaria Family and MWR Sports and Fitness program.

c. The Chief, Sports and Fitness Operations is responsible for the overall operation, administration, supervision of sports and fitness staff, sports & fitness facilities, execution of fitness activities, sports programs, and recreational events within USAG Bavaria.

#### 5. GENERAL

IAW Army Regulation 215-1, subject: Morale, Welfare and Recreation Programs and Non-Appropriated Fund Instrumentalities, 24 Sep 10, fields, and fitness facilities are under the administrative control of the USAG Bavaria Family and MWR. These facilities provide wholesome recreation and leisure time opportunities designed to enhance the physical and mental well-being of Soldiers, Family Members, and other authorized personnel.

6. Point of contact is the undersigned, at DSN 526-9030.

AUDRE BINDER  
Director, Family and MWR  
USAG Bavaria

Enclosure 1:  
Standard Operating Procedures

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Paragraph 2 - Sports & Fitness Facilities (Operating Hours) - Page 4 & 5

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Paragraph 7 - Equipment Issue/Turn-in - Page 13 & 14

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Paragraph 10 - Basketball Court - Page 19

Paragraph 11 - Racquetball Courts - Page 19 & 20

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## 1. REFERENCE:

a. Army Regulation AR215-1, subject: Morale, Welfare and Recreation Programs and Non-Appropriated Fund Instrumentalities, 24 Sep 10

b. Army Regulation in Europe AER215-1, Family and Morale, Welfare, and Recreation Programs in Europe, 17 June 19

c. DoD Morale, Welfare and Recreation Fitness Standards, FY-22

## 2. USAG BAVARIA SPORTS AND FITNESS FACILITIES

### a. INDOOR FACILITIES

#### **TOWER BARRACKS FITNESS CENTER (TBFC), Bldg. 170**

DSN: 526-1420, CIV: 09641-70-526-1420

##### **Operating Hours – Staffed (93 Hours)**

Monday - Friday (0600 - 2000)

Saturday & Sunday, U.S. & TNG Holidays - (0900 - 1700)

##### **24/7 Access (Unstaffed)**

Monday - Friday (2030 - 0530)

Saturday - (1730 - 0830)

Sunday, U.S. & TNG. Holiday (1730 - 0830)

#### **TOWER BARRACKS FIELD HOUSE (TBFH), Bldg. 547**

DSN: 526-1535, COM: 09641-70-526-1535

##### **Operating Hours - 24 hours daily**

##### **24/7 Access (Unstaffed)**

#### **JESSE L. WILLIAMS FITNESS CENTER (JWFC), Bldg. 323 (Rose Barracks)**

DSN: 476-2998, COM: 09662-83-2998

##### **Operating Hours – Staffed (93 hours)**

Monday - Friday (0600 - 2000)

Saturday, Sunday, US & Tng. Holiday (0900 - 1700)

##### **24/7 Access (Unstaffed)**

Monday - Friday (2030 - 0530)

Saturday - (1730 - 0830)

Sunday, U.S. & TNG. Holiday (1730 - 0830)

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**MEMORIAL FITNESS CENTER (MFC), Bldg. 616 (Rose Barracks)**

DSN: 476-2270, COM: 09662-83-2270

**Operating Hours - Staffed**

Monday - Friday (0600 - 0930) and (1730 - 2100)

Saturday, Sunday, U.S. & TNG. Holiday (Closed)

**24/7 Access (Unstaffed)**

Monday - Friday (2130 - 0530) and (1000 - 1700)

Saturday, Sunday, U.S. & TNG. Holiday (24 hours)

*Note: Patrons with 24-hour access are required to exit the facility at the scheduled staffing closure hours and re-enter the facility through the 24-hour main entrance by scanning in for access to meet safety, liability, and accountability requirements.*

**Facility operations hours are subject to change.**

b. OUTDOOR SPORTS FACILITIES

**Tower Barracks**

3 Softball Fields

2 Soccer/Football Fields

1 400M Track

1 Mile Running Trail

**Rose Barracks**

3 Tennis Courts

5 Softball Fields

1 Soccer/Football

1 Fitness trail

**3. AUTHORIZED PERSONNEL**

a. STAFFED HOURS

(1) ADULTS: (Ages 18 and above).

I. US Active-duty military personnel assigned to the USAG Bavaria community and their family members.

II. US Active-duty military personnel and their family members not assigned to the USAG Bavaria community.

III. Allied forces personnel temporarily assigned for duty with US forces within the USAG Bavaria community.

IV. Retired US military personnel living on or residing near the USAG

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Bavaria community.

V. DA Civilian employees living on or residing in USAG Bavaria community, and or DA Civilian personnel temporarily assigned for duty at USAG Bavaria community.

VI. Local Nationals employed by IMCOM-Europe or AAFES working for the USAG Bavaria Community.

VII. PONDS security personnel are authorized utilization of family and MWR Sports & Fitness facilities to conduct their annual mandatory Physical Activity Test (PAT), and for personal physical fitness training.

VIII. U.S. & LN contractors and AAFES concessionaires are not authorized patrons. (IAW NATO SOFA).

(2) CHILDREN/YOUTH:

(a) Youth fitness parallels the Army's mission of physical readiness, esprit de corps, teamwork, and self-accomplishments for US Army Garrison Bavaria. This policy expresses command emphasis and support to provide our youth an opportunity to participate safely in USAG Grafenwoehr fitness centers.

