

**HEADQUARTERS
PHILIPPINE ARMY**
Fort Andres Bonifacio, Metro Manila

SOP NUMBER _____

**POLICY GUIDELINES ON THE USE OF THE
PHILIPPINE ARMY WELLNESS CENTER (PAWC)**

I. PURPOSE

This SOP prescribes the policies and procedures in the management, administration, and operations of the Philippine Army Wellness Center.

II. OBJECTIVES

1. It aims to ensure the proper operations and establishes the right prioritization of users to optimize the use of all facilities.
2. It specifies fees to be made by paying users in order to collect funds for use in the proper maintenance of all facilities.
3. It also prescribes functions and responsibilities of the management and administration of the PAWC.

III. DEFINITION OF TERMS

1. **COMMAND DIRECTED ACTIVITIES** – Headquarters Philippine Army directed activities issued with a directive by the Adjutant General, Philippine Army signed/approved by the Commanding General, Philippine Army.
2. **PHILIPPINE ARMY WELLNESS CENTER** – a center for recreational sports activities of Headquarters Philippine Army which comprises all the sports facilities inside the gymnasium, combative center, swimming pool, tennis courts and other facilities within the PAWC compound.
3. **MILITARY PERSONNEL** – active personnel of the Armed Forces of the Philippines (AFP) composed of three (3) Branches of Service namely, The Philippine Army, The Philippine Air Force and The Philippine Navy.
4. **MILITARY DEPENDENTS** – legal wife/husband of active military personnel of the Armed Forces of the Philippines (AFP) and their children with ages not exceeding twenty one (21) years old, legal wife/husband of retired military personnel and their children with ages not exceeding twenty one (21) years old, parents of active military personnel living with and dependent upon him their support with ages sixty one (61) years old and above.

5. **PHILIPPINE ARMY MILITARY PERSONNEL** – active military personnel of the Philippine Army.

6. **PHILIPPINE ARMY DEPENDENTS** – legal wife/husband of active Philippine Army Military Personnel and their children with ages not exceeding twenty one (21) years old, legal wife/husband of retired Philippine Army Military Personnel and their children with ages not exceeding twenty one (21) years old, legal wife/husband of civilian personnel of the Philippine Army and their children ages not exceeding twenty one (21) years old and parent of both PA Military and Civilian Personnel living with and dependent upon him for their chief support with ages sixty one (61) years old and above.

7. **PHILIPPINE ARMY CIVILIAN PERSONNEL** – civilian personnel currently employed by the Philippine Army.

8. **RETIRED MILITARY PERSONNEL** – former military personnel of the Armed Forces of the Philippines (AFP) who have retired from the active service either optionally or compulsory.

9. **RETIRED PHILIPPINE ARMY MILITARY PERSONNEL** – former military personnel of the Philippine Army who have retired from the active service either optionally or compulsory.

10. **GUEST** – players not classified as military personnel, PA military personnel, military dependents and PA military dependent who want to avail of the PAWC facilities will be considered as guest.

11. **RESERVATION** – is referred to as a process for government agencies, civilian companies/organization and other group of private individuals to gain access to the facilities of the PAWC.

IV. POLICIES

A. GENERAL RULES

1. The Philippine Army Wellness Center is the center for recreational sports activity of Headquarters Philippine Army. It comprises all the sports facilities inside the gymnasium, the combative center, swimming pool, tennis court and other facilities within the PAWC compound.

2. All players/guest must register first at front desk for record, identification and security purposes before proceeding to the intended sport facility. They shall present respective identification cards to the designated receptionists wherein paying users shall pay the corresponding fee. Receipt shall be presented to the court or facility attendant before playing or availing any of the PAWC facilities or equipment.

3. PAWC is for the exclusive use of PA Military Personnel and Civilian Employees during athletic days (Tuesdays and Thursdays) from 1300H to 2200H. No reservation will be accepted during the said schedules.

4. All players must observe courtesy, sportsmanship, and proper decorum while inside the PAWC. Unsportsmanlike conduct will be referred to the management/organizing committee for resolution. Non – sports related incidents/controversies will be referred to cognizant authorities for proper disposition.

