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Services

**AIR FORCE FITNESS AND
SPORTS PROGRAMS**

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This instruction implements AFD 34-1, *Air Force Services Combat Support Programs* and applies to all Air Force units and members as well as Air National Guard and U.S. Air Force Reserve units and members. This publication implements the Fitness Improvement Program (AFI 10-248, *The Air Force Fitness Program*), and voluntary, leisure-time fitness and sports activities. Major Commands (MAJCOM) may supplement this instruction and/or process waivers from this instruction for unique installations/facilities, Munitions Support Squadrons (MUNSS), Geographically Separated Units (GSUs), and remote sites with advance approval of the Commander, Air Force Services Agency. Send two copies of each proposed MAJCOM supplement to the Directorate of Programs, Headquarters Air Force Services Agency (HQ AFSVA/SVP), 10100 Reunion Place, Suite 402, San Antonio TX 78216-4138. Send copies of each published MAJCOM supplement to the Director of Services, Headquarters United States Air Force (HQ USAF/A1S), 1770 Air Force Pentagon, Washington DC 20330-1770 and to HQ AFSVA/SVP. **Records Disposition.** Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms/amc.af.mil/>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Revisions address topics of core and enhanced fitness programs, core and enhanced sports programs, core and enhanced services, and fitness center staff (FCS) training and certification.

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Chapter 1

OPERATIONS

1.1. Air Force Fitness and Sports Program. Air Force Fitness and Sports Program has a two-tiered mission. The primary mission is to support unit commander fitness programs which entails liaison with unit Physical Training Leaders (PTLs), support the Fitness Improvement Program (FIP) and provide on-site, interactive customer service with equipment and facility orientations. The secondary mission is to provide core fitness and sports programs to all authorized users. Refer to AFI 34-262, *Services Programs and Use Eligibility* for program participation priorities. Where military facilities are not available, use appropriated funds (APF) to contract with specified local facilities (refer to AFI 65-106 *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*.)

1.1.1. **Funding.** Core fitness and sports programs in Air Force Fitness Centers (FC) are Category A activities. The Air Force goal is 100 percent APF support where authorized in Category A activities. Enhanced sports programs are Category B activities. Category B activities are supported with APFs and nonappropriated funds (NAF). Revenue generating activities such as vending and resale services are Category C activities. Category C activities must function with the use of NAFs only. NAF expenditures should be appropriate to the number of participants. Effective planning and budgeting are essential to ensure successful execution of activities and future projects. Fees and/or charges for enhanced instructional classes and special events are authorized only to offset verifiable NAF expenses for these services. NAF funds can be used for transportation costs and entry fees but not for food or lodging for varsity sports (see [Table 2.3](#)). Funds generated from fundraisers may be used to offset the costs of enhanced sports programs, e.g. varsity sports reference, in accordance with AFI 34-201, *Use of Non Appropriated Funds*. APFs must be used where authorized. The fitness center director (FCD) should coordinate with the resource management flight chief (RMFC) for expenditures with NAFs from either the installation MWR Fund and /or higher HQ NAFs.

1.1.2. **Golden Eagle Standards.** Golden Eagle Standards (GES) ensure a uniform level of service is provided to our customers and establish mandatory technical material and operational specifications for all Services programs and activities. Compliance with GES is mandatory. Current Fitness GES can be found on the Air Force Fitness and Sports website <https://www-r.afsv.af.mil/FT/Standard.htm>.

1.1.3. **5 Star Recognition Program.** The Fitness 5 Star Recognition Program is an annual assessment determining superior achievement for those fitness centers that have demonstrated excellence in the areas of operations, programs, training, facilities, and customer service. The program provides an incentive to exceed standards and achieve excellence. 5 Star bases will be recognized during the Air Force Fitness and Sports Awards ceremony.

1.2. Fitness Center Hours of Operation. Main FCs will be open 112 hours per week; Reserve bases will be open 70 hours per week. Hours of operation must be displayed within view of customers outside the FC. Installation commanders also have the discretion to alter operation hours based on available Services personnel and installation mission requirements. Expanding hours beyond the Air Force standard requires resources (manpower and funding) at the local level. If expanded hours are preferred, consider civilian overhires, NAF memorandums of agreement and Air Reserve Component (ARC) personnel as delivery methods. Prior to expanding hours of operation, consider the availability of all alternate exercise avenues (running tracks, bike trails, par course, unit physical training facility (UPTF), etc.). FCs should

usually be open on federal holidays, especially New Year's Day. Recognizing the unique place Thanksgiving and Christmas hold in American family tradition, the installation commander may elect to close FCs on these days.

1.2.1. **After-Hour Use.** Unsupervised, after-hour use of Services fitness facilities by units or individuals is prohibited. Unsupervised after-hour use promotes an unsafe environment and puts the customer in jeopardy. The use of facilities after hours increases the opportunity for damage and theft and often interferes with custodial contract cleaning. Use other exercise avenues (running tracks, bike trails, par course, UPTF, etc.) after-hours.

1.3. Alternate Services Fitness Facilities.

1.3.1. **Additional Fitness Centers.** Additional FCs operate a minimum of 30 hours a week and contain the full complement of equipment. These facilities include all courts, group exercise areas, fitness equipment areas (cardiovascular, free weight, and selectorized), steam or sauna rooms, showers, lockers, and equipment issue for customer use. Single areas that are separate from, but in proximity to, the primary fitness center such as ball courts (basketball, volleyball, wallyball, racquetball, etc.), weight rooms, and aerobic or group exercise areas, do not qualify as additional fitness center facilities; these areas (annexes) are considered part of the primary fitness center.

1.3.2. **Satellite Fitness Facility.** A single satellite fitness facility operates a minimum of 30 hours per week, is geographically separated from the primary fitness center, is established to provide additional capabilities during peak periods and must be operated by the fitness center staff on a no-fee basis. Use of these facilities will not be restricted to specific units. Typically these facilities provide more than one area such as ball courts (basketball, volleyball, wallyball, racquetball, etc), weight rooms, locker rooms, and aerobic or group exercise areas. **NOTE:** Satellite facilities provide several core activities, but are not considered full-service primary fitness centers or annexes.

1.3.3. **Unit Physical Training Facility (UPTF) (Note: UPTF supersedes the term mini fitness center).** The Installation commander authorizes UPTFs (unit owned, funded and maintained fitness areas not operated by the Services squadron/division) when he/she validates the installation's fitness facilities cannot meet the requesting unit's requirements. The number of UPTFs should be kept to a minimum and approved only when circumstances warrant their existence. Requests for a UPTF are submitted by the unit commander through the Services commander/director. UPTF fitness equipment must meet GES. Units approved to operate a UPTF will coordinate with the FCD to purchase equipment and maintenance contracts using Allowance Standard (AS) 410, Allowance ID: 410COOB, and in accordance with manufacturer's recommendations. For detailed procedures see AFMAN 23-110, *USAF Supply Manual*.

1.3.4. **Air National Guard (ANG) Fitness Rooms.** Facility size normally ranges from 600 to 2600 square feet and is defined in ANG design guides. The Fitness Room normally provides areas for cardiovascular, free weights, and selectorized equipment. The installation commander will set the hours of operation based on mission requirements.

1.4. **Minimum Age Limit.** Age limitations are established and must be displayed in each FC to ensure a safe environment for all FC customers. The Air Force standards are consistent with guidelines established by medical organizations such as the American Academy of Pediatrics (AAP), American College of Sports Medicine (ACSM), and the National Strength and Conditioning Association (NSCA). Installation commanders should use caution when lowering the minimum age for unsupervised use of FCs. All devi-

ations from the standard must be documented in a written base policy. Children of any age may be spectators during sports competitions or special events if immediately supervised by an adult.

Table 1.1. Age Restrictions (See Note).

16 years of age and over	Unrestricted use of all FC facilities and equipment. Need not be accompanied by a parent or legal guardian.
13 - 15 years of age	<u>All cardiovascular and weight equipment, group exercise rooms</u> : Require interactive supervision* from an adult (parent, legal guardian, qualified fitness or youth program staff member, or coach) at all times. <u>**Other activity areas (basketball court, racquetball courts, running track)</u> : Parent or legal guardian must be in facility.
6 – 12 years of age	<u>All cardiovascular and weight equipment, group exercise rooms</u> : Access to these areas prohibited. <u>*** Other activity areas (basketball court, racquetball courts, running track)</u> : Requires interactive supervision from an adult at all times.
Under 6 years of age	Not allowed in facility with the exception of those facilities providing a parent/child area (PCA) for supervised play and/or those children who are supervised spectators in a sports or special event.

NOTES:

* Interactive supervision requires adult and child to participate in/perform activity together at all times.

** The AAP, ACSM, and NSCA recognize youth vary in emotional and physical levels of maturity. Youth typically need more gradual, carefully organized, and structured training programs than adults. Caution is required while supervising youth in these areas.

*** AAP, ACSM, and NSCA guidelines point to clear and definite risks for youth in the cardiovascular and resistance training areas. Guidelines can be found at <https://www-r.afsv.af.mil/FT/links.htm>.

1.5. Fitness Center Staff (FCS). Personnel include: active duty military, full-time ARC personnel, APF and NAF civilians, local national workers, contractors, and volunteers. Training must include: First Aid, Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS), Automated External Defibrillator (AED), health, safety, orientation on operating instructions, blood borne pathogen, equipment. A minimum of two staff members must be on duty during all hours of operation for emergency response capabilities (this does not apply to ANG).

1.5.1. **Volunteers.** The use of volunteers is beneficial for effective programming. Individuals and groups from nearby communities, schools, colleges, family members, as well as off-duty military are excellent sources of volunteers. Do not use volunteers to perform duties that are recurring in nature

and normally performed by the staff, but use volunteers to supplement the established work force. Develop effective training programs to maximize volunteer talents. Provide and document volunteers' training. Recognize volunteer efforts by nominating them for local and Air Force level awards.

1.6. Uniforms. FCS (military, APF and NAF civilian employees) and contracted personnel (with the exception of personal services contractors and resale contract services) will wear the AF Informal Uniform in accordance with the guidelines posted on the HQ Services Agency website: <https://www-r.afsv.af.mil/FT>. AF Informal Uniform policy will be established in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, and AFI 36-801, *Uniforms for Civilian Employees*. ANG installation commanders will determine the duty uniform for personnel assigned to the fitness center. The installation commander will determine the duty uniform for personnel assigned to fitness functional account codes (FAC) for ANG.