(b) Age limits are established to ensure a safe environment for all customers of fitness centers. Medical organizations such as American College of Sports Medicine provide specific guidelines for youth-fitness programs. Army standards are consistent with these guidelines. Youths may use adult indoor physical fitness centers under following conditions:

(c) Parents will work in partnership with the fitness facility staff to ensure these guidelines are followed.

(d) Prior to full access to the fitness facilities parent, legal guardian and designated authorized adult must take the following steps.

(e) 16–18-year-old must attend and complete a mandatory orientation/safety briefing, parent, legal guardian, youth, and fitness center staff will jointly fill out and sign the Memorandum of Agreement (MOA) Authorized youth usage of F&MWR Fitness facilities.

(f) Parent, legal guardian and/or designated authorized adult and youth must sign

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in with Fitness Center Staff each time they enter and leave the Fitness Center.

(g) Children and youth must conduct themselves in a reasonable, responsible manner and abide by rules of facility. Fitness center staff have the authority to refuse facility usage to anyone, regardless of age, who displays immature or uncontrolled behavior, or causes health or safety risks. Policy violations and/or misconduct may be grounds for loss of privileges.

(h) Basketball Court, Racquetball Court, and Indoor Track:

i. Ages 16 and above, may use unaccompanied.

ii. Ages 15 and below may use basketball court with direct supervision and active involvement of parent, legal guardian, or authorized adult, from 0900 - 1500. Strollers and infant carriers are also authorized during this timeframe.

iii. Children and youth of any age may use the facility while participating in a special program organized and conducted by Child and Youth Services, Department of Defense Dependent Schools, or other authorized youth organizations.

(i) Weight Room/Area, Cardio Room/Area, Conditioning Room/Area, Functional Fitness Room/Area, and Climbing Wall:

i. Ages 16 and above, may use unaccompanied.

ii. Ages 12 - 15 may use these rooms with direct supervision and active involvement of parent or legal guardian. Supervision must be within arm's reach. Children 12-15 may use cardio equipment alone if parent or guardian is participating in same activity next to them without wearing headphones.

iii. For liability and safety reason, children ages 11 and younger are not permitted in these areas; this includes baby strollers and infant carrier.

(j) Locker Rooms/Showers, and Restrooms:

i. Ages 15 and under must have direct supervision from parent or legal guardian or designated authorized adult in these areas.

ii. Youth ages 16 and above have access without adult supervision.

iii. May be used for programs and special events with line of sight and or sound oversight from authorized adults and youth agencies representatives.

(k) Saunas: Children and youth ages 17 and under are not permitted in saunas.

(l) Instructional/Exercise Room/Area:

i. Ages 16 and above, may use unaccompanied.

ii. Ages 15 and below may use exercise room/area with direct supervision and active involvement of parent, legal guardian, or authorized adult from 0900 - 1500. Strollers and infant carriers are also authorized during this timeframe.

iii. During scheduled instructional classes, youth 17 years and below are not authorized in the exercise room/area, this includes strollers and infant carriers.

***Note:** Due to Host Nation Custom restrictions and Liability purposes, Local National and PONDS personnel are prohibited from purchasing product/service or participate in any scheduled activities, classes, events, etc. from the Fitness Center.*

(3) GUESTS

(a) Reference: Army Regulation in Europe AER 215-1, Family and Morale, Welfare, and Recreation Programs in Europe, 17 June 19

(b) BONA FIDE GUESTS. A bona fide guest is a person without status under the NATO Status of Forces Agreement (SOFA) and Supplementary Agreements to the NATO SOFA, who is invited by an authorized member to patronize a Family and MWR facility or participate in a Family and MWR hosted or sponsored activity or event. Bona fide guest are individuals who the sponsoring member of the US Forces knows and with whom the member has an existing relationship. Individuals not known to a member of the US Forces (e.g., casual pick-ups, individuals loitering in parking lots or near a Family and MWR facility or someone randomly soliciting sponsorship from an authorized member of the US Forces) are not considered bona fide guests and will be denied access.

(c) Guests may use the fitness facilities under the sponsorship of an authorized **US ID card holder only** and must always remain with the sponsor.

(d) All personnel must present a valid ID/CAC card, which will be verified by the staff and swiped through the RecTrac system for accountability to have access to any of the USAG Bavaria Family and MWR Sports and Fitness Facilities.

(e) Guest limit is two (2) per person.

(f) Sponsor must sign-in guests in the Sports and Fitness Guest logbook.



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(g) The logbook will include at least the following information:

- i. The name (printed), grade, unit or organization, telephone number, and signature of the sponsor.
- ii. The guest's name (printed) and signature.
- iii. The guest's relationship to the sponsor (for example, brother, associate, friend).
- iv. The date and time the guest entered and left the facility.

**Note:** *Guests are not authorized during unstaffed hours.*

b. UNSTAFFED HOURS

USAG Bavaria MWR 24-hour fitness facilities are ONLY authorized for ADULTS ages 18 and above. (17 for Active-Duty personnel) and Youth ages 12-17 while under direct supervision of their parent/legal guardian.

(1) US Active-duty personnel assigned to the USAG Bavaria Community and their family members.

- i. US Active-duty military personnel and their family members not assigned to the Bavaria Military Community.
- ii. Retired US military personnel living on or residing near the Bavaria Military Community.
- iii. DA Civilian employees living on or residing in USAG Bavaria, and or DA Civilian personnel temporarily assigned for duty at USAG Bavaria.

(2) NATO Soldiers, US & LN contractors, AAFES concessionaires, Local Nationals and or Guests are **NOT** authorized.

