



MORALE, WELFARE & RECREATION DEPARTMENT
U.S NAVAL SUPPORT ACTIVITY BAHRAIN
PSC 851 BOX 360 FPO AE 09834

NAVAL SUPPORT ACTIVITY, BAHRAIN, MORALE WELFARE AND RECREATION
STANDARD OPERATING PROCEDURE

Subj: MORALE, WELFARE AND RECREATION AQUATICS OPERATIONAL HOURS AND COMMAND RESERVATION DIRECTIVE

Ref: CNICINST 1710.3 Operations of Morale, Welfare and Recreation Programs

Enclosure: Command Training Reservation Form

1. **Purpose:** To establish annual hours of operation and command training reservation directive for the operation of the aquatics program located at Naval Support Activities (NSA) Bahrain Morale, Welfare and Recreation (MWR).
2. **Hours of Operation:** As per reference (a) hours of operation will be determined and established and based on assessed need of MWR patrons and the ability of the NAF fund to support the program. The use of the fitness pool will be primarily for MWR Aquatics Programs.
3. **Hourly Breakdown:** Hours of the Fitness pool will be broken into sections to accommodate both lap swim, open swim and command reservations.

Sunday-Thursday

0500-0800 & 1100-1300 LAP SWIM ONLY: Lap lanes will be dedicated to lap swimming. No reservations, advance methods or routines using equipment will be used during this time and all policies outlined in reference (a) must be followed.

0800-1100 COMMAND TRAINING HOURS RESERVATION: During this time period commands can reserve a maximum of two lanes of the pool for usage. Commands are required to follow the policies outlined for reservations. During the time of reservation the Fitness Pool will turn into a training zone, therefore, the requesting command will have responsibility for all personnel and equipment using the pool. No MWR lifeguard will be on duty as the requesting group must have meet the requirements for a reservation. Complete oversight for evolutions must be accompanied by command established POC(s) from submitted reservation form along with training surveillance by 2nd Class Swim Qualification member(s) or higher or individual who is lifeguard certified during the training.

1300-1800 LAP SWIM/COMMAND PT: Lanes will be dedicated to lap swimming unless reserved at least 72 hours in advance by a command. Commands can request to reserve up to two lanes for command physical training purposes with no advance methods or routines using equipment will be authorized. All policies outlined in reference (a) must be followed. All special requests will be evaluated by the Aquatics Manager via the process listed below for training reservations.



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Friday-Saturday

1000-1800: LAP SWIM/OPEN SWIM: 3 lanes will be dedicated to lap swimming. 2 lanes will remain open for open swim. Commands can request to reserve up to one lane for command physical training purposes with no advance methods or routines using equipment will be authorized. All policies outlined in reference (a) must be followed. All special requests will be evaluated by the Aquatics Manager via the process listed below for reservations.

4. **Reservations:** Reservations for aquatic venues must be made no less than seventy two (72) hours in advance and no more than 30 days in advance. Failure to show ten (10) minutes after scheduled reservation period cancels the reservation. Late arrival does not add additional time to said reservation. Steps are listed below to complete reservation process. All reservations will have to be approved and routed prior to final approval.

- a) Requesting commands will request and complete a Command Training Reservation Form from the Aquatics Manager that will include command information, training procedures that are being conducted, and Main POC information with 1st and 2nd alternate POC.
- b) If the reservation is being made during Command Training Hours from 0800 – 1100, the reservation form must provide a 2nd Class Swim Qualified or Lifeguard certified individual. Proof of qualification/certification must be turned in with the reservation form in order for the reservation to be approved.
- c) If a command training test (PRT, PST, etc) is being conducted a designation letter that gives the individual oversight of the test must be submitted with the reservation form in order for the reservation to be approved.
- d) Form will be submitted to Aquatics Manager at the Fitness Pool Front Desk for final approval.
- e) Once approved, requesting party will be notified by email.
- f) Reservations will only be permitted to one of the three command representatives. Reservations for command trainings will be made at the Fitness Pool front desk and updated at the Fitness Pool board each morning.
- g) Anyone entering the pool areas must present an ID to enter.
- h) If you are trying to reserve the Oasis Pool during non-Command Training Hours a rental fee will be applied. If you are trying to reserve the Fitness Pool outside of operational hours a rental fee will be applied.

5. **Review:** This policy will be reviewed at a minimum of annually or as required.

Joseph Belt
MWR Fitness Director



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Command Training Reservation Form

Requesting Command	
Dates Requested Dates:	Command Training Hours <input type="checkbox"/> 0800 – 0900 <input type="checkbox"/> 0900 – 1000 <input type="checkbox"/> 1000-1100 Command Physical Training Hours <input type="checkbox"/> 1300 - 1400 <input type="checkbox"/> 1400-1500 <input type="checkbox"/> 1500 – 1600 <input type="checkbox"/> 1600 – 1700 <input type="checkbox"/> 1700 - 1800
Lanes Reserved	<input type="checkbox"/> 1 Lane <input type="checkbox"/> 2 Lanes
POC FULL NAME & RANK/RATE <small>*Needs to remain at Pool during Training Time unless Alternate 1 or 2 is at Pool.</small>	
Alternate 1	
Alternate 2	
2nd Class Swim Qualification Member/Lifeguard Surveillance <small>*Needs to remain at Pool during Training Time</small>	

Detailed Description of Training

During the time of reservation the Fitness Pool will turn into a training zone, therefore, the requesting command will have responsibility for all personnel and equipment using the pool. No MWR lifeguard will be on duty as the requesting group must have meet the requirements for a reservation. Complete oversight for evolutions must be accompanied by command established POC(s) from submitted reservation form along with training surveillance by 2nd Class Swim Qualification or lifeguard certified member(s) during the training. If the POC and the 2nd Class Swim Qualification member/lifeguard certified member that is listed on the approved reservation form is not present at the pool, the command will be unable to utilize the pool. Reservations for this venue must be made no less than seventy two (72) hours in advance, failure to show fifteen (15) minutes after scheduled reservation period cancels the reservation. Late arrival does not add additional time to said reservation. Reservations for command trainings will be made at the Fitness Pool Front desk and updated at the Fitness Pool sign each morning. An e-mail will be sent confirming your reservation dates and times.

I understand by signing below that I have read and understand the Command Training SOP and have that I agree to the terms above.

REQUESTOR'S FULL NAME	SIGNATURE	DATE
POC Email	Contact Number	

Approval Section

APPROVING PARTY	SIGNATURE	DATE
MWR AQUATICS MANAGER		