



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
PSC 561 BOX 1861  
FPO AP 96310-0019

IN REPLY REFER TO:  
MCASO 1710.2A  
MCCS  
07 DEC 2018

MARINE CORPS AIR STATION ORDER 1710.2A

From: Commanding Officer, Marine Corps Air Station Iwakuni  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR ATAGO SPORTS COMPLEX

Ref: (a) Local Implementation Agreement  
(b) MCO 1700.29  
(c) MCBJ/III MEFO 1050.7A Chapter 7  
(d) Iwakuni City Sports Complex Rules

Encl: (1) Age Restriction Guidelines  
(2) Atago Sports Complex Reservation Request Form for  
SOFA Status Patrons  
(3) Deliberate Risk Assessment Worksheet

1. Situation. The Atago Sports Complex is registered and operated as an official Iwakuni City Park and jointly used by Marine Corps Air Station (MCAS) Iwakuni and Iwakuni City. It is essential that all authorized patrons follow the sports complex rules and guidelines and respect cultures to foster a good relationship between the local community and MCAS Iwakuni.

2. Cancellation. MCASO 1710.2.

3. Mission. To promulgate the standard operating procedures and general guidelines for the use and operation of the Atago Sports Complex per the references.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Ensure all base personnel are aware of and comply with the sports complex rules and guidelines established by Iwakuni City and the regulations prescribed in references (b) and (c) when utilizing the Atago Sports Complex.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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(2) Concept of Operations. MCAS Iwakuni will maintain close communication with Iwakuni City through the S-7/Government and External Affairs Office (GEAO) in order to maintain the agreement of record, as well as educate base personnel on the impact their conduct may have on the relationship between the city and the air station.

b. Coordinating Instructions. Any changes to the sports complex rules and guidelines will be coordinated with the city through the S-7/GEAO.

## 5. Administration and Logistics

a. Staffing. Full-time employees, employed by Iwakuni City, will staff the Atago Sports Complex during normal published hours of operation. Marine Corps Community Services (MCCS) personnel are assigned to work within the designated administrative offices and are responsible for assisting Iwakuni City in the day-to-day administration and interaction with Status of Forces Agreement (SOFA) sponsored individuals or groups, to include ensuring their adherence to the sports complex procedures, rules, and guidelines.

### b. Hours of Operation

(1) Gates open for walking and preparations: 0630-2215

(2) Reservation service: 0800-2100

(3) All outdoor facilities: 0900-2100

(4) All indoor facilities: 0900-2200

### c. Closures

(1) When the facilities are closed, access is prohibited except for authorized employees or emergency service personnel.

(2) Any planned holiday, maintenance periods or unforeseen closures of the Atago Sports Complex or individual facilities will be posted on the MCCS Iwakuni Facebook page and announced on the American Forces Network.

(3) The sports complex will be closed from 29 December to 3 January every year.

d. Fees. SOFA personnel are exempt from any usage or occupancy fees upon presentation of their SOFA identification (ID) cards.

e. Age Restriction Guidelines. Enclosure (1) lists age restriction guidelines established per references (b) and (c).

f. Priority Scheduling and Reservations

(1) Iwakuni City and MCAS Iwakuni will agree on blocked reservations annually for all known officially sponsored events to occur in the following Japanese Fiscal Year (JFY) (April-March) no later than 15 December.

(2) Iwakuni Athletic Association will add reservations based on their registered organization annual event schedule by the end of February to lock on the complete annual schedule for the following JFY.

(3) Any individual or group can make same day walk-in and up to 30-day advanced reservations for facilities or spaces not already reserved.

(4) No priority will be given to any individual regardless of SOFA status. Reservations are on a first-come, first-served basis.