#### **4. EMERGENCY PROCEDURES**

- a. Emergency response.

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(1) The emergency phone, First Aid Kit, and AED (automatic external defibrillator) are located as follows.

(a) Tower Barracks Field House, B547 in the Hallway next to the Women locker room.

(b) Tower Barracks Fitness Center, B170 in the fitness area next to the stairs.

(c) Jesse L. Williams Fitness Center, B323 Rose Barracks, at the main entrance on the left.

(d) Memorial Fitness center, B616 Rose Barracks at the main entrance on the right.

(2) In case of fire, dial 112 and proceed with established fire evacuation plan. Fire extinguishers are located throughout the fitness facility, with fire evacuation floor plans.

(3) In case of an emergency requiring military ambulance, dial 112 and for military police dial 110.

b. Serious injuries will be reported to the Installation Operation Center at DSN: 526-2303 or COM: 09641-70-526-2303 and the Safety office at DSN: 526-3025 or COM: 09641-70-526-3025. Injuries to family members will also be reported to the sponsor.

Report should include:

(1) Name (plus name of sponsor if family member).

(2) Rank (sponsor's if family member).

(3) Social Security Number (last 4).

(4) Unit (sponsor's if family member).

(5) Type of injury.

(6) Cause.

(7) Date and time.

c. Certified personnel will implement emergency medical assistant IAW existing EMS protocol when required.

d. Sexual Harassment/Assault Response and Prevention Program (SHARP) Hotline, DSN: 569-4567 COM: 09641-70-569-4567.

e. In the event of a Natural Disaster, Major Accident, CBRNE incident or active shooter, Facility personnel will execute lockdown or evacuation procedures, and proceed to contact the military police.

## **5. SAFETY**

### **a. Safety Precautions and Basic Gym Safety.**

The main purpose is to assure your safety, so that you get the most out of your workout while avoiding injuries and/or other complications. It is imperative that you understand and adhere to each of the following safety precautions. Physical Activity Readiness Questionnaire PAR-Q are available at the front counter and next to the emergency areas to assist you to determine if you are cleared for physical activities.

(1) It is highly recommended that you get a complete physical checkup before you start a physical training program, especially if you have a family history of high blood pressure or heart disease; or is over the age of 45; and any previous injuries or any other physical condition with potential for danger.

(2) Be sure to always integrate warm-ups, stretching, and cooling- down into your program. This will reduce your risk of injury by increasing your blood flow and prepping your muscles for the work they are about to do.

(3) Using the proper lifting form is important not only to work your muscles correctly, but also to prevent injury. Always do your exercises through a full range of motion in a slow, controlled manner.

(4) When beginning a new weightlifting program-or any time you try a new exercise, always start out using lightweights. It is far better to start out too light than too heavy.

(5) We highly recommend not exercising above your training limits and experience. Going to total muscle fatigue with a challenging weight is not useful objective in your first few weeks. When trying a new lift or starting a new routine, the objective is to practice and perfect your technique, and to learn how to concentrate on the muscle you are exercising.

(6) Proper breathing is essential in weightlifting. If you hold your breath while lifting a weight, you run the risk of raising your blood pressure and starving your brain of oxygen. You should try to exhale during the "positive," or main exertion phase, and inhale during the "negative," the phase in which you resist and come back slowly.

(7) Always use the collars that prevent weights from falling off the barbells.

(8) A spotter is recommended when using free-weight bars. Having a spotter is important not only for safety reasons but also for performance enhancement. If a spotter is not available, recommend using the power rack/cage with the safety arms.

(9) Be sure to wear a weightlifting belt on exercises that place stress on your lower back, such as bent-over lifts like squats, or barbell rows.

(10) Be sure to keep your hands away from the cables, cams, pulleys, and weight plates of exercise machines when they are in use. Also, when selecting the weight for a machine exercise, be sure to push the pin in all the way.

(11) Do not leave equipment lying around the weight room where someone could trip over it. Bags and excess clothing in the fitness areas present a safety hazard and are prohibited.

(12) Stay Hydrated and do not exercise on an empty stomach.

(13) Always follow recommended manufacture safety signs on fitness equipment and follow all safety and rules signs that are posted around the facility.

(14) Sanitation Wipes are available your use. For hygienic and health purposes, we ask that you please wipe equipment prior to and after use.

(15) Slippery floors can cause serious injuries! During unstaffed hours the janitorial room is open for patrons to use in case of spillage, excessive dirt, etc. Mops, brooms, rags, dustpan, etc. and wet floor safety signs are available.

## **6. PROPER WORKOUT ATTIRE**

### **a. Shoes**

(1) Policy governs the general use of the indoor sports facilities during staffed and unstaffed hours. The facility manager, in coordination with the event organizer, will govern shoe policy for special events, change of commands, unit physical training (PT) programs, and so forth.

(a) Appropriate footwear must be worn at all times inside the fitness center areas.

(b) Athletic shoes must be worn when using cardio equipment.

(c) Street shoes or combat boots will not be allowed on any court floors.

(d) Combat boots are only authorized while in modified OCP uniforms. This is limited to selectorized, plate loaded, and free weight equipment.

b. Athletic Gear

(1) Proper athletic gear will be worn at all times while exercising on cardio equipment. OCPs are not authorized. There are no exceptions.

(a) The wearing of mixed uniforms (military/civilian dress) is prohibited.

(b) Tank Top, T-shirt, Sweatshirt, must be worn at all times.

