



DEPARTMENT OF THE ARMY
3RD CHEMICAL BRIGADE,
UNITED STATES ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL
AND NUCLEAR SCHOOL
495 IOWA AVE
FORT LEONARD WOOD, MO 65473

ATSN-CBZ

MEMORANDUM FOR RECORD

SUBJECT: 3rd Chemical Brigade Fitness Center Standard Operating Procedures (SOP)

1. PURPOSE: To establish the procedures and objectives for the operation of the 3rd Chemical Brigade Fitness Center, Bldg 640.

2. GENERAL.

a. The recreational assistant will act as the fitness center point of contact. The recreational assistant as well as all athletic and recreational personnel will:

(1) Be directly responsible for the operation, maintenance, cleanliness, appearance and upkeep of the brigade gym including the outside area.

(2) Ensure compliance by all users of the fitness center with the policies, directives, and SOP's established by the Brigade Commander and Headquarters, MSCoE & FLW.

(3) Be responsible for property issued.

(4) Coordinate the work efforts of the assigned personnel and details provided by units within the brigade.

(5) Organize and conduct individual and group sports, physical training, and athletic competitions among military and dependent personnel.

(6) Plan, prepare, execute, and promote all brigade level sporting events and programs.

(7) Organize team and match contests, preparing league schedules and tournament listing.

(8) Instruct and assist designated unit personnel in various sports techniques.

b. Utilization of the Fitness Center

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(1) Hours of operation: Monday-Friday (0430-1700), Saturday (0800-1700) and closed on Sundays and Federal Holidays (phone 596-1397). The gym is limited to ID card holders only.

(2) All units of the 3rd Chemical Brigade may coordinate through the Recreational Assistant for scheduling use of the fitness center Monday-Friday (0800-1630) and on Saturday (0800-1530). All reservations must be confirmed via e-mail.

(3) All 3rd Chemical Brigade units are authorized use of the facility and have priority over non-organic units. Other units may make reservations three working days out depending on availability. Only 3rd Chemical Brigade personnel are authorized to use the gym from 0430-0830 hours Monday-Saturday.

(4) During inclement weather, the 3rd Chemical Brigade Fitness Center will be used as an alternate physical training site. The priority of units is 3rd Chemical Brigade and then all other units based on the training priorities of APFT, combatives, and then family days.

(5) All units scheduled for training must confirm training dates three working days out and provide a 10 person detail for set up and clean up following all scheduled activities within the gym.

(6) All IET soldiers must be accompanied by an NCO while utilizing gym.

(7) Commercial activities cannot be conducted in the gym. The gym is funded and run exclusively with appropriated funds and there is no legal authority to allow commercial activities.

(8) Youth sports and recreational leagues are not permitted to use the gym for organized practices or games.

(9) Parents are responsible for the conduct, safety and well-being of their children while in the physical fitness center. Children may attend special events and games as spectators. They must be under a non-playing adult's control and supervision at all times.

3. PROCEDURES

a. Uniform

(1) PT uniform is the only work-out uniform authorized from 0430-0830 for all active duty personnel regardless of duty status. The gym recreation assistant reserves the right to refuse service to anyone not wearing appropriate attire.

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(2) Clean, non-marking athletic shoes are required on the basketball court. Running shoes are not recommended due to the increased risk of injury to the ankle and Achilles' Tendon.

(3) Combat boots are authorized to be used on the Gym Floor for ceremonies only.

(4) Personnel lifting in ACU's must remove blouse while engaged in physical activity.

(5) Serviceable gym shorts, pants, sweat suits, and/or a respectable T-shirt will be worn during physical activity. Suggestive clothing, shirts advocating drug use or carrying lewd messages is prohibited. Recreation Assistant reserves the right to refuse service to anyone not wearing appropriate attire.

(6) No shoes of any type will be worn on the wrestling mats. Wrestling Mats will be sanitized before and after use.

b. Rules for Weight/Cardio Room:

(1) All patrons must have a towel and wipe padded areas after use (courtesy to other patrons).

(2) Individuals must be 16 years of age or older to use the weight/cardio room independently. Individuals 13-15 years of age may use the facility with their parent while maintaining direct supervision (within arms length).

(3) Athletic shoes must be worn at all times. Flip-flops, moccasins, sandals, and street shoes are prohibited.

(4) No food or beverages allowed with the exception of water or sports drink in a capped plastic bottle.

(5) Personnel using free weights will return all weights to their proper racks.

(6) Do not use makeshift pins, nails, etc., on weight machines. Use all weight machines and equipment for their intended purpose only.

(7) Relocating weights, machines or dumbbells is prohibited.

(8) Report all malfunctions, or misuse/abuse to recreational assistant.

c. Lockers.

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(1) Lockers are available in the men's and women's locker rooms. Lockers in use are required to be locked.

(2) The prerequisite for an individual to reserve a locker and retain it is that the locker is used at least once a week. The Recreation Assistant will assign lockers based on availability.

(3) Locks must be provided by the individual.

(4) The facility accepts no responsibility for loss or damage of personal property.

4. PROHIBITED ACTIVITIES.

a. Smoking is prohibited within 50ft of the building.

b. No profanity will be used in the fitness center.

c. No radio, tape players, or other sound producing devices are allowed without earphones.

d. Dunking of basketballs is prohibited, except during the play of intramural or special event games. Dunking is also prohibited during the warm up of the games. Violators will be held responsible for damages.

5. DISCIPLINE. All persons utilizing the gym will adhere to all rules and requests of the Recreation Assistant. Anyone not following gym guidelines and policy or questioning the authority of the Recreation Assistant will be asked to leave the facility. Individuals who continue to display disruptive behavior will be denied use of the facility. Complaints may be filed with the gym POC. If satisfaction is not obtained, complaints may be filed with Mr. Bartlett @ 596-2238 or work through the 3rd Chemical Brigade Chain of Command.

6. POC for this SOP is Robert Ryder, robert.ryder1@us.army.mil and James McCall, James.L.McCall12.Civ@mil.mail, Comm 573-596-1397.


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