



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
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StaO 1700.1  
MCCS  
**27 JUN 2001**

### STATION ORDER 1700.1

From: Commanding General  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR THE MARINE CORPS  
COMMUNITY SERVICES (MCCS) SEMPER FIT DIVISION

Ref: (a) MCO P1700.29  
(b) MCO P1700.27A  
(c) ABO 6200.4B (Notal)  
(d) StaO 1710.4  
(e) MCO P5300.12A

Encl: (1) Semper Fit Programs and Facilities

1. Purpose. To promulgate regulations and policies for the operation of the Marine Corps Community Services (MCCS) Department, Semper Fit Division, as directed by the references.

#### 2. Background

a. The MCCS Department consists of five divisions: Semper Fit, Business Operations, Support Services, Personal Services and Family Team Building. The Semper Fit Division is placed under the staff cognizance of the Deputy Assistant Chief of Staff (AC/S), MCCS.

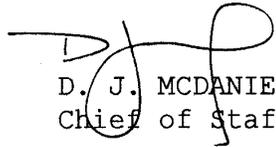
b. The Semper Fit Director is charged with the management of the Semper Fit Division and will report to the MCCS Deputy AC/S on the organization and conduct of the Semper Fit Division.

c. The Semper Fit Director will coordinate and supervise the operations of the branches within the Semper Fit Division.

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3. Action. General and Special Staff Officers, Commanding Officers, and Officers in Charge will ensure that all personnel under their cognizance are familiar with the contents in this Order.

  
D. J. MCDANIEL  
Chief of Staff

DISTRIBUTION: A

**27 JUN 2001****SEMPER FIT PROGRAMS AND FACILITIES**1. Athletic Sports Programs

a. Policy. It is the policy of the Marine Corps to encourage all commands to sponsor, promote and conduct a sports program which will provide opportunities for maximum participation by all service personnel as per reference (a).

b. Administration. The Athletic Director will administer the MCAS Miramar Athletic Program in accordance with this Order and with directives promulgated by the MCCA Deputy AC/S and higher authority.

c. Eligibility Policy. All military personnel on active duty, either permanent or temporary, and DOD civilians, who are stationed at MCAS Miramar, are eligible to participate in the Intramural Program. All MCAS Miramar commands are requested to ensure that all personnel are afforded the opportunity to try out for and/or participate in these programs. MCAS Miramar DOD civilian teams are eligible to participate in league or tournament play. MCAS Miramar DOD civilian teams must pay half the officials fees per game (including tournaments).

d. Intramural Programs

(1) Policy. The Intramural Program will be conducted for all MCAS Miramar commands and will consist of competition consistent with the interest and availability of personnel. If sufficient interest warrants, new sports shall be included in the program.

(2) Athletic Year. The athletic year is the elapsed time between the first sport commencing after 1 January of any year and the last sport commencing prior to 31 December of the same year.

(3) Eligible Participants

(a) To be eligible, personnel must be attached to a MCAS Miramar command and must be on permanent duty, temporary duty or temporary additional duty (TAD); and their command must be a member of the MCAS Unit Allocation Program.

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(b) There is no restriction on the number or ratio of officers to enlisted competing on a team and the command roster is not limited numerically, as long as all participants are attached to the same command. MCAS Miramar varsity team members may participate in the intramural program as long as they participate with their squadron, unit or command. If their unit, squadron or command does not field a team they may request to participate with another team. These individuals must bring a release form signed by the unit, squadron or command Recreation/Commanding Officer to the Sports Office.

(c) TAD Personnel. Individuals from another command are eligible to represent that unit or activity during such time as they are assigned. However, in a given sports program, no person can be a member of more than one team at any one time. A person from another command who is temporarily assigned to a unit or activity and is recalled by their parent command before the end of a given season must continue to represent that command with which they started the season.

(d) No Team in Competition. A person from an MCAS Miramar command which does not field a team during a season may represent a command other than the one to which they are assigned for that particular season. The player must complete a sports waiver signed by their Commanding Officer and submit the waiver to the Athletic Director. Once the waiver has been approved, the individual may participate on another team. A person participating under the conditions of this waiver may not change affiliation during the season. Each team is authorized a maximum of three waived players, of which only one can be a varsity member.

(e) Team in Competition. If the MCAS Miramar command to which a person is assigned, fields a team, no person assigned to that group may represent any other unit or activity. Two or more units may combine to form a team for any given sport with the approval of the Athletic Director.

(f) More Than One Team in Competition. An MCAS Miramar command may enter any number of teams in a sport. However, when more than one team is entered, players are prohibited from transferring from one team to another. A roster for each team must be submitted to the Athletic Director prior to the first game. Provisions should be made to enter sufficient teams for each command to provide for maximum participation. Players may not represent another command when a roster is considered full.