(c) Jeans or non-athletic clothing is not permitted while engaging in physical and recreational activities.

(2) Wearing of OCPs, is authorized only under the following conditions:

(a) Only lifting of weights is authorized while in modified OCP uniform. OCP uniform and boots must be clean prior to using equipment.

(b) OCPs for organized combative training is authorized.

(3) Eye protection is mandatory and will always be worn while engaging in racquetball activities.

(4) Clothing in question, refer to the Fitness Center Proper Attire Flyer.

## 7. EQUIPMENT ISSUE/TURN-IN

a. General Guidelines: Any equipment damaged will be paid for if damaged by negligence and/or abuse. The facility manager will determine the type of damage, and will determine, if necessary, the payment required based on current replacement costs.

b. Equipment available: Basketballs - Volleyballs - Soccer Balls- Footballs - Speed Bag/Gloves - Weight Belts - Racquetballs/Rackets - Bands, Jump Ropes, Tennis balls & rackets - Ankle straps, triceps ropes, etc.

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c. Equipment check-out and issuance of gym equipment.

(1) Patrons are required to sign out issue equipment for accountability within the USAG Bavaria, FMWR Sports and Fitness Facilities.

(2) All Issued equipment must be returned 5 minutes prior to facility staffed closing hours.

(3) Equipment to be utilized outside the immediate fitness center and/or grounds by groups and/or individuals must be requested in writing to the facility manager 72 hours in advance.

(4) Only the facility manager may issue or direct the issuance of equipment. All equipment will be issued using a DA-3161 or DD-1150 hand receipts form.

(5) All equipment must be returned in clean and usable condition.

(6) USAG Bavaria Family and MWR reserves the right to deny the issuance of equipment authorized for recreation to any group or individual if such denial is justifiable. Justified denials include equipment that is not used in support of Family and MWR activities/events; failure of organization to return equipment in a timely manner or when equipment not available due to prior commitments.

**Note:** *This service is only provided during staffed hours. Limited equipment will be left out for usage during unmanned hours, such as speed bags/gloves, weight belts, jump ropes, ankle straps, v-bars, etc.*

## 8. RESERVATIONS

a. Reservation for military events, such as PDP, etc. must go through the Multi-Purpose Center, Bldg. #134. DPTMS, DSN: 476-4469. A non-availability statement from DPTMS will be required prior to requesting usage of Family and MWR sports & fitness facilities for a non-recreational event.

b. The facilities governed by this policy include the following and all outdoor courts, and fields under the control of the USAG Bavaria Family and MWR. Reservation forms are available at the Tower Barracks Fitness Center, Bldg. 170 and Rose Barracks Fitness Center, Bldg. 323, and must be submitted 24 hours in advance.

**Note:** *Parties, festivals, etc. are not authorized in any of the USAG Bavaria Fitness Facilities.*

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c. The Tower Barracks Fitness Center (TBFC), Bldg. 170, reservation must go through the TBFC facility manager.

d. The Tower Barracks Field House, Bldg. 547, basketball court is the only area that can be reserved. Reservation must go through the TBFC Facility Manager.

e. The Rose Barracks Memorial Fitness Center, Bldg. 616, reservation must go through the JWFC Facility Manager, Bldg. 323.

f. The Rose Barracks Jesse L. Williams Fitness center, (JWFC), Bldg. 323 is a total fitness center and a reservation for this facility is not authorized.

g. Exception to reservation policy will require a memorandum through the Director of Family and MWR for the Garrison Commander approval.

#### h. General Guidelines

(1) Any request for a one-time only reservation for any fitness facilities must be reserved 24 hours in advance to the facility manager for approval/disapproval.

(2) Any request for a one-time only reservation that will cause a major disruption to the operation of the facility in question will be forwarded through the Director, FMWR for USAG Bavaria Commander's approval/disapproval at least 2 weeks in advance.

(3) Reservation patrons will be expected to observe all sports rules and regulations as published in this SOP unless prior approval for and exception has been approved by the facility manager.

(4) Any request for a recurring reservation (i.e., more than once will be forwarded to the USAG Bavaria Chief, Sports, and Fitness Operation Branch, through BRD to Director, Family and MWR for approval / disapproval, in writing at least 4 weeks in advance.

(5) Private Organization will need special permission from the Director, Family and MWR and USAG Bavaria Commander.

(6) All sports and fitness facilities will be policed by the organization after use and returned to their original state (furniture arrangement, etc.)

(7) The USAG Bavaria FMWR Sports and Fitness scheduled activities have priority over all requested reservations.

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i. Reserving USAG Bavaria Sports and Fitness facilities for unit PT program is only authorized at the Tower Barracks Fitness Center (TBFC), Bldg. #170 and Rose Barracks Memorial Fitness Center (MFC), Bldg. #616. Jesse L. Williams Fitness Center, (JWFC), Bldg. 323 is not authorized.

(1) Due to the number of units and limited space, units assigned to USAG Bavaria, may reserve facilities on a "first come, first serve" basis only. Units are not authorized to conduct organized physical training, and PT test during the following peak hours; 0600 - 0730, 1130 – 1330, and 1600 - 1800 hours.

(2) Any unit making reservations and not utilizing them two consecutive times without notifying the USAG Bavaria Sports Office will forfeit the reservation and be required to resubmit a request for further support.

(3) Requests must be signed by unit commander or 1SG.

