

Headquarters  
United States Army Europe  
Wiesbaden, Germany

Army in Europe  
Regulation 215-1\*

Headquarters  
United States Army Installation Management Command  
Europe  
Sembach, Germany

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## Morale, Welfare, and Recreation

### Family and Morale, Welfare, and Recreation Programs in Europe

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\*This regulation supersedes AE Regulation 215-1-8, 6 June 2012; AE Regulation 215-7, 26 July 2005; AE Regulation 215-9, 26 July 2005; AE Regulation 215-100, 1 September 2011; and AE Form 215-1-8A, April 2014.

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**Summary.** This regulation prescribes policy and procedures for the following nonappropriated-fund programs in Europe:

- Conducting theater-level sporting events and league championships ([sec II](#)).
- Standardization of physical fitness facilities ([sec III](#)).
- Civilian participation in sports and fitness programs ([sec IV](#)).
- Participation of Family and moral, welfare, and recreation (FMWR) employees and volunteers in tournaments ([sec V](#)).
- The Army in Europe MWR Library System ([sec VI](#)).
- Guest control at IMCOM-Europe Family and MWR facilities in Germany ([sec VII](#)).
- The Norman H. Marcus Award ([sec VIII](#)).

**Applicability.** This regulation applies to military members of the U.S. Forces, Department of the Army civilian employees, contractors, and Family members throughout Europe.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Supplementation.** Organizations will not supplement this regulation without approval of the Assistant Chief of Staff, G9, IMCOM-Europe.

**Forms.** This regulation prescribes [AE Form 215-1A](#). AE and higher level forms are available through the Army in Europe Library & Publishing System (AEPUBS) at <http://www.aepubs.eur.army.mil/>.

**Suggested Improvements.** The proponent of this regulation is the Recreation Programs Branch, Office of the Assistant Chief of Staff, G9, HQ IMCOM-Europe (mil 544-9445). Users may send suggested improvements to this regulation by e-mail to the Recreation Programs Branch at [usarmy.sembach.id-europe.mbx.imcom-e-g9-admin@mail.mil](mailto:usarmy.sembach.id-europe.mbx.imcom-e-g9-admin@mail.mil).

**Distribution.** This regulation is available only electronically and is posted in AEPUBS at <http://www.aepubs.eur.army.mil/>.

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## Glossary

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## SECTION I

### GENERAL

#### 1. PURPOSE

This regulation prescribes policy and procedures for the following nonappropriated fund (NAF) programs in Europe:

- a. Conducting Army in Europe championships ([glossary](#)) and other sporting events ([sec II](#)).
- b. Standardization of physical fitness facilities (PFFs) ([sec III](#)).
- c. Civilian participation in sports and fitness programs ([sec IV](#)).
- d. Participation of Family and moral, welfare, and recreation (FMWR) employees and volunteers in tournaments ([sec V](#)).
- e. Army in Europe MWR Library System ([sec VI](#)).
- f. Guest control at IMCOM-Europe FMWR facilities ([sec VII](#)).
- g. Norman H. Marcus Award ([sec VIII](#)).

#### 2. REFERENCES

[Appendix A](#) lists references.

#### 3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) explains abbreviations and terms.

#### 4. RESPONSIBILITIES

Responsibilities for specific programs are explained in the appropriate sections.

## SECTION II

### CONDUCTING THEATER-LEVEL SPORTING EVENTS AND LEAGUE CHAMPIONSHIPS

#### 5. PURPOSE

This section prescribes policy and procedures for conducting unit team, command team, and individual sports championships at theater-level and United States Army garrison (USAG) level in Europe. The [glossary](#) explains these terms.

#### 6. RESPONSIBILITIES

**a. Recreation Programs Branch, Office of the Assistant Chief of Staff, G9, HQ IMCOM-Europe.** The Recreation Programs Branch will—

- (1) Chair and host the Army in Europe Installation Physical Activities Council (IPAC) (b below).
- (2) Establish procedures for conducting championships.
- (3) Coordinate, monitor, help prepare, and help administer championships.
- (4) Provide a memorandum of instruction (MOI) with administrative and operational procedures on how to conduct championships.
- (5) Coordinate commercial sponsorship for scheduled championships if available.
- (6) Fund travel costs and fees of officials who are validated and selected to officiate championships.
- (7) Provide awards as follows:
  - (a) Team awards for the first, second, and third place for all Army in Europe theater-level unit team championships.
  - (b) Team awards for the first, second, and third place for USAG-level unit team sports championships conducted throughout the year.
  - (c) Individual awards for the first and second place for all Army in Europe theater-level championships.
- (8) Act as the tournament director of theater-level championships when available.
- (9) Publicize hosted championships using available media.
- (10) Conduct or contract officiating clinics using national governing bodies as recommended sources.
- (11) Maintain a list of validated, bona-fide clinicians and websites.
- (12) Encourage USAG sports directors and facility staff members to attend clinics for officials as part of their annual training.
- (13) Offer program-specific training for sports directors, sports programmers, and fitness personnel.

**b. The IPAC.** The IPAC consists of one voting representative from each USAG, one representative from the Recreation Programs Branch who votes in case of a tie, and one representative from the United States Air Forces in Europe/United States Air Forces Africa (USAFE/AFAFRICA) who votes only on issues involving USAFE/AFAFRICA. The IPAC will—

- (1) Meet at least twice a year to recommend plans and schedule competitions for USAG-level championships.
- (2) Solicit bids for hosting championships and select the host sites.

(3) Develop and distribute a calendar of competitions to USAGs by June of each year.

(4) Via official tasking before each meeting, solicit input for agenda topics from garrison FMWR directors on behalf of their commander, and send the final agenda before each meeting to garrison FMWR directors.