1.6.1. **Customer Attire.** Appropriate clothing must be worn to maintain a proper image in a military and family fitness facility. Inappropriate language or graphics are prohibited. Athletic attire and an athletic-type shoe must be worn in all activity and equipment areas. Court shoes with non-marking soles must be worn on all court and group exercise room floors. Military uniforms, or part thereof, casual slacks/shorts, and jeans are considered non-exercise attire and are not to be worn. Plastic/rubber suits are not authorized in any fitness facility, to include outdoor running tracks and fields. Each FC must post a policy governing appropriate work out attire. Customers not wearing proper attire will be asked to change into appropriate exercise clothing or leave the facility.

1.7. Locker Rooms. Children age 6 and over are not allowed in the opposite gender locker room/dressing areas. Clearly post the gender/age restrictions.

1.8. Equipment and Supplies. Sufficient equipment and supplies (e.g. balls, bats, jerseys, etc.) must be available to provide a comprehensive program. Ensure all equipment and supplies are properly controlled, inventoried and stored. The FCD will develop and implement a plan to replace or repair program equipment, uniforms, and supplies. The FCD must ensure all above items are included in the annual budget to ensure timely replacement.

1.9. Facility Design. For facility design information refer to the *Air Force Services Facilities Design Guide, Design: Fitness Centers* on the HQ AFSVA Facilities web page (http://www-p.afsv.af.mil/FC/AF_Fitness_Centers.htm).

1.10. Alcoholic Beverages. The consumption, selling, or serving of any alcoholic beverages at sports playing fields or facilities must adhere to the policies established in AFI 34-219, *Alcoholic Beverage Program* and associated MAJCOM supplements. The FCD must address alcoholic beverages in the program operating instructions (OI).

1.11. Fitness Center Functional Areas. FC functional areas under the FCD include operations, fitness, and sports. The FCD assigns staff duties to accommodate the various areas of responsibility:

1.11.1. **Fitness Center Director.** The FCD manages the base fitness and sports program to include facility, operational, personnel, and financial functions. The FCD will develop an annual operations plan and budget and forward it through the combat support flight commander (CSFC) to the Services commander or chief for approval. The FCD will work with base agencies and off-base community fit-

ness organizations to provide a well-balanced and comprehensive program. The FCD works with the Health and Wellness Center (HAWC) to support the Air Force Fitness Program. The FCD designates appropriate FCS to manage operations, fitness, and sports functions, and has a contingency plan in place for periods of deployment. The FCD will ensure weekly inspections are conducted on facilities, fitness and sports equipment, and sports fields with discrepancies documented and forwarded to the appropriate office for correction. The FCD will ensure all facility and program contracts meet contract requirements. The FCD will develop a written training plan that will identify, document, and execute training needs and ensure staff members meet the requirements for their positions. Additionally, the FCD must ensure that identified training is included in the annual budget. The FCD should be knowledgeable in fitness and serve as a resource for fitness staff training. The FCD will develop and coordinate an emergency plan with the director of base medical services (DBMS). The emergency plan (reference **Chapter 6**, paragraph **6.1.**) will be practiced and training will be documented quarterly. The FCD will consult with the ground safety office and civil engineers to report and correct any ground safety hazards. The FCD will respond to customer comments within 48 hours, document the outcome, and maintain a record for one year. The FCD will provide updated operational information to HQ AFSVA on a quarterly basis no later than 15 days after the end of the FY quarter.

1.11.2. Operations Function. The FCD appoints an operations manager who manages indoor and outdoor maintenance, performs building manager functions, oversees custodial contracts or services, maintains repair records, manages supply accounts and maintains accountability of FC exercise equipment IAW AFI 34-204, *Property Management*. The operations manager also conducts and documents weekly inspections of all operational areas assigned by the FCD and provides oversight for cashiers and front desk operations and all tasks associated with opening/closing the facility, observing/conducting daily operational duties and scheduling of personnel.

1.11.3. Fitness Programs Function. The FCD appoints a Fitness Director (FD) who develops an annual fitness plan to include all core and enhanced fitness programs as well as activities implemented in coordination with other base organizations. The FD manages all fitness programs such as group exercise classes, equipment orientations, incentive programs, special events, fitness assessments, fitness improvement programs, and fitness room monitoring. The FD maintains all equipment to include fitness exercise equipment. The FD ensures safety signage is displayed in all exercise/ equipment areas and advertises monthly fitness activities. The FD conducts a periodic review of programs; reviews fitness instructor and personal trainer qualifications and performance; ensures the HAWC Fitness Program Manager (FPM) provides fitness education modules; ensures a liaison is appointed to the HAWC for all fitness initiatives; and acts as the representative to the wing Health Promotion Working Group (HPWG). Fitness technicians will be assigned as liaisons with unit PTLs and will be “out on the floor” and available to customers. Use Services Fitness Program Unit PT Guidance <https://www-r.afsv.af.mil/FT/AFUnitPTProg.htm> and AFI 10-248, *Fitness Program* for guidance on the commander-driven unit PT program.

1.11.4. Sports Programs Function. The FCD appoints a Sports Director (SD) to develop an annual sports plan and calendar. The SD designs and implements installation core sports programs to ensure the highest level of participation from squadrons, units and individuals; manages all aspects of the base sports program to include intramural, extramural, and sports official contracts and ensures fields and courts are maintained, prepared and ready for play (refer to sample checklist on the HQ AFSVA web page under Fitness and Sports as guides). The SD also conducts and documents weekly inspections of all sports equipment, fields, and facilities to ensure they are maintained in safe condition;

develops sports bylaws in coordination with the Fitness and Sports Advisory Council and provides staff supervision for all sports events and programs.

1.12. Property Management Overview. The FCD ultimately has the responsibility for property management, to include furniture, fixtures, and equipment (FF&E) and vehicles. The FCD has the responsibility for required lifecycle management for all assets within the FC to include planning, budgeting, acquiring, receiving and accounting, use and control, and disposal of property/resources. The FCD may appoint an alternate property account custodian (refer to AFI 34-204 for a complete listing of activity manager and property account custodian responsibilities) to handle all equipment and supplies within the FC.

1.13. Equipment. Ensure there is one foot between and two feet in front and behind all cardiovascular equipment pieces and two feet, all around, for selectorized/free weight equipment (an exception is specialty designs for programs such as a circuit format). Follow the specific manufacturer guidelines for preventive maintenance and repair of equipment. A detailed equipment repair log is required to document and track vendor reliability and equipment performance (include type of equipment, model number, reason for operational malfunction, dates of report and repair). A comprehensive and timely equipment replacement plan must also be in place to support an annual 20% replacement cycle of total equipment inventory.

1.13.1. Cardiovascular (CV) Equipment Standard. All cardiovascular equipment will be commercial grade equipment and meet GES with appropriate numbers of each of the following mandatory core pieces: treadmills, upright bikes, recumbent bikes, steppers, and elliptical/total body conditioning machines. The FCD should determine how many of each core piece are necessary to meet customer demand. MAJCOMs can request waivers to the equipment standards from HQ AFSVA/SVPAF for GSUs or MUNSS. Bases with more than one fitness facility are authorized to purchase a minimum of 50 percent of their GES allotment for each additional facility.

Table 1.2. Minimum Cardiovascular Equipment Standards.

	Small	Medium	Large	Mega Large
Total Pieces	10	30	50	70

1.13.2. Selectorized Resistance Training Equipment Standard. All selectorized resistance training equipment will be commercial grade equipment and meet GES. All FCs will have as a minimum one complete line of the following selectorized resistance training equipment: leg press, leg curl, leg extension, seated or standing leg abduction, seated or standing leg adduction, standing or seated calf raise, bench press, overhead press, cable lat pull down, compound row, pectoral fly, bicep curl, tricep press, crunch, back extension, cable crossover, high/low pull, and weight-assisted dip/chin. Ensure upholstery on all strength equipment is in place and in good condition, with no tears. Medium and large bases must have *two* lines of this equipment with the exception of one cable crossover, one weight-assisted dip/chin machine and one each abductor/adductor. Bases with more than one fitness facility may need to provide additional equipment as needed to meet customer demand.

1.13.3. Free Weight Resistance Training Equipment Standard. All free weight resistance training equipment will be commercial grade equipment and meet GES. Core free weight resistance training equipment will include a combination of free weight apparatus. Ensure upholstery on all strength equipment is in place and in good condition, with no tears. Purchasing resistance training equipment

meeting the standard specifications will provide your fitness center with resistance training equipment that is safe, effective, user-friendly, and durable. Ensure all dumbbells purchased are rubber or vinyl coated. Refer to the HQ AFSVA Fitness and Sports Web page <https://www-r.afsv.af.mil/FT/standard.htm> for the free weight resistance training equipment standards. Bases with more than one fitness facility may need to provide additional equipment as needed to meet customer demand.

1.13.4. Sauna/Steam Room/Hot Tubs. Clocks must be mounted so that they can be viewed from the sauna or steam room area. An easily accessible duress system/alarm will be installed that alerts the FCS of emergency situations in these areas. Install the alarm button no more than 30 inches above the floor to ensure customers who fall to the floor can access the button. Ensure the alarm will sound in an area constantly monitored, i.e., front desk. Alarm tests should be documented and done prior to the opening of the facility everyday. Thermometers must be provided and temperature should be monitored on a regular basis. The ACSM Facility Guidelines and Standards recommended temperatures for each area are: sauna 170 to 180 degrees Fahrenheit; steam room 100 to 110 degrees Fahrenheit; hot tub maximum of 105 degrees Fahrenheit. Street clothes or plastic suits are not authorized in saunas/steam rooms. Customers in sauna/steam room must wear a bathing suit or towel as a minimum. Individuals who are on medications, have high blood pressure, diabetes, heart disease, or pregnant women are considered to be at high risk for injury and should not use the sauna, steam room, or hot tubs unless authorized by a physician.

1.13.4.1. Restricted Use. The FCS will post signs warning individuals at high risk **not** to use the sauna, steam room, or hot tub unless authorized by a physician.

1.13.4.2. Saunas, Steam Rooms, Spas. Temperature control and regular cleaning are essential for well-maintained saunas, steam rooms and spas. Reference Air Force Occupational Safety and Health Standard 48-14, *Swimming Pools, Spas and Hot Tubs, and Bathing Areas*.

1.13.5. Racquetball/Squash/Handball Equipment. Racquetball racquets must have wrist straps. Impact resistant eye protection for participants in racquetball, squash, and handball sports is mandatory. This requirement applies to all FC customers regardless of status. Military and dress spectacles are not approved eyewear for racquet sports. Protective eyewear must be designed to withstand high impact. FCs will have sufficient quantities of protective eyewear available for loan at no charge to customers. Consult with the base optometrist for further guidance or clarification. Signs posted at court entrances must state the following: IMPACT RESISTANT EYE PROTECTION IS REQUIRED AND IS AVAILABLE AT THE EQUIPMENT ISSUE DESK COUNTER.

