



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134 5001

IN REPLY REFER TO:
MCCSINST 1710.7
B 37
JAN 17 2017

MARINE CORPS COMMUNITY SERVICES INSTRUCTION (MCCSINST) 1710.7

From: Director, Marine Corps Community Division
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR EXTENDED HOURS
FOR UNMANNED FITNESS CENTER AT BARBER PHYSICAL ACTIVITY
CENTER (BPAC)

Ref: (a) MCO 1700.29

Encl: (1) Barber Physical Activity Center (BPAC) Statement of
Understanding (SOU)
(2) Assumption of Risk/Waiver Form

1. Situation. A pilot program was offered to Marine Corps Community Services (MCCS) Quantico by Headquarters Marine Corps (MF) to operate an unmanned fitness center in addition to and after normal manned hours of operation. BPAC was selected as the location for a six-month pilot program.

2. Mission. To provide procedures and requirements concerning operation of the extended hours unmanned BPAC in order to mitigate inherent risks associated with personnel conducting physical conditioning and training in the absence of staff members.

3. Execution

a. Provost Marshals Office (PMO). PMO shall conduct regular checks to ensure the safety and security of patrons and the facility during unmanned hours of operation and shall contact the BPAC Facility Manager for non-emergency facility security and safety issues (e.g., broken doors or windows). Emergency contact information will be posted in the BPAC for use by patrons in the event of an emergency.

b. Authorized Patrons

(1) Active duty military, Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) PMO Civilians and Fire Department personnel with valid Common Access Cards (CAC) are authorized to utilize the fitness center during unmanned hours.

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

(2) A SOU and an Assumption of Risk/Waiver Form must be completed prior to working out in the facility (enclosures (1) and (2)).

(3) Authorized patrons must use the buddy system and workout with at least one other authorized patron. This allows for an emergency response capability in the event a user is injured or becomes ill.

c. Guest Policy. No guests are authorized during the unmanned hours. Guests are those individuals who are not active duty military, PMO Civilians or Fire Department personnel, and unregistered active duty military, PMO Civilians and Fire Department personnel.

d. Extended Hours Unmanned Fitness Facility Patron Rules and Policies

(1) Authorized patrons who want to utilize the BPAC during unmanned hours must register their CAC at BPAC during staffed hours of operation, Monday through Friday, 0600-1800.

(2) The BPAC will be closed to all CAC patrons as follows:

(a) Monday - Friday: 0300-0400 and 2100-2200.

(b) Saturday: 0730-0800 and 1700-1730.

(c) Sunday: 0830-0900 and 1700-1730.

(3) The BPAC will be open to registered patrons on Base Operational Code Red days.

(4) Authorized patrons are required to identify and assess potential risks before engaging in any activity and will use the buddy system while utilizing the facility during unmanned hours.

(5) Patrons are to be dressed in appropriate athletic attire at all times.

(6) Patrons are not authorized to enter any of the fenced areas of the facility, use the sauna or locker rooms, nor are they permitted to use any weights that are locked by cables or otherwise posted as off limits.

(7) Weights must be returned to their proper place after use.

(8) MCCS is not responsible for lost or stolen items.

(9) Radios and stereos are not permitted. Personal radios (e.g., iPods) are acceptable. However, use of headphones/earbuds is required.

(10) Glass bottles are prohibited.

(11) Alcoholic beverages, drugs, tobacco, or tobacco products (e.g., snuff, dip, chew) are prohibited.

(12) Patrons are asked to wipe down machines and bench pads after use.

(13) Patrons are not permitted to bring guests or allow access to any other individual, including active duty military, who have not registered their CAC with BPAC staff.

e. Equipment Guidelines

(1) The following equipment is available for use during unmanned facility hours.

- (a) Cardiovascular equipment;
- (b) Selectorized strength equipment;
- (c) Stand-alone adjustable benches;
- (d) Dumbbells 5 pounds (lbs) to 100 lbs and Dumbbell Rack;
- (e) Kettlebells under 100 lbs;
- (f) Exercise Mats;
- (g) Body Weight Equipment, as space allows;
- (h) Free weight plates when used on the Hammer Strength equipment.