(5) Keep track of significant outcomes and tasks during each meeting, provide a draft report to garrison FMWR directors for review, and submit the final report to the Assistant Chief of Staff, G9, IMCOM-Europe, for review and approval.

**c. USAG Commanders.** USAG commanders, represented by their FMWR Director, will—

(1) Meet with the USAG sports director before each IPAC meeting to identify items for the agenda and to provide command guidance for the IPAC agenda.

(2) Provide support and assistance to the IPAC and ensure that a USAG representative attends IPAC meetings.

(3) Provide funding and solicit commercial sponsorship to support theater-level championships hosted by the USAG.

(4) Provide the Recreation Programs Branch with information about hosting championships by June of each year.

(5) Assign a USAG project officer for each hosted championship. Project officers will—

(a) Coordinate administrative details with all other host USAG organizations.

(b) Establish protest committees.

(c) Organize meetings of coaches and officials and a tournament draw, if necessary.

(d) Select a tournament director to supervise championships.

**NOTE:** When present, a representative of the Recreation Programs Branch will be responsible for carrying out the actions in (b) through (d) above.

(6) Publicize hosted championships using available media, arrange media coverage, and send a copy of the final championship results to the European edition of the Stars and Stripes newspaper, the American Forces Network, and USAG sport coordinators.

**d. Hosting USAG Sports Directors.** Hosting USAG sport directors will—

(1) Arrange medical support according to official rules. USAGs are authorized to arrange for host-nation medical support when on-base medical support is unavailable or insufficient. The Recreation Programs Branch will reimburse the USAG for those costs based on availability of funds and the USAG providing the proper documentation.

(2) Coordinate the administration of championships with the assigned project officer and provide administrative support, including the following:

- (a) Clerical and duplicating support.
- (b) Sufficient copies of the playoff brackets ([glossary](#)) used at championship sites.
- (c) Welcome packets for participants.

(3) Coordinate the opening and closing ceremonies with the USAG commander.

(4) Ensure that playing facilities are adequate and safe, prepared according to official rules and command modifications, and maintained during the championship.

(5) Provide game equipment, except for uniforms and personal equipment.

(6) Coordinate to provide billeting at no cost to competitors at the championship site when possible.

(7) Provide playing facilities and officials for all home USAG league games.

(8) Report all league-game results and any incidents to the Recreation Programs Branch immediately after each game.

**e. USAGs Hosting a Garrison-Sponsored Open Event.** USAGs may choose to offer and host an open sports championship in sports listed or not listed in this regulation. For sports listed in this regulation, any USAG-sponsored theater-level open championship would be in addition to any theater-level championships sponsored by the Army in Europe.

(1) USAGs that choose to offer and host a garrison-sponsored open sports championship will have full responsibility for the event. The USAG will pay for officials (event fees, travel, mileage), awards (team and individual), and personnel costs (such as overtime) associated with the event.

(2) USAG sports directors must abide by the national governing body rules associated with an open event, including medical support when required.

(3) USAGs that choose to offer and host a garrison-sponsored open sports championship should notify the Recreation Programs Branch in accordance with [c\(4\) above](#).

**f. Sports Officials.** Sports officials are personally responsible for maintaining their certification. Sports officials must—

(1) Be recertified annually. Certification may be obtained from an IMCOM-Europe contracted clinic, from a local, bona-fide clinician validated by the IMCOM-Europe Sports Program Specialist, or from an approved website.

(2) Additionally, attend a sport-specific clinic every year to be recertified.

## 7. ELIGIBILITY

### a. Unit Team Championships.

(1) Participation in Army in Europe theater-level unit team championships is limited to active duty personnel. Civilian participation in these championships is not authorized. USAGs that allow civilian participation during their regular season, tournaments, or both must inform the civilian participants of the participation policy before the Army in Europe theater-level championship is held.

(2) Active duty Soldiers assigned or attached to their unit by official orders may take part in unit team championships. Personnel will not be reassigned to a unit solely to take part in unit team sports competitions.

**NOTE:** Official orders must have an order number and official signature. DA Form 4187 will not be accepted as proof of assignment, reassignment, or attachment. Official orders for personnel reassigned during the current sport season ([glossary](#)) must be attached to the team roster.

(3) Composite teams made up of two or more units from the same USAG are eligible to take part in unit team championships. The combined total number of Soldiers in these units will not exceed 300. Exceptions may be approved by the IMCOM-Europe Sports Director. Composite teams will be selected before the start of league competitions. USAG sports directors will—

(a) Approve team selections.

(b) Maintain a file of team-roster records (for example, memorandum of approval, official unit personnel accountability report, team roster) from the beginning until the end of the sport season. If the team advances to the championship level, the USAG sports director will attach the memorandum of approval to the team roster ([para 8](#)) and send the roster for review to the Recreations Programs Branch (IMCOM-Europe (IMEU-MWR-R), Unit 23103, APO AE 09136-3103) at least 5 workdays before the championship.

(4) USAGs that conduct unit team intramural competitions that include a league of six or more teams are authorized to send two teams to the Army in Europe theater-level championships.

(5) USAGs will send the names of their unit teams with team rosters to the Recreation Programs Branch at least 7 calendar days before the scheduled start time of the competition.

### b. USAG-Level League Competitions and Unit Team Championships.

(1) When conducting leagues, USAGs must send a memorandum of intent to the Recreations Programs Branch (IMCOM-Europe (IMEU-MWR-R), Unit 23103, APO AE 09136-3103) by 30 days before the start of the league.

(2) Active duty Soldiers, civilians listed in [paragraph 17a](#), and members of NATO Forces assigned to U.S. Army units in the European theater may take part in USAG-level league competitions.

(3) Personnel who take part in a USAG-level league competitions must live in or be assigned or attached to a unit or organization located in the USAG area of responsibility. Personnel who are reassigned during the sport season may complete the sport season with their new USAG's league or continue to play with the team for which they started the sport season. Reassigned personnel will state their intentions in a memorandum and send copies to the sports directors of the USAGs involved and to the Recreations Programs Branch.