(5) Iwakuni City is responsible for all reservations and reservation databases. Reservations can be requested by visiting the Atago Sports Complex Administrative Office or by calling 0827-35-5089. Submission of a Reservation Request Form, enclosure (2), to the office prior to the time of use is required. Reservation Request Form is available at the Atago Sports Complex Administrative Office, the S-7/GEAO, and MCCA Iwakuni website (<https://mccsiwakuni.com>).

(6) MCAS Iwakuni departments, Headquarters and Headquarters Squadron (H&HS), and tenant organizations can request special reservations more than 30 days in advance for their officially sponsored events. Send an email to [ombiwaatagosports@usmc-mccs.org](mailto:ombiwaatagosports@usmc-mccs.org) to initiate the request.

(7) The Cultural Center running track is open to any authorized users except during events being held in the arena. Closure of the running track will be at the discretion of sports complex management.

g. Utilization of Facilities

(1) MCAS Iwakuni Officially Sponsored Events. Officially sponsored events at Atago Sports Complex include any approved station, unit or Morale, Welfare and Recreation activity supporting SOFA personnel.

(2) Non-Officially Sponsored Events. Non-officially sponsored events include Iwakuni city sponsored events, private organization events, and individuals using Atago Sports Complex facilities outside of an Officially Sponsored Event.

(3) Jointly Sponsored Events. MCAS Iwakuni may conduct an officially sponsored event jointly with the Iwakuni City if an MCAS Iwakuni organization is developing the substantive aspects of the event or providing substantial logistical support for the event.

(4) MCAS Iwakuni departments, H&HS, tenant organizations and private organizations are required to submit the Deliberate Risk Assessment Worksheet, enclosure (3), to the Station Safety Office 30 days prior to their officially sponsored events.

(5) Private organizations must have installation approval to hold functions in Atago Sports Complex facilities; the Staff Judge Advocate is delegated approval authority.

(6) Utilization of any facility, except for playgrounds, without confirming availability with the Atago Sports Complex Administrative Office is prohibited.

h. General Public Park Rules

(1) The Atago Sports Complex has a posted policy, in English and Japanese, with the following minimum information:

(a) This park is open for everyone's use, so please observe the following courtesies and rules.

(b) Please respect nature and do not remove or damage any flowers or trees.

(c) Please take your garbage with you when leaving.

(d) Service dogs are the only pets authorized in the

park.

(e) Activities involving the use of fire are prohibited except at the picnic pavilions.

(f) Activities involving the use of fireworks are prohibited.

(g) Please do not conduct activities that may be of danger to others, such as golf, etc.

(h) Bicycles are prohibited in the park, please park them in a bicycle shed.

(i) Posting of signs, materials or advertisements is prohibited.

(j) Smoking is prohibited except in designated areas.

(k) Prior permission is required to sell any merchandise or goods.

(l) To use any sport facilities or picnic pavilions, please make reservations at the Cultural Center.

(m) Park gates are open from 0630 to 2215.

(2) Smokeless tobacco is prohibited. Vaping equipment and e-cigarettes are prohibited except in designated areas.

(3) Consumption of alcohol is permitted within the Atago Sports Complex, designated areas will be posted by separate correspondence after requisite bilateral coordination. Consumption of alcohol at other areas than the designated for officially sponsored events will require prior, bilateral coordination with Iwakuni City.

(4) Personal radios and speakers are not permitted at any facility except at the picnic pavilions.

(5) Patrons are to be dressed in appropriate attire and shoes at all times per the references.

(6) The Marine Corps Combat Utility Uniform, or equivalent, is authorized for wear at the Atago Sports Complex for unit sponsored events. For official/unofficial functions,

special events and conferences, proper civilian attire or wear of the seasonal service uniform is appropriate.

(7) Political activities of any type or activities that are in nature against the Japan-United States goodwill are prohibited within the Atago Sports Complex.

(8) Trash receptacles will not be utilized in the Atago Sports Complex and all visitors will be required to take refuse with them when leaving the area.

(9) The party sponsoring an event will be responsible for refuse removal and clean-up of the facilities. Combined events shall be pre-coordinated and each party will be equally responsible for refuse removal and clean-up of the facilities.