(2) The following equipment is not to be used during unmanned fitness center hours as this equipment is deemed to be potentially dangerous to patrons when a staff member is not present.

- (a) Free-weight plates in the free-weight area;
- (b) Olympic Squat Racks;
- (c) Smith Machines;
- (d) Olympic Bars;
- (e) Dumbbells in excess of 100 lbs; and
- (f) Any homemade equipment.

f. Sauna Rules. Saunas and locker rooms are not available during unmanned hours.

g. Lost and Found. Patrons finding any items of value or importance (e.g., jewelry, identification cards, keys) during unmanned hours should take those items to the PMO. Items found during manned hours of operation will be turned over to BPAC staff to be logged and turned over to PMO.

h. Morning Transition to Manned Facility Procedures

(1) Employees are scheduled prior to opening so they may unlock and prepare the facility for patron use. All patrons accessing the unmanned fitness center are required to leave the building during this time. The opening shift Recreation Assistant is responsible for ensuring all opening procedures are completed. The BPAC Facility Manager and Fitness Director are the point of contact (POC) for specific opening procedures.

(2) An employee will make announcements to inform patrons that the unmanned facility is closing. Everyone must exit the building. Anyone desiring to stay must first exit the building, then reenter through the main doors upon regular hours of operation. CAC is still required to regain access through the main entrance.

(3) An employee will ensure all patrons have exited the building.

(4) An employee will deactivate the "unmanned" door locking system.

i. Evening Transition to Unmanned Facility Procedures

(1) Closing employees are responsible for ensuring the facility is ready for the unmanned fitness center hours. All gates, basketball court doors, and exterior doors are to be secured. Any information (supplies needed, equipment down, etc.) the manager may need to know for the following workday will be entered into the log book.

(2) These employees will also:

(a) Complete all closing cleaning tasks.

(b) Close and lock each of the inside gates and the basketball court doors.

(c) Secure all prohibited plates and dumbbells via security cable. Post off limit notification signs on or near prohibited equipment that cannot be secured.

(d) Ensure the emergency phone roster and a phone are accessible for patron use.

(e) Make announcements to inform patrons that the facility is closing. Everyone must exit the building. Anyone desiring to stay must first exit the building, then swipe their CAC to regain access. Inform patrons that all "Unmanned Fitness Facility Rules and Policies" are in effect upon reentry.

(f) Ensure all patrons have exited the building.

(g) Ensure the BPAC is secured by locking and verifying all doors are secured.

(h) Activate the "unmanned" door locking system.

(i) Patrons may re-enter the building by swiping their CAC card 30-60 minutes after regular hours of operation (in accordance with paragraph 3.d. above). To clarify, if a patron is in the BPAC at the end of normal operating hours, the patron must depart the BPAC and wait 30-60 minutes before re-entering (in accordance with paragraph 3.d. above). This allows BPAC staff to properly perform closing duties and secure unauthorized areas of the BPAC. This also aids in accurately accounting for patrons who use the BPAC during non-staffed hours.

j. Emergency Procedures

(1) An active phone line will be maintained in the unmanned fitness space for use by patrons in case of an emergency. Emergency phone numbers and contacts must be posted by the phone and updated as needed.

(2) An emergency plan pertaining to this unmanned facility and incident reporting procedures must be listed and displayed in the facility.

(3) An Automated External Defibrillator (AED) and first aid kit will be located on the fitness deck.

4. Administration and Logistics. This SOP shall be reviewed annually, commencing on the anniversary date of publication. The Deputy Director, Marine and Family Programs Division, MCCS Quantico, will be responsible for completing the review and submitting necessary changes for approval by the Director, MCCS.

5. Command and Signal

a. Command. This SOP is applicable to all employees and patrons utilizing the BPAC. Key contacts include the BPAC Facility manager at (703) 784-5627 and the Fitness Director at (703) 784-2672.