5. All players/guests shall be held answerable and accountable for any damage incurred through willful neglect and inappropriate use of equipment and facilities.

6. The management shall not be held liable for any loss or damage to personal belongings within the vicinity of PAWC compound to include the parking area, as well as, any form of injury incurred by players/guests.

7. Players shall strictly adhere to safety rules and regulations.

8. Players shall wear the appropriate playing attire required of the sports they are engaged.

9. Use of PAWC facilities is a privilege, not a right. Hence, the PAWC Management reserves the right to impose appropriate sanctions to erring players/users ranging from warning to forfeiture of their playing privilege.

B. ORDER OF PRIORITY

Priority 1 – All command directed activities and sports tournaments sponsored by PA Units organized and participated-in by active military personnel.

Priority 2 – PA military personnel, PA civilian employee.

Priority 3 – Retired military personnel, direct dependents of active and retired PA Military personnel; Military personnel of other branches of service.

Priority 4 – Government agencies, civilian associations and private individuals with written request duly approved by Commander, ASCOM, PA.

C. OPERATING SCHEDULE

The facilities of the PAWC except for TAEBO room are open from Monday afternoon to Sunday. Monday morning are intended for general cleaning and maintenance. (See specific rules and regulations for TAEBO room.)

Monday: 1300H – 2200H

Tuesday – Sunday: 0600H – 1800H

D. SPECIAL INSTRUCTION

1. Smoking, sleeping, loitering, gambling, drinking liquor, and eating are strictly prohibited.

2. Decency shall be maintained at all times.

3. All children below 10 years old should be accompanied by an adult/guardian.

4. Persons afflicted with contagious/ communicable diseases are not allowed inside the PAWC premises.

5. Pets/animals are not allowed inside the PAWC.

6. Bringing of firearms or deadly weapons inside the PAWC is prohibited.

E. FEES

Funds Collected out of the operations of PAWC facilities will be intended for the following: *a) payment of electric and water bill b) improvement and upgrading of sports facilities c) repair and maintenance d) operational expenses.*

1. Users/players during command directed activities, active and retired PA military personnel and PA civilian employees will be free of charge in the use of all facilities.

2. PA dependents shall pay an entrance fee of P25.00 to avail of all the sports facilities inside the gymnasium.

3. All others not classified in paragraph E1 and E2 shall pay the following fees:

a. Basketball Court

Court Fee:	P50.00/head/hour
Exclusive use:	P1,500.00/hour (Inclusive of lights exceeding play time will be considered one hour)

b. Progressive Resistance Training (PRT) Room

Entrance fee:	P50.00/session
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c. TAEBO ROOM

Exclusive use:	P1,000.00/hour
Entrance fee:	P50.00/session

d. Badminton Court

Exclusive use:	Civilian	P350.00/hour
		P70.00/head

e. Tennis Court

PA Military/Civilian personnel:

Ball Boy:	P10.00/game
PA Dependents/Civilian:	
Court Fee:	P30.00/game (Morning) P50.00/game (Night)
Per Game:	P20.00
Ball Boy:	P60.00/rally P20.00/game

f. Swimming Pool

Entrance fee:	
PA Dependents:	P25.00/head (0800H – 1730H) P50.00/head (1730 – 2200H)
Civilians:	P100.00/head (0800H – 1730H) P125.00/head (1730H – 2200H)

g. Boxing Room

Civilians	P70.00/session/ (1 ½ hours)
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h. Pavilion:

BIG PAVILION

- PA Military/Civilian personnel and PA Dependents:

P 1, 200.00 whole day

- Civilians:

P 1, 500.00 for the first six (6) hours and P200.00 for succeeding hour.

SMALL PAVILION

- PA Military/Civilian personnel and PA Dependents:

P350.00 whole day.

- Civilians:

P350.00 for the firsts six (6) hours and P100.00 for succeeding hour.

i. Banner/Streamers for advertisement: P1, 000.00/day

j. Fun Games Equipment: P1 ,200.00

k. Booth/Stalls: P300.00/day

4. Use of PAWC facilities for fund raising purposes whether users are PA military personnel, PA civilian personnel or PA dependents shall pay the corresponding rates.