1.13.6. Weight Scale Calibration. Calibrate weight scales as directed by manufacturer recommendations. Scales will require Precision Measurement Equipment Laboratory (PMEL) or local contract support to be calibrated according to AFI 41-201, *Managing Clinical Engineering Programs*.

1.14. Funds Management. All Department of Defense personnel paid with either APF's or NAFs have an individual responsibility for the proper collection, protection, and controlling of funds.

1.14.1. Funds Protection. Funds assets must be protected IAW AFI 34-202, *Protecting Nonappropriated Fund Assets*, and local resource protection plans. The RFMC ensures that managers implement internal control procedures for protection of assets. FCD must establish written procedures for the handling and safeguarding of fund assets.

1.14.2. Budgets. Budgets are financial plans. Proper and timely planning, and valid historical data are essential factors in the budgeting process. The process of budgeting also includes consolidation

and refinement of the various activities' priorities made within the planning process. The more thoroughly you document your requirements and justifications, the more likely requirements will be funded in a consolidated budget. Begin the budget process several months prior to the beginning of the fiscal year and coordinate with your RMFC and Resource Advisor. Accumulate data to support past operating expenses.

1.14.2.1. **Category A.** Mission essential programs are authorized 100% APF support. Refer to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities* for guidance on APF funding support. When APFs are not available submit any capital or operational needs for which APFs are authorized, but not available, as unfunded requirements in the APF budget.

1.14.2.2. **Category B.** Enhanced sports programs are authorized APF and NAF support, e.g., varsity sports, MAJCOM Sports Competitions, Air Force and Armed Forces Sports.

1.14.2.3. **Category C.** These activities are fully funded with NAFs (direct support), e.g., resale services and vending operations.

1.14.3. **Approval Authority.** NAF budgets are reviewed by the NAF Council and approved by the installation commander. The installation commander also approves the APF budget.

1.14.4. **Procurement.** Basic knowledge of the Government Purchase Card (GPC) Program, the supply system, and both local and applicable higher HQ processes for each type of procurement, NAF and APF, are important. Refer to AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, for information concerning procurement.

1.15. Outdoor Maintenance. The FCD is responsible for developing a written annual grounds maintenance plan for the upkeep and maintenance of all outdoor facilities. This function can be contracted or performed in-house. Certain tasks may be performed by the Base Civil Engineer (BCE) such as grass cutting, application of insecticides, herbicides, and fertilizers. Safety is also a major concern when maintenance is performed on outdoor facilities. Ensure that proper equipment and tools used for outdoor maintenance are in good repair.

1.16. Running Tracks. Refer to the USAF Fitness Facilities Design Guide for indoor track specifications. For outdoor tracks, refer to UFC 4-750-02, *Outdoor Sports and Recreational Facilities*, http://www.wbdg.org/ccb/DOD/UFC/ufc_4_750_02n.pdf. FCS must periodically inspect the entire track for damage regardless of track surface, following the manufacturer's guidelines on preventive maintenance. Qualified technicians must accomplish repairs and preventative maintenance; coordinate actions with BCE. At least one outdoor exercise area (running trail/track, par/obstacle course, etc.) must be available, in good condition, and clearly marked.

1.17. Marketing and Promotions. The FCD will use CORPORATE PRISM data to develop a comprehensive marketing plan and work with the marketing staff to develop promotional, advertising, commercial sponsorship, and publicity strategies. Complete local needs assessments and/or local surveys annually to determine customer needs and incorporate these findings into the annual program/marketing plan. Coordinate marketing/promotions efforts with HAWC personnel. Use customer feedback to promote program changes and justify expenditures.

1.18. Continuity Folder. Maintaining up-to-date and accurate records is necessary to plan future programs. A continuity folder provides a comprehensive historical overview of the operation and eases the transition of incoming and outgoing personnel. It should contain information on operations, finances, personnel, fitness and sports programs, after-action reports, facilities, equipment and a marketing plan. The FCD determines additional contents and develops and maintains a current continuity folder. The Fitness and Sports website provides additional continuity folder information at <https://www-r.afsv.af.mil/FT/ContinuityBook.htm>.

1.19. Lost and Found. Develop an operating instruction for disposition of lost and found items IAW base guidance.

Chapter 2

PROGRAMS

2.1. Size of Program. Design the activities at the FC to support core services and programs. The number of program offerings is based upon the size of the military installation (e.g. a small base should offer a minimum of 10 group exercise classes/week). The criteria for determining base size is the total number of assigned military personnel (including Air Force and other U.S. military personnel and full-time ARC personnel assigned to the base), inter-service support agreements with other U.S. services, and 50 percent of family members (age 13 years or older). For Air Education Training Command (AETC), authorized permanent change of station (PCS) students must be added to the permanent party figures for all bases. For Pacific Air Forces (PACAF) and United States Air Forces in Europe (USAFE), TDY personnel assigned for more than 30 consecutive days may be added to the permanent party figures for all bases. Outside of the Continental United States (OCONUS) also includes civilians assigned to the bases and 50 percent of their family members age 13 and over. Small bases have a total military population of less than 1,000; medium bases have 1,000 to 5,000, and large bases have more than 5,000 people. Reserve and ANG bases, GSUs and MUNSS will meet programming standards established by the MAJCOM.

2.2. Core and Enhanced Fitness Programs. FCs will provide core programs at no cost to their customers and where resources are available, provide enhanced programs. Core fitness program requirements must be met prior to conducting enhanced programs.

Table 2.1. Core Fitness Programs

1. Group Exercise Classes	A minimum of 10 offerings per week at small bases and 15 offerings per week at medium and large bases, e.g. step aerobics, strength conditioning, low impact aerobics, cardio boxing. *
2. Equipment Orientations	Trained FCS must provide orientations on proper equipment usage (how to use each machine as well as safe positioning and execution) for all cardio and strength machines on an appointment basis or through regularly scheduled classes.
3. Fitness Assessments	Must offer to first term Airmen and other active duty and ARC members free of charge. Program may be offered to other customers as time and resources allow.
4. Fitness Improvement Programs	Offer a combination of aerobics and strength conditioning classes based on local needs to support AF Fitness Program.
5. Incentive Programs	4 per year, e.g. cycle and swim program, jogging club, etc.
6. Special Events	4 per year, of which one should be family oriented, e.g. walk/runs, sports days, etc.

NOTE: * Classes should provide aerobic, strength, and flexibility conditioning appropriate for fitness development. Careful consideration should be given to providing a variety of classes meeting these requirements. Examples are high/low impact, cardio-kick boxing, group cycling, circuit training, “abs” classes, and group strength training. Class offerings above the minimum may be provided with NAFs and customers charged a fee accordingly.

2.3. Group Exercise Instructors. Group exercise instructors must have and maintain a primary instructor certification by an organization listed on the GES web page <https://www-r.afsv.af.mil/FT/Training.htm>. Instructors must obtain the additional necessary specialized certifications for step, group cycling, and cardio kickboxing classes. These may be received from other than primary certification organizations. Yoga and aquacise/water instructors may have a specialized certification without a primary aerobics certification if yoga or aquacise is the only class they teach. Group exercise instructors for core programs are an APF expense. Group exercise instructors will also maintain current First Aid, BLS/AED (American Heart) or CPR/AED (Red Cross) certification.

2.4. Fitness Assessments. Fitness staff can conduct assessments and provide exercise programs for active duty personnel upon request. Fitness assessments measure cardiorespiratory fitness, muscular strength and endurance, body composition, and flexibility using either a manual or computerized system. Examples of assessment modules include a step or sub-maximal cycle test, sit and reach, sit ups and push ups, and skin fold calipers. Fitness assessments must be conducted only by contract personal trainers and/or trained fitness staff who, at a minimum, have completed the AETC Fitness Specialist Course.

2.5. Fitness Improvement Programs (FIP). These programs target active duty personnel who do not meet Air Force fitness standards for aerobic fitness, muscular strength and circumferential tape measurement. IAW AFI 10-248, these individuals must have priority in FIP classes, but classes may be open to other individuals as space allows. The FC must offer the appropriate number of FIP classes (this will be determined by the number of individuals who are enrolled in the base FIP) in addition to core group exercise classes. Schedules must accommodate day, swing, and midnight shift personnel. Consider scheduling FIP during “non-peak” hours. Both aerobic and strength classes must be offered as part of this program and be marketed as “FIP.” Qualified FCS may conduct FIP classes. Recommendations for FIP include, but are not limited to, supervised walking/jogging groups, aerobics classes, equipment-based classes, and strength conditioning classes, “abs” classes, “spinning” classes, circuit training, or a combination of these. Use APFs to support installation FIP. Coordination with the HAWC FPM is required to ensure appropriate class format, instruction, and document attendance.

2.6. Enhanced Fitness Programs. Programs that provide enhanced fitness opportunities may be offered at the discretion of the squadron commander or division director. Fees may be charged for all enhanced programs; these may include, but are not limited to, group exercise classes beyond the core (e.g., group cycling, Tai Chi, Yoga, Aquacise, etc.) and one-on-one personal fitness training.

2.6.1. Personal Training Instructors. Personal training may be offered on a fee-for-service basis through a personal trainer contract. Contract personal training instructors must have verification of at least 100 hours of individual fitness program experience to include fitness assessments and cardiovascular and strength conditioning programs, and have current certification by an organization listed on the GES web page (<https://www-r.afsv.af.mil/FT/Training.htm>). Personal training instructors will also maintain current First Aid, BLS/AED (American Heart) or CPR/AED (Red Cross) certification.

2.7. Sports Programs. FCs will provide core sports programs for eligible customers and, where resources are available, provide enhanced programs (see **Table 2.2.**). Sports calendars will be developed annually at the beginning of the fiscal year and made available to customers. Calendars will give an overview of sports offered at the installation and include start dates, letter of intent due dates, coach's meeting dates, and projected end dates.

2.7.1. Youth Sports Partnership. The Fitness Center Sports program and the Youth Sports program will maintain separate operations. However, where and when feasible, both programs are encouraged to partner together for cost savings and program efficiency in areas such as sharing sports fields, ordering and storing equipment, and ordering trophies.

2.7.1.1. Security Checks. In reference to securing sports officials (volunteer or contractors) for joint programs, background checks should be conducted IAW AFI 34-804, *Air Force Youth Sports Program 4.1 Effective Volunteer Management* and DODI 1402.5 *Criminal History and Background Checks on Individuals in Child Care Services*.