**c. Individual Sports Championships.** Active duty Soldiers and civilians listed in [paragraph 17a](#) may take part in individual sports championships, regardless of where they are assigned. NATO Soldiers assigned to a unit in a USAG's area of responsibility may also take part.

**NOTE:** Civilian employees may not compete against U.S. Soldiers in contact sports, including boxing, combatives, ice hockey, judo, rugby, tackle football, tae kwon do, touch football, and wrestling.

## 8. TEAM ROSTERS

The only authorized form for a team roster is AE Form 215-1A.

a. The USAG community recreation division (CRD) chief will sign the roster to verify USAG participation in the tournament by the listed team.

b. The USAG sports director will then verify the eligibility of each team member, ensure the members are listed correctly, and sign the team roster.

c. At least 5 workdays before the event, the USAG CRD or sports director will send a copy of the verified roster by e-mail to the Recreation Programs Branch. (The e-mail address may be obtained by calling the Recreation Programs Branch at mil 544-9517.) The Recreation Programs Branch will verify the roster and send a copy to the host USAG before the event.

d. Rosters that have not been signed and verified are not valid and will not be accepted by the tournament director. Teams reporting with invalid rosters will be required to obtain a valid roster before their first game. Teams will not be allowed to compete until the tournament director receives a valid roster. A roster may be changed at the site of a championship only when coordinated with the tournament director.

## 9. PROCEDURES

### a. Tournament Procedures.

**(1) Theater-Level Unit Team Competitions.** The Recreation Programs Branch will distribute an MOI with administrative and operational procedures to all USAGs before the beginning of the specific sports tournament or event. USAGs are limited to one entry per USAG unless [paragraph 7a\(4\)](#) applies or otherwise specified in the MOI.

**(2) USAG-Level Unit Team Competitions.** USAG-level competitions should follow the theater-level unit team competition guidelines as closely as possible.

### b. Ineligible Teams and Players.

(1) If the tournament director declares a team to be ineligible during a competition, the ineligible team will forfeit the game or the previously played contest. Ineligible teams will be disqualified for the remainder of the competition.

(2) If a team is declared ineligible after the competition, the team will be displaced from standings, lose its title, and return its awards. The next highest team will then advance in order.

(3) Ineligible players and head coaches of ineligible players will be barred from all sports competitions in the European theater for 1 year.

**c. Suspending Players.** Players ejected from a championship game for fighting will be suspended for the entire championship. Head coaches will not replace suspended players on the team and will not allow suspended players in the team bench area during games. The Recreation Programs Branch may impose penalties for player misconduct at U.S. Forces Europe and Army in Europe theater-level competitions.

**d. Protests.** Protests will be settled in accordance with the governing rules of the particular sport unless a player is declared ineligible after the championship.

**e. Alcohol and Other Drugs.** Participants will not consume alcoholic beverages within 8 hours before or during a scheduled sporting event. Individuals under the influence of alcohol or other drugs will not be allowed to take part in the event. Participants will not use any drugs or medication designed to improve physical performance. Violators of this policy will be ineligible to take part in the remainder of the scheduled championship and may be banned from participating in other sporting events for up to 1 year. The unit commander or first sergeant will be notified of the incident and penalty.

**f. Selecting Officials.**

(1) The Recreation Programs Branch will select officials qualified for all Army in Europe and U.S. Forces Europe theater-level championships based on the following:

- (a) Available funds.
- (b) Championship requirements.
- (c) The individual's current certification.
- (d) The time it takes to process local contracts.

(2) Each USAG sports coordinator may recommend an unlimited number of officials for theater-level championships.

**g. Officiating Fees.** The Recreation Programs Branch will ensure that selected officials are aware of their pay entitlements before a championship starts.

(1) Regardless of the funding source, officiating fees for a championship will be according to the current standardized fee schedule for officiating sports. The Recreation Programs Branch will issue this schedule annually.

(2) Payment for travel by privately owned vehicle or train is authorized according to the current rate per mile published in the Joint Travel Regulations (JTR).

(3) Payment for lodging expenses is authorized in accordance with the JTR. Payment of lodging expenses is not authorized if no-cost lodging (for example, fully furnished barracks rooms) is available. Payment will not exceed the amount authorized for the particular area according to the JTR.

(4) Officials must provide receipts for reimbursable expenses with their claim.

#### **h. Canceling and Rescheduling.**

(1) The host USAG must have the approval of the Recreation Programs Branch at least 3 workdays in advance to cancel or reschedule an Army in Europe-sponsored theater-level championship.

(2) The host of a garrison-sponsored open event must notify the Recreation Programs Branch at least 3 workdays in advance to cancel or reschedule an open championship.

### **SECTION III STANDARDIZATION OF PHYSICAL FITNESS FACILITIES**

#### **10. GENERAL**

This section prescribes responsibilities and standards for exercise equipment, layout, and customer service at physical fitness facilities (PFFs) ([glossary](#)).

#### **11. RESPONSIBILITIES**

a. The Recreation Programs Branch will provide—

(1) Technical assistance and information on the latest fitness equipment, facility layout, and fitness trends.

(2) Guidance on fitness center design and equipment authorized for purchase.

(3) Advice to commanders on resource allocation and prioritization.

(4) Specialized training for facility managers and personnel.

(5) Assistance to USAG personnel in their procurement of the required equipment through the bulk-buy process. Procurements must meet the specifications of this regulation.

b. USAG commanders will—

(1) Ensure PFFs in their areas meet the standards in this regulation.

(2) Provide resources to staff and maintain PFFs in their areas.

(3) Ensure that PFFs are operated professionally and at no cost to authorized users.

