

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE ACADEMY
INSTRUCTION 36-252**

30 DECEMBER 2003

Personnel

**USING THE CADET GYMNASIUM,
CADET FIELD HOUSE, FALCON ATHLETIC
CENTER AND ATHLETIC FIELDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements USAFAPD36-2, *USAFA Athletics*, by controlling use of the Cadet Gymnasium, Field House, Falcon Athletic Center, and cadet athletic fields. It applies to all Department of Defense (DoD) personnel with valid identification cards and their dependents, contract employees, and non-DoD special groups.

SUMMARY OF REVISIONS

Changes to this instruction include: Office symbol changes for the Department of Athletics (AH) from HQ USAFA/AH to 34 TRW/AH, adding the Falcon Athletic Center to the list of AH facilities, clarifying the roles and responsibilities of the 10th Civil Engineering Squadron (10 CES), J and J Maintenance, the government contractor responsible for the overall management of AH facilities, and clarifying the role of the Special Events Committee. A bar (|) indicates revision from the previous edition.

1. Using Cadet Athletic Facilities. The Cadet Gymnasium, Cadet Field House, Falcon Athletic Center, and cadet athletic fields primarily support cadet activities. Thus, cadets have priority in using all facilities. Other recreational use is on a first-come, first-served basis only as stated in this instruction. Individuals or organizations that do not comply with this instruction will lose their privilege to use the cadet athletic facilities. Unauthorized users, unless accompanied by an authorized user, will be asked to leave the facility by the Director of Athletics (34 TRW/AH) and 10th Civil Engineering Squadron Cadet Area Personnel (10 CES/CEOCA) officials.

2. Responsibilities for Administering and Using Athletic Facilities:

2.1. The Director of Athletics (34 TRW/AH), Determines Who May Use the Facilities. Authority for exceptions (other than cadets) is based on availability, amount of use, control, and benefit to the

United States Air Force Academy (USAFA). The 34 TRW/AH, through the Operations Division (34 TRW/AHS), 10 CES/CEOCA and Events Management (34 TRW/AHSU) do the following:

2.1.1. Assigns non-cadet users to one of these categories: (Personnel in categories A-D below must have a valid DoD identification card in their possession when using these facilities (this includes contractor personnel).

2.1.1.1. Category A. Military Personnel. (Includes active duty, guard, reserve, and retirees.) Individuals may bring a maximum of one guest who must be escorted by the sponsor and participate in the same activity as the sponsor (racquetball, tennis, etc.).

2.1.1.2. Category B. DoD Civilian Personnel Assigned to USAFA. Individuals may bring a maximum of one guest who must be escorted by the sponsor and participate in the same activity as the sponsor.

2.1.1.3. Category C. Dependents of Categories A and B. Dependents under 16 must be escorted by their sponsor at all times. Dependents (16 years or older) may use facilities unescorted by their sponsor and may bring a maximum of one guest (16 years or older) who must participate in the same activity as the dependent sponsor.

2.1.1.4. Category D. Contractor Personnel Assigned to USAFA.

2.1.1.5. Category E. Category E personnel must possess an approved license or permit, signed by the Athletic Department's Assistant Athletic Director for Events Management (34 TRW/AHSU) or the Associate Athletic Director for Operations (34 TRW/AHS), to use the athletic facilities. Category E activities listed in priority order for use are as follows:

2.1.1.5.1. Educational organizations, (i.e. other colleges, local area school districts).

2.1.1.5.2. National sports organizations in the interest of fostering amateur athletics.

2.1.1.5.3. Other sports organizations when deemed to be in the best interest of the Air Force.

2.1.1.5.4. Civic, non-profit or charitable organizations.

2.1.1.5.5. Others as determined by the Special Events Committee (approved by the Director of Staff Headquarters USAFA, HQ USAFA/DS) to be in the interest of promoting the mission of the Air Force and the Air Force Academy.

2.1.1.6. Category F. Other Government Agencies. Other government agencies (FBI, Military Service Recruiters, Fire Department, etc.) may use the facilities upon request and space-availability to conduct testing or training.

2.1.2. Maintains the athletic facilities and in-place equipment.

2.1.3. Schedules hours of operation.

2.1.4. Issues and controls all authorized athletic supplies and equipment.

2.2. What Authorized Users Must Do:

2.2.1. Remain with their guest or dependents at all times when using any part of the athletic facilities and be responsible for their actions while in the facility.

- 2.2.2. Comply with the Commandant of Cadets (34 TRW/CC) directive on wear of athletic clothing and furnish their own equipment.
- 2.2.3. Properly use facility areas and equipment.
- 2.2.4. Be responsible for the security of the area being used or transited.
- 2.2.5. Be responsible for the safety of participants.
- 2.2.6. Wear appropriate footwear (indoor and non-marking sole shoes).
- 2.2.7. Utilize the facility only during the posted operating hours.

