

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

IMBA-MWR

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedure (SOP) USAG Bavaria 24 Hour Fitness Facility.

1. PURPOSE

This SOP establishes uniform guidelines and procedures for the operation of the USAG Bavaria Rose Barracks 24 Hour Fitness Facility.

2. POLICY

The procedures for utilization and operating the USAG Bavaria Rose Barracks Jesse L. Williams Fitness Center, B323, 24 hour fitness facility is listed in attached annexes.

3. APPLICABILITY

This SOP is applicable to all assigned military, family members, DOD civilians 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 Bavaria Military Community.

c. Retired US military personnel, and DOD Civilians residing near the Bavaria Military Community.

d. Retired US military personnel and DOD Civilians not assigned to the Bavaria Military Community.

e. All other personnel authorized by the USAG Bavaria Garrison Commander.

4. RESPONSIBILITIES

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

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

SUBJECT: Standard Operating Procedure (SOP) USAG Bavaria 24 hour Fitness Facility.

c. The Chief, Sports and Fitness Operations is responsible for the overall operation, administration, supervision of sports and fitness personnel, Sports & fitness facilities, and execution of fitness activities, sports programs, wellness services 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 the Soldier, Family Members and other authorized personnel.

6. Point of contact is the undersigned, at DSN (314) 526-9043.

AUDRE BINDER
Director, Family and MWR
USAG Bavaria

**Enclosure:
Standard Operating Procedures**

- Paragraph 1 - Operating Hours - **Page 2**
- Paragraph 2 - Authorized Personnel Policy - **Page 4**
- Paragraph 3 - Emergency Procedures - **Page 5**
- Paragraph 4 - Safety - **Page 5/6**
- Paragraph 5 - General Rules - **Page 7/8**
- Paragraph 6 - Attire Policy - **Page 8/9**
- Paragraph 7 - Free-Weight/Plate Loaded Room Rules - **Page 9**
- Paragraph 8 - Agility/Exercise Room Rules - **Page 10**
- Paragraph 9 - Functional Fitness Room Rules - **Page 10/11**
- Paragraph 10 - Lockers/Locker Room Rules - **Page 11**
- Paragraph 11 - Miscellaneous - **Page 11**
- Paragraph 12 - Points of Contact - **Page 12**

1. USAG BAVARIA 24/7 FITNESS FACILITY

Jesse L. Williams Fitness Center, B323. 547, (Rose Barracks)

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

- a. Operational 24 hours daily
- b. Manned Hours (Monday - Friday) 0500 – 2130 hours,
(Sat, Sun & Hol.) 0900 – 1700 hours.
(Manned hours are subject to changes).
Manned hour changes will be appropriately publicized.
- c. Family and MWR scheduled activities/programs and services have priority over all recreational and unit request.

2. AUTHORIZED PERSONNEL

a. References

1. Army Regulation 215-1, 24 Sep 10, Morale, Welfare and Recreation Activities and Non-appropriated Fund Instrumentalities.

2. DoD Morale, Welfare and Recreation Fitness Standards, 1 Oct 2016.

b. MWR Unmanned 24 hour fitness facilities are **only** authorized for ADULTS ages 18 and above. (Active Duty personnel can be age 17)

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

2. US Active duty military personnel and their family members not assigned to the Bavaria Military Community.

3. Retired US military personnel living on or residing near the Bavaria Military Community.

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

5. US and LN contractors, AAFES concessionaires, Local Nationals and or Guests are **NOT** authorized.

c. Access to the 24 hour unmanned fitness facility;

(1) All authorized personnel must present a valid military ID card/CAC card, which will be verified by the fitness facility personnel.

(2) Patrons will be required to fill out, initial and sign the orientation/"Release of Liability" form.

(3) Patrons will be registered into the RECTRAC access data system with their Common Access Card (CAC) or Military Dependent ID card.

(4) Patrons must scan the bar code on the back of the ID card at the 24 hour front entrance scanner to have access to the facility.

(5) As a safety precaution; personnel are also required to scan out of the facility to ensure we stay within the buildings maximum occupancy.