**NOTE:** Charges for special interest fitness classes and resale activities are authorized.

(4) Ensure PFF personnel are trained in the proper use, safety, and maintenance of fitness equipment.

(5) Specify, when applicable, age limits for users of facilities and equipment.

(6) Ensure individual development plans (IDPs) of PFF personnel include staff training and staff use of fitness equipment.

(a) Staff members will be allowed 45 minutes during an 8-hour workshift for training and use of equipment.

(b) IDPs will include training in the following:

1. Biomechanics of exercise.

2. Cardiopulmonary resuscitation and automatic external defibrillator.

3. First aid.

4. Organization and administration of fitness and sports programs.

5. Physical fitness program management for facility personnel.

(c) For administrative personnel, IDPs will include the following training:

1. Community Family Support Center MWR Training Center Basic Management Course.

2. Cooper Physical Fitness Specialist Certification.

## **12. POLICY AND PROCEDURES**

a. At least the following is required in PFFs in Europe:

(1) An office for the PFF staff to use for completing administrative tasks and issuing equipment.

(2) Ventilation and lighting that meets the guidelines in the American College of Sports Medicine (ACSM) Health/Fitness Facility Standards and Guidelines.

(3) Lockers, restrooms, and showers (available at no cost to users).

(4) One sauna for men and one for women; or, when space is limited, a sauna that may be used by both.

(5) Weight belts, speed bags, and boxing gloves.

(6) Four pairs of protective eyewear for each racquetball courts (available at no cost).

(7) An area for free-weight equipment ([glossary](#)).

(8) An area for cardiovascular equipment ([glossary](#)).

(9) An area for circuit equipment ([glossary](#)) or plate-loaded equipment ([glossary](#)) (or both).

(10) Marked running and walking routes. Handouts that show alternate running routes must be available. Routes may or may not be entirely on U.S. Army installations.

b. [Table 1](#) prescribes required equipment at each facility.

c. The Army Community Recreation Report Online website provides details on DA standards for allocating spaces in different sizes of facilities at <https://cr.xservices.com/ACRRO/Web/Utility/HelpDocuments/20180308%20ACRRO%202%200%20Resource%20Driver%20Q2%20FY18%20FINAL.pdf>.

d. Equipment-room layouts for each fitness facility will be coordinated with the Recreation Programs Branch to provide a safe, customer-friendly environment. [Figure B-1](#) provides a sample floor plan.

e. When two PFFs are on the same installation, one of the facilities must comply with the minimum standards in [subparagraphs a through c](#) above. Fitness areas may be located in different buildings on the same installation. To estimate the number of pieces of equipment that can fit into each facility, allocate 25 square feet for each piece of equipment.

f. Requests to purchase equipment not listed in [table 1](#) must be sent to the Recreation Programs Branch (IMCOM-Europe (IMEU-MWR-R), Unit 23103, APO AE 09136-3103) before the equipment is purchased.

g. Each fitness area must be separated from the main multipurpose court by a wall or other protective divider.

### 13. FACILITY MANAGEMENT

a. The facility staff must be trained to instruct patrons in the proper use of exercise equipment.

b. The number of machine brands must be kept to an absolute minimum.

c. All weight plates must have handholds, and there must be enough weight trees for weights.

d. Equipment sign-out logs must be maintained.

e. Exercise-machine usage must be tracked. This information will be used to make decisions about equipment purchases and elimination of machines that are not used.

**Table 1  
Required Fitness Equipment**

<b>Free-Weight Equipment</b>				
2.5-pound weight plates	Calf raise (standing/seated)	Olympic incline bench press with rack		
5-pound weight plates	Curl bars with collars	Preacher curl		
10-pound weight plates	Double-tier dumbbell racks	Pull-up bars/dip bars		
25-pound weight plates	Dumbbells (18 pair, 5 to 100 pounds)	Shoulder press		
35-pound weight plates	Hack squat	Smith machine		
45-pound weight plates	Impact-resistance flooring (note 1)	Squat rack with pegs		
Abdominal boards	Leg press	Storage racks for weight plates		
Adjustable benches	Olympic bench press with rack	Stretch machine		
Bar with collars for benching	Olympic decline bench press with rack	T-bar row		
Beauty bells with rack (1 to 12 pounds)				
<b>Circuit and Plate-Loaded Equipment</b>				
Abdominal crunch	Hip adductor	Pullover		
Bicep curl	Incline chest press	Rear deltoid/pec fly		
Cable crossover	Lat pulldown	Seated leg curl		
Calf machine	Lateral raise	Seated leg press		
Chest press seated	Leg curl	Seated low row		
Decline chest press	Leg extension	Shoulder press		
Dip and chin assist	Lower back extension	Tricep extension		
<b>Additional Plate-Loaded Equipment (note 2)</b>				
Abdominal crunch	Isolateral leg curl	Seated bicep curl		
Gripper	Isolateral leg extension	Seated calf machine		
Hip abductor	Isolateral low row	Squat lunge		
Isolateral chest press	Isolateral shoulder press	Super horizontal calf		
Isolateral decline chest press	Kneeling leg curl	Tricep extension		
Isolateral front lat pulldown	Lower back extension	Tricep press		
Isolateral high row	Pullover	Unilateral leg press		
Isolateral incline chest press				
<b>Number of Cardiovascular Equipment by Facility Size (notes 3 and 4)</b>				
<b>Equipment</b>	<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>
Cross trainer	2	8	15	25
Recumbent bikes	2	3	9	15
Stair climber	1	4	5	5
Treadmill	4	10	20	30
Upright bikes	1	2	2	5
<b>NOTES:</b>				
1. The free-weight area must be equipped with proper flooring, wall mirrors, and posted instructional charts.				
2. When space is available, PFFs may incorporate one line of circuit and one line of plate-loaded equipment.				
3. Instructions must be posted on or near each piece of equipment, and adequate space (ACSM, 1.S20) must be provided between pieces of equipment to allow for safe use and for patrons to walk around safely.				
4. See <a href="https://cr.xservices.com/ACRRO/Web/Utility/HelpDocuments/20180308%20ACRRO%202%200%20Resource%20Driver%20Q2%20FY18%20FINAL.pdf">https://cr.xservices.com/ACRRO/Web/Utility/HelpDocuments/20180308%20ACRRO%202%200%20Resource%20Driver%20Q2%20FY18%20FINAL.pdf</a> for facility sizes.				