(4) All policies, regulations contained in this SOP will be observed by units utilizing facilities and it is the responsibility of the unit commander to ensure observance. Sports facility personnel observing infractions will report to the facility manager for action.

(5) All facilities will be policed by the unit after use to include the returning of the facility equipment, furniture, etc. to its original state.

j. Reserving Outdoor Sports Facilities Procedures.

(1) Reservation for practices, unit activities & organization days are made by submitting the facility reservation form directly to the facility manager. Approval or disapproval will be submitted to the requester via email or in person.

(2) Each unit may reserve one field for one hour each week for practice. Other units' activities and organizational days may be approved for more fields and times. Reservation is required at least 24 hours in advance.

k. Units, organization, or organized teams granted a reservation may lose the privilege of using the fields for a period of 30-90 days, as determined by the Director, Family and MWR if:

(1) A reservation is not kept, and the reserving unit, organization or team does not cancel the reservation.

(2) If there is damage to the fields.



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(3) Reserved requester fails to follow established USAG Bavaria Family and MWR sports field rules and regulations.

I. USAG Bavaria scheduled sports activities have priority over all reservations.

## **9. GENERAL RULES**

a. Family and MWR assume no liability for accident, injury, or loss of property in or on any sports and fitness facilities.

b. The USAG Bavaria FMWR sports and fitness staff is not responsible for patron's valuables.

c. Patrons creating a disturbance, horsing around, or failing to obey the instructions of the sports and fitness staff, will be asked to leave the USAG Bavaria, Family and MWR Sports and Fitness facilities as applicable. Sports and Fitness staff personnel are instructed to notify the Military Police (MP) to remove perpetrators of flagrant violations.

d. Patrons violating facility rules, abusing government equipment/facilities may be denied future use of USAG Bavaria, Family and MWR Sports and Fitness Facilities and may result in disciplinary action.

e. Portable sound producing devices are not permitted within the USAG Bavaria, Family and MWR Sports & Fitness facilities, unless so directed by the manager or event POC. (Headphones are authorized).

f. Taking photos and filming inside any of the USAG Bavaria Fitness Centers is strictly prohibited.

g. Alcoholic beverages will not be permitted in any public area of the fitness center unless prior approval has been received from the USAG Bavaria Commander.

h. Smoking and tobacco products are not permitted in the USAG Bavaria, Family and MWR Sports and Fitness facilities.

i. Pets are not permitted in any of the USAG Bavaria, Family and MWR Sports and Fitness indoor and outdoor facilities.

j. Service Animals – Federal laws and regulations mandate that all service animals are permitted access to all public areas.

(1) If it is not obvious that the animal is a service animal, the staff may ask as follows.

(a) Is the service animal required because of a disability.

(b) and/or what work or task has the service animal been trained to perform?

(2) The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, grooming, veterinary care, and ensuring the animal is under control.

(3) Accommodation may refuse access to a service animal:

(a) When the service animal is out of control.

(b) When the service animal is not housebroken.

k. During unmanned hours equipment must remain inside the fitness facility and will not be taken out under any circumstances.

l. Sports and Fitness issue room, and administration office is for official business only and is off limits to patrons not on official business.

m. Organized Family and MWR programs will have priority over all other use.

n. Proper athletic gear will be worn while engaging in physical/recreational activities, modified OCP is the only authorized exception. See wearing apparel policy.

o. Large bags and excess clothing in the fitness areas presents a safety hazard and are prohibited.

p. Radio in the USAG Bavaria fitness facilities will be set to AFN Bavaria Radio. TVs will be set to AFN Sports and News Channel.

q. Patrons must present ID card to the staff for verification, and scan CAC/ID card into the RecTrac system for accountability to have access to any of the Family and MWR Sports and Fitness facilities.

r. Patrons will be required to leave the facility at the operation staffed closing hours. Patrons with 24/7 access, can reenter the facility by scanning their CAC/ID card at the 24/7 door for access. This is required for accountability, Safety, and liability purposes.

## **10. BASKETBALL COURTS**

a. Rules for recreational play will be conducted in the following manner.

(1) Individuals abusing the courts will lose their privileges and may be held liable for damage and may result in disciplinary action.

(2) Dunking is not permitted.

(3) Proper athletic shoes and gear must always be worn.

b. Challenge play will be conducted on designated courts.

(1) Each fitness facility with a basketball court is required to leave one half-court as a challenge court.

(2) Challenge court hours are 1130-1300 and 1700-1900 hours.

(3) Players sign list to determine order. Players must be dressed and ready for play before signing in.

(4) Winning team stays on court until they have won twice in a row, then they must sit out.

(5) Games are to 15 points.

(6) Scheduled sports activities or facility operation requirement has priority over recreation play.

c. Children 15 years and below may use basketball court with direct supervision and active involvement of parent, legal guardian, or authorized adult, from 0900 – 1500 hours daily. Strollers and infant carriers are also authorized during this timeframe.

## **11. RACQUETBALL COURT – JWFC, B323 Rose Barracks**

a. Patrons must wear eye protectors when playing racquetball. If a participant wears corrective glasses, they must have safety lens and safety straps (AR 215-2).

b. Racquetball Racquets, balls and eye protector glasses are available to sign out at the equipment issue office. (Only during staffed hours)

- c. Proper athletic footwear and gear must be worn on the racquetball courts.
- d. Playing time limit is one hour.
- e. Limit of four players on a court at one time.
- f. Challenge play is authorized, and challenge rules are posted.
- g. Racquetball court can be used in support of individual aerobic type exercises.
- h. WELLBEATS group aerobic exercises classes can be reserved with the facility manager. Minimum of 48 hours from requested dates/times.
- i. Racquetball courts will be closed periodically for maintenance and cleaning daily. Closure will be posted and will be done during low usage time.