3. **EMERGENCY PROCEDURES**

a. Emergency response.

(1) The emergency phone, First Aid Kit and AED (automatic external defibrillator) are located in the hallway.

(2) In case of fire, dial 112 and proceed with established fire evacuation plan. Fire extinguishers are also located by the 24 hour fitness facility entrance and in the weight room entrance, with a fire evacuation floor plan.

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

(4) 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:

- (a) Name (plus name of sponsor if family member).
- (b) Rank (sponsor's if family member).
- (c) Social Security Number (last 4).
- (d) Unit (sponsor's if family member).
- (e) Type of injury.
- (f) Cause.
- (g) Date and time.

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

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

d. In the event of a Natural Disaster, Major Accident, CBRNE incident or active shooter, Patrons will execute lockdown or evacuation procedures, whichever is warranted for the incident at hand. The highest ranking member will take charge during lockdown situations and proceed to contact the military police.

4. **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.

- 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 light weights. It is far better to start out too light than too heavy.
- 5.) We highly recommend not to exercise 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 required 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, a power rack/cage with the safety arms will be used.
- 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.
- 14.) Always follow all safety and rules signs that are posted in the 24 hour fitness facility.
- 15.) Sanitation Wipes are available your use. For hygienic and health purposes, we ask that you please wipe equipment prior to and after use.
- 16.) Slippery floors can cause serious injuries! The janitorial room is open for patrons to use in case of spillage, excessive dirt, etc. Mops, brooms, rags, dust pan, etc. and wet floor safety signs are be available.

5. GENERAL RULES

- a. Patrons must fill out the safety orientation/Liability Waiver form for access.
- b. Patrons must register their Common Access (CAC) / ID card and release of liability waiver form prior to accessing the 24 hour unmanned facility.
- c. All current authorized patrons defined by AR 215-1, Army Military Morale, Welfare, and Recreation (MWR) Programs, approved by the installation Commander, and over the age of 18 (Active Duty can be age 17) may access the 24 hour fitness facility during unmanned hours.
- d. There will be no supervision or assistance during unmanned hours and patrons are expected to behave in accordance with military rules and standards. A BMM will be assigned to monitor 24/7 unmanned facility. Violations of the 24 hour fitness facility policies will not be tolerated.
- e. Patrons will swipe their CAC/ ID card for entry and will ensure the main entrance to the 24 hours fitness facility door securely closes following entry. Entries will be logged in the RECTRAC database.
- f. Patrons are required to swipe out of the 24 hour facility. This is required to stay within the safety capacity of the facility. This is very IMPORTANT, as not swiping out will cause the access system to be full and patrons will not have access to utilize the facility.
- g. Holding or propping the door open is strictly prohibited and will result in immediate loss of privilege.
- h. Sharing CAC/ID card is considered theft of services from the 24 hour fitness facility and will be prosecuted.
- i. For safety and security, all outside doors will remain closed unless needed for an emergency
- j. Areas that are not available for use will be locked or clearly marked as restricted.
- k. Equipment must remain inside the 24 hour fitness facility and will not be taken outside of the facility under any circumstance. Also equipment must remain inside the room it's intended for.
- l. 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.
- m. A spotter is required when using free-weight bars. If a spotter is not available, a power rack/cage with the safety arms will be used.
- n. Sound producing devices such as portable radios/CD players and Bluetooth speakers are not permitted within the USAG Bavaria, Family and MWR Sports & Fitness facilities, unless so directed by the manager or event POC. (Audio devices with headphones are authorized).
- o. Alcoholic beverages, tobacco products and fire arms are prohibited inside USAG Bavaria, Family and MWR fitness facilities.

