



## SCDC POLICY

**NUMBER:** PS-10.07

**TITLE:** INMATE RECREATION SERVICES

**ISSUE DATE:** *December 8, 2015*

**RESPONSIBLE AUTHORITY:** DIVISION OF INMATE SERVICES

**OPERATIONS MANUAL:** PROGRAMS AND SERVICES

**SUPERSEDES:** PS-10.07 (August 7, 2015); (November 1, 2002); (July 1, 2001)

**RELEVANT SCDC FORMS/SUPPLIES:** 1-18, 10-18, 10-19, 10-20

**ACA/CAC STANDARDS:** 4-ACRS-1C-17, 4-ACRS-2D-01, 4-ACRS-2D-02, 4-ACRS-2D-03, 4-ACRS-5A-21, 4-4135, 4-4154, 4-4155, 4-4195, 4-4196, 4-4215, 4-4429, *4-4429-1*, 4-4430, 4-4481, 4-4482, 4-4483, 4-4484, 4-4485, 4-4486

**STATE/FEDERAL STATUTES:** NONE

**PURPOSE:** To provide guidelines for the delivery of recreational services for the inmates within SCDC.

**POLICY STATEMENT:** To promote physical fitness and good health and wellness, SCDC will ensure that inmates are afforded access to recreational programs. When positions are available, there will be one qualified full-time Recreation Specialist assigned to each institution which has a population greater than *100* to ensure that programs are available and administered properly. Recreation programs will be designed and conducted in compliance with all applicable Agency policy, and *will comport with* American Correctional Association (ACA) standards *to the extent that funding and resources can be provided.* (4-4482)

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## **SPECIFIC PROCEDURES:**

**1. CHIEF RECREATIONAL SERVICES BRANCH RESPONSIBILITIES:** The Chief, Recreational Services Branch, will report directly to the Division Director of Inmate Services and will be responsible for the following:

- developing written procedures for a comprehensive recreation program that includes education, fitness, leisure-time activities, wellness programs, and intramurals; (See "Attachment A" for the recreation triad program). **(4-4481)**
- providing dual supervision of the Institutional Recreation Specialists;
- maintaining records of all equipment and/or supplies purchased for the purpose of inmate recreational activities and providing the Division Director of Inmate Services an annual Distribution Analysis;
- auditing/assessing all major institutional structured recreational activities to include Hobbycraft in accordance with applicable ACA standards and Agency policies and procedures;
- consolidating, reviewing, and taking necessary action for monthly institutional activity reports (to include documenting and/or maintaining files for functional areas);
- organizing and conducting quarterly training meetings for all recreational staff;
- providing technical assistance to the Institution *al* Recreation Specialists.

**2. INSTITUTIONAL RECREATION SPECIALIST RESPONSIBILITIES:** Each Institutional Recreation Specialist will be responsible for planning, implementing, and evaluating a comprehensive recreation program that includes leisure and outdoor exercise activities. Technical supervision will be provided by the Chief, Recreational Services Branch, and daily supervision will be provided by the Warden or designee. The Institutional Recreation Specialist will also be responsible for: **(4-4481)**

- evaluating the recreation program to identify the recreation needs of the inmates annually using the "Inmate Recreational Survey" form (see Attachment B) and submitting the findings to the Warden/designee. The report will include all current recreational activities being conducted and all proposed activities. The report will be kept on file by the Institutional Recreation Specialist and made available for the Chief, Recreational Services Branch, upon request; **(4-4430, 4-4486)**
- providing on-site supervision, along with the institutional volunteer coordinator, for all volunteer recreation events under the provision of SCDC Policy PS-10.04, "SCDC Volunteer Services Program";
- coordinating the acceptance/purchase of any equipment, material, and supplies per SCDC procedures pertaining to the procurement of goods and services;
- coordinating all occasional volunteers, along with the institutional volunteer coordinator, for recreational activities using SCDC Form 1-18, "Occasional Volunteer Information Form," pursuant to SCDC Policy PS-10.04, "SCDC Volunteer Services Program";
- developing and conducting recreation orientation for new inmates and submitting a lesson plan to the Branch Chief for review/approval; **(NOTE:** This lesson plan should include, but not be limited to, where the recreation activities will take place, how the inmates will get opportunities to participate in recreation, and the time and dates of the activities. Lesson plans should also be made available for the Warden/designee, Classification staff, and/or the institutional orientation team.)