## 14. CHILDREN AND YOUTH USE OF PHYSICAL FITNESS FACILITIES

a. Youths may use adult indoor PFFs only under the following conditions:

(1) They conduct themselves in a reasonable, responsible manner and abide by the rules of the facility.

(2) Their use of the facility does not prevent Soldiers from using it.

(3) Children 12 years old and younger are not authorized in the cardiovascular area, strength area, sauna, or steam rooms; nor are they allowed in Jacuzzi areas at any time.

(4) Youth older than 12 and younger than 16 years old must be either—

(a) Accompanied by, under the direct supervision of, and actively taking part in the same activity as their parent or guardian.

(b) Participating in a special program organized and conducted by child and youth services (CYS), Department of Defense Dependents Schools (DODDS), or other authorized youth organizations.

(5) Children of kindergarten age and older will use gender-appropriate showers, locker rooms, and restrooms.

b. USAG commanders desiring to make fitness equipment and facilities available for child and youth programs when not in use by active military patrons must ensure that the programs, equipment, and facilities meet safety standards and mitigate risk. Additionally, youth agencies, including CYS, Scouts, chapel groups, and DODDS, will follow their policies in terms of background checks, adult-child ratios, and other requirements to safeguard children.

c. “Supervision” is defined as direct interactive participation between an authorized adult and a child or youth. An authorized adult is the parent, guardian, or designee (for example, Scout leader, CYS staff, school teacher).

d. Youth agencies are authorized to use PFFs as prescribed in AR 215-1. Scouts, chapel groups, DODDS, and CYS programs routinely use PFFs for fitness and recreation activities for enrolled children and youth. These agencies will ensure an authorized adult is on site to provide supervision for the duration of the planned activity.

e. Programs for children or youth initiated and offered as part of a PFF programming must be supervised by personnel with cleared background checks. On conclusion of the program, an authorized adult must be present as long as a child or youth remains in the facility.

f. Garrisons are not authorized to create or establish a “pseudo childcare site” in a PFF. Garrison commanders may, however, establish specific hours during which adults with children in strollers may exercise in large recreational areas as outlined below. Adults must maintain line-of-sight supervision of children at all times.

(1) Children ages 11 and younger may use large recreational areas (gymnasiums) and instructional rooms with supervision by an authorized adult.

(2) Youth ages 12 through 15 may use gymnasiums, instructional rooms, cardiovascular equipment, weight rooms, and racquetball courts with supervision by an authorized adult.

(3) Youth ages 16 through 18 may have open access to all facilities and equipment with the exception of sauna and Jacuzzi areas. Adults will be responsible for ensuring children and youth do not enter sauna or steam rooms, or Jacuzzi areas under any circumstances.

(4) Locker rooms and shower areas may be used for programs and special events with sex-appropriate line-of-sight or -sound oversight from authorized adults and youth agencies.

g. Adults must sign all children and youth in when using the PFF. Name and age of children and youth are required.

h. Adults and youth will attend a PFF orientation that includes the proper use of equipment, familiarity with facility layout and off-limit areas, appropriate standards of conduct, and reporting procedures.

i. The PFF staff and garrison safety personnel will conduct a joint safety management assessment denoting high-risk equipment (for example, climbing walls, powerlifting equipment) and make adjustments to mitigate the risk to an acceptable level or place the equipment or facility area off limits to children and youths.

j. Garrison PFF managers should establish a training program to certify adults to train youth on the proper use of the cardiovascular machines.

k. PFF staff must maintain vigilance in monitoring the activities of children and youths and ensure enforcement of the policy in this regulation. The garrison commander may revoke use of PFF privileges indefinitely if authorized adults, children, or youths fail to adhere to the policy and procedures in this regulation.

## **SECTION IV**

### **CIVILIAN PARTICIPATION IN SPORTS AND FITNESS PROGRAMS**

#### **15. PURPOSE**

This section establishes policy and procedures for authorized civilians to participate in sports and fitness activities in the European theater.

#### **16. RESPONSIBILITIES**

USAG commanders are responsible for—

a. Organizing and supporting sports activities for authorized civilians.

b. Ensuring that sports activities for civilians do not detract from mission-essential physical fitness programs for Soldiers. (AR 215-1 regulates unit-level sports and sports conducted in USAGs.)

#### **17. POLICY AND PROCEDURES**

The USAG commander organizing a sporting event or league will determine the eligibility for civilian participation. USAG commanders will also ensure that the following requirements are met when conducting team sports:

a. Civilians who take part in the event must be U.S.-ID-card holders and one of the following:

(1) A DOD appropriated or NAF U.S.-citizen employee.

(2) A U.S. contractor who is eligible to use U.S. military facilities.

(3) A Family member of a person in (1) or (2) above.

(4) A Family member of an active duty member of the U.S. military.

b. Civilian participants in sporting events must—

(1) Be at least 18 years old and not be enrolled in high school.

(2) Not be eligible to take part in the Youth Services Program.

(3) Be on leave, on compensatory time, or off duty when practicing or taking part in the event.

(4) Compete only on the team of the USAG where they or their sponsors are permanently assigned.

c. Civilians may not participate in the following:

(1) Garrison unit-level/intramural championships.