(10) Charcoal removal is the responsibility of the user. Upon request, an Iwakuni City employee will provide a charcoal bucket along with instructions on how to transport any remaining hot coals to an approved container within the sports complex. A city employee will inspect the area for cleanliness when keys are returned after use.

(11) Merchandise and goods, including food and drink concessions may only be sold during officially sponsored events and when approved by the installation.

(12) The preparation of any raw foods inside any building is prohibited; however, preparation of pre-cooked foods is authorized in the designated kitchen preparation areas. The foregoing does not apply to the preparation of foods at the picnic pavilion barbeque pits.

i. Security and Emergency Response

(1) Iwakuni City will be responsible for providing security within the Atago Sports Complex to include protection of buildings, structures, plants, ground facilities, utility systems, or other real property in a manner consistent with Japanese national, prefectural, or local laws and regulations.

(2) MCAS Iwakuni retains all authorities under the provisions of Article III of the SOFA.

(3) Iwakuni City will control access to the Atago Sports Complex by locking and unlocking buildings and gates according

to the published operating hours.

(4) Should the Iwakuni Police or Fire Departments receive an emergency notification, or witnesses a suspicious, criminal or other malicious activity, they will initiate appropriate first responder actions while simultaneously making notification to the MCAS Iwakuni Emergency Dispatch Center. Using a mobile phone, the emergency numbers are:

(a) Base Emergency Dispatch Center: 0827-21-7700

(b) Off-base Fire/Emergency Medical Services: 119

(c) Off-base Main Fire Station: 0827-31-0199

(5) Normally, ID checks are not required for entry into the Atago Sports Complex; however, this does not preclude the Iwakuni Police Department or military police from conducting ID checks as necessary.

j. Flag. U.S. and Japanese flags are flown in accordance with the guidance of the Protocol Office.

6. Command and Signal

a. Command. This Order is applicable to all base personnel.

b. Signal. This Order is effective the date signed.

  
R. F. FUERST

DISTRIBUTION: A/B/C

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**ATAGO SPORTS COMPLEX  
AGE RESTRICTION GUIDELINES**

- Youth 13 years old and younger are allowed to use the facilities under the direct supervision of a parent or legal guardian 18 years and older. <sup>(a)</sup>
- Youth 14 years old and older are allowed unrestricted use of the facilities and equipment, except for barbecue pits and Kizuna Stadium, and need not be accompanied by a parent or legal guardian. <sup>(b)(c)</sup>

Notes:

a. Direct supervision is defined as the sole responsibility of the parent or legal guardian, to supervise and care for their child. The parent or legal guardian cannot leave the child unattended anywhere in the Atago Sports Complex area. The parent or legal guardian cannot participate in any event that does not directly involve the child/youth.

b. To use the facilities, fields, or picnic pavilion areas, a patron needs to sign a reservation form that has them accepting responsibility to comply with all policies regulating the use of the facilities and take the greatest possible care, while understanding they may be liable for any damages or losses that occurred during their occupancy. Patrons need to be 18 or older to legally sign the reservation form.

c. To check out sports equipment, a patron needs to sign an agreement form that has them accepting responsibility to take the greatest possible care, while understanding they may be liable for any damages or losses that occurred during their use of equipment. Patrons need to be 18 or older to legally sign the agreement form.

**ATAGO SPORTS COMPLEX RESERVATION REQUEST FORM  
FOR SOFA STATUS PATRONS**

Person(s) requesting reservation and assuming responsibility must be 18 years old or older.