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(g) Ineligible Players. The penalty for violation of any of the player participation rules as set forth in this instruction, or for using any ineligible players, is forfeiture of all games in which an ineligible player participated. For all protests on eligibility, the burden of proof is on the protestor. The Athletic Director will resolve all questionable eligibility questions.

(h) Ejection

1. Any person ejected from a game during league or tournament play for unsportsmanlike conduct due to fighting or under the influence of alcohol or drugs will be suspended from playing the next scheduled game. When the player is ejected they must contact the Athletic Director or Sports Coordinator prior to participating in the next scheduled game.

2. Any person disqualified from two games for unsportsmanlike conduct during any league schedule will be prohibited from future competition in that sport for remainder of the season.

(i) Any person striking an official will be prohibited from all future competition in the Miramar Athletic Program.

(j) Permanent Change of Station (PCS) Transfers. A person from an MCAS Miramar command, who has participated in a sports program and is transferred with PCS orders before the end of that season, may continue to represent the original command until the end of the season. Should they participate in one contest with the new command, they are ineligible to return to any other team.

e. Forfeited Games

(1) Failure of any team to commence or properly postpone play by the time specified will result in a forfeit. Any team, which forfeits a game, shall pay the officials' fees. A game may be postponed for military reasons which affect the majority of the personnel of the command by notifying the Sports Coordinator or Athletic Director by 24 hours prior to start of schedule game. Requests for postponements for non-military reasons must be made 48 hours in advance by notifying the Sports Coordinator and the

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opposing team manager in writing (form available from the Athletic Office). The form is required to reschedule the game and must be signed by both teams and the Sports Coordinator.

(2) It will be the responsibility of the Team Coach or designated alternate to call the Sports Office to ensure that league and tournament reschedules have been finalized and are ready for pick up. The Sports Office will make a concerted effort to contact the teams and coaches, but ultimately it will be the coaches or designated alternates responsibility.

(3) If a team drops from a league schedule, the remaining games will be forfeited, and its win-loss record shall reflect a loss for each forfeited game and a win for the scheduled opponent. Teams may enter in the middle of the schedule to replace a withdrawn team, but must assume that team's win-loss record. Any team assuming another team's schedule prior to the season half way point may be allowed to make up forfeited games at the discretion of the Athletic Director.

(4) If a team forfeits three games in a league schedule or forfeits two consecutive games, that team shall be dropped from the sport for the season.

(5) In league play, players from teams dropping out of the competition may join other teams, but only as determined by a draft in which the remaining teams choose available players. The drafting order will be the reverse order of league standings on the date the team is officially dropped or withdrawn.

2. Commander's Cup. Sports activities at MCAS Miramar are intended to promote a maximum of physical conditioning and recreation for all military and authorized personnel assigned. The purpose of the intramural sports program is to foster competition for character building, recreation and physical fitness regardless of skill or experience. This program helps promote combat readiness, esprit de corps, leadership, teamwork and loyalty. To ensure maximum participation a Commander's Cup will be awarded on an annual basis. Individual and team points will be awarded for intramural league play and/or installation championship tournaments for, but not limited to, the following team and individual sports:

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Basketball	Roller Hockey	Racquetball
Softball	Golf	Tennis
Flag Football	Soccer	Bowling
Volleyball		

a. Policy. Two Commander's Cup awards will be awarded annually to the MCAS Miramar group accumulating the highest number of points in athletic competition.

(1) Red Division: Groups with more than 900 personnel.

MAG-11	MAG-16	MACG-38	HQHQRON
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(2) Gold Division: Groups with 899 or less personnel.

MWSG-37	BRIG	MAG-46
Navy/Marine Reserve Center		Medical/Dental

(a) Point System:

1. Team Sports: Intramural Leagues

Official entry	20 pts
Completion of Season (No forfeits)	30 pts

Achievement Points

First Place	300 pts
Second Place	250 pts
Third Place	200 pts
Fourth Place	150 pts
Fifth Place	100 pts

2. Individual Competition: Five entry points will be awarded to each group for each participant up to fifty points. Achievement points will be awarded ONLY to the group's highest finisher.

Official entry	5 pts (50 pts max.)
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Achievement Points

First Place	300 pts
Second Place	250 pts
Third Place	200 pts
Fourth Place	150 pts
Fifth Place	100 pts

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3. Championship Tournaments: For team sports that cannot support league play, an installation Championship Tournament will be played. Tournaments will be in single or double elimination format. The following apply:

Official entry	20 pts
Completion of Season (No forfeits)	30 pts

Achievement Points

First Place	300 pts
Second Place	250 pts
Third Place	200 pts
Fourth Place	150 pts
Fifth Place	100 pts

4. League Play: Regularly scheduled teams in league play will accumulate 20 season entry points and 30 season completion points for each sport. If a group has more than one team participating, the group will be awarded achievement points ONLY to it's highest finishing team in the league's final standings. The remaining achievement points for 2nd and 3d place will be awarded to the NEXT group's highest finishing team in the league's final standings.