- p. Animals are not permitted in any of the USAG Bavaria, Family and MWR Sports Fitness facilities.
- q. Organized Family and MWR programs will have priority over all other use.
- r. Bags and excess clothing in the fitness areas presents a safety hazard and are prohibited.
- s. Radios in the USAG Bavaria fitness facilities will be set to AFN Bavaria. TVs will be set to AFN sports and news channel.
- t. Groups of 4 or more are not authorized organized physical training during the following peak hours; (06:30-07:30, 11:30-13:00 & 1700-1800).
- u. Taking pictures or filming in this facility is strictly prohibited.
- v. Patrons are asked to report any misuse, abuse or violations of 24 hour fitness facility policies to the Military Police and the fitness facility personnel.
- w. Family and MWR assume no liability for accident, injury, or loss of property in or on any of our sports and fitness facilities.
- x. Patrons caught violating these rules will be barred from using the 24 hour fitness facility and will be reported the Garrison Command Sergeant Major and individual chain of command.

6. ATTIRE POLICY

a. Shoes

1. Appropriate footwear must be worn at all times while exercising in any area of the fitness facility. Safety and hygienic reason; flip flops, slippers and bear feet is strictly prohibited.
2. Appropriate footwear must be worn for use of cardio equipment. Street shoes or combat boots will not be allowed on any court floors and in the agility/exercise room floor.
3. Combat boots are only authorized while in modified ACU/OCP uniforms. This is limited to plate loaded and free weight equipment.
4. Combat boots are not authorized on cardio fitness equipment.
5. No muddy or excessively dirty footwear is permitted in the fitness facility.

b. Athletic Gear

1. Improved Physical Fitness Uniform (IPFU/APFU) or appropriate civilian attire will be worn in the fitness facility.
2. The Army Combat Uniform (ACU/OCP) is not allowed on Cardio equipment.

3. Proper athletic gear will be worn at all times while exercising on cardio equipment.
 4. The wearing of mixed uniforms (military/civilian dress) is prohibited.
 5. Non-athletic clothing are not permitted while engaging in physical/recreational activities.
- c. Wireless or non-wireless devices are authorized when wearing any military uniform.

7. **FREE-WEIGHT/PLATE LOADED/SELECTORIZED TRAINING AREA RULES**

- a. Patrons are required to return all weight 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-weights is mandatory.
- c. For safety reasons, patrons are required to have a spotter when lifting free-weights.
- d. Fitness equipment and any other exercise machines should be used in accordance with the stations specified functions.
- e. Think safety - do not slam weights on the plate-loaded and cable machines. Slamming dumbbells or free weights is strictly prohibited.
- f. For safety and security concerns, sports bags are not permitted in the weight room.
- g. Chalk is a privilege! If you are going to use CHALK, we ask that you please clean up after yourself. Vacuum cleaner, rags, brooms, mops, etc. are available in the janitorial room.
- h. Report any unsafe practices, broken or malfunctioning equipment to fitness facility personnel.
- i. Do not operate equipment with loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. Instead please notify fitness facility personnel.
- j. Weight benches and equipment must be kept in the established area. Do not move equipment around.
- k. Handles, V-bars, etc. for cable machines are to be removed from the machines and return to the designated rack after usage. For safety concerns do not leave handles and other bars on the floor.
- l. For sanitation and health reasons, patrons are asked to clean and wipe off equipment prior to and after use. Sanitation wipes are available.
- m. All equipment must remain inside the room it's intended for.
- n. The weight rooms will be closed periodically for maintenance/cleaning and equipment inventory. Closure will be posted, and will be done during low usage time.
- o. Failure to comply with these instructions may result in personal injury and or barred from using the 24 hour fitness facility.

8. AGILITY/EXERCISE AREA RULES

- a. Aerobic steps, mats, weight logs, jump ropes, medicine balls, muscle rollers and other agility equipment in this room are authorized for individual fitness.
- b. Do not drop or slam kettlebells, hand weights on the floor.
- c. Due to the type of flooring in the agility/exercise room, boots are not authorized.
- d. For sanitation and health reason, patrons are asked to clean and wipe off equipment prior and after use. Sanitation wipes are available.
- e. Do not remove equipment from this room.
- f. Report any unsafe practices, broken or malfunctioning equipment to fitness facility personnel. Exercise room will be closed periodically for daily maintenance/cleaning and equipment inventory. Closure will be posted, and will be done during low usage time.
- g. Failure to comply with these instructions may result in personal injury and or barred from using the 24 hour fitness facility.