(2) IMCOM-Europe unit-level championships.

(3) Contact sporting events. These include boxing, wrestling, tae kwon do, judo, and touch or tackle football.

d. In community-level sports programs for men and women, team rosters should include at least 75 percent U.S. active-duty military personnel.

(1) The 75-percent quota will not be ignored to form a more competitive women's team. When the garrison has enough interested U.S. active-duty women available to meet the 75-percent quota, those women will be given priority regardless of their athletic abilities.

(2) Garrisons that are unable to meet the 75-percent quota must request approval from the Recreation Programs Branch before entering the team into any league or other competition by sending the requests to the Recreation Programs Branch (IMCOM-Europe (IMEU-MWR-R), Unit 23103, APO AE 09136-3103).

e. In individual sports, separate civilian divisions may be established when enough civilians are interested.

f. In community-level sports events involving more than one garrison (for example, invitational tournaments or 1-day competitions), the garrison commander organizing and hosting the event will determine the extent of civilian participation.

## **SECTION V PARTICIPATION OF FMWR EMPLOYEES AND VOLUNTEERS IN TOURNAMENTS**

### **18. PURPOSE**

This section provides policy on the authorization of FMWR employees in an off-duty status and volunteers to compete in tournaments where prize money or merchandise is awarded based on individual performance.

### **19. POLICY**

a. To comply with the spirit and intent of DOD Directive 5500.07 and AR 215-1, nonmilitary FMWR volunteers should be treated the same as FMWR employees when determining whether or not their participation in bowling leagues and tournaments, golf tournaments, shooting events, and similar activities is appropriate. The questions of appearance and conflict of interest should be considered when an FMWR employee or volunteer participates in a competition in which prize money or merchandise is awarded to individuals, especially if the event is being held where the FMWR employee or volunteer is assigned.

b. For FMWR employees and volunteers to participate in program activities in the garrison where they are assigned and to avoid perceptions of impropriety and withstand the test of public scrutiny, all of the following conditions apply:

(1) FMWR employees and volunteers may participate in non-FMWR-sponsored activities when the activity is operated by an authorized special interest or membership group (for example, the German Shooting Federation, the Professional Golf Association, the United States Bowling Congress, an FMWR-registered private organization) at an FMWR facility or program activity.

(2) FMWR employees and volunteers may participate in FMWR-sponsored events in the garrison in which they are employed only if they are not on duty when they take part, and the event does not take place in a facility or a program activity to which they are assigned. For example, CYS employees may participate in FMWR bowling or golf tournaments.

(3) FMWR employees who are participating in an event may not be directly involved with the selection, organization, or performance of any duties (other than normal facility operation) relating to the event in question, or with determining qualifiers, winners, or recipients of prize money, gift certificates, or merchandise.

(4) Eligibility requirements applicable to all participants must be posted in an appropriate manner to inform prospective entrants of tournament entry criteria and rules.

(5) FMWR employees and volunteers may participate only as individuals or as members of a team in a league, tournament, or championship event under the same conditions as other contestants and must not serve in any official FMWR capacity at the time of participation (for example, tournament director, tournament or rules committee member). FMWR employees and volunteers may not receive any favoritism while competing in an event (for example, discounts, prime-play scheduling).

c. FMWR employees and volunteers who solicit or obtain commercial sponsorship for FMWR programs or activities may not benefit from this sponsorship (such as by sharing prize winnings from the competition). FMWR employees and volunteers may, however, participate in and share prize winnings from non-FMWR-sponsored competitions conducted by approved private organizations, special interest groups, or private groups.

d. This policy does not prohibit FMWR employees and volunteers from participating or competing while off duty, according to published guidance for eligibility and rules, in FMWR-sponsored tournaments or championships hosted by a garrison other than the one to which they are assigned.

e. Commanders should contact the Recreation Programs Branch or their servicing staff judge advocate if they have questions about the guidance in this section or if they need assistance in making determinations.

## **SECTION VI ARMY IN EUROPE MWR LIBRARY SYSTEM**

### **20. PURPOSE**

This section prescribes policy and procedures for—

- a. Maintaining accountability of library systems and materials.
- b. Registering patrons in the Integrated Library System (ILS).
- c. Charging materials to patron accounts.

### **21. RESPONSIBILITIES**

a. The IMCOM-Europe Librarian, Recreation Programs Branch, Office of the Assistant Chief of Staff, G9, HQ IMCOM-Europe, is responsible for—

(1) Acquiring, implementing, and maintaining all library-related automation systems in Army in Europe MWR libraries.

(2) Providing assistance and information on the latest library equipment, facility layout, and library trends.

(3) Executing contracts for the acquisition of new library materials (for example, books, DVDs, CDs, serials, audio-books).

(4) The central processing of newly acquired contracted materials, including physically processing and adding the material to the ILS.

(5) Coordinating the Summer Reading Program.

(6) Providing specialized training for facility managers and personnel.

(7) Coordinating library service to Soldiers who are remotely located, deployed, or assigned to rotational units (in coordination with the HQ IMCOM Library Program).

- b. The librarian in charge of each Army in Europe MWR library is responsible for—
  - (1) Collecting, processing, and maintaining patron information ([para 22b](#)).
  - (2) Recovering overdue materials and replacing lost interlibrary loan materials.

## 22. REGISTRATION PROCEDURES

a. Library patrons must register at their local garrison library before borrowing materials from any Army MWR library in Europe. When registration is complete, patrons can use their Common Access Card, Family ID-card, or the library-issued Borrowers Card to check out materials.

- b. Library patrons must complete DA Form 7745 to register. The library staff will—

- (1) Enter the patron's information from DA Form 7745 into the ILS. The ILS is the record for accountability of library materials.
- (2) Keep the original signed DA Form 7745.
- (3) Destroy DA Form 7745 when the patron leaves the garrison.