(b) Forfeitures. Fifteen points will be subtracted from the group's total points for any team/individual that forfeits a game/match. If a team/individual forfeits three games/matches, they will lose all points accumulated in the respective points and season cancelled. Groups will be billed for all forfeits and charged to their unit recreation funds.

(c) Accumulation of points will commence with the first team or individual sport that begins after 1 January each year.

(d) The perpetual trophy will be presented at the end of each calendar year to the group with the highest total points in above categories. Any group winning the Commander's Cup for three consecutive years will retire and retain the trophy and a new trophy will be established.

3. Barracks Recreation (Rec) Rooms. Reference (a) authorizes the Semper Fit Division to sub-custody property to Recreation Responsible Officers for use in Barracks Rec Rooms. All subcustodied property must remain in authorized common areas known

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as Barracks Rec Rooms. Procedures for obtaining this equipment is contained in MCCS Instruction 1710.13, "Standard Operating Procedures for Barracks Rec Rooms," and may be obtained at The Great Escape Enlisted Recreation Center.

4. Enlisted Recreation Center (The Great Escape)

a. Location. East end of building 5509 on Bauer Road.

b. Facilities. Approximately 7,000 square foot recreation facility including information and tours center, video game room, TV lounge, piano room, CyberZone computer skills center, ping-pong room, lounge areas, billiards room and a walk up window to the Pizza Pizzazz restaurant. The Great Escape is open 365 days a year.

c. Eligible Participants. Enlisted active duty military personnel, enlisted active reserve and their sponsored guests, eighteen years and older. Officers are not eligible to be sponsored as guests. Officers are permitted entry for official business only or when checking on troops.

d. Required Dress. Military working uniform, uniform of the day or appropriate civilian attire is authorized. Shoes and shirts are required.

e. Control of Discipline. Active duty military and guests whose appearance or conduct is considered inappropriate will be asked to leave by the manager on duty.

f. No Smoking Policy. Smoking will not be permitted in The Great Escape.

g. Control of Access. All persons not in uniform entering the facility will be required to show military ID to gain access.

h. Alcoholic Beverages. No alcoholic beverages of any kind will be permitted in The Great Escape area.

i. Guest Policy. Guests must be at least 18 years of age and accompanied by an eligible enlisted military sponsor. Military officers are not eligible sponsors or guests. If the sponsor leaves, the guest must leave. A sponsor will be limited to a maximum of four guests at any one time and is responsible for the conduct of guests. The manager on duty must approve exceptions.

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j. Information Desk. Registration for Off-Base Adventures, tours, instructional classes, equipment check out, bus schedules and brochures for Southern California points of interest are available at the information desk.

k. Equipment Check Out. Equipment will be checked out to enlisted active duty and reserve personnel with proper ID only. All equipment must stay in the center and be returned by the end of the day. Items not returned are considered lost, damaged or stolen and must be paid for at current replacement cost. Games may be used for a maximum of two hours if others are waiting.

l. Video Game Room. There are various video games ranging in price from \$.50 to \$1.00. Scheduled tournaments will take priority on game usage as needed.

m. "Flicks" TV Room. "Flicks" TV room includes a 50" large screen television, VCR and surround sound. Movies and TV viewing are on a first come first-served basis. When there is a conflict as to channel selection, the majority will rule. Special scheduled feature presentations will take priority (i.e., scheduled movies, sporting events, etc.). Control of the VCR will be limited to employees of the center. Eligible patrons may change channels on the TVs. No movies other than those from the Navy Motion Picture Service (NMPS) can be shown. There are four TV monitors and an additional 50 inch TV in the facility.

n. Billiards Room. The billiards room consists of seven tables. Scheduled tournaments will take priority over free play. Normal use will be on a first come, first-served basis. Billiard tables will be limited to one hour of play if people are waiting to use the tables. A waiting list will be maintained when necessary. Betting on games is prohibited.

o. Cyber Zone Computer Skills Center. Personal computers, monitors and a printer are available. Terminals may be used for personal use only by enlisted active duty personnel on a reservation basis. Reservations can be made either by phone or in person at the information center. Scheduled instructional classes and maintenance takes priority over personal computer use. Computers will be limited to one hour of usage if people are waiting to use the computers. A waiting list will be maintained when necessary. There is a minimal cost to use the Cyber Zone (fees are posted at the facility).

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p. Off Base Adventure Trips. Off Base Adventure Trips are available to all eligible patrons of The Great Escape. Active duty volunteer drivers and personnel with a class "B" drivers license, who have been approved by the facility manager, are authorized to drive and lead trips.