Person Requesting Reservation (Last, First MI): \_\_\_\_\_

Phone Number: \_\_\_\_\_ DoD ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

<b>Facility Requested:</b>			
<input type="checkbox"/> Baseball Stadium	<input type="checkbox"/> Softball Stadium ( A / B )		
<input type="checkbox"/> Track & Field ( Entire Facility / Side A / Side B )	<input type="checkbox"/> Tennis Court ( A / B / C / D )		
<input type="checkbox"/> Outdoor Basketball Court ( A / B )	<input type="checkbox"/> Sand Volleyball Court ( A / B )		
<input type="checkbox"/> Picnic Pavilion ( No.1 / No.2 / No.3 / No.4 / No.5 / No.6 / No.7 / No.8 / No.9 / No.10 / No.11 / No.12 )			
[Cultural Center]			
1F <input type="checkbox"/> Arena ( A / B / C )	<input type="checkbox"/> Conference Room ( Entire Room / Half )	<input type="checkbox"/> Cooking Classroom	
2F <input type="checkbox"/> Japanese Style Room ( Entire Room / Double / Single )			
<input type="checkbox"/> Multi-purpose Room ( Entire Room / Half )			
<b>Date Requested:</b>			
<b>Time Requested:</b>			
From:		To:	
This request form must be filled out and submitted prior to the event time. By signing this form, applicants signify that they agree to comply with the policies regulating the use of the facilities, fields, or pavilion areas and to take the greatest possible care of property, while understanding they may be liable for any damages or losses that occurred during their occupancy of any part of the facilities, fields, or pavilion areas.			
<b>Purpose:</b>			
<b>Person Assuming Responsibility (Last, First MI):</b>			
Phone Number:	Home #:	Work #:	Cell #:
<b>Expected Attendance:</b>	SOFA (18 years old and older)	SOFA (17 years old and under)	Local National

<b>Equipment/Adjunct Facilities Requested (To be completed by the employees)</b>			
Item Name	Amount	Item Name	Amount

**RESERVATION POLICY**

Reservations can be requested by visiting the Atago Sports Complex Administrative Office or by calling 0827-35-5089 between the hours of 0800-2100. However, this reservation request form must be submitted to the administrative office prior to the time of use.

Any individual or group can make same day walk-in and up to a 30-day advance reservation for any facility, field, or picnic pavilion not already reserved. Reservations are on a first-come, first-served basis.

**ATAGO SPORTS COMPLEX RESERVATION REQUEST FORM  
FOR SOFA STATUS PATRONS**

Person(s) requesting reservation and assuming responsibility must be 18 years old or older.

**Person assuming responsibility should be aware of the following:**

- \* Please be punctual for your reservation. (Showing up later than 15 minutes after the reservation start time is considered a “no show,” and the reservation will be withdrawn and given to the next available requester.)
- \* Please make sure your group adheres to the sports complex rules.
- \* You may not sell any merchandise or goods without permission.
- \* Activities involving the use of fire are prohibited except at the picnic pavilions.
- \* Activities involving the use of fireworks are prohibited.
- \* Posting of flags, signs, materials or advertisements is prohibited.
- \* Please do not conduct activities that may be of danger to others, such as golfing, skateboarding, etc.
- \* Use of equipment, facilities, fields, or picnic pavilions other than reserved and authorized is prohibited.
- \* Please use facilities and equipment with great care.
- \* Please take your garbage with you when leaving.
- \* Smoking is prohibited except in designated areas.
- \* You may not refuse employees entry to the facility, field, or picnic area to perform their duties.
- \* Political activities of any type or activities that are in nature against the Japan-U.S. goodwill are prohibited.
- \* Please clean and inspect the facility, field, or picnic pavilion before you leave. (An employee will inspect the picnic pavilion when you return the key.)
- \* Service dogs are the only pets authorized in the park.
- \* Consumption of alcohol is permitted within the designated areas only.
- \* After use, please be sure to return any checked out keys or equipment immediately to the admin office.  
Your privilege to reserve the facilities, fields, and picnic pavilions may be suspended for 90 days if you fail to return any checked out keys or equipment to the admin office immediately after use.