## 12. WEIGHT ROOM

- a. Patrons are required to return all bars, plates, and dumbbells to their racks after use. Do not leave weight plates on the floor next to machines or lean plates against walls.
- b. Use of collars for free weight is **mandatory!** (Safety requirement)
- c. For safety reasons, we recommend having a spotter or use the safety arms when lifting free-weights.
- d. Fitness equipment and any other exercise machines are to be used in accordance with the stations specified functions. Assistance is available upon request.
- e. Think safety - do not slam weights on the selectorized and cable machines. Slamming/dropping dumbbells and free weights is strictly prohibited. Exceptions are in designated areas, and or exercising muscle failure.
- f. Weight equipment may not be signed out of the gymnasium.
- g. For safety concerns, sports bags and excess clothing are not permitted in the free weight machine areas.
- h. Report any unsafe practices by other patrons, and report any broken cables, weight plates, squeaking machines, or other problems to the fitness center staff.

i. Show concern to others. Do not dominate any one station for more than one set.

j. It is required that all users wipe down machines before and after usage. Gym sanitation wipes are available throughout the fitness center.

k. Never put hands and feet under weight stacks. Be sure to keep hands and feet located only on the handgrips and footpads provided.

l. Do not operate equipment with loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. Instead, please notify personnel on duty of the problem.

m. Weight benches and equipment must be kept in the established area. Do not move equipment around, unless approved prior by the gym staff.

n. Handles, V-bars, Triceps ropes, etc. for cable machines are to be removed from the machines and return to the rack after usage. For safety concerns do not leave handle and other bars on the floor.

o. Using resistance bands for strength training is authorized when it's properly implemented and safely secured. Be aware that specific type of resistance band is required for Barbell lifts, aka power bands, and customers are responsible to provide their own. Collars and a spotter are mandatory.

p. Hanging Band Technique can be beneficial if done properly. The weight must be limited to the band resistant strength. The bands used must have the same resistance and length for hanging plates off a Barbell. The bands are looped through the hole on the weight-plate that the Barbell goes through, and both ends of the band is looped on the bar, and NOT in a knot. The bands must also be placed evenly on the Barbell. Collars and a spotter is required when doing HBT training.

q. Failure to comply with these instructions may result in personal injury, or loss of weight room privileges.

### **13. FUNCTIONAL FITNESS AREA/ROOM**

a. Functional Fitness (FF) Equipment must stay in the Functional Fitness area.

b. Patrons are required to return all barbells, Kettlebells, dumbbells, medicine

balls, etc. to their racks after use. Do not leave bumper weight plates on the floor next to machines or lean plates against walls.

c. Slamming and dropping weights from above your head is prohibited. Exception; guiding the weights down and or exercising muscle failure.

d. Patrons are not authorized to coach other patrons unless you are a certified trainer on staff.

e. Collars/Muscle Clamps are **mandatory** when using barbells with bumper weight plates.

f. When instructional classes are in progress, patrons must wait to use equipment and or use the functional fitness area, unless approved by the instructor.

g. Gym staff has the right to close the functional fitness area down, when area has become unsafe for physical training due to patrons not picking up after themselves. Area will remain close until staff can clean and clear area to a safe environment.

h. Report any broken or other problems with the functional fitness equipment and or report any unsafe practices by other patrons to the fitness center staff.

i. Wipe equipment before and after use. Sanitation wipes are available.

j. Chalk is authorized; however, patrons are required to clean the chalk from the equipment and from the floor when required.

k. No combat boots on cardio equipment.

l. Do not store or drop weights onto the Plyo-Boxes (wood or soft).

m. Failure to comply with these instructions may result in personal injury, or loss of functional fitness room/area privileges.

#### **14. BOXING / COMBATIVE ROOM**

##### **a. Boxing**

(1) Gloves must be worn and or hand wraps when using any type of punching bags available, and the Spar Pro.

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(2) Sparring is not allowed unless in the presence of a registered boxing coach or certified personnel.

(3) When sparring both boxers must wear a form fitted mouthpiece, safety headgear, no foul protector and use 14/16 oz. gloves.

(4) Proper athletic gear must be always worn.

(5) Remove hand jewelry such as ring prior to wearing gloves and punching bags/Spar-Pros.

(6) No kicking bag or Spar-Pro unless proper foot guards are worn.

(7) Speed Bags and bag gloves are available to sign out at the issue office.

(8) Report and do not use any damage boxing equipment to gym staff.

b. Combatives

(1) Combative mat must be disinfected after use.

(2) Shoes are not authorized on the combative mat.

(3) Proper athletic gear must be worn at all times.

(4) Combative training will only be allowed with a certified trainer.

(5) Unit representative will need to submit a memorandum through the facility manager for reservation.

(6) Wearing apparel will be approved through the facility manger prior to the scheduled training.

(7) Units are responsible to clean and disinfect the mats after usage and report any damage to the facility personnel.