#### 5. Semper Fit Fitness

a. Location. Semper Fit Fitness and Sports Center is located in building 2471, between Elrod and Bauer Roads. The Barn Fitness Annex, building 7115, is located on Schilt Avenue.

b. MCCS Fitness. MCCS Fitness will support the mission of Semper Fit including, but not limited to the following areas: maintain a Semper Fit bulletin board to publicize material that support monthly themes; represent MCCS at Semper Fit Committee meetings; provide subject matter experts and/or educational literature in the areas of injury prevention; nutrition education; and physical fitness whenever possible without impacting the normal facility operational program requirements. This partnership will contribute to the retention of valuable Marines and support family members, retirees and all other authorized patrons.

(1) Fitness Evaluations. Fitness evaluations, including a Health Risk Assessment (HRA), is a first-level fitness program administered by qualified health fitness instructors. Assessment protocols include body weight, body fat, heart rate, blood pressure, flexibility, strength and cardiovascular fitness. Additional manual entry wellness tests such as sit-ups, push-ups or virtually any other test can be added to accommodate sport specific applications.

(2) Exercise Instruction and Equipment Orientation. This second-level fitness program is administered by qualified health fitness instructors. Exercise instruction will cover key points in the application of exercise science, biomechanics and technique. This will educate participants and provide them an opportunity to perform exercise routines with qualified supervision. Participants will also receive instruction in proper and safe use of strength conditioning and cardiovascular equipment. Proper body alignment, range-of-motion and exercise progression are primary subjects that will be introduced.

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(3) Group Exercise Instruction. Group exercise is the third-level program administered under the fitness program. This program offers and attracts Marines into classes suitable for all fitness levels.

(a) Group Exercise Classes. Exercise classes are offered daily, except Sundays, for general patronage. Classes include, but are not limited to, high/low impact aerobics, step aerobics, abdominal strengthening, aerobic circuit training, yoga and martial arts. Class time ranges from 20 minutes to one and a half hour duration.

(b) Command Group Exercise Classes. Command group exercise classes are offered to MCAS Miramar units and are provided for active duty Marines and Navy personnel only. This program is offered based on instructor availability and advance reservation is required. Commands interested in participating must forward a request to the Fitness Director indicating the expected number of participants, date and time requested and point of contact. All requested schedules will be given consideration and may require mutually agreeable adjustments.

c. Eligible Participants. Active duty, reserve, retired military and their family members are eligible participants. Guests are permitted when sponsored by an authorized patron who is 18 or over. The sponsor is responsible for their guests at all times. Due to safety reasons, children under 12 years of age are not allowed in the Fitness Center. Children ages 12 to 15 years are authorized to utilize the facility, but must be accompanied and supervised by an adult, 18 years or older, and must complete the teen orientation program. Youth ages 16 and 17 may utilize the facility unaccompanied after completing the teen orientation program.

d. Rules and Regulations

(1) Appropriate Attire. Patrons are required to wear appropriate exercise attire. Sweat gear, non-marking rubber soled shoes, tee shirts, etc., are deemed appropriate. Military uniforms including, but not limited to, fatigues, coveralls, camouflage utilities, street clothes (jeans, cut-offs, sheer clothing, etc.), open toe shoes, are not authorized. Weight belts with metal buckles are not permitted when using equipment with upholstery. Fitness/Gymnasium staff are authorized to ensure the appropriate attire policy is enforced.

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(2) Equipment Use. Equipment not properly used (tying cable into knots, banging weight stacks, walking backwards on treadmills, placing dumbbells on selectorized machine weight stacks to increase weight load, standing on upholstery with shoes, inverted position leg presses on Smith machine, removing equipment from the premises, etc.) may subject patron to loss of their facility privileges. After use, accessories such as multi-purpose bar attachments, collars, straps, extension pads and weights are to be returned to proper stations. Towels are required upon entry and must be utilized for wiping off body fluids and sweat from equipment after use. Any malicious damage to the Fitness Center and/or its equipment shall be paid for by the participant who causes such damage.

(3) Personal Trainers and Solicitations. The MCCS Department will control and administer all personal training and resale at the Fitness Center and Gymnasium. Patrons are not authorized to train or solicit products and/or services to other patrons or guests for compensation. Non-compliance could result in the suspension of facility use privileges.

(4) ID Card Checks. Military ID cards must be presented daily when entering the Fitness Center. All patrons are required to present their ID card when asked by staff members or military police. ID checks are a means to monitor status changes and to verify authorization. "Regular" patrons, those who utilize the Fitness Center consistently, must realize that frequent changes in Fitness Center staff requires constant re-familiarization of all patrons entering the facility. Additionally, consistency in policy enforcement must be maintained on a daily basis including "regular" patrons.

## 6. Gymnasium Activities

a. Intramural Program. The facility provides an area for open and league play for basketball, volleyball, racquetball, and walleyball.

b. Gear Issue Service Counter. A variety of athletic equipment is available for check-out, free of charge to eligible patrons. All equipment must be used on the premises of the MCAS Miramar Gymnasium and/or athletic fields. Checking out athletic equipment for use off base is unauthorized. All equipment checked out must be returned by close of business the same day issued.