9. FUNCTIONAL FITNESS AREA RULES

- a. Improper form and use of the equipment can cause serious injuries. We highly recommend that you attend our functional fitness workshop with our certified coaches prior to utilizing the functional fitness equipment. (Workshop dates/times and registration forms are posted on the bulletin board).
- b. All functional fitness equipment/items must remain in the functional fitness room.
- c. Clean and properly store all equipment after each workout. Wipe down barbells with dry cloth or brush ONLY (NO gym wipes).
- d. CHALK is a privilege! We ask that you please clean up after yourself. Vacuum cleaner, rags, brooms and mops are available in the janitorial room.
- e. When instructional classes are in progress, the area is closed to individual workouts.
- f. Space is limited! – We ask that you plan your workout accordingly. Customers are not to take over areas by spreading out equipment preventing other customer's access to areas of the room.
- g. Report any unsafe practices, broken or malfunctioning equipment to fitness facility personnel.
- h. For safety and security concerns, sports bags are not permitted in the functional fitness room.
- i. Do not drop unloaded barbells and or Kettlebells.
- j. Do not drag the Boxes
- k. Use of collars on barbells is mandatory.
- l. Rowers, GHD's, Plyo-Boxes, weight-bars, etc. are to be placed back in there designated area after use.

- m. No boots on cardio equipment, such as rowers, assault bikes and self-power treadmills.
- n. No boots on climbing ropes.
- o. Patrons are asked to clean up and put away all equipment after each workout. For safety concerns, do not leave bars, kettlebells, medicine balls, etc. in the workout areas of the floor.
- p. Patrons are not authorized to coach other patrons unless they are a certified trainer assigned to the USAG Bavaria Sports & Fitness operations.
- q. Equipment is to be used as designed for! Using equipment as prop or any other unsafe manner that it's not designed for, can cause personal injuries and also damage equipment. This will not be tolerated at all.
- r. The functional fitness room will be closed periodically for maintenance and cleaning. Closure will be posted, and will be done during low usage time.
- s. Failure to comply with these instructions may result in personal injury and or barred from using the 24 hour fitness facility

10. LOCKER ROOM RULES

- a. All lockers are considered daily lockers.
- b. For force protection reasons, no overnight storage is authorized.
- c. Patrons are reminded to secure their items and provide their own locks.
- d. Usage of cameras and cell phone is strictly prohibited in the locker rooms.
- e. **Female Lockers Room** – As a safety precaution measure an electronic lock was placed on the ladies locker room door. 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 female patrons will be informed.
- f. Locks left on daily lockers will be monitored and anyone suspected of violating the rules; will have an unauthorized note posted on the locker to provide the patron 24 hour notice. Lock will be cut off and items removed after that point. Items will be inventoried and kept at the facility for two weeks. High value items will be stored in a secured safe. Note: After 2 weeks unclaimed items will be donated to the post thrift shop and high values items will be turned in to the MP station.
- g. Patrons are asked to report any discrepancies such as broken or damaged lockers, or unauthorized use of general daily lockers will be reported to the supervisor.

11. MISCELLANEOUS

For unforeseen circumstances not covered by this SOP, and where an immediate decision is required, the facility manager (or personnel in charge) will decide the course of action justified by the event at the time and report the decision to the, USAG Bavaria Chief, Sports & Fitness and the Chief, CRD immediately.

IMBA-MWR

SUBJECT: Standard Operating Procedure (SOP) USAG Bavaria 24-hour Fitness Facility

12. POINTS OF CONTACT

1. Mr. Carl S. Boothe, Jesse L. Williams Fitness Center Manager, B323, Rose Barracks, DSN: 476-2538

2. Mr. Serge Kearse, Chief, Sports & Fitness Operation, USAG Bavaria, DSN: 475-8207

3. Ms. Audre L. Binder, Director, Family and MWR, USAG Bavaria, DSN: 526-9043.