

JB92 MWR STANDARD OPERATING PROCEDURE (SOP)

FITNESS AND SPORTS PROGRAM

Encl (4)

Subj: Reservation Policy

PURPOSE: To establish policy and uniformity for JBPHH Fitness and Sports facility/field reservations.

1. The JBPHH Recreational Fitness and Sports Program provides a diversity of activities through varying degrees and interest levers of competitive play in game format using all available facilities and resources in the most effective and efficient manner.
2. All gymnasium and field reservations are restricted to active duty personnel stationed at JBPHH conducting unit or organizational PT, or practice for MWR sponsored leagues, programs and events. Other eligible users are authorized use on first come, first served basis. No outside organizations are allowed to reserve.
3. Reservations will be limited to one reservation at a time and all reservations will be for 1 hour at a time. Standing reservations are strictly prohibited.
4. Gymnasium reservations will only be made at the fitness center being requested during their facility available days and times with the exception of official Command functions and MWR Events. Reservations for all Fitness Center Gymnasiums will give priority to official Command Functions and MWR Events (All Hand meeting, physical training, sports events, Wounded Warrior, RIMPAC, etc.).
 - a) Gyms may be reserved during sports season only for teams participating in MWR Leagues on a first come first serve basis is at the gym where the team's league games will be played.
 - b) Team practices will be limited to one reservation at a time and all reservations will be for one hour at a time. **There will be no stacking of reservations under different names who fall under the same command/unit/squadron**
 - c) Only the team's head coach or assistance coach participating in MWR Sporting leagues may call to make practice reservations.
 - d) Time slots for Command Functions may be reserved for multiple times and days when accompanied by a written request from the Command and approved by the MWR Director.

5. Field reservations will only be made through the MWR Adult Sports office. Reservations for all fields will give priority to official Command Functions and MWR Events (All Hand meeting, physical training, sports events, Wounded Warrior, RIMPAC, etc.). Fields available to reserve are as follows:

Earhart Field

Quick Field

Ward Field

Hickam 4-Plex Fields #3 and #5

(Earhart Track reservations are managed by Air Force Fitness Assessment Cell personnel).

- a) Field reservations will be limited to one reservation at a time and one hour at a time.
- b) Larger fields such as Earhart, Quick, and Ward field will be granted half of the field for reservations, unless stated otherwise.
- c) Hours of 0500-0900 and 1700-2000 will be a first come first serve basis, unless command is participating in MWR Sport Leagues.
- d) Only the team's head coach or assistance coach may call to make practice reservations.
- e) For official PT reservations only the command/unit CFL/PTL or equivalent can call to make a reservation.
- f) Reservations for multiple times and days must be accompanied by a written request from the Command and approved by the Fitness & Sports Program Director. Signature required by CFL/PTL or equivalent personnel.

6. All reservations are subject to cancellation/change due to mission essential requirements, inclement weather or other events that may give higher usage priority.