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Patrons who continually return equipment after due date, who return maliciously damaged items, and/or lose equipment will be responsible for payment of the item(s) and may lose check out privileges.

c. Eligible Participants. Active duty, reserve, retired military, their family members and DOD civilians are eligible participants. A maximum of one (1) guest per ID card is authorized. Guests must be accompanied and supervised by their sponsor at all times while in the facility. Sponsors are responsible for the conduct of their guests. On a space available basis and provided safety gear is utilized, children 10-12 years of age may use the gymnasium and racquetball courts by themselves. Active duty personnel have first priority for use of these facilities. Due to safety reasons, children under the age of 10 are only permitted in the gym as spectators or Semper Fit approved, organized and scheduled youth events. Children under 10 are authorized to use outdoor courts.

d. Facility Scheduling. Half court basketball, racquetball court and ball field reservations will be accepted at the gymnasium one day in advance beginning at 1000. Weekend and Monday reservations will be accepted beginning at 1000 on the preceding Friday.

e. Locker Rental. MCAS Miramar active duty personnel are the only authorized patrons to rent full size lockers. Rental of designated half-size lockers is issued on a space available basis for all eligible patrons. Patrons that desire to rent a locker will be subject to periodic eligibility verification checks. After an initial locker fee has been paid, fees thereafter, are due and must be paid no later than the first of each month. Courtesy notices will be placed in the lockers of patrons with delinquent payments on or about the 10th of each month. Failure to pay by the 17th of the month will result in cut locks, loss of the locker and personal items will be placed in storage for a period of 30 days. After 30 days clothing items will be turned in to Navy Marine Corps Relief and valuables will be sent to Provost Marshal Office. Lockers are non-transferable.

f. Unsportsmanlike Conduct and Facility Misuse. Patrons are required to obey all posted signage regarding the use of all athletic facilities located in the MCAS Miramar Gymnasium. Basketball dunking (unless in organized league play), shoes that

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leave marks on the floors, failure to wear safety goggles while playing racquetball and abuse of athletic facility and equipment is prohibited. Any participant(s) found to be displaying or engaged in any type of unsportsmanlike conduct including, but not limited to, provoking or initiating fights, using profanity, failure to comply with MCCS staff instructions, could result in loss of privileges to use the facilities.

g. Outdoor Athletic Facilities. The outdoor facilities consist of three lighted softball fields, one football and soccer field, and two basketball courts which are located west of the gymnasium, building 2628. Four outdoor racquetball courts are located on Elrod Road (available 24 hours a day). A two-court lighted tennis court complex is located adjacent to the Officers' Club, building 4472 and is open to all ranks.

#### 7. Semper Fit Health Promotion

a. Location. The Semper Fit Health Promotion Office is located in building 2273.

b. Eligible Participants. All Marine Corps personnel and their family members, retirees, reserve and DOD civilians may participate in the Health Promotion program.

#### c. Elements

(1) The Semper Fit Program. This program contains nine elements of health promotion: tobacco cessation; injury prevention; suicide awareness; alcohol and substance abuse prevention and control; stress management; hypertension education; sexually transmitted disease (STD) and HIV prevention; nutrition education; and physical fitness. The MCCS Health Promotion office provides educational training, material and resources for unit Semper Fit Officers as outlined in reference (d).

(2) The Marine Corps Semper Fit Health Promotion Program. The program objectives are based on health objectives adopted from the Department of Health and Human Services Healthy People 2000 Program, as well as the goals and objectives agreed to by the Secretary of Defense through the Prevention, Safety, and Health Promotion Council. Monthly educational briefs will be given on these topics.

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(3) Semper Fit Health Promotion. Semper Fit Health Promotion has various videos, resources and General Military Training (GMT) guides to assist Semper Fit Officers in the execution of their duties. Health Promotion Staff are available to conduct various unit training based on availability.

(4) Each command must utilize the Semper Fit/Training Commanding General Inspection Program. Checklist found in reference (c). Mandatory annual training is required in STV/HIV prevention, alcohol substance abuse, suicide prevention and tobacco cessation.

8. Mills Park

a. Location. Mills Park is located south of Elrod Avenue, west of the Miramar Lodge.

b. Facilities. The picnic area is open year round from sunrise to sunset with cabanas, tables, benches, barbecues, softball diamonds, horseshoe pits, basketball/volleyball courts and a playground.

c. Eligible Participants. Active duty, reserves, retired military personnel and their family members, bonafide guests and DOD civilians are eligible participants.

d. General Regulations

(1) Reservations. Required for organized command, family and group picnics. They may be made up to six months in advance. Advance reservations may be made at the MCCS Administration Office, building 2273, Monday through Friday from 0730-1600. The sponsor or designated representative must complete paperwork in person.