## **15. EXERCISE / INSTRUCTIONAL ROOM**

a. Patrons must clean and wipe off equipment and place them back in its original location after usage.

b. Usage of the instructional room for unit PT during non-peak hours must be coordinated and approved 48 hours prior to scheduled request.

c. Scheduled instructional classes/programs have priority.

d. When instructional classes are in progress, patrons must wait to use equipment and or the room/area.

e. Children 15 years and below may use the exercise room with direct supervision and active involvement of parent, legal guardian, or authorized adult, from 0900 – 1500 hours daily. Strollers and infant carriers are also authorized during this timeframe.

f. During scheduled instructional classes youth below 17 years of age are not authorized. This includes strollers and infant carriers.

## 16. INDOOR RUNNING TRACK - TBFC, B170

a. The track may be used for running, jogging, and walking. Faster runners should use outside lanes and slower walkers should use the inside lanes.

b. Appropriate footwear (running shoes) must be worn at all times. Street shoes or combat boots will not be allowed on the indoor track.

c. Directional signs are posted for patrons to run, which will eliminate wear and tear, and prolong the surface of the indoor track.

d. Runners are to run in the direction indicated on the following days:

(1) Mon, Wed, Fri and Sun to the **RIGHT**.

(2) Tue, Thurs, and Sat to the **LEFT**.

e. Length of the indoor track for 1 Mile is as indicated below:

(1) Inside Lane – 11.8 laps (1 lap =149 yards)

(2) Middle Lane – 11.4 laps (1 lap =154 yards)

(3) Outside Lane – 10.9 laps (1 lap =161 yards)



f. Children and Strollers

(1) Parents/legal guardian using a stroller or baby carriage on the track must use a two person lift to move the stroller up and down the stairs/steps.

(2) Gym employees are not authorized to assist customers in lifting strollers or carriages up and down the stairs.

(3) Strollers and Carriages are only authorized outside of peak gym hours, 0900 - 1500 daily. Strollers are permitted as long if the infant remains inside the stroller seats.

(4) Parents and legal guardian using stroller must maintain space against the outside lane to allow others to pass quickly and efficiently without causing any lane blockage. Avoid walking side-by-side with another stroller/carriage.

## 17. FAMILY FITNESS ROOM

a. Tower Barracks Field House, (TBFH) B547

Operational Hours

Monday – Friday (0830 – 1530)

Sat, Sun & Hol. (0900 – 1200)

b. Memorial Fitness Center, (MFC), B616, Rose Barracks

Operational Hours

Monday – Friday (0830 – 1530)

Sat, Sun & Hol. (0900 – 1200)

c. Available for parents of children ages 6 weeks - 9 years.

d. Children exhibiting signs of illness (cold; fever of 101 Fahrenheit degrees within the past 24 hours; constant cough; within the first 24 hours of taking an antibiotic; diarrhea; fussiness or abnormal disposition) are not allowed to be in the Family Fitness room.

e. To access the Family Fitness Rooms, parents must register for 24/7 Access, and enter through the 24/7 entrance.

f. The Memorial Fitness Center, Family Fitness Room is open to all otherized users outside the dedicated above hours.

g. The Tower Barracks Field House, Family Fitness Room is closed to all otherized users outside the dedicated hours, in support Youth Services/SKIES programs.

h. Parents are required to acknowledge rules by signing in at each visit. (See posted Family Fitness Rules).

## 18. SAUNA

a. The USAG Bavaria fitness facilities operate male and female saunas within the respective locker rooms and are considered dry saunas.

b. The temperature is pre-set and will range from between 160 F and 170 F. (IAW) the DA 7850 Max is 170°F (76.7°C).

c. Saunas are limited to a maximum of 10 patrons.

d. Persons in poor or questionable health (high or low blood pressure) should consult a physician before using sauna.

e. The recommended procedure is to spend 5 minutes on the lower bench and 5 minutes on the upper bench. This should be followed by a cold shower, followed by another 10 minutes in the sauna and another cold shower. To obtain maximum benefit from the sauna, personnel should then relax another 15 to 20 minutes before dressing.

f. Drink plenty of water before and after using the sauna.

g. Patrons using the sauna will shower before entering and are required to have a clean towel to sit on. No towel, No entrance!

h. Maximum clothing authorized is clean short and T-shirt.

i. Wearing excessive clothing, sweat suits, rubber suits, shoes, socks, jewelry, oils, lotion/creams, soap are strictly prohibited. Shower shoes/flip flops are authorized.

j. Do not pour water on the rock, as this will cause major damage to the heating elements. Use of scented oils on the rocks is strictly prohibited.

k. Items such as glass, plastic, paper products and electronic devices are strictly prohibited in the sauna.

**Note:** Saunas are closed during unstaffed hours.

## **19. LOCKER ROOM AND LOCKERS**

a. All lockers are considered daily lockers, except for the lockers that are identified as rental lockers for a fee.

b. Use of daily locker is free of charge; patrons must supply their own lock and required to be cleaned after use.

c. Use of cell phones inside the lockers rooms is strictly prohibited. If you need to use your phone you must leave the locker room.

d. Locks left on daily locker after close of business will be reported to the facility manager. An unauthorized note will be posted on the locker to provide the customer 24 hours' notice. Lock will be cut off and items removed after that point. Items will be inventoried and kept at the facility for one week. High value items will be stored in a safe or a locked container.

e. As a safety precaution an electronic lock is placed on the women locker room doors to be used during unstaffed hours. Female patrons will be issued a code for the electronic door. Patrons are not to share the code with anyone. Code will be periodically changed, and patrons will be informed.

f. Discrepancies such as broken lockers, damaged lockers, or unauthorized use of general daily lockers will be reported to the facility manager.