2.7.2. Outdoor Fields. The FCD must team with representatives from safety, BCE, and Military Public Health and perform a pre-season and post-season inspection.

Table 2.2. Sports Programs.

Core Sports	Category A
Intramural Sports	Provide 4 of 5 (softball, basketball, flag football, volleyball, soccer).
Extramural Sports	Sport locally determined by demand (These are additional sports programs offered beyond minimum core sports). May require activity or usage fees.
Enhanced Sports	Category B
Tournaments w/ off base participants	Invitationals, regional tournaments etc.
Varsity Sports	Sport(s) locally determined by demand.
MAJCOM Sports Competitions	Sport(s) determined by MAJCOM.
Air Force, Armed Forces	Sport(s) determined by AF and Armed Forces Sports council.

2.8. Core Sports Programs. Core sports programs are Category A and promote organized sports and esprit de corps.

2.8.1. Intramural Sports. The intramural program is recreational in nature. The installation commander determines participation which may include active duty, full time guardsmen and reservists assigned to base units, adult family members (18 years or older), Department of Defense (DoD) civilians (including NAF employees), base contract personnel, and active duty foreign nationals. Active duty military personnel always have first priority in intramural sports participation (follow eligibility criteria established in AFI 34-262). Other categories of customers may participate in the intramural program if their participation is needed to offer a particular program. Sports programs should include individual and team sports for men and women as well as co-ed teams where possible.

2.8.1.1. **Intramural Director.** The FCD appoints an intramural director who works for the SD at installations with large sports programming. It is not a mandatory position but often used on an as needed basis. The intramural director must be available to visit with participants, evaluate officials, and ensure playing conditions satisfy safety and program standards. The intramural director or designated representative will be available to resolve any questions or conflicts that may arise during the course of play. Most intramural programs are seasonal and are scheduled using collegiate schedules. Location and weather conditions may affect some sports schedules.

2.8.1.2. **Intramural Folder.** The SD creates an intramural folder for each active sport and includes up-to-date schedules, a copy of the bylaws, points of contact, and phone numbers for all coaches/assistant coaches, first sergeants, and fitness and sports advisory representatives. These folders and their contents must be understood by and available to the entire staff at all times to keep customers informed. The SD also creates an after-action report at the completion of each program and includes a detailed expense listing (i.e., officials and supply items such as chalk, score-books, flags, down markers, balls, trophies, etc.), final results, improvement areas, and noteworthy achievements. Historical information will help determine requirements for the next season.

2.8.1.3. **Sports Bylaws.** These local rules supplement the playing rules established by the sports National Governing Body (NGB) or any other recognized organization such as the National Federation of State High School Associations, the National Collegiate Athletic Association, the National Intramural-Recreational Sports Association, or the United States Slow Pitch Association. Overseas MAJCOMs may use international rules, if appropriate. Bylaws will be developed in coordination with the Fitness and Sports Advisory Council (refer to paragraph 2.10. of this AFI) and approved by the FCD. They must include rules for postponements, make-up days, protests, composition of the protest committee, ejections/disqualifications, uniform requirements, eligibility, safety, awards, notification of cancellation times, and other pertinent aspects not covered in the game rules. Inform sports coaches of bylaws prior to the beginning of the season.

2.8.1.4. **Preseason.** Prior to the beginning of each season, the FCD must ensure the following tasks are accomplished:

2.8.1.4.1. Develop and coordinate officials contracts through the resource advisor and the contracting office for funding and award.

2.8.1.4.2. Develop and coordinate bylaws for the sport with the Fitness and Sports Advisory Council in accordance with paragraph 2.10.

2.8.1.4.3. Publicize the deadline for submitting letters of intent.

2.8.1.4.4. Develop practice schedules.

2.8.1.4.5. Conduct rules meetings/training for coaches and officials.

2.8.1.4.6. Conduct preseason safety inspections of the sports fields.

2.8.1.4.7. Hold coaches meetings and distribute final schedules.

2.8.1.5. **Letters of Intent.** Squadrons must submit letters of intent IAW locally established time-lines prior to the start of the season. The letter of intent should state the name of the unit, the number of teams the unit will field, the number of players on the each team(s) and should be signed by the unit's sports advisory council representative. Once letters of intent have been accepted, play format is determined.

2.8.1.6. **Play Format.** The number of teams/individuals and available funds determine the number of games played. Special participation fees (e.g., golf fees, bowling fees) are to be paid by participants. To determine the number of games, use the following formulas. N equals the number of individuals or teams entered. Refer to Attachment 6 for tournament examples.

2.8.1.6.1. The round-robin tournament consists of individuals or teams playing each entry an equal number of times. Round-robin tournaments are not ideal with a large number of entries, unless individuals or teams are broken up into smaller pools for round-robin play.

2.8.1.6.2. In the single round-robin tournament, each team plays one game with every other team.

2.8.1.6.2.1. Single round robin: $N \times (N - 1) / 2 =$ number of games

2.8.1.6.3. In a double round robin, each team plays two games with every other team. This type of competition is usually referred to as league competition. Leagues usually consist of 8 teams or less, because it is hard to manage team play in larger leagues. League play usually extends over a longer period of time than other types of competition and the planning and organizing must be done well in advance of the starting date for the tournament.

2.8.1.6.3.1. Double round robin: $N \times (N - 1) =$ number of games

2.8.1.6.4. Implementation of the single-elimination tournament is straightforward. Once players have been seeded, they can be entered on the draw sheet.

2.8.1.6.4.1. Single elimination: $(N - 1) =$ number of games

2.8.1.6.5. The top level of double elimination tournament is very much the same as that of a single elimination tournament, with only the final game slightly different.

2.8.1.6.5.1. Double elimination: $(N \times 2) - 1 =$ number of games

2.8.1.6.6. Additional information regarding tournament set-up can be found at: <https://www-r.afsv.af.mil/FT/Tournaments.htm>.

2.8.1.7. **Game Schedules.** Once the number of games is determined, develop the schedule, keeping the following factors in mind:

2.8.1.7.1. Holidays, wing exercises, down-days, recalls, AEFs, etc.

2.8.1.7.2. Make-up days. Consider using Friday and/or Saturday as a make-up day.

2.8.1.7.3. Coordinate with other activity managers when fields are shared.

2.8.1.7.4. Print and distribute schedule to all coaches and officials.

2.8.1.7.5. Use of a software program may minimize scheduling challenges.

2.8.1.8. **Tournaments.** When resources permit, consider a preseason tournament. This gives participants and officials a chance to prepare for the regular season. Include the expenses for this tournament in the APF budget. Typical expenses include officials fees and awards. Conduct a coaches and officials meeting at the conclusion of the tournament to resolve any challenges and to confirm the regular season schedule. When participation is limited, consider offering a tournament in lieu of a complete sport season.

2.9. Fitness and Sports Advisory Council. This mandatory council meets at least quarterly and functions as an advisory body to assist, coordinate, and assemble installation resources to support comprehensive fitness and sports programs (to include HAWC programs). The chairperson will be the FCD (a non-voting member). The council should include a primary and an alternate representative from each unit or tenant of the installation. Bases should consider implementing a Commander's Trophy initiative to promote participation in their sports program. Participation at meetings should be recognized as another way to earn Commander's Trophy points. Coordinate the meeting minutes through the commander/director for approval. Provide a copy of the approved minutes to all council members.

2.10. Sports Equipment. FCDs must ensure appropriate equipment is purchased with APFs and provided for the following sports: volleyball, basketball, soccer, softball and flag football.

2.10.1. **Jerseys.** The FCS provides jerseys or bibs for intramural volleyball, basketball, soccer, and flag football. Enough sets should be available to issue clean jerseys to each team. Purchase quality jerseys; a recommended type is a mesh tank top, reversible with numbers on both sides. Purchase the following minimum number of jerseys/bibs for each set: Volleyball=12, Basketball=15, Flag Football=25, Soccer=25.

2.10.1.1. For bibs, one size usually fits all. For jerseys, each set should include sizes ranging from small to XX large. Sign jerseys out to team coaches before the game on a hand receipt and collect immediately after each game. Wash the jerseys/bibs immediately to extend the life of the material. Strict control must be exercised in order to prevent loss.

2.10.2. **Game Equipment.** Consider the following recommendations when determining how much equipment to issue for each sport. Issue two softballs per game to the scorer. Issue one basketball, two footballs, two volleyballs, two soccer balls, to the game officials. Issue twenty-two sets of flags for football. Issue three tennis balls per match to players. Issue two shuttlecocks per match to players. Officials will return equipment to the FCS.

2.11. Officials. Head officials must be certified/trained through a recognized and approved NGB for the particular sport; FCDs will verify certification. In the event contracting for certified officials is not possible, the FCD is responsible for recruiting and the head official is responsible for training officials. APFs are authorized for sports officials for Category A and B sports IAW AFI 65-106. For guidance on developing contracts, refer to the APF Official Contract Training Aid on the AFSVA website at <https://www-r.afsv.af.mil/>.

2.11.1. **Officials Fees.** Fees vary in different parts of the country, as well as in overseas areas. FCDs must survey local associations, to include local off-base leagues, and determine an equitable pay scale.

2.11.2. **Other Training and Experience.** The commissioner or FCS should evaluate officials periodically. Conduct officials meetings as necessary to discuss unusual situations and review rules and mechanics. Rules knowledge and mechanics can be taught and applied correctly through study, observation and training.

2.11.3. **Composition.** The FCD must ensure the minimum numbers of officials are available. Encourage volunteers to assist with these programs.

- 2.11.3.1. **Basketball:** Intramural: 2 referees/1 scorer/timer = 3 total
 Varsity: 2 referees/1 scorer/1 timer = 4 total
 Extramural: 2 referees/1 scorer/timer = 3 total
- 2.11.3.2. **Softball:** Intramural: 1 umpire/1 scorer = 2 total
 Varsity: 2 umpires/1 scorer = 3 total
 Extramural: 1 umpire/1 scorer = 2 total
- 2.11.3.3. **Volleyball:** Intramural: 1 referee/1 scorer = 2 total
 Varsity: 1 referee/1 umpire/1 scorer = 3 total
 Extramural: 1 referee/1 scorer = 2 total
- 2.11.3.4. **Soccer:** Intramural: 1 referee/2 lines persons = 3 total
 (When league rules call for less than 9 players per team, no lines persons are required.)
 Varsity: 1 referee/2 lines persons = 3 total
- 2.11.3.5. **Flag Football:** Intramural: 2-3 referees/teams provide downs keeper = 3-4 total
 Varsity: 4 referees/ teams provide downs keeper = 5 total

2.12. Prizes and Incentive Awards. Refer to AFI 65-601V1, *Budget Guidance and Procedures*, section 4.29. Awards and Gifts for guidance.