(2) Responsibility. The command/individual sponsoring a picnic is directly responsible for the supervision and conduct of the guests at the picnic. The sponsor must be present throughout the entire picnic and is responsible for maintaining order and enforcing regulations governing the conduct of the picnic guests. This individual will ensure the following: persons obviously under the influence of intoxicants are not permitted to leave unaccompanied nor will be permitted to operate a vehicle; commands/organizations holding picnics of 300 people or more must provide their own security; positive identification is required of all who are served alcoholic beverages; and groups must remain in

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designated area and not disturb other groups. All assigned picnic sites must be properly cleaned and cleared of personnel prior to sunset. If conditions are not left in a satisfactory manner, the sponsor responsible will be contacted for immediate corrective action.

(3) Alcoholic Beverages. Only beer and wine are authorized in Mills Park. Hard liquor of any kind (i.e., punches, etc.) is prohibited.

(4) Catering Requirements. Outside caterers, commercial vendors, concessionaires and/or suppliers are not permitted. Any catering requirements can be arranged through the MCCS Department.

(5) Pets must remain on a leash.

(6) Open fires are not permitted. Barbecue grills and charcoal fires are permitted in designated areas.

#### 9. Outdoor Adventure Center

##### a. Recreation Equipment Rental

(1) Location. Located in building 6673, north of Miramar Way in the Auto Hobby Shop complex.

(2) Facilities. Check-out facilities for various equipment utilized for camping, hiking and many other outdoor recreational activities. Chairs, tables and canopy tents, and other items for outdoor entertaining are also available.

(3) Eligible Participants. Active duty and their dependents, reserve, retired military personnel and DOD civilian employees are authorized. Active duty military have priority rental on items of high demand.

(4) Fees. Current fees are posted in the facility and are subject to change.

(5) Late Fees. If equipment is not returned on the date specified, the late fee will be half the daily rate in addition to the full rental charges for each extra day.

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(6) Lost and Damaged Equipment. If equipment is lost or damaged, the customer will be required to pay repair/replacement costs. In addition, if the lost or damaged equipment is also late and the customer has not notified the Outdoor Adventure Center, the patron will be charged a late fee in accordance with the above paragraph.

(7) Cleaning Fees. A cleaning fee will be charged for equipment that is not brought back in a clean and ready to use condition. Cleaning fees are posted in the facility and are subject to change.

(8) Equipment Inspection. Upon check out it is the customer's responsibility to inspect the equipment. The Outdoor Adventure Center staff will inspect the equipment when it is returned.

b. Vehicle Storage Lot

(1) Location. The main RV lot is located on the northeast corner of Delta Road and Anderson Avenue. The secondary lot for smaller vehicles is located on Austin Avenue, northeast of Miramar Way behind the Auto Hobby Shop.

(2) Facilities. The storage lots accommodate 575 vehicles, motor homes, boats, campers and trailers.

(3) Eligible Patrons. Active duty, retired military and MCCS Miramar DOD employees are eligible patrons. Active duty living/working on base have priority.

(4) General Regulations

(a) An MCCS Storage Rental contract must be signed by the registered owner in order to store a vehicle. The registered owner must be the eligible patron as defined in paragraph 10b(3).

(b) All stored vehicles must be currently registered with the MCAS Miramar Provost Marshal or another military activity. Vehicles not displaying evidence of current registration will be denied access to the storage lot. Current registration will be visibly displayed at all times.

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(c) Stored vehicles shall not be removed from the lot without proof of ownership and proper identification. Patrons must check in at the Outdoor Adventure Center desk to gain access to the storage lot or complete the necessary forms and deposit fee to be eligible for an individual key. Patrons may gain access to the lot for the purpose of removing or returning a vehicle only. Patrons shall not work on the vehicle while in storage.

(d) Patrons will notify the Outdoor Adventure Center office of any change of address, phone or duty station or any other relevant contract information.

(e) Storage of any recreation vehicle is done at the risk of the owner. The MCCA Department assumes no responsibility for fire, theft, vandalism, etc.

(f) Customers are limited to one space based on availability. The Outdoor Adventure Center Manager may approve exceptions on a case-by-case basis based on availability.

(g) Monthly charges are due on the first of each month. Any fees not received by the tenth day will be considered past due and a \$10.00 late fee will be assessed. Past due accounts in excess of 90 days may result in the stored vehicle being impounded at the owner's expense. Once the vehicle is impounded, it is considered abandoned and will be removed by PMO utilizing a private towing company.

(h) A contract covers only the patron and vehicle listed on the contract. A new contract must be completed if a patron stores any vehicle other than the one listed on the contract. If the patron sells the vehicle they must cancel the space and ensure the vehicle is removed from the lot.