5. The aforementioned fees/charges are subject to change.

E. RESERVATIONS

1. Reservation can be made thru phone calls, personal appearance, or submission of written request address to the Director, SSU, ASCOM, PA and must be properly endorse to Commander, ASCOM for approval.

2. Cancellation for reservation shall be made forty eight (48) hours before the scheduled date.

3. The management reserves the right to cancel approved reservation to give way for command directed activities.

V. MANAGEMENT OF FUNDS

A. The fees/charges shall be received by the Collecting Officer of the Special Services Center, ASCOM PA. The net proceeds shall be remitted to the collecting officer of Finance Center Philippine Army. The collection of funds shall be subject to audit by the ASCOM PA audit team.

B. The Director, SSC, ASCOM, PA shall program the collected funds in accordance with the existing policies and regulations. Programming of funds shall be duly approved by Commander, ASCOM.

VI. RESPONSIBILITIES

A. The Director, SSC, ASCOM PA shall be the over-all responsible officer in the implementation of PAWC rules and regulations.

B. The approval for the operations of business establishment at PAWC shall be the Commanding General, Headquarters and Headquarters Support Group, Philippine Army.

RESCISSION: Any publication in conflict with this SOP is hereby rescinded.

EFFECTIVITY: This SOP will take effect upon publication.

BY COMMAND OF LIEUTENANT GENERAL IRRIBERI:

SIGFREDO G BATHAN
Colonel INF (GSC) PA
Adjutant General

Annex A – Specific Rules and Regulations

Annex A to SOP number _____, Policy Guidelines

SPECIFIC RULES AND REGULATIONS

1. BADMINTON COURT

a. Attire: Sports shorts, T-shirt, socks, and flat rubber shoes-soled shoes for badminton.

b. Court Designation

1) Badminton courts 1&2 are designated for active and retired PA Officers. This unit further prioritized as follows:

1st Priority - All Officers

2nd Priority - One or more officer playing with other players

2) When courts 1&2 are not in use, other players may avail and be allowed to finish the set before yielding to priority players.

3) Badminton court 3,4,5 and 6 are open to all players on a *“First come, first served”* basis.

4) Court 4,5 and 6 can be availed through reservation. Priority is given to paid reservations on specified time requested.

c. Rules and Regulation

1) All players/users should register and present receipts to the court attendant for priority listing.

2) Adhere to queuing schedule. The next player/s must act as scorer before playing.

3) One full game (2 sets with decision when necessary) is allowed per set of players to give way to other players standing by.

4) Training activity is encouraged during non-peak hours from 0800H-1500H daily.

5) A five minute warm-up is advised per game.

6) Practices that may cause damage to facilities or injury to other users are prohibited.

d. For situations or conditions not covered by this information, please consult the *“POLICY GUIDELINES on the Use of PAWC facilities.*

2. TENNIS COURT

a. Attire: Sports shorts, T-shirt, socks, and flat rubber shoes-soled shoes

b. Rules and Regulations:

(1) List for priority will be on a “first come, first served” basis.

(2) All players/users should register and present receipt to the court attendant for priority listing.

(3) Adhere to queuing schedule

(4) Training activity is encouraged during non-peak hours from 0900H-1500H daily.

(5) A five minutes warm-up is advised per game.

(6) Practices that may cause damage to facilities or injury to other users are prohibited.

c. For situations or conditions not covered by this information, please consult the “POLICY GUIDELINES on the Use of PAWC facilities.

3. PRT ROOM

a. Attire:

(1) Male – Rubber Shoes, T-shirts, shorts, sports sando (not the underwear type), towel.

(2) Female – Leotards, short, t-shirts, dry swimsuits, and towel.

b. Procedures:

(1) Present receipt or identification.

(2) Sign in before and sign off after workout.

(3) Ask assistance from the gym instructor for proper handling of equipments.

c. Rules and Regulations

(1) Players/users are not allowed to operate any electronic equipment inside the gym.

(2) Only Registered players/users for workout are allowed inside the gym.

(3) Slippers and underwear-type attire are not allowed.

(4) Practices that injuries to others and/or may cause damage to equipment, fixtures, and facilities are prohibited.

(5) The gym instructor/attendant has the right to prohibit anyone from using the gym and other facilities if the player/user goes against any of the rules and regulations.