2.13. Extramural Sports. This program is an extension of the intramural program and may be conducted when demand exists and resources allow. The program is recreational in nature and has the same administrative, funding, and execution guidelines as intramurals, with the exception of fees for some sports. Participation may include active duty, reservists, DoD civilians, family members, base contractors, and local foreign nationals.

2.14. Enhanced Sports Programs. These sports programs provide opportunities for base athletes to compete off base, with other base, civilian, university and club teams. Financial guidance is provided in AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, AFI 65-106, *Appropriated Fund Support of Morale Welfare and Recreation (MWR) and Nonappropriated Fund Instrumentalities*, and DoDI 1015.10, *Programs For Military Morale, Welfare And Recreation (MWR)*. APFs should be used where authorized. NAFs required to support these programs must be included in the NAF budget and submitted for approval by the NAF Council and installation commander, with the exception of Air Force or Armed Forces programs.

2.14.1. **Varsity Sports.** Varsity sports programs are optional and based on number of adequate participants and availability of resources (see [Table 2.3](#)). Varsity sports offer skilled active duty athletes an opportunity to compete off base in competitive programs and serve as a feeder program into higher-level Air Force competition. Other DoD ID cardholders must have installation commander approval to participate.

2.14.1.1. **Varsity Program Support.** Support for varsity programs may include purchase of uniforms, scheduling games with local teams, and paying entry fees for local leagues or tournaments.

If competition is located out-of-town, transportation support is authorized, entry fees may be paid with NAFs, and a daily personal maintenance allowance may be allocated. Funding availability will determine payment of expenses. For away games, varsity staff will arrange transportation and lodging, confirm game times, process duty releases/permissive TDY orders or permissive leave, process entry/game fees, and provide uniforms and applicable playing equipment. Hosting requirements for varsity events require careful coordination. Ensure Booster Clubs comply with AFI 34-223, *Private Organization Program*.

2.14.2. **Air Force Marathon.** Installations may treat the Air Force Marathon as a varsity event. Installation tenant organizations such as MAJCOMs, FOAs, and DRUs, with the approval of their hosting installation commander, may competitively select active duty individuals/teams not selected for installation varsity representation to participate in the marathon. These participants can be provided the same permissive TDY and NAF support as varsity teams. The installation, MAJCOM, or other organizational commander (or equivalent) providing NAF funding determines the amount of such funding to be provided for the participants as well as the number of participants supported for each marathon.

Table 2.3. Varsity Sports Financial Support:

	Entry Fees	Food	Transportation	Lodging	Personal Maintenance Allowance ****	Uniforms	Equipment
Appropriated Funds	A	N	A**	N	N	A	A
No appropriated Funds	A*	N	A	A***	A	A*	A*

A - Authorized

N - Not Authorized

* - Only if APF are not available

** - Only if available through Base Transportation and it is mission essential (*Reference AFI 24-301*)

*** - NAFs may be used to pay for lodging or reimburse an individual for lodging providing they stay on the installation, however a purchase request must be submitted. This must be approved by the RMFC prior to execution

**** - Personal Maintenance Allowance (similar to Per Diem)

NOTE: *NAF's can be used for transportation, entry fees, miscellaneous, uniforms and equipment expenses but the FC must budget for all NAF expenditures. The FCD will go through the RMFC to authorize any expenditure of NAF funds to support varsity sports.*

2.15. Tournaments. Tournaments (other than intramural/extramural) are a Category B activity. Fees may be charged to cover the NAF costs of officials, awards, and incidentals. Hosting requirements of tournaments are extensive and varied and include proper field of play, necessary supplies and equipment, officials, awards, clearly defined rules of play, and timely posting of results. After-action reports should be written for historical purposes and include documentation of unexpected problems and the resultant solution. Ensure financial records are accurate and accounts are closed with the RMFC. Include the after-action report pertinent data in the continuity folder.

2.15.1. MAJCOM/Air Force Training Camps and Armed Forces Championships/Tournaments. Guidelines are required for all local, varsity, MAJCOM, Air Force, Armed Forces or open invitational tournaments. When hosting MAJCOM, Air Force Training Camps, and Armed Forces Championships, there are additional requirements such as coordinating, announcing the host site, and funding arrangements.

2.15.1.1. Coordination. The decision to host major tournaments must be based on a commitment from all base agencies whose support is required. Written approval must be obtained from the installation commander and include base support requirements. The host project officer must conduct a meeting with representatives from base engineers, transportation, hospital, security forces, legal, services, public affairs, and protocol and any other agencies providing support. Identify exact requirements and ensure everyone involved understands the support required.

2.15.1.2. Selection of Host Site. The scheduling authority for Air Force level events (HQ AFSVA) announces the selected host sites approximately six months prior to the first event. This gives time for advance planning and coordination for the event.

2.15.1.3. Funding Arrangements. A budget allocation will be provided to the host base outlining the authorized expenditures. Close coordination must be maintained between the host project officer, the RMFC, and the MAJCOM or HQ AFSVA project officer. Authorized expenditures usually include an icebreaker, officials, lodging, equipment/supplies, refreshments, and personal maintenance expense allowance for higher levels of competition.

2.15.1.4. Unforeseen Events. Host staff must be prepared to face unforeseen problems with transportation, weather, sick personnel, incorrect orders, recalls and emergency leaves.

2.16. Higher Level Competition. This program is designed to provide elite athletes an opportunity to participate in higher-level competition to include MAJCOM, Air Force, Armed Forces, national, and international competition.

2.16.1. MAJCOM, Air Force, Armed Forces, national, international competition. Active duty members and ARC personnel are eligible based on skill and ability. ARC personnel are eligible if on active duty status through the dates of competition. Air Force members assigned to non-Air Force installations must receive authorization from HQ AFSVA/SVPAF to compete in higher-level competition conducted by another military department. Air Force personnel may not represent another service at Armed Forces Championships. Reservists may be placed on Active Duty Tour (ADT) with Air Force Reserve Command and with AFRC/CC approval on AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*. Qualified ARC personnel may be placed on paid "man-day" status under the AF Sports Military Personnel Appropriation (MPA) Man-day Program centrally managed by the Office of Reserve Affairs, HQ AFSVA. Athletes apply by completing AF Form 303, *Request for USAF Specialized Sports Training*. Where applicable, applicants must be amateurs as defined by the rules of the sports NGB.

2.16.1.1. Budget Allocation. HQ AFSVA/SVPAF provides bases hosting Air Force Trial Camps and/or Armed Forces Championships with a budget allocation letter outlining authorized expenditures no later than 30 days prior to the event start. For disbursements and reimbursements information, refer to AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*.

2.16.1.2. **Travel.** The individual is responsible for requesting authorization for travel to/from events and competitions and preparing the DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*. HQ AFSVA/SVPAF funds participant travel to and from Air Force Programs and respective follow-on activities.

2.16.1.3. **Mode of Travel.** Orders must specifically authorize the mode of travel in accordance with the instructions provided in HQ AFSVA/SVPAF selection message.

2.16.1.4. **Permissive TDY.** Permissive TDY is authorized for sports included in Olympic competition. Unit commanders may authorize permissive TDY, not to exceed 30 consecutive days, to allow members to participate or train in events officially conducted or sponsored by elements of the Air Force, inter-service organizations, or DoD. This includes participation in local, regional, sectional, district, or state events. Unit commanders must coordinate with the local Services squadron or division before approving the request. The FCD must contact selected individuals to assist in preparing orders and providing travel information. HQ AFSVA/SVPAF must receive a copy of orders for proper certification of airline tickets. Coordination through HQ AFSVA/SVPAF is required for national and international events. For additional information refer to AFI 36-3003, *Military Leave*.

2.16.1.5. **Forms.** AF Form 303 is used for athletes, trainers, officials and coaches applying for higher-level competition, when requested by HQ AFSVA/SVPAF. Athletes must sign and receive endorsement from their supervisor, unit commander, and installation FCD who forwards the request through their MAJCOM Fitness and Sports representative to HQ AFSVA/SVPAF. This form may be manually or digitally signed. **Note:** Once digital signatures are added, the form “locks”—no changes can be made to preceding information in the form unless the signature(s) are removed. In addition to the Form 303, ARC members must submit AF Form 49, *Application for MPA Man-day Tour*. Individuals are authorized up to 139 MPA days within a fiscal year including days used for other purposes. Athletes selected to attend Air Force Trial Camps compete for a position on the Air Force team.

2.16.2. **World Class Athlete Program (WCAP).** Refer to AFI 34-277, *World Class Athlete Program*.

Chapter 3
SERVICES

3.1. Fitness Center Services. FCs will provide core services to their customers and, where resources are available, provide enhanced services.

3.2. Core Services.

Table 3.1. Core Services.

1. Vending Operation	FCs will provide drinks and/or snacks through vending machines, refrigerated display cases, etc. to customers. The scope of services provided is at the discretion of the installation commander.
2. Locker Service	FCs will provide free daily use locker service. 100 percent of lockers will be daily use. Lockers are an authorized APF expenditure.

3.3. Enhanced Services. Enhanced services may be provided through contracts on a fee basis. Services may include, but are not limited to juice bars, massage therapy, distinguished visitor (DV) locker room amenities, and parent/child areas (PCA).

3.3.1. **Individual Service Contracts (ISC).** ISCs must include acknowledgment of personal responsibility signed by the contractor and the contractor’s signed agreement to compensate the government for expenditures incurred due to the contractor’s conduct and activities. IAW AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, paragraph 11.5., insurance should be considered where “unique risks” are associated with the services to be performed. Individuals working under an ISC will maintain current and up-to-date appropriate certification/training for the activity/services they are performing.

3.3.2. **Resale Operations.** Fitness centers may engage in resale activities when merchandise and services offered are directly related to the purpose and function of the activity. FC resale items usually consist of sundry items such as eyeglass holders, wristbands, headbands, earphones, refreshments, and nutritional snack items.

3.3.3. **Tanning Beds/Booths.** Tanning beds/booths will not be installed or used in FCs.

Table 3.2. Enhanced Services (See Note).