- developing a plan of action to identify Special Needs inmates; (The plan of action will include structured recreational activities. The Recreation Specialist will coordinate efforts with Health Services staff in the development of these programs.) (4-4429, 4-4429-1)
- supervising the hobbycraft activities under the provisions of SCDC Policy PS-10.06, "Inmate Hobbycraft Program"; and (4-4486)
- ensuring that each inmate who participates in a structured athletic event employs the three phases of physical fitness training (warm-up, conditioning, and cool-down).

**3. ASSIGNMENT OF RECREATION SPECIALISTS:** When positions are available, there will be one qualified full-time Recreation Specialist assigned to each institution which has a population greater than 100. The Warden will designate a staff member to coordinate inmate recreational activities where a full time Institutional Recreation Specialist is not assigned. Technical assistance/support will be provided to all institutions by the Chief, Recreational Services Branch. (4-4482)

**4. UTILIZATION OF COMMUNITY VOLUNTEERS OR STUDENTS:** The Institutional Recreation Specialist will be encouraged to utilize community volunteers or college practicum students as a means of expanding recreation programming. A written request for this support will be sent through the Warden to the Chief, Recreational Services Branch. The request should identify what specific duties this person will be responsible for and the work hours needed. (4-4485)

**5. SELECTION, TRAINING, AND USE OF INMATES IN RECREATION ACTIVITIES:** The Institutional Recreation Specialist may select, train, and use inmates to assist as referees or officials, maintain recreation fields, or perform other duties. Lesson plans for inmate assistants' training will be developed and documentation (written documentation in memorandum format) of their training will be maintained. This training will include officiating, refereeing, fitness, wellness, and other sessions associated with recreation activities. (4-4483)

**6. MONTHLY REPORT OF RECREATIONAL ACTIVITIES:** The "Monthly Report of Recreational Activities" form (see Attachment C) will be submitted by the Institutional Recreation Specialist to the Chief, Recreational Services Branch, with copies provided to the Warden/designee, by the 5th of each month. Copies will also be kept on file at the institution by the Recreation Specialist. SCDC Form 10-17, "Equipment Inventory" will be submitted quarterly by the Institutional Recreation Specialist to the Chief, Recreational Services Branch, with copies provided to the Warden/designee, by the 5th of each designated month (dates to be determined by the Chief, Recreational Services Branch).

**7. REQUESTS FOR EXPENDABLE RECREATION SUPPLIES:** A written request using SCDC Form 10-18, "Equipment Request," from the Institutional Recreation Specialist for expendable recreation supplies will be submitted quarterly to the Chief, Recreational Services Branch (dates to be determined by the Chief, Recreational Services Branch). The Branch Chief will consolidate all the requests, order, make distribution, and maintain a record of such actions for the entire year. A final cumulative report of all expenditures/distribution by institution will be submitted to the Division Director of Inmate Services at the end of the fiscal year. (4-4430)

**8. DONATION OF RECREATIONAL EQUIPMENT AND SUPPLIES:** All donations of recreational equipment and/or supplies must be coordinated through the Recreational Services Branch for approval.

**8.1** When received, all donations become property of SCDC and will be treated as such. All donations will be documented and added to the Agency's equipment inventory.

## **9. INSTITUTIONAL PROGRAMS:**

**9.1** Each institution will provide outdoor and, where available, covered/enclosed recreation areas for the general population inmates pursuant to ACA standards specifications (4-ACRS-5A-21, 4-4154, 4-4155).

