

Policy on Fermilab Recreations Program

1. Purpose

This policy establishes the requirements and provides guidance regarding the Fermi Research Alliance, LLC (FRA) Recreations Program consistent with the FRA Prime Contract.

2. Scope

This policy provides requirements regarding the scope and permitted participation in the FRA Recreations Program, including for anyone accessing the Fermilab site in Batavia.

3. Applicability

This policy applies to Fermi Research Alliance, LLC and all its employees and Fermilab users, and anyone seeking to participate in the FRA Recreations Program.

4. Effective Date and Date Reviewed/Updated

The effective date of this policy is October 1, 2020.

5. Policy

- a. Only FRA badged employees, users, and authorized guests may participate in the FRA Recreations Program. Authorized guests are allowed to participate in the FRA Recreations Program if they are an immediate family member living in the same household of an FRA employee or user. Participants in the FRA Recreations Program must be 18 years or older. Subcontractors and members of the public - are not allowed to participate in the FRA Recreations Program.
- b. The FRA Recreations Oversight Committee will approve all clubs and leagues that meet at the Fermilab site in Batavia or remotely under the auspices of affiliation with Fermilab or FRA. This includes any newly proposed clubs and leagues. Clubs and leagues must complete and submit the Club/League Application. The Recreations Manager can assist with facilitating this process.
- c. FRA provides facilities for clubs and leagues; however, clubs and leagues are responsible for the maintenance of the facility when the request is above and beyond the general facility operations and specific to the needs of the club or league. General facility requirements are outlined in the Recreations Club/League Application. The Recreations Manager can assist with identifying the requirements.
- d. Club Presidents and League Coordinators must be FRA employees.
- e. Clubs and leagues must have a documented set of rules which will be approved by the FRA Recreations Oversight Committee. Club and league rules must be re-submitted on a yearly basis or more frequently if changes are made to the club/league processes or programs. The submission request process is outlined in the Recreations Club/League Application document. The Recreations Manager can assist with facilitating this process.

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- f. Clubs and leagues must abide by all applicable Fermilab policies and procedures, including but not limited to the Access Policy, Policy on Fermilab Events, and applicable Environment, Safety & Health (ESH), Facilities Engineering Services Section (FESS), Workforce Development & Resources Section (WDRS), and Procurement policies and procedures. Fermilab policies are available on the Fermilab website.
- g. An active medical insurance policy and Club & League Request Waiver is required for all participants. The Recreations Manager will collect the necessary documentation and provide guidance on what is required.
- h. Approved Clubs and Leagues may collect membership fees from participants to pay for facility and equipment intended for the sole purpose of running such a club or league. No other fundraising associated with Fermilab approved clubs and leagues is permitted. Membership fees are not permitted for profit or for any purpose other than costs directly associated with operating the club or league. All fees collected from participants in clubs and leagues must be documented and submitted to the FRA Recreations Oversight Committee on an annual basis specifying the amount collected and from whom, as well as the use of the funds. This summary of fees should be submitted when the club or league submits its rules (see paragraph e, above).
- i. Certain activities are not allowed by any club or league; these include: use of power tools or machinery, user of pesticides or herbicides, or planting of invasive species/nonnative plants.

6. Definitions

Non-Public Areas: Areas that are designated restricted from public access by the Fermilab Site Security Plan. Such non-public areas include but are not limited to Property Protection Areas (PPAs). More information is in the Fermi National Accelerator Laboratory Policy on Access to Fermilab.

Public Areas: Areas designated for public access by the Fermilab Site Security Plan.

Authorized Guest: An individual who does not have business with the laboratory but is approved to access select Fermilab facilities, such as the Fermilab Children's Center, Fermilab Village Housing, or Recreation Center.

Employee: An individual who is employed by FRA.

Subcontractor: An individual who accesses Fermilab facilities and resources working via a Procurement-managed subcontract with FRA. Subcontractors require subcontractor training to perform work, and a Fermilab ID badge. Subcontractors include individuals who consults on behalf of the Laboratory.

User: An individual who accesses Fermilab facilities and resources for the purpose of advancing the scientific mission of the Laboratory and whose work generally requires unescorted and/or after-hours access to non-public access areas (DOE-Approved User Facilities and/or non-User Facility resources).

7. Responsibilities

Recreations Manager is responsible for managing the overall Recreations program which includes but is not limited to the maintenance of this policy, updating club and league membership list, approval forms,

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creating and providing clubs and leagues a standard constitution or rules template, scheduling meetings and participating in FRA Recreations Oversight Committee when applicable.

Global Services Manager is responsible for ensuring that this policy is current and that there is effective and consistent implementation and adherence to the requirements highlighted in this policy. The Global Services Manager is also responsible for ensuring effective communication of this policy to clubs and leagues and other Fermilab personnel. The Global Services Manager also chairs the FRA Recreations Oversight Committee.

FRA Chief Safety Officer is responsible for reviewing proposed activities by clubs and leagues for environment, safety or health concerns, participating on the FRA Recreations Oversight Committee, and reviewing injury reports.

FESS Site Services Department Head will serve as a point of contact regarding issues relating to buildings, utilities and/or grounds. Will participate on the FRA Recreations Oversight Committee.

FRA Recreations Oversight Committee is responsible for approving and ensuring all required documentation is received prior to approving a new or renewing a club or league program and reviewing injury reports. The committee is composed of subject matter experts (SME) from different business functions that are responsible for ensuring the policy is compliant with FRA prime contract.

FRA Employees, Fermilab Users, Authorized Guests, Subcontractors, and anyone else accessing the Fermilab site is responsible for:

- Adhering to this policy and related guidelines and requirements.
- Complying with all other applicable policies, including the Policy on Fermilab Events.
- All Fermilab badge holders are required to complete Fermilab Escort training.
- Subcontractors, and members of the public are not permitted to participate in the FRA Recreations Policy.

Facility Security Officer is responsible for the day-to-day implementation of the Site Security Plan.

FVA Office is responsible (in conjunction with the Global Services Department) for all FVA requirements as they relate to this policy. A representative from the FVA office participates in the FRA Recreations Oversight Committee.

Recreations Program provides a wide variety of recreation and fitness programs that encourage employees and users to live balanced and healthy lives.

Clubs and leagues are Fermilab organizations that focus on Fermilab employees' and users' areas of interest and assist with community building

8. Authorities

FRA Prime Contract No. DE-AC02-07CH11359, Section J, Part III, Appendix A, Section X Employee Programs, (d) Recreation and Morale

DOE O 142.3 – Unclassified Foreign Visits and Assignments Program

DOE O 470.4 Safeguards and Security Program

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Fermilab ESH Manual Policy on Export Control
Fermilab Site Security Plan (Authorized Access Only)
Fermilab Emergency Management Policy
Policy on Fermilab Events

9. Owner

The Head of Workforce Development Section is the owner of this policy.

10. Review Cycle

This policy shall be reviewed at least every three years.

11. Communication Plan

The requirements of this policy shall be made public by the Head of Workforce Development Section and provided to all Chiefs/Division Heads/Section Heads/Project Directors. In addition, the Global Services Manager shall communicate this policy to the applicable leaders of groups subject to this policy and shall provide periodic training as appropriate. This policy shall be available online in the Fermilab policy database.