1. Massage Therapists	Therapists must have a license OR have completed 500 hours of study and passed state certification or the National Certification Examination for Therapeutic Massage and Bodywork (NCETMB). Overseas therapists must meet local country's certification/license requirements.
2. Resale Operations	Resale services are NAF operations. No APF support is authorized and the operation must be self-sustaining. Establishment of juice bars should follow Services policy on name branding per AFI 34-272, <i>Air Force Club Program</i> .
3. Distinguished Visitor (DV) Lockers	DV amenities fees must not exceed the cost of NAF amenities for the locker room. Reservation of DV lockers is locally determined by FCD.
4. Parent/Child Area (PCA) *	Coordination with the family member programs flight chief is required. PCAs must follow applicable USAF Fitness Facilities Design Guide standards.

NOTE: * Develop a local PCA operation instruction in coordination with the family member programs flight chief. The installation commander must approve the OI. There must be a 30" high clear partition, e.g., one-half inch thick shatterproof plexi-glass, allowing for direct line-of-sight supervision, with an entry/exit that can isolate the child play area completely from other areas. Local policy should be posted in the PCA that address the following: children must be supervised by their own parents/legal guardians; parents/legal guardians must maintain direct line-of-sight supervision of their children at all times; the maximum capacity of children and adults in the PCA; the age limit for the children using the PCA and indicating whether users must sign in at the reception desk acknowledging PCA policies. It is recommended that adults bring toys for their children; toys must be of a non-violent nature. If the FC provides toys or other play objects, they must be sanitized daily with bleach and water solution (1/4 cup liquid household bleach and 1 gallon of tap water) or other approved sanitation solution IAW with Child Development Center standards. Allow toys to air dry. Other surfaces cleaned with this solution should be allowed to air dry or be dried with a paper towel after the solution has been in contact with the surface for two minutes. If a TV is provided, include guidelines in the OI, e.g., only child-appropriate stations will be shown; only G-Rated videos will be played. Provide a protective shield for the TV to prevent damage from children and flying projectiles. Secure the remote or channel control from children. When possible provide safety enhancements such as cipher locks to the PCA to restrict use from unauthorized customers, as determined in the OI. Refer to the following USAF Fitness Facilities Design Guide web link for information on the PCA design requirements: http://www-p.afsv.af.mil/FC/AF_Fitness_Centers.htm.

Chapter 4

TRAINING

4.1. Basic Fitness Training. All levels of training must be documented in the individual's (military, APF, NAF employees) on-the-job-training (OJT) records.

4.1.1. FCS must maintain First Aid certification and either Red Cross CPR plus AED or BLS/AED certification within 30 days of assignment to the FC. The base medical treatment facility and local health care organizations are resources for CPR/BLS and first aid certification.

4.1.2. FCS must be trained on basic use of exercise equipment within 30 days of assignment to the FC. Upon completion, staff may monitor fitness equipment areas and provide customer equipment orientations.

4.1.3. FCS must attend customer service training within 60 days of assignment to the fitness center and annually thereafter.

4.1.4. All military, APF and NAF civilian FCS (excluding contract instructors, personal services contractors, temporary NAF MOA personnel and Category C front desk clerk/operations employees) must be scheduled to attend the AETC Fitness Specialist Course (L3AZR3M051) within 180 days of assignment to the FC. ANG members must attend the course within 180 days of being assigned to the Fitness functional account code. Individuals with a four-year degree in a health/fitness related discipline may apply to HQ AFSVA/SVPAF for a waiver from the Fitness Specialist Course.

4.1.5. Fitness training from FCD, local experts, HAWC, or other sources must be conducted on a recurring basis to reinforce course principles and provide current fitness information and sports programming.

4.1.6. All staff members (excluding contract instructors, personal services contractors and Category C front desk clerk/operations employees) must attend the physical training leader's (PTL) course taught by the HAWC Fitness Program Manager (FPM) within 120 days of assignment to the FC. If a formal course is not available within 120 days coordinate training with local HAWC.

4.1.7. All FCS members completing basic fitness training are fitness technicians and qualified to deliver equipment orientations, monitor fitness equipment areas, assist customers, perform manual and computerized fitness assessments. Conducting FIP classes may require additional qualifications. Staff may also assist with teaching unit exercise sessions and/or train volunteers who lead unit exercise programs on proper stretching, target heart rates, and basic aerobic and strength exercises. Staff members should refer any customer questions or requests beyond their expertise to a staff member who has completed advanced training or to a Certified Fitness Specialist.

4.2. Core Management Training. The FCD must complete the AETC computer-based Activity Manager Course (L60NU34M3) or the Activity Management Training Core Topics Course (DL-CB-0301) and attend the follow-on activity specific Fitness Managers Course at HQ AFSVA within one year of assignment as facility director (credit given for attending former HQ AFSVA Activity Manager Course follow-on). Fitness personnel in leadership positions may also attend this training.

4.3. Advanced Fitness Training. At a minimum, the FCD and two FCS members (one must be military for those bases with assigned military) must successfully complete an advanced fitness course workshop

to enhance the learning of material and practical skills. The FCD and FCS must meet this requirement within one year of assignment. The FCD and FCS must maintain continuing education units as required by the certifications they hold. Meeting this requirement will allow for a qualified FCS member to be on the floor during peak operating hours to help customers with their fitness programs. Advanced training workshops may be unit funded. Refer to the GES web page, <https://www-r.afsv.af.mil/FT/Training.htm>, for approved advanced training certification workshops.

4.3.1. FCS members completing advanced training are qualified to conduct fitness assessments, interpret results, and establish program designs and exercise prescriptions based on fitness assessment results and individual goals. Customers requiring repeated ongoing one-on-one training or additional expertise should be referred to a fee-for-service contract personal trainer.

4.4. Air Force Certified Fitness Specialist. Recognition as an Air Force Certified Fitness Specialist is reserved for individuals who have completed basic and advanced training and have met additional experience requirements. The recognition package will be approved by HQ AFSVA/SVPAF through the MAJCOM and will result in the award of a pin and certificate.

4.4.1. Certified Fitness Specialists may be responsible for a number of fitness duties to include developing appropriate fitness programs based on population needs, coordinating and executing FIPs, assisting with basic fitness training for staff, conducting fitness assessments and follow-on exercise prescriptions, acting as a HAWC liaison, etc. A minimum of two staff members must be trained to fulfill this requirement regardless of size of facility.

4.4.2. **Eligibility Criteria.** Air Force Certified Fitness Specialist requirements:

4.4.2.1. Meet basic fitness training requirements.

4.4.2.2. Meet advanced fitness training requirements.

4.4.2.3. Minimum of one year's work experience in the FC.

4.4.2.4. Documented 100 hours of group and/or individual fitness/exercise program design to include: appointments for fitness assessments, developing fitness programs, and leading group exercise or unit PT classes. No more than 50 hours of leading group exercise/unit PT can be applied to the 100-hour requirement.

4.4.2.4.1. Document all training. Maintain the training log chronologically to include the following minimum information: date and time the member provided training and the name/unit of the individual they trained. The FCD must verify documentation.

4.4.2.5. Advanced training through continuing education units are an authorized APF expense and should be funded to maintain FCS member's certifications.

4.4.3. **Application Procedures.** The FCD must forward copies of all First Aid, CPR/BLS/AED, training certificates, and experience documentation to include the verified/documented 100 hours of group/individual fitness/exercise program design along with the services commander or director letter of recommendation through MAJCOM to HQ AFSVA/SVPAF.

4.5. Specialized Experience Identifiers (SEI) Training Requirements: The SEI "How to Guide" (located at <https://afkm.wpafb.af.mil/ASPs/DocMan/DOCMain.asp?Filter=OO-DP-AE-12&FolderID=OO-DP-AE-12-45&Tab=0>) provides guidance on implementing SEIs for enlisted personnel in the

FC. It also provides assistance and guidance for understanding and managing the SEI program and obtaining SEI specific training requirements. SEIs do not apply to ANG members.

4.6. Readiness. FCDs should ensure military personnel assigned to the FC are participating in required Readiness/Home Station Training programs. Coordinate home station training with the Services Training Manager and Readiness NCOIC. Use a combination of methods to backfill FCS performing readiness duties versus cutting hours of operation (expand contingency contract, use ARC personnel and implement temporary MOAs).

4.7. Lifeguards. Lifeguards working directly for the FC can be provided through a service NAFI MOA which is reimbursed by APFs. Lifeguards must have and maintain nationally recognized certifications in lifesaving and water rescue methods and skills, basic first aid, CPR and AED. To determine the minimum number of lifeguards needed reference AFI 34-110, *Air Force Outdoor Recreation Programs*.

Chapter 5

FACILITY MAINTENANCE AND HOUSEKEEPING

5.1. Annual Maintenance Plans. The FCD or appointed FCS members develop an annual maintenance plan with thorough checklists for each facility. For checklist template, refer to the Services Agency web site (<https://www-r.afsv.af.mil/FT/checklists.htm>). The plan prescribes maintenance requirements for equipment, buildings, and other facilities. The plan is useful for developing budgets for maintenance requirements. *Note:* AFSVA Checklists are not all inclusive; documents provide minimum requirements and they may be altered to meet local requirements.

5.2. Cleaning and Appearance. High traffic/use areas command more frequent attention and inspections, especially during peak hours. High traffic/use areas include: restrooms, showers, saunas, steam rooms, spas, cardiovascular, weight rooms, and locker rooms. FCs will have APF janitorial support IAW the base contract. The FCD must work with the chain of command to obtain the highest level of APF custodial support. Refer to the GES for custodial cleaning.

5.3. Exercise Rooms and Court Floors. Exercise rooms are used to conduct a variety of exercise classes. Keep the exercise area and all equipment clean and ready for use by disinfecting daily. FCS must pay particular attention to the maintenance of court floors, as they require special care.

5.3.1. **Refinishing/Resurfacing.** Refinishing/resurfacing can be contracted or accomplished by BCE. Consider refinishing every 2 years and resurfacing every 6 years based on wear and tear.

5.4. Exercise Equipment. The FCS should keep records to indicate which equipment is covered under a maintenance contract and adhere to the contract terms to maintain warranties. The FCS should ensure a documented equipment maintenance plan following manufacturer guidelines is in place for all equipment and adhere to the manufacturer's proper recommendations for maximum equipment function and durability. An equipment recapitalization tool is available on the HQ AFSVA Fitness and Sports web page, <https://www-r.afsv.af.mil/FT/FitnessToolbox.htm>. The tool is a standardized fitness tracking and planning tool used to document equipment requirements. This tool serves as a 5-year equipment replacement and funding requirements planning document.

5.4.1. **Customer Cleaning.** The FCS should encourage customers to clean equipment after each use to provide a clean surface for the next user. The FC will provide paper or cloth towels and cleaning solutions (as locally determined) to sanitize equipment after use.