(5) Contract Violations. Recreational vehicles, trailers, boats and privately owned automobile owners may be directed to remove their recreational vehicle or automobile from the outdoor storage lot for any of the following reasons:

(a) Failure to maintain their recreational vehicle or automobile and assigned space in a satisfactory state of repair and appearance.

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(b) Failure to maintain and report current state registration of vehicles and trailers. Non-operational registration is not acceptable.

(c) Parking recreational vehicles, boats, trailers or automobiles in other than the contracted parking space. Using assigned space to store vehicles or items not on the signed contract.

(d) Failure to maintain required insurance.

(e) Failure to pay monthly fees as required by vehicle contract.

(f) Failure to report incidents of damage incurred while in the storage facility.

(6) Contract Cancellation. Storage lot contract cancellations require two week written notice from authorized contract holder. Notice of cancellation may either be submitted in person at the Outdoor Adventure Center or mailed to the Outdoor Adventure Center or MCCS Accounting Office, failure to do so will result in forfeiture of deposit and monthly fees will continue to be assessed.

#### 10. Recreational Pistol Range

a. Location. Located at East Miramar, Range 'B' off Kearny Villa Road.

b. Facilities. The facility provides qualified personnel to supervise and instruct patrons in recreational pistol shooting. A small retail outlet is available for purchasing ammunition for firearms up to .45 caliber, targets, firearm rental and bottled water. The Range has an office and restroom facility which is available during regular operating hours.

c. Eligible Participants. Eligible participants are active duty military, reserve, retired, family members, DOD civilians and bonafide guests. Sponsor must accompany family members 12 to 17 years of age at all times.

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d. General Regulations. Individuals 18 years and under are not authorized to bring a weapon aboard Miramar. Individuals that ages 18-20 that are not active duty require written approval from parent or legal guardian to use the range. Children under 12 years of age are not allowed on the range at any time. Individuals age 21 and over must meet all applicable California laws.

e. Responsibility. The individual sponsoring a guest(s) is directly responsible for the supervision and conduct of the guest while at the range. All persons, whether shooters or spectators, will comply with posted regulations and safety procedures and are subject to the direction of the Range Supervisor and Range Safety Personnel. To avoid the possibility of temporary or permanent damage to hearing or sight, shooters are required to wear either personal or range provided (free of charge) hearing and sight protection. Failure to observe regulations may result in loss of shooting privileges. All expended shells will be the sole responsibility of the shooter(s) to police.

11. Single Marine Program (SMP)

a. Purpose. The purpose of the SMP committee is to consider suggestions and provide input to enhance the morale, well being, and quality of life of single Marines as per reference (d).

b. Organization. The SMP committee will be comprised of an Executive Committee, which includes a President, Vice President, Treasurer, Recorder, and a representative from each command stationed aboard MCAS Miramar. The President, Vice President, Treasure, and Recorder are elected positions and served for a period of six months and are limited to one successive reelection. When an SMP committee meeting includes the nomination of or election to any position, the meeting shall be opened to all interested single Marines.

c. Meetings

(1) The SMP committee general meetings will be held monthly on the first Wednesday of every month in The Great Escape, building 5509 at 1500. Planning meetings will be held the third Wednesday of the month.

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(2) Units should conduct their respective meetings prior to the general meeting to allow unit representatives to prepare to discuss topics, utilizing the form in reference (d), SMP Station Order (StaO) 1710.4, to be brought before the committee.

d. Coordinating Instructions

(1) All Quality of Life (QOL) issues raised by committee members will be in the format depicted in reference (d).

(2) The committee will track the progress of each issue and report the progress at the next regularly scheduled meeting.

e. Voting Procedures. Official elections for the Executive Committee members will be conducted in an open meeting forum that includes all single Marines. Single Marines living on base in the barracks may run for any office. A married Marine may run for Treasurer or Recorder only. The general SMP committee will decide routine and general business. Each SMP committee member will be allowed one vote per motion.

12. Swimming Pools

a. Location. The 50-meter pool (training tank) is located in building 2395, between Elrod and Bauer Roads. The Officers' Pool is located in building 4551, adjacent to the Officers' Club on Anderson Avenue.

b. Facilities. Olympic-sized all ranks 50-meter pool (4' to 12' depth) and 25-meter by 25-yards Officers' pool (3' to 12' depth). Both pools have a children's wading pool.

c. Eligible Participants. Active duty, reserve and retired military personnel, their family members, MCAS Miramar DOD civilian employees and bonafide guests. Valid ID cards are required upon entering either pool. Only officers, authorized guests, GS 7's and above are authorized to use the Officer's pool. Exceptions will be approved by the command for general use.

(1) Children ages 10 to 16 who possess their own ID card and can pass the swim test can use the facility without adult supervision. Children ages 10 to 16 that pass the swim test must present and leave their swim card at the front desk upon entering

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the facility. Children ages 9 and under must be escorted and be directly supervised by a responsible adult over 16 years of age at all times. All non-swimmers, those who have not passed the swim test, must be directly supervised by a responsible adult at all times while in the water.