## 23. NOTIFICATION OF OVERDUE LIBRARY MATERIALS

- a. The ILS generates e-mail notices for patrons who have overdue library materials.

b. The library staff will contact patrons about long-overdue material if the patron does not return the materials. The patron will not be able to check out other materials until he or she returns long-overdue material or replaces the material.

## SECTION VII GUEST CONTROL AT FMWR FACILITIES

### 24. POLICY

a. Under the provisions of the NATO Status of Forces Agreement (NATO SOFA) and Supplementary Agreements to the NATO SOFA, facilities of the U.S. Forces, including FMWR NAF facilities, are not subject to taxation with respect to matters that fall exclusively within the scope of their official activities. All merchandise sold from and all services provided by these facilities are exempt from taxes and duties. The use of these facilities is therefore restricted to personnel who have NATO SOFA status and are entitled to individual logistic support in accordance with [AE Regulation 600-700](#). These individuals are “authorized patrons.”

b. Authorized patrons may, on occasion, entertain their bona-fide guests ([para 25](#)) at FMWR facilities. While the purchase of services and goods at these facilities is prohibited for nonauthorized personnel, authorized patrons may purchase services, food, and beverages for immediate consumption by their bona-fide guests on the premises. For their bona-fide guests, authorized patrons may also purchase recreational and other services such as, but not limited to, the use of arts-and-crafts centers; auto-skills centers; bowling centers; fitness facilities; golf courses; hunting, fishing, and sport-shooting facilities; lodging facilities; MWR tour programs; and outdoor-recreation centers.

## 25. BONA-FIDE GUESTS

For the purpose of this policy, bona-fide guests are individuals without NATO SOFA status and customs or tax privileges who have a personal relationship with and are invited by an authorized patron to visit an FMWR facility or participate in an FMWR-hosted or -sponsored activity or event jointly with the authorized patron. To be eligible for access as a bona-fide guest, the individual and the authorized patron must have known each other personally before requesting access for the guest to an FMWR facility, activity, or event.

## 26. CONTROLLED ACCESS TO FMWR FACILITIES AND ACTIVITIES

Unauthorized patronage of FMWR facilities and the sale of tax- and duty-free goods or services to individuals without NATO SOFA status constitute violations of host-nation law. FMWR facility managers will therefore take necessary measures to prevent unauthorized access to U.S. Forces facilities and enforce appropriate controls to preclude the unauthorized sale of tax- and duty-free goods and services. FMWR facility managers will ensure that all FMWR staff members are aware of and comply with the following procedures:

a. Bona-fide guests visiting FMWR facilities on controlled-access installations will be signed onto the installation by an authorized sponsor according to [AE Regulation 190-16](#). Guests will not be allowed unescorted access, put on installation-access rosters, or granted installation passes to facilitate routine, recurring use of FMWR facilities, or participation in FMWR activities or events.

b. FMWR facility managers and special activity coordinators will establish and maintain guest sign-in logs for use by cashiers and control personnel to identify guests in FMWR facilities and participants in FMWR events. The log will include at least the following information:

(1) The name (printed), grade, unit or organization, telephone number, and signature of the sponsor.

(2) The guest's name (printed) and signature.

(3) The guest's relationship to the sponsor (for example, brother, associate, friend).

(4) The date and time the guest entered the facility.

c. Authorized patrons and FMWR employees may not leave blank lines in the log.

d. FMWR facility managers will ensure that cashiers verify the U.S. Forces ID cards of customers for each transaction.

## 27. GAMBLING BY BONA-FIDE GUESTS

Although AR 215-1, paragraph 8-8d(4), generally authorizes bona-fide guests to use Army Recreation Machine Program gaming machines, the use of gaming machines by individuals who are not authorized patrons ([para 24a](#)) is prohibited in Germany. FMWR facility managers will post signs stating this policy visibly near gaming machines or near the entrances to rooms where the machines are located.

## 28. COMPLIANCE

a. FMWR facility managers will keep sign-in logs on file for 6 months and make them available to military police (MP) customs law-enforcement personnel. Should German customs-enforcement or tax authorities require copies of sign-in logs, they must send a request for assistance to the responsible MP customs law-enforcement office.

b. Garrison commanders and their delegates have oversight responsibility for the policy in this section. Garrison commanders will ensure that performance objectives of FMWR directors, program directors, and facility managers include the enforcement of this policy.

## SECTION VIII

### NORMAN H. MARCUS AWARD

#### 29. PURPOSE

This section prescribes eligibility criteria, award criteria, nominating procedures, and the approval process for the Norman H. Marcus Award.

#### 30. NORMAN H. MARCUS AWARD

The Norman H. Marcus Award is presented in memory of Norman H. Marcus, who made unprecedented and lasting contributions to FMWR programs in Europe ([app C](#)). Award recipients will receive an engraved plaque and a citation documenting the magnitude of their contributions to FMWR programs.

#### 31. ELIGIBILITY

All FMWR program professionals in the European theater are eligible for this award.

#### 32. CRITERIA

Nominees for the award must have made unprecedented contributions leading to significant and lasting enhancements in FMWR programs. Exceptional performance alone is not sufficient to merit this award. The award is to recognize professionals who improved an FMWR program by their positive effect on multiple garrisons or throughout IMCOM-Europe.

#### 33. NOMINATION PROCEDURES

IMCOM-Europe will announce deadlines during the 4th quarter of the fiscal year for submitting nominations for the Norman H. Marcus Award through the USAREUR Task Management Tool (TMT). Nominations must include the following:

a. An information sheet that lists the nominee's name, current position title, time in current position, previous duty assignments, and honorary awards received.

b. A narrative that describes how the nominee meets the award criteria in [paragraph 32](#). The narrative must not exceed three pages.

c. An endorsement signed by the garrison commander if the nominee is assigned to a garrison, or an endorsement signed by the Assistant Chief of Staff, G9, IMCOM-Europe, if the nominee is assigned to HQ IMCOM-Europe.