(6) No towel, no workout.

(7) 14 years old and below are not allowed.

(8) Personal belongings should be deposited in the locker room.

d. For situations or conditions not covered by this information, please consult the "Policy Guidelines on the Use of PAWC facilities".

4. BASKETBALL/VOLLEYBALL COURT

a. Attire

(1) Basketball: sports sando or round neck shirt (no collar), shorts and flat rubber shoes.

(2) Volleyball: same as above except that short-sleeved shirts and jogging pants are also allowed.

b. Rules and Regulations

(1) Players/users should register to the court attendant for assistance.

(2) Children below four (4) years old not allowed in the court and its surrounding areas unless accompanied by the parent or guardian.

(3) Court attendant has right to prohibit anyone from using the gym and their facilities if the player/user goes against any of the rules and regulations.

c. For Situations or conditions not covered by this information, please consult the "Policy Guidelines on the Use of PAWC facilities".

5. TAEBO ROOM

a. Attire:

Shirt, jogging pants/shorts, rubber shoes, and towel.

b. Operating schedule:

Monday, Wednesday and Friday: 1730-1900

c. Rules and Regulations

(1) Players/users should register to the court attendant

(2) Children age seven (7) years old and below are not allowed.

(3) Personal Belonging should be deposited in the locker room.

(4) No visitors are allowed during TAEBO session.

d. For situations or conditions not covered by this information, please consult the "Policy Guidelines on the Use of PAWC facilities".

6. SWIMMING POOL

a. Attire:

Male: Swimming trunks/cycling shorts

Female: One piece/two piece bathing suit

b. Rules and Regulations

(1) Players/users should present receipt to the pool attendant before using the facility.

(2) Users should take a shower before proceeding to the pool.

(3) Children of twelve (12) years old below are not allowed to swim without guardians accompanying them in the pool.

(4) Pool attendant can prohibit users violating the rules and regulations.

(5) Horseplay or their similar behaviors, pointed objects, food and drinks are not allowed in the pool area.

(6) Person with skin diseases, open wound, and under the influence of the liquor, is not allowed in the pool area.

c. For Situations or conditions not covered by this information, please consult the "Policy Guidelines on the Use of PAWC facilities".

7. BOXING ROOM

a. Attire:

(1) Male – Rubber Shoes, T-shirts, jogging pants, shorts, sports sando (not the underwear type).

(2) Female – Leotards, jogging pants, short, t-shirts, dry swimsuits, and towel.

b. Procedures:

- (1) Present receipt or identification.
- (2) Sign in before and sign off after workout.
- (3) Ask assistance from the gym instructor for proper handling of equipments.

c. Rules and Regulations

(1) Players/users are not allowed to operate any electronic equipment inside the gym.

(2) Only Registered players/users for workout are allowed inside the gym.

(3) Slippers and underwear-type attire are not allowed.

(4) Practices may cause injuries to others and/or damage to equipment, fixtures, and facilities are prohibited.

(5) The gym instructor/attendant has the right to prohibit anyone from using the gym and other facilities if the player/user goes against any of the rules and regulations.

(6) 14 years old and below are not allowed.

(7) Personal belongings should be deposited in the locker room.

d. For situations or conditions not covered by this information, please consult the “Policy Guidelines on the Use of PAWC facilities”.

8. CHILDREN’S PLAYGROUND

a. The children's playground is a recreational facility for the use of military dependents and civilians.

b. Policies and Guidelines

(1) The facility is free of charge to all users.

(2) It is open daily from 0800H to 1500H

(3) Person above 18 years old is not allowed to use the facility.

(4) Children below 10 years old should be accompanied by a guardian.

(5) Users should observed cleanliness.

c. For Situations or conditions not covered by this information, please consult the “Policy Guidelines on the Use of PAWC facilities”.

9. PAVILION

- a. The pavilion is open from 0800H – 2200Hdaily.
- b. The use of this facility is through reservation only (see policy guidelines on PAWC Reservations).
- c. Fees. See Policy Guidelines on PAWC
- d. For Situations or conditions not covered by this information, please consult the “Policy Guidelines on the Use of PAWC facilities”.