(2) Swim Test. A swim test that consists of 25 yard swim front crawl, 25 yard swim on back, one minute float on back and one minute tread water must be administered to: 1) any child ages 10 to 16, who possesses their own ID card, and desires to use the pool without adult supervision; 2) a child 16 years and under who wants to swim in water over their head without direct adult supervision; and 3) any person whose skills do not seem adequate to be in water above their head. This test must be repeated on a yearly basis. A person can be required at any time to retake the test if their skills seem questionable.

d. Appropriate Attire

(1) Swimwear or sun bathing attire is required. Only white T-shirts will be permitted in the pool. Shorts that are not made for swimming are not authorized. Utilities are permitted for training purposes only. The Aquatics Manager or head lifeguard will determine if there is a conflict on questionable attire.

(2) Children over three years of age will not be permitted in the locker rooms/restrooms of opposite gender.

e. General Regulations. The Aquatics Manager will make frequent inspections, ensuring proper operation of the swimming pools. If necessary, the Athletic Director is authorized to close the pools and will notify the MCCS Deputy Assistant Chief of Staff when conditions warrant such action.

f. Policies

(1) Rules and regulations are posted and must be obeyed at all times. To ensure patrons safety, the aquatic staff has the right to recommend suspension of privileges of individuals who violate the rules and regulations of this facility.

(2) Running is not permitted in the facility.

(3) Showers are required prior to entering the pool.

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(4) Diving in less than nine feet of water is not permitted. Back dives are not permitted. Ladders and handrails must be kept clear at all times. Rough horseplay will not be tolerated including shoulder rides, acrobatics, excessive splashing, dunking, lift outs or disturbing other patrons.

(5) Aquatic toys are not permitted in large pools. Soft, water polo type balls provided by the facility may be used. Usage may be restricted in the event of overcrowding of the pool as a safety measure. Only Coast Guard approved flotation devices are permitted in the pool.

(6) Pool breaks are held on an hourly basis. All swimmers must exit the water at the lifeguard's direction, with the exception of handicapped and lap swimmers. Swimmers must remain behind the red perimeter line until breaks are over.

(7) Food and drinks on the pool deck are only permitted behind the red perimeter line. Any type of glass is not permitted in the aquatic facility. Food or drinks are not permitted in the pool or locker rooms.

(8) Socializing with a lifeguard while on duty is not permitted.

(9) Profanity or rowdiness will not be tolerated.

(10) Scuba equipment is prohibited unless in a MCCS sponsored event.

(11) Parents are responsible for their children in the wading pool and fenced area. NO LIFEGUARD IS ON DUTY IN THIS AREA. Only children under seven years of age are permitted in the wading pool.

(12) Children may use the diving boards if they have successfully passed the swim test. Only one person at a time may use the diving board. The next person in line must wait at the foot of the ladder until the previous diver has jumped off the board. Before diving, the diver must wait until the previous diver has cleared the diving area. Diving with goggles or Coast Guard PFD's are not permitted.

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(13) Masks, fins and snorkels may be used in the lap lanes for training purposes only. Kick boards and pull buoys are available for use for swim lessons or training only in the lap lane area. Counterclockwise swimming is required when sharing a lane with two or more swimmers.

13. Youth Sports Complex

a. Location. Located east of Benfold Drive and north of Elrod Avenue.

b. Facilities. Facilities include four outdoor basketball courts, one football/soccer field, two little league baseball diamonds and one softball field.

c. Purpose. Fields are provided primarily for military family members (6 to 18 years of age) youth leagues. However, when youth leagues and practices are not scheduled, those areas can be reserved and used for other recreational activities.

d. General Regulations. The following regulations are strictly enforced:

(1) Reservations. For inquiries, availability and reservations contact the Administration office at x74099.

(2) Responsibility. Any command/organization that is authorized to utilize the Youth Sports Complex is responsible for the supervision and conduct of the participants. The sponsor or designated command/organization representative must be present throughout the entire event. This sponsor will ensure the following:

(a) Personnel are not authorized to consume alcoholic beverages while participating or as spectators during youth related programs. During command-sponsored picnics, beer and wine will be allowed. Spirituous liquor is prohibited at all times.

(b) Activity users will not interfere/disturb other recreational users while utilizing the youth fields or courts. The use of profanity or violent or unsafe behavior will not be tolerated and may result in cancellation of the activity or removal of the individual.

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(c) Recreational users are responsible for policing the area and reporting/repairing any damage that may have occurred during the event.

(d) Outside caterers, commercial vendors, concessionaires and/or suppliers are not permitted. Any catering requirements at the Youth Sports Complex can be arranged through the MCCS Catering Department.

(3) Pets must remain on a leash at all times.

(4) Open fires are not allowed.

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