#### **34. APPROVAL**

The Assistant Chief of Staff, G9, IMCOM-Europe, will convene a board of garrison FMWR directors and IMCOM-Europe FMWR professionals to rank the nominations. The Director, IMCOM-Europe, will select the recipient from the three top-ranked nominees.

#### **35. PRESENTATION**

The award will be presented each year at a meeting of garrison FMWR directors or at a time determined by the Director, IMCOM-Europe.

## **APPENDIX A REFERENCES**

### **SECTION I PUBLICATIONS**

NATO Status of Forces Agreement

Joint Travel Regulations

DOD Directive 5500.07, Standards of Conduct

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

American College of Sports Medicine (ACSM) Health/Fitness Facility Standards and Guidelines. (This publication is available at <http://www.humankinetics.com/products/all-products/ACSMs-HealthFitness-Facility-Standards-and-Guidelines-4th-Edition>.)

[AE Regulation 190-16](#), Installation Access Control

[AE Regulation 600-700](#), Identification Cards and Individual Logistic Support

### **SECTION II FORMS**

DA Form 4187, Personnel Action

DA Form 7745, General Library Information System (GLIS) Registration Form

[AE Form 215-1A](#), Official Team Roster for Army in Europe Sports Competition



## **APPENDIX C**

### **NORMAN H. MARCUS BIOGRAPHY**

#### **Norman H. Marcus (1938-2007)**

Mr. Marcus began his distinguished career in 1968 as a Department of Defense civilian employee serving with the United States Navy at Subic Bay, Philippines. Throughout his career, Mr. Marcus held a wide variety of positions, primarily with the Army in Germany, including—

- Director, Morale, Welfare, and Recreation (MWR), in several communities.
- Deputy Director, United States Army Community and Family Support Agency, Europe.
- General Manager, Armed Forces Recreation Center, in Berchtesgaden.
- Deputy Commander, 22d Area Support Group.
- Commander, Augsburg Military Community.

Mr. Marcus was deployed to the Balkans, where he oversaw MWR operations in Bosnia and Herzegovina, Bulgaria, Hungary, Kosovo, and Macedonia. He was a liaison officer for the 1st Armored Division and later the division's transformation officer. Throughout his career, Mr. Marcus devoted himself to Soldiers and their Families. He served with great dedication and constant innovation that brought lasting changes in Family and MWR programs.

## GLOSSARY

### SECTION I ABBREVIATIONS

ACSM	American College of Sports Medicine
AE	Army in Europe
AEPUBS	Army in Europe Library & Publishing System
AR	Army regulation
CRD	community recreation division
CYS	child and youth services
DA	Department of the Army
DOD	Department of Defense
FMWR	Family and morale, welfare, and recreation programs
ID	identification
IDP	individual development plan
ILS	Integrated Library System
IMCOM-Europe	United States Army Installation Management Command, Europe
IPAC	Installation Physical Activities Council
JTR	Joint Travel Regulations
kg	kilogram
lb	pound
MOI	memorandum of instruction
MP	military police
MWR	morale, welfare, and recreation
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
PFF	physical fitness facility
SOFA	status of forces agreement
TMT	Task Management Tool
U.S.	United States
USAFE/AFAFRICA	United States Air Forces in Europe/United States Air Forces Africa
USAG	United States Army garrison
USAREUR	United States Army Europe

### SECTION II TERMS

#### **Army in Europe championship**

A competition organized by the Army in Europe with participation restricted to eligible unit teams, team members, and individuals who are assigned to or affiliated with Army in Europe units

#### **bracket**

An organized hierarchy or structure for a playoff competition leading to a championship game or match

#### **cardiovascular equipment**

Programmable exercise equipment designed to improve the cardiovascular system. This equipment measures speed, distance, calories burned, and heart rate.

**circuit equipment**

Weight stacks with pins that permit the user to select the desired weight to provide varied resistance

**command team**

A group or team that is a composite organization (commonly called an all-star team) brought together to represent its respective garrison or higher-level command in a championship

**corecreational**

A type of league, competition, or tournament that is open to mixed gender (male and female) participation as individuals or team members

**elimination bracket**

A type of playoff format in which the loser of a game or match is removed from further competition; may be single-elimination, double-elimination, or single-elimination with consolation-bracket format.

**free-weight equipment**

Weight-training equipment consisting of dumbbells, benches, weight plates, bars, and racks

**physical fitness facility**

A facility that includes, but is not limited to, a gymnasium with multipurpose courts; racquetball or handball courts; cardiovascular, free-weight, circuit or plate-loaded (or both) areas; and group-exercise classrooms, as well as men's and women's locker rooms with showers, toilets, and saunas

**plate-loaded equipment**

Weight-training equipment that uses weight plates for desired weight resistance

**pool play**

A type of competition where entrants are organized in groups of teams with each group member playing all other group members one time to determine team rankings in the group or pool; the top teams in each pool then advance to an elimination bracket or playoffs leading to a final championship match or game

**sport season**

A period during the year, specific to each sport, in which that sport is normally offered for league competition, championship competition, or both

**sport year**

1 October through 30 September of the following year

**theater-level**

A category of competition or championship organized by the Army in Europe and geographically open for competition by eligible entrants throughout the Army in Europe area of responsibility

**unit team**

A group or team that represents a particular unit or organization with all team members belonging to or being affiliated with that unit or composite units. Generally for sports competition, a unit should not be larger than 200 personnel ([basic reg, para 7a\(3\)](#)).

**United States Army garrison-level**

A category of league, competition, or championship organized by a United States Army garrison and open for team or individual competition by eligible entrants from their tenant and subordinate units or organizations