2.3. What Authorized Users Must Not Do:

- 2.3.1. Remove or relocate any equipment.
- 2.3.2. Raise or lower basketball backboards.
- 2.3.3. Use swimming pools without a lifeguard on duty.
- 2.3.4. Use diving platforms in natatorium pool. (Platforms are authorized for use only for Physical Education classes, swim and diving team practices and competitions or for authorized groups with special permission.)
- 2.3.5. Relocate bulkheads in any of the swimming pools.
- 2.3.6. Use or operate fencing equipment.
- 2.3.7. Use gymnastic equipment in West Gymnasium or gymnastics room.
- 2.3.8. Play racquetball, handball, or squash without proper eye protection.
- 2.3.9. Prop doors open after hours.
- 2.3.10. Be inside building after closing of facility without prior permission.
- 2.3.11. Use or operate scuba equipment without authorized supervision.
- 2.3.12. Be in the ice skating arena without authorized supervision

3. Operating Athletic Facilities:

3.1. Facility Management: Management of the cadet athletic facilities and fields is performed by J and J Maintenance, the 10th Civil Engineer Squadron. Day to day guidance is provided to the contractor by 34 TRW/AH in accordance with (IAW) with the requirements of the government contract.

3.2. Operating Hours. Operating hours for the Cadet Gymnasium, Cadet Field House, and the Falcon Athletic Center are determined by the Director of Athletics. 10 CES/CEOCA posts the scheduled hours of operation in a prominent place in each facility.

3.3. Denying Entry. 34 TRW/AH and 10 CES/CEOCA staff may deny admission to users who cannot show proper DoD identification card, contractor badge, approved permit and follow the rules posted for facility use.

3.4. Entering and Using Facilities During Non-duty Hours. When scheduled activities go beyond the normal posted hours, it may be necessary to assign access (keys or cards or door lock combinations) to a coach or other responsible individual from the Department of Athletics staff. This access will be limited to certain situations and will be evaluated regularly by the Associate Athletic Director

for Operations in conjunction with Department Senior Administrators. Individuals with 24-hour building access are responsible for the security of the facilities when present during non-duty hours.

3.4.1. Cadet Gymnasium entry is authorized only through the southeast doors.

3.4.1.1. Propping doors open during non-duty hours is not permitted. Users found propping doors open jeopardize their opportunity for use of the facilities during non-duty hours.

3.4.1.2. If security is required, non-cadet athletic activities must pay for all security requirements associated with their activity or event.

3.4.2. Clune Arena, Ice Arena, and multipurpose area lights may be turned on only by authorized 10 CES/CEOCA and 34 TRW/AH personnel for scheduled practices and games.

3.4.3. All catwalk access should be locked, accessible by 10 CES personnel only or authorized by 34 TRW/AH personnel.

3.4.4. 10 CES/CEOCA and 34 TRW/AH personnel periodically check the cadet athletic facilities and its users to ensure proper authorization and usage of facilities.

3.4.5. AH Operating Instruction 31-1, *Intercollegiate Rifle Range Security and Operation*, establishes the policies for the security of the intercollegiate rifle team assets and the operation of the intercollegiate rifle range located within the Cadet Gymnasium.

3.5. Priorities for Use of Athletic Facilities :

3.5.1. Physical Education Department for classes.

3.5.2. Intercollegiate teams (priority “Primary,” “Secondary,” and “Off” season).

3.5.3. Physical Education Department Intramural program.

3.5.4. Falcon Sports Camps.

3.5.5. Cadet Athletic Clubs.

3.5.6. Other Academy affiliated organizations (i.e. 34 TRW, Dean of Faculty (HQ USAFA/DF), 10th Air Base Wing (10 ABW), etc.).

3.5.7. Category E activities as outlined in paragraph [2.1.1.5](#).

3.5.8. Category F activities as outlined in paragraph [2.1.1.6](#).

3.6. Requests for Use by Category E, Special Group Activities:

3.6.1. These requests must be:

3.6.1.1. Made, in writing, at least 60 days in advance of event, to 34 TRW/AHSU, 2168 Field House Drive, Suite 409, USAF Academy CO 80840-9500.

3.6.1.2. Considered by the Special Events Committee. The Special Events Committee is chaired by the Assistant Athletic Director for Events Management.

3.6.1.2.1. Voting members are:

Senior Associate Athletic Director

Associate Athletic Director for Operations

Associate Athletic Director for Marketing

10th Mission Support Group Deputy Commander
Chief, 34 TRW Support Division
Ice Arena Manager (10 CES/CECOA)
Department of Athletics Facility Manager (10 CES/CEOCA)
Department of Athletics Facility Support Manager (10 CES/CEOCA)
Real Property Technician (10 CES/CECR)
Department of Athletics Concessions Manager
10th Security Forces Commander or designated representative

3.6.1.2.2. Non-voting members:

The HQ USAFA legal advisor is a non-voting member.