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



M. L. HICKS

DISTRIBUTION: A

**Unmanned Use of Barber Physical Activities Center
Statement of Understanding (SOU)**

I understand and agree that my access to the Barber Physical Activities Center (BPAC) during unmanned hours is a privilege and may be retracted if I fail to follow the rules of use, this SOU, and the Assumption of Risk/Waiver Form.

a) I will register my Common Access Card (CAC) and sign this SOU and the Assumption of Risk/Waiver Form prior to utilizing the fitness center during unmanned hours. I understand that only Active Duty military personnel, MCINCR-MCBQ PMO civilians and Fire Department personnel may have access to the Fitness Center during unmanned hours and that I am responsible to report any misuse, abuse or violations to Military Police or the BPAC staff.

b) I am not permitted to have guests or unregistered active duty military, PMO Civilians or Fire Department personnel with me during unmanned hours.

c) There will be no supervision or assistance during unmanned hours. Surveillance cameras will record activities within the BPAC during unmanned hours.

d) I am required to swipe my CAC card for entry. If I am already in the facility when it closes, I will exit the facility and swipe back in in accordance with the unmanned hours of operation.

e) Holding or propping the door open is strictly prohibited and will result in the loss of authorized access; I will ensure that the door closes securely following my entry and exit. I understand that sharing my CAC/Fitness Access card is prohibited and may subject me to loss of privileges and/or administrative or disciplinary action. All other doors will remain closed unless needed for an emergency.

f) Areas that are not available for use will be locked or clearly marked as restricted. Restricted areas, include and are not limited to: Locker rooms, showers, saunas, Olympic Racks, Smith Machines, Olympic Bars, dumbbells in excess of 100 lbs., and Home Made Equipment. The restrooms across from the basketball courts are available for patron use.

g) An active phone is located at the fitness desk that may be used in case of an emergency. In case of emergency dial 911 and then contact PMO at (703) 784-2252.

h) I will identify and assess potential risks before engaging in any activity and will use the buddy system while utilizing the facility during unmanned hours.

i) I understand it is highly recommended not to exercise above my training limits and experience.

j) I understand that MCCS Quantico is not responsible for my personal property.

Rank/Name: _____ Unit: _____

Signature: _____ Date: _____

BPAC Staff: Name/Signature/Date: _____

ASSUMPTION OF RISK OF INJURY AND WAIVER OF CLAIMS

As a condition of using the BPAC during unmanned hours:

_____ I represent that I am in good physical health and have no symptoms, medical conditions, impairments, or diseases that might be aggravated, worsened, or induced by my intended use of the BPAC during unmanned hours. If I have any health or medical concerns now or after I register for access, I will immediately discontinue my use of the BPAC until I am cleared for physical activity by my medical provider. I agree not to engage in a use of the Fitness Center that will result in self-injury.

_____ I acknowledge there is an inherent risk connected with any physical activity, including the dangers of physical injury and death, and the equipment made available during unmanned hours may cause cuts, bruises, sprains, muscle tears, broken bones, other trauma to body parts, and potentially death.

_____ I understand and agree that the Fitness Center will be unsupervised and that no personnel assigned to the Fitness Center or other employee will be on site to help me use the equipment or exercise in the manner that I choose to exercise, or provide immediate assistance in case I become ill, injured, or incur a life threatening emergency.

_____ I assume all risk of injury and waive all rights to pursue money damages, recovery of expenses, or fees, or any other relief as a result of injury or other loss occurring from my use of the Fitness Center during unmanned hours.

_____ In the event I am ill, injured, or incur a life threatening condition while at the Fitness Centers, I will hold harmless the United States Government, the United States Marine Corps, MCCS, and the respective personnel and employees thereof from all claims of any sort for damages or for other relief. I knowingly and voluntarily waive my right to make legal or equitable claims. I intend this assumption of risk and waiver of liability to apply to my family members, successors, heirs and assigns.

I am / am not familiar with how to safely operate all fitness equipment available during unmanned hours. If not, I will notify Barber Physical Activities Center (BPAC) staff to receive an equipment orientation before using facility after-hours.

Orientation Date: _____

I have read and understand the SOU and this Assumption of Risk/Waiver form and am fully aware of the published procedures required to utilize the BPAC during unmanned hours. A copy of the published procedures was made available to me.

Rank/Name: _____ Unit: _____

Signature: _____ Date: _____

BPAC Staff: Name/Signature/Date: _____