5.4.2. **Broken Equipment.** When possible, the FCS should remove broken equipment from the area. If the equipment cannot be removed, a professionally designed "Out of Order" sign should be placed on the machine with sections to indicate the date the equipment was placed out of service and the anticipated date it will be back in service. Handwritten signs are prohibited except as an immediate interim measure.

5.5. Laundry Rooms. The laundry room must contain a table, detergent storage area, trash receptacle(s), laundry basket(s), and residential-grade washer(s) and dryer(s). The BCE may provide support in accordance with local policy with laundry equipment. The washer and dryer can be obtained through local purchase using APF funding.

5.6. Lobby. The lobby must present a professional first impression to customers. Furniture must be well maintained, match existing decor and be neatly arranged. After peak periods, vacuum carpet and/or sweep and mop tile. During inclement weather, increase the frequency of cleaning floors and carpet to prevent tracking of moisture and debris into other areas of the facility.

Chapter 6

SAFETY

6.1. Safety. The combat support flight commander supports the FCD to ensure facilities and programs meet safety requirements. The FCD coordinates a medical emergency plan with the director of base medical services (DBMS). Refer to AFI 91-202, *The US Air Force Mishap Prevention Program*, AFI 91-204, *Safety Investigations and Reports*, and AFI 91-301, *The US Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program*, for safety standards.

6.2. Emergency Procedures. Address the following areas when developing an emergency plan:

- 6.2.1. Emergency care personnel must have access to all areas of the facility.
- 6.2.2. Develop an incident report to document information and ensure FCD follow-up.
- 6.2.3. Establish major and minor incidents protocol; consider medical procedures and response times.
- 6.2.4. Establish bleeding and potential blood-borne pathogens procedures IAW local policy.
- 6.2.5. Establish an effective communication system to contact emergency response personnel and post signs identifying locations throughout the facility.
- 6.2.6. Establish an emergency checklist detailing specific duties of each staff member.
- 6.2.7. Practice the emergency plan and document at least quarterly.

6.3. Incident reporting. In addition to notifying relevant local officials or agencies (e.g., the base commander, Security Forces, Air Force Office of Special Investigations, legal) the installation Services commander / chief will report to their MAJCOM/A1S, AFSVA/CC and AF/A1S (within 1 hour if possible) all serious incidents such as the following:

- 6.3.1. Any major property damage to Services assets (e.g. fire, natural disaster, etc.).
- 6.3.2. Any serious employee or patron injury resulting in death or hospitalization.
- 6.3.3. Any sensitive incident such as theft involving Services employees or assets.

6.4. Notification. Initial notification should be provided to HQ AFSVA and AF/A1S as indicated below. Provide the following information: date, time, location and nature of the incident, names and status of individuals (active duty, retired, civilian, dependent, etc.), extent of injuries, and status of incident and expected actions. Provide the name, grade, and phone numbers where the base Services point of contact may be reached, day or night.

Table 6.1. Incident Reporting Procedures (See Note).

HQ AFSVA/SVPAF	Duty hours: DSN 487-7021	After duty hours: DSN 487-1859, 12 FTW/CP
HQ AFSVA/CC	Duty hours: DSN 487-6207	
AF/A1S*	1. DSN 664-0010. If no answer, leave voice mail at DSN 332-9300 or 1-800-833-3879. When prompted for 10-digit telephone number, enter 7031053663 2. Also send e-mail notification to: incidentreport@pentagon.af.mil	

NOTE: * Within 24 hours of the initial telephone notification, fax or e-mail any new information to HQ USAF/A1S (FAX DSN 664-0321, e-mail same as above) and HQ AFSVA/CC (FAX DSN 487-5056) and HQ AFSVA/SVPAF (FAX DSN 487-4739). Continue fax/e-mail updates at 24-hour intervals as necessary.

6.5. First Aid Kit. The FCS may provide limited medical attention when participants suffer injuries or illness during FC programs. Coordinate procedures with the DBMS to determine extent of assistance and proper training. Each fitness facility will maintain APF purchased first aid kits. Contents will be determined by the DBMS. The FCD will need to coordinate with the HAWC for procurement and maintenance of AEDs at each fitness facility and/or annex. Funding for the procurement and maintenance of AEDs is determined locally

6.6. Medical Considerations. Physical contact or collision sports participants must have clearance from a doctor of medicine or osteopathy prior to participation. The DBMS determines the medical evaluation.

6.6.1. Personal Protective Equipment (PPE). Participants in sports and recreational programs that may result in physical contact are highly encouraged to use PPE (i.e. mouth guards, eye guards, knee ankle braces). These devices help reduce and eliminate injury.

6.7. Customer Protection. FCD will have a monitoring system (cameras or a duress alarm if a camera is not appropriate) installed in FC areas where staff or contractors do not have direct line of sight. This also applies to areas where staff/contractor may be alone with a customer. This does not apply to changing rooms, rest rooms or showers.

6.8. Forms Adopted. Air Force Form 49, *Application for MPA Man-day Tour*; Air Force Form 303, *Request For Specialized Sports Training*; Air Force Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*; AF Form 2519, *All Purpose Checklist* and DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*. All prescribed forms may be manually or digitally signed (if available). **Note:** Once digital signatures are added, the form “locks”—no changes can be made to preceding information in the form unless the signature(s) are removed.

ROGER A. BRADY, Lieutenant General, USAF
DCS, Manpower and Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFI 10-248, *Fitness Program*, 25 Sep 2006
- AFI 34-110, *Air Force Outdoor Recreation Programs*, 24 Jul 1994
- AFI 34-201, *Use of Non-Appropriated Funds (NAF)*, 17 Jun 2002
- AFI 34-202, *Protecting Nonappropriated Fund Assets*, 27 Aug 2004
- AFI 34-204, *Property Management*, 27 Aug 2004
- AFI 34-219, *Alcoholic Beverage Program*, 9 Sep 1998
- AFI 34-223, *Private Organization Program*, 11 Aug 2003
- AFI 34-248, *Child Development Centers*, 1 Oct 1999
- AFI 34-262, *Services Programs and Use Eligibility*, 27 Jun 2002
- AFI 34-272, *Air Force Club Program*, 1 Apr 2002
- AFI 34-302, *Nonappropriated Fund Contracting Procedures*, 3 Nov 2000
- AFI 34-804, *Air Force Youth Sports Program*, 1 May 1996
- AFI 36-801, *Uniforms for Civilian Employees*, 29 Apr 1994
- AFI 36-2903, *Dress and Appearance of Air Force Personnel*, 2 Aug 2006
- AFI 36-3003, *Military Leave Program*, 25 Oct 2005
- AFI 36-8001, *Uniforms for Civilian Employees*, 29 Apr 1995
- AFI 41-201, *Managing clinical Engineering Programs*, 25 Mar 2003
- AFI 64-117, *Air Force GPC Program*, 31 Jan 2006
- AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities*, 11 Apr 2006
- AFI 65-601V1, *Budget Guidance and procedures*, 3 Mar 2003
- AFI 91-202, *The US Air Force Mishap Prevention Program*, 1 Aug 1998
- AFI 91-204, *Safety Investigations and Reports*, 14 Feb 2006
- AFI 91-301, *The US Air Force Occupational Safety, Fire Prevention, and Health (AFOSH) Program*, 1 Jun 1996
- AFMAN 23-110, *USAF Supply Manual*, 25 Jul 2005
- AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting (will revise to AFMAN 34-414)*, 14 Feb 2006
- AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 3 Nov 2000
- AFOSHSTD 48-14, *Swimming Pools, Spas and Hot Tubs, and Bathing Areas*, 1 Apr 1996

AFPD 34-1, *Air Force Services Combat Support Programs*, 1 Nov 1997
DODI 1402.5, *Criminal History and Background Checks on Individuals in Child Care Services*, 19 Jun 1993

DODI 1015.10, *Programs For Military Morale, Welfare, And Recreation (MWR)*, 3 Nov 1995

UFC 4-750-02, *Outdoor Sports and Recreational Facilities*, 4 Dec 2003

Abbreviations and Acronyms

AAP—American Academy of Pediatrics

ACE—American Council on Exercise

ACSM—American College of Sports Medicine

ADT—Active Duty Tour

AED—Automatic External Defibrillator

AETC—Air Education Training Command

AFAA—Aerobics and Fitness Association of American

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ANG—Air National Guard

APF—Appropriated Fund

ARC—Air Reserve Component

AS—Allowance Standard

BCE—Base Civil Engineer

BLS—Basic Life Support

CDC—Career Development Course

CPR—Cardiopulmonary Resuscitation

CSFC—Combat Support Flight Commander

CV—Cardiovascular

DBMS—Director, Base Medical Services

DoD—Department of Defense

FC—Fitness Center

FCD—Fitness Center Director

FCS—Fitness Center Staff

FD—Fitness Director

FF&E—Furniture, Fixtures and Equipment

FIP—Fitness Improvement Program

FPM—Fitness Program Manager
GES—Golden Eagle Standard
GSU—Geographically Separated Unit
HAWC—Health and Wellness Center
HPWG—Health Promotion Working Group
AF/A1S—Headquarters United States Air Force, Director of Services
CISM—Conseil International de Sport Militaire
HQ AFSVA/CC—Headquarters Air Force Services Agency, Commander
HQ AFSVA/SVP—Headquarters Air Force Services Agency, Directorate of Programs
HQ AFSVA/SVPAF—Headquarters Air Force Services Agency, Fitness and Sports Branch
IAW—In Accordance With
ISC—Individual Service Contracts
MAJCOM—Major Command
MPA—Military Personnel Appropriation
MOA—Memorandum of Agreement
MUNSS—Munitions Support Squadron
MWR—Morale, Welfare and Recreation
NAF - Nonappropriated Fund
NCETMB—National Certification Examination for Therapeutic Massage and Bodywork
NCO—Noncommissioned Officer
NCOIC—Noncommissioned Officer In Charge
NGB—National Governing Body
NSCA—National Strength and Conditioning Association
OIC—Officer In Charge
OCONUS—Outside Continental United States
PACAF—Pacific Air Forces
PCA—Parent Child Area
PCS—Permanent Change of Station
PTL—Physical Training Leader
PMEL—Precision Measurement Equipment Laboratory
RMF—Resource Management Flight
RMFC—Resource Management Flight Chief

SD—Sports Director

SEI—Specialized Experience Identifiers

USAFE—United States Air Forces in Europe

WCAP—World Class Athlete Program

Attachment 2**ROLES AND RESPONSIBILITIES****A2.1. Director of Services (AF/A1S).**

A2.1.1. Oversees the Air Force Fitness and Sports Program.