## **20. LOST, CONFISCATED AND UNCLAIMED PROPERTY**

a. The return of property to its rightful owner and proper disposal of unclaimed property creates good public relations between the Sports Branch and the military community. Lost/found, confiscated and unclaimed property is any privately owned personal property which has come into the custody of the sports branch. Military property, if found or turned-in will be released at the first opportunity to the MP station.

b. The facility manager exercises responsibility for the supervision of lost/found or unclaimed items in accordance with provisions of this SOP.

c. Facility personnel are responsible for turning in lost/unclaimed property to the facility manager or his designated lost/found custodian upon discovery.

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d. Procedures for confiscated property in delinquent lockers or lockers that are used for improper storage of personal items are covered in this SOP.

e. It is imperative that two staff members are present when a lock is cut, and a personal locker is entered.

f. An inventory of the contents is conducted, the items are listed on the inventory sheet, and it is dated and signed by both staff. The property is then sealed in a container along with the inventory sheet and secured in an area not readily accessible to the public.

g. When a patron claims their property, staff should open the container, review the contents with the patron and have them sign the inventory sheet to verify that they have received their property. The signed sheet then remains with the facility manager.

h. Extreme caution is to be exercised in the securing of valuable items such as jewelry, keys, wallets, Military CAC/ID Cards, etc. Items must be turned in to the MP station at the end of the business day.

i. After one-week, unclaimed articles of clothing, not accepted by the Military Police, will be given to the post Thrift Shop.

## 21. USAG BAVARIA 24 HOURS FITNESS FACILITY

a. To have access to USAG Bavaria 24/7 Gyms, customers must fill out a “**Release of Liability Form**”, sign, and submit the completed form to:

[usarmy.bavaria.id-europe.list.mwr-24-7-gym-registration-tbfh@army.mil](mailto:usarmy.bavaria.id-europe.list.mwr-24-7-gym-registration-tbfh@army.mil)

b. The “**Release of Liability Form** can be found online; see below link or QR code.

<https://grafenwoehr.armymwr.com/programs/247-gym-tower-barracks-field-house>



c. Please allow 24 hours after submission, and stop by the Tower Barracks Fitness Center, B170 and/or Rose Barracks Jesse Williams Fitness Center, B323 (between the

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hours of 0800 - 1900 hours, Monday – Friday, and 0930 -1600 hours, Saturday, Sunday, and Holidays to scan your CAC/ID card in our 24/7 access system.

- d. The “Release of Liability Form” is good for all 24 hours fitness centers within USAG Bavaria, Grafenwoehr, Garmisch, Hohenfels and Vilseck.
- e. Patrons must scan the bar code on the back of their CAC/ ID card at the 24 hours entrance scanner for entry.
- f. Patrons will ensure the main entrance to the 24 hours fitness facility door is securely closed following entry. Entries will be logged in the RECTRAC database.
- g. Sharing CAC/ID card is considered theft of services from the 24-hour fitness facility and will be prosecuted.
- h. Do not let another person/s walk in the facility with you, as this will result in immediate loss of your privilege.
- i. Surveillance cameras located throughout the facility are recording activities during unmanned hours to ensure safety measures in place are followed.
- j. There will be no supervision or assistance during unstaffed hours and patrons are expected to behave in accordance with military rules and standards. For safety and security, all outside doors/windows will remain closed unless needed for an emergency.
- k. Holding or propping the door open is strictly prohibited and will result in immediate loss of privilege.
- l. Areas that are not available for use will be locked or clearly marked as restricted. Do not enter these areas, as violations will result in immediate loss of privilege.
- m. Equipment must remain inside the 24-hour fitness facility and will not be taken outside of the facility under any circumstance. Equipment must also remain inside the room/area it is intended for.
- n. Patrons will identify and assess potential risks before engaging in any activity and will take reasonable precautions to mitigate risk of injury. Patrons are highly encouraged to use the buddy concept when exercising in the 24-hour fitness facility.
- o. Patrons are asked to report any misuse, abuse, or violate fitness facility policies to the Military Police during unstaffed hours.
- p. If you registered for 24/7 access and you are scanning the exact CAC/ID card

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that was issued to you at the time of registration, and the door is still not working, please call the number below.

Tower Barracks - Staffed Hours: (49) 09641-70-526-1420

Rose Barracks - Staffed Hours: (49) 09662-83-2998

Unstaffed Hours: CIV (49) 09641-70-526-1700

**Note:** *There will not be an immediate fix, but this will help us recover service as quickly as possible.*

q. Violations of the 24-hour fitness facility policies will not be tolerated. Patrons caught violating these rules will be barred from using 24/7 fitness facilities.

## **22. MISCELLANEOUS**

For unforeseen circumstances not covered by this SOP, and where immediate decisions are required, the facility manager (or personnel in charge) will decide the course of action justified by the event at the time and report it to the USAG Bavaria BRD.

## **23. POINTS OF CONTACT**

a. Mr. Charles M. Bradfish, Facility Manager, Tower Barracks,  
DSN: 526-1423.

b. Mr. Carl S. Boothe, Facility Manager, Rose Barracks,  
DSN: 476-2538.

c. Mr. Serge Kearse, Chief, Sports & Fitness Operation,  
USAG Bavaria, DSN: 526-9035.

d. Mr. David M. Roach, Chief, Business Recreation Division (BRD),  
USAG Bavaria, DSN: 526-9060.

e. Ms. Audre L. Binder, Director, Family Morale Welfare and Recreation  
(D,FMWR), USAG Bavaria, DSN: 526-9030.