**If any of the following is identified, permission to use the facility, field, or picnic area may be rescinded.**

- \* Falsified information or fraudulent means was used to obtain permission.
- \* Disruption to public order and potential to offend community and cultural decency standards.
- \* Possibilities of damaging the facilities, fields, or pavilion areas.
- \* Hindrance to the management and administration of facility operations.
- \* Violation of the rules and regulations of the Atago Sports Complex.
- \* Health and safety of patrons are threatened due to impending conditions, including but not limited to heavy rains, severe heat waves, high winds, etc.
- \* Other administrative reasons particularly deemed necessary.

Please visit the administrative office or call 0827-35-5089 if you encounter any problems while using the facility, field, or picnic pavilion.

**Signature of Person Assuming Responsibility:**

**Date:**

**OFFICIAL USE ONLY (LEAVE BLANK)**

Clerk:

Date and Time Received:

Official Action on Request:  Approved  Disapproved

Reason for Disapproval:

Clerk Signature:

Date:



DELIBERATE RISK ASSESSMENT WORKSHEET (DRAW)

**INSTRUCTIONS:**

- BLOCK 1-6: Self-explanatory.
- BLOCK 7: List each step and task in chronological order. Make sure to include all activities to include setup and teardown, etc.
- BLOCK 8: Identify all hazards associated with each step and task.
- BLOCK 9: Determine the initial risk level and assign the Risk Assessment Code (RAC). Determine the severity and probability using the tables on the right then find the RAC using the matrix below. Fill in like this 2(IC).
- BLOCK 10: Develop controls for the identified hazards.
- BLOCK 11: Determine the residual risk level and assign the RAC using the same procedure as for block 9. Fill in like this 4(IVB).
- BLOCK 12: Explain how you will implement the controls.
- BLOCK 13: Who will make sure the controls are used/followed and how will it be done?
- BLOCK 14: After completion of event, review how well the risk assessment worked. Were all hazards identified and controlled? Make comments and use as a training tool for your next event.
- BLOCK 15: Circle the RAC corresponding to your highest residual RAC.
- BLOCK 16: Approving authority must sign.

SEVERITY CATEGORIES	
CATEGORY	DESCRIPTION
I	Loss of the ability to accomplish the mission. Death or permanent total disability. Loss of a mission-critical system or equipment. Major facility damage. Severe environmental damage. Mission-critical security failure. Unacceptable collateral damage
II	Significantly degraded mission capability or unit readiness. Permanent partial disability or severe injury or illness. Extensive damage to equipment or systems. Significant damage to property or the environment. Security failure. Significant collateral damage.
III	Degraded mission capability or unit readiness. Minor damage to equipment, systems, property, or the environment. Minor injury or illness.
IV	Little or no adverse impact on mission capability or unit readiness. Minimal threat to personnel safety or health. Slight equipment or systems damage. Little or no property or environmental damage.
PROBABILITY CATEGORIES	
CATEGORY	DESCRIPTION
A	Likely to occur immediately or within a short period of time. Expected to occur frequently to an individual item or person. Expected to occur continuously over a service life for a fleet, inventory of items, or group.
B	Probably will occur in time. Expected to occur several times to an individual item or person. Expected to occur frequently over a service life for a fleet, inventory of items, or group.
C	May occur in time. Can reasonably be expected to occur sometime to an individual item or person. Can reasonably be expected to occur several times over a service life for a fleet, inventory of items, or group.
D	Unlikely to occur, but not impossible.

Risk Assessment Matrix		PROBABILITY				
		A	B	C	D	
SEVERITY	I	1	1	2	3	
	II	1	2	3	4	
	III	2	3	4	5	
	IV	3	4	5	5	
1 - Critical	2 - Serious	3 - Moderate	4 - Minor	5 - Negligible		

Please contact the Risk Management Program Manager at the Station Safety Center for additional assistance. Tel. 253-3925 or email [camilla.lawson@usmc.mil](mailto:camilla.lawson@usmc.mil).