A2.1.2. Develops policies and procedures for the Air Force Fitness and Sports Program.

A2.1.3. Appoints Air Force representatives to the Armed Forces Sports Council and the Armed Forces Sports Council Working Group.

A2.2. Headquarters Air Force Services Agency (HQ AFSVA).

A2.2.1. Evaluates base-level facilities and programs and measures compliance with established GES and other applicable standards.

A2.2.2. Publishes operating guidelines and standards, operates centrally managed and funded programs, and provides staff assistance.

A2.2.3. Offers personnel opportunities for worldwide competition in national and international sports activities.

A2.2.4. Develops interest and encourages participation in fitness and sports programs.

A2.2.5. Publishes annual schedule of events.

A2.2.6. Plans a comprehensive program enhancing total fitness, esprit de corps, and quality of life of Air Force people.

A2.2.7. Prepares NAF and APF budgets for centrally funded programs, events and projects.

A2.2.8. Makes recommendations for allocation of funds and equipment to MAJCOMs and installations.

A2.2.9. Assists in planning and designing new FCs.

A2.2.10. Initiates and coordinates plans for Air Force, Armed Forces, national, and international trial camps and championships.

A2.2.11. Issues guidelines for completing travel orders.

A2.2.12. Develops and publishes program instructions, pamphlets, and other training aids.

A2.2.13. Develops and conducts Air Force-wide conferences, training sessions, clinics, and workshops.

A2.3. MAJCOM/A1S.

A2.3.1. Unless otherwise arranged, collects and forwards AF Forms 303 to HQ AFSVA/SVPAF.

A2.3.2. Nominates bases to host Air Force Trial Camps and Armed Forces Championships.

A2.3.3. Oversees comprehensive command FC program that meets or exceeds Air Force GES.

- A2.3.4. Encourages and supports installation and athlete participation in Air Force, Armed Forces, national, and international training camps and championships.
- A2.3.5. May publish supplemental operating guidelines with HQ AFSVA/CC approval and provides staff assistance to installations.
- A2.3.6. Encourages and supports installation participation in conferences, training sessions, clinics, and workshops.
- A2.3.7. Reviews and coordinates construction designs with MAJCOM/A7.
- A2.3.8. Evaluates base-level facilities and programs and measures compliance with established GES.
- A2.3.9. Publishes operating guidelines and standards, operates centrally managed and funded programs, and provides staff assistance.
- A2.3.10. Develops interest and encourages participation in fitness and sports programs.
- A2.3.11. Prepares NAF and APF budgets for centrally funded programs, events and projects.
- A2.3.12. Issues guidelines for completing travel orders.
- A2.3.13. Develops and publishes program instructions, pamphlets, and other training aids.
- A2.3.14. Hosts certification courses and regional training sessions for their installations to save TDY costs by bringing in a recognized certification agency and sharing cost between installations and / or commands.
- A2.3.15. Collects and forwards packages for Certified Fitness Specialist recognition.

A2.4. Installation commander.

- A2.4.1. Encourages and supports participation in the installation fitness and sports program.
- A2.4.2. Ensures resources (funding, facilities, and manning) are available to conduct the installation fitness and sports programs.
- A2.4.3. Authorizes installation to host higher-level trial camps and championships.
- A2.4.4. Presents the Commander's Trophy if applicable.
- A2.4.5. Determines participation in intramural and enhanced sports programs, which may include active duty, reservists, family members, DoD (including NAF employees), base contract personnel, and foreign nationals.
- A2.4.6. Approves requirements for FC facility designs.

A2.5. Services Commander or Chief.

- A2.5.1. Uses CORPORATE PRISM survey tool to assist with funding and resource decisions.
- A2.5.2. Advocates for resources, funding, and facility improvements.
- A2.5.3. Oversees the installation fitness and sports program.
- A2.5.4. Appoints a project officer to host higher-level trial camps, championships, and workshops.
- A2.5.5. Reviews and approves the annual installation fitness and sports program plan, budgets, and staffing.

A2.5.6. Ensures the proper management of fitness and sports program funding and personnel.

A2.5.7. Ensures staff members receive fitness supplemental and specialized training in fitness and exercise.

A2.6. Combat Support Flight Commander.

A2.6.1. Coordinates and evaluates all Fitness and Sports Program activities.

A2.6.2. Identifies and fills operational and financial requirements.

A2.6.3. Serves as nonvoting member on the Fitness and Sports Advisory Council.

A2.6.4. Monitors training of FCS.

A2.6.5. Coordinates facility construction designs.

A2.6.6. Supports the FCD to ensure facilities and programs meet safety requirements.

A2.7. Fitness Center Director.

A2.7.1. Develops and manages base Fitness and Sports Programs.

A2.7.2. Develops and maintains facility, personnel, program, and financial records.

A2.7.2.1. Ensures inspections are conducted and documented for all fitness and sports equipment, fields, and facilities.

A2.7.2.2. Develops an emergency medical plan.

A2.7.2.3. Ensures training needs are identified, documented, and executed.

A2.7.2.4. Ensures staff maintains current certification in AED, CPR or BLS, first aid, and supplemental training.

A2.7.2.5. Works with related base and community fitness and sports organizations to provide a well-balanced and comprehensive program.

A2.7.2.6. Consults with ground-safety office and civil engineers to report and correct any ground hazards.

A2.7.2.7. Approves sports bylaws.

A2.7.3. Develops an annual operations plan for approval by the Services commander or chief.

A2.7.3.1. Defines the organizational structure, sets staff duties and responsibilities, and establishes short and long-term goals and procedures.

A2.7.3.2. Extracts market demand information from CORPORATE PRISM.

A2.7.3.3. Establishes and maintains current maintenance plans and logs for facilities and equipment.

A2.7.3.4. Creates public relations programs to disseminate information about fitness and sports programs to encourage participation.

A2.7.3.5. Works with the marketing department to obtain adequate publicity, marketing, and commercial sponsorship support.

A2.7.3.6. Serves as the non-voting chairperson of the Fitness and Sports Advisory Council.

A2.7.3.7. Develops and conducts training programs for customer service, on-the-job training, etc., which employees must complete within 30 days of initial assignment.

A2.7.3.8. Establishes safety programs IAW applicable directives.

A2.7.4. Prepares APF and NAF budgets.

A2.7.5. Coordinates with Health Promotion Manager or FPM on topics to be taught on on-going basis for FCS.

A2.7.6. Develops a Fitness Center 5-year plan for equipment replacement.

A2.7.7. Ensures operating instructions are maintained and current for each facility.

A2.7.8. Develops and maintains fitness center programs, operations, and facilities consistent with GES, DoD Physical Fitness Center Standards, and the 5-Star Recognition Program.

A2.8. Fitness and Sports Advisory Council.

A2.8.1. The CSFC will serve as a non-voting advisor.

A2.8.2. The FCD will be the chairperson (nonvoting member) and ensures administrative support for recording and publishing meeting minutes.

A2.8.3. The chairperson requests approval from the Services commander/chief to take action on the advisory committee minutes.

A2.8.4. The chair appoints a vice-chair. Council develops bylaws for each sport and fitness events as appropriate

A2.8.5. The chair selects council members to serve as chairs.

A2.8.6. The subcommittee chairs have authority to select members for their committees from the membership of the fitness & sports advisory council and the base-at-large.

A2.8.7. The program and evaluation subcommittee assists the FD in planning and evaluating the base sports program.

A2.8.8. The judiciary subcommittee makes recommendations to the Services commander/chief concerning disqualification or suspension of organizations or individuals from participation in the base intramural program. It also organizes protest boards (three to five members) to resolve any problems related to the various sports competitions included in the intramural program.

A2.8.9. The promotion and publicity subcommittee assists the FCD in developing and implementing a publicity and promotion program designed to inform base personnel.

A2.8.10. Meets at least quarterly and serves as Fitness and Sports advisory body.

A2.8.11. Coordinates Fitness and Sports bylaws.

A2.8.12. Assists, coordinates, and assembles installation resources to support comprehensive fitness and sports programs.

A2.9. Athlete/Participant in Higher Level Competition.

A2.9.1. Coordinates their AF Form 303 with their supervisor, unit commander, and installation FCD. ARC personnel must also coordinate and submit AF Form 49.

A2.9.2. Coordinates travel plans with HQ AFSVA/SVPAF (except MAJCOM sponsored events).

A2.9.3. Completes the DD Form 1610 IAW AFI 36-3003.

A2.9.4. Submits a "no cost" travel voucher to their base Accounting and Finance Office within 5 days after completing TDY.

Attachment 3

Varsity Sports Host Base Checklist

Export sample checklist below directly into AF Form 2519, *All Purpose Checklist*. Modify as necessary to meet local requirements.

DATE

ITEM

YES NO

Start planning 3 months in advance.

Coordinate plans with commanders.

Order awards.

Notify public affairs.

Notify security police.

Notify officials' association to schedule personnel.

Identify manpower schedules.

Inform engineer of requirements.

Is the Resource Management Flight Chief in the planning process?

Assign a crew to prepare and clean facilities.

Assign a staff member to meet the incoming teams/participants at the main gate.

Have scoreboard(s), lights, sound system, clocks, etc. checked.

Identify locker room facilities.

Reserve lodging for visiting teams.

Arrange transportation.

Notify dining facility of increase in personnel.

Invite a VIP for opening and closing ceremonies.

Invite a chaplain to do the invocation.

Invite the Honor Guard.

Contact hospital/clinic.

Recruit volunteers.

Develop inclement weather plan.

Arrange publicity.

Arrange to pay officials.

Prepare team benches.

Check playing nets.

Check and clean bleachers.

Arrange to prepare orders on weekend.

Assign a staff member to handle the extra laundry.

Make backup equipment available.

Check national anthem tape and back up.

Arrange for refreshments as appropriate.

Obtain extra trash receptacles.

Attachment 4**TRAINING SUBJECTS****A4.1. Financial**

- Cash handling
- Ethics
- Resource protection
- Budget process
- Monthly financial statement
- Inventory control
- Petty cash administration
- Procurement/Contracting
- Funding sources
- Authorized categories of APF and NAF support

A4.2. Operations

- Opening and closing procedures
- Program development
- Continuity and self-inspection folders
- Facility maintenance
- Bomb threats
- Anti-robbery
- Communication security
- Equipment maintenance
- Customer service
- CPR and AED is required for all employees, full and part time, volunteers, and contractors. Certification is good for one year to two years depending on the certifying organization. Refresher courses must be attended in order to maintain certification.
- Air Force fitness and sports program
- Contract services, e.g., officials, instructors
- Publicity/Marketing/Commercial Sponsorship