Commander's Action Group Representative

3.6.1.3. If the requestor proposes to use the facility to conduct a religious service or activity, the request will be coordinated with the Senior Staff Chaplain (HQ USAFA/HC) prior to being presented to the Special Events committee for consideration.

3.6.2. Approval of requests will be considered based on the following criteria:

3.6.2.1. Events do not conflict with any on going 34 TRW/AH or other USAFA events.

3.6.2.2. Events are in support of or in the interest of USAFA, the 34 TRW/AH, or furthering community relations.

3.6.2.3. Events assist in the recruitment of potential cadet candidates or future athletes.

3.6.2.4. Events do not constitute competing camps or clinics with 34 TRW/AH programs.

3.6.2.5. Events do not involve regularly scheduled practices for outside groups, with the exception of extraordinary requests evaluated by 34 TRW/AH and approved the HQ USAFA/DS through the Special Events Committee.

3.6.2.6. The HQ USAFA/DS is the final approval authority for all events recommended by the Special Events Committee. Approval or disapproval is accomplished by signing off on the Special Events Committee minutes. When the Special Events Committee recommends approval of an event, it is conditionally approved pending final approval or disapproval by HQ USAFA/DS. The Events Management staff will ensure a USAFA Form 15, **USAFA Master Calendar Form**, for each special event requested from non DoD agencies accompanies the Special Event Committee minutes to ensure proper coordination for the USAFA Master Calendar. The Special Event Committee minutes will be processed electronically to facilitate a faster turn around on the minutes.

3.6.2.7. The Events Management staff will notify all requesting organizations, in writing, whether their requested special event has been approved or disapproved. Upon approval, Events Management will require the requesting organization to complete the USAFA Form 90, **Air Force Academy Athletic Association Activity Usage Request**. This form is the basis for Events Management to complete the facility use license agreement and send through the 10th Civil Engineer Squadron with appropriate charges for facility use (IAW AFI32-9003, *Use*

of Air Force Real Property). Upon completion of an event, organizations will be invoiced by 34 TRW/AHSU for their actual usage costs.

3.7. Areas Not Authorized for Recreational Use.

- 3.7.1. Intramural/Water Polo (lower) swimming pool. (Except when events are held in the Natatorium Pool.)
- 3.7.2. Wrestling room.
- 3.7.3. Gymnastics room and north end of the West Gymnasium.
- 3.7.4. Intercollegiate weight room in Cadet Gymnasium and the Falcon Athletic Center.
- 3.7.5. Golf putting greens adjacent to the Cadet Gymnasium.
- 3.7.6. Boxing rooms.
- 3.7.7. Judo room.
- 3.7.8. Indoor rifle range. Security procedures for the indoor range are outlined in AH Operation Instruction 31-1.
- 3.7.9. Outdoor Soccer Stadium.
- 3.7.10. Outdoor Baseball Stadium.

3.8. Areas for Limited Recreational Use:

3.8.1. Natatorium:

3.8.1.1. The Natatorium is available for recreational and cadet use on weekdays and weekends during posted hours only (when no other events are scheduled in the Natatorium). The Natatorium is off limits to all personnel listed in paragraph 2. above except during recreational swim. In order to comply with Air Force policy, the Natatorium will be closed unless there is a lifeguard present. All authorized personnel, including cadets, will show a valid DoD identification card or badge to the lifeguard when requested. The only other authorized users of the pool facilities, both the upper and lower pools, are cadets participating in physical education classes with a swimming instructor present. Also included are intercollegiate athletes participating in rehabilitation, water polo, swimming or diving practice, and scuba classes when coaches or trainers are present. All other pool users must request use of the pool through Events Management and are required to provide a certified lifeguard as part of the facility use agreement.

3.8.1.2. 34 TRW/AH will follow all guidelines established by Air Force Occupational, Safety and Health standard (AFOSHSTD) 48-14, *Swimming Pools, Spas and Hot Tubs, and Bathing Areas*.

- 3.8.2. Lower cadet weight room and aerobics room.
- 3.8.3. Racquetball, squash, and handball courts.
- 3.8.4. Center and East gymnasium for basketball and volleyball.
- 3.8.5. Ice hockey arena for recreational skating.

4. Using Facilities Safely:

4.1. All recreational swimmers may only use the pool only when a lifeguard is present and during posted recreational swim hours. Recreational swimmers, 15 years and younger, will be accompanied by their parent at all times.

4.2. Users must wear all required safety and protective equipment during each activity. All racquet sport participants (such as squash, racquetball, and handball) must wear approved eye protection. Ordinary eyeglasses may not provide sufficient eye protection.

5. Forms Adopted. USAFA Form 15, USAFA Master Calendar Form.

6. Form Prescribed. USAFA Form 90, Air Force Academy Athletic Association Event/Activity Usage Request.

RANDALL W. SPETMAN, Col, USAF
Director of Athletics