**9.2** Time, space, equipment, and facilities will be made available for SCDC inmates to participate in recreational activities outside their cells. These recreational activities may include, but are not limited to, the following: Table games, structured sports activities, hobbycraft activities, health education, physical fitness program, wellness programs, and intramural team activities. Program participation will be documented utilizing the sign in/sign out log (SCDC Form 10-19, "Recreation Building Sign In/Out Log," and SCDC Form 10-20, "Equipment Sign In/Out Log"). No inmate personal property will be allowed in the recreation area except for recreation supplies sold in the canteen, i.e., handballs, checkers/chess games, etc.

**9.3** Intramural activities for team sports will be designed to provide inmates with the opportunity to develop and maintain team building skills, positive attitude for group participation, and to experience the social aspects of competition. Competitive activities may be scheduled between dorms, wings, or living areas. However, certain inmates' participation may be restricted due to job assignments, medical status, custody level, disciplinary restrictions, program participation, or segregation status. The Institutional Recreation Specialist will propose participation criteria and the types of activities for the institution to the Warden/designee for his/her approval.

**9.4** The Recreation Specialist will ensure that all general population inmates are provided activities in a designated outside area, *either on the main recreation field or in unit recreation areas*, and/or in the multi-purpose building. (4-4154)

The following will apply:

**9.4.1** Utilization of the *main* recreation field and *the* multi-purpose building by inmates may be limited to after normal working hours, weekends, and holidays. Special provisions may be made by the Recreation Specialist for inmates with unusual working and/or school hours and when inmates are involved in health education and physical fitness training with concurrence from the Warden/designee.

**9.4.2** The Recreation Specialist will have at least one (1) continuous "on-going" structured activity (a league or tournament) on the *main* recreation field (weather/security permitting) or in the multi-purpose building.

**9.4.3** Utilization of all unit recreation areas will be proposed by the Recreation Specialist and approved by the Warden/designee. During daylight savings time, every effort should be made to offer recreation programming after the evening meal.

**9.4.4** Facilities and equipment suitable for planned leisure activities will be available to the inmate population and will be maintained in good condition. (4-4484)

**9.4.5** The Recreation Specialist or designee will inspect all recreation facilities weekly and maintain a record of any problems utilizing SCDC Form 19-89, "Inspections Report." All requests for repair will be submitted immediately pursuant to SCDC Policy ADM-13.07, "Maintenance and Repairs," by a work order to the maintenance staff.

**9.4.6** At institutions with a gymnasium/multi-purpose room, general population inmates *should* be permitted to recreate in the gymnasium/multi-purpose room in inclement weather. (4-5154)

**9.4.7** Weather restrictions may be imposed when inmates are participating in structured recreational activities.

**9.4.8 Inmate Living Units:** Dayrooms may be equipped, as funding allows, with tables and chairs and table games. Dayroom furnishings will be consistent with the custody level of the inmates assigned. At all facilities except pre-release centers, the capacity of the dayrooms will be equivalent to the number of inmates *who are authorized to use the dayroom at one time* with a minimum of 35 square feet of space per inmate. Dayrooms will not encompass less than 100 square feet of space. (4-4135)

**9.5** Television viewing may be provided for inmates. The maintenance of the televisions will be coordinated by the Recreation Specialist and the Maintenance/Electronics Supervisor. Access to these activities may be limited by the Warden/designee.

**9.6** Weekend and holiday recreational services may consist of self-directed and structured activities that will include, but not be limited to: Basketball, handball, horseshoes, paddle ball, shuffleboard, soccer, softball, volleyball, etc. Special events for specific theme days (Memorial Day, 4th of July, Thanksgiving, and Christmas, etc.) will be encouraged by the Institutional Recreation Specialist. Approved activities initiated by inmates, through SCDC Form 19-11, "Request to Staff Member," and annual surveys will be carried out under the supervision of staff. **(4-4486)**

**9.7** Each Recreation Specialist will be required to conduct one (1) special event for specific theme days per quarter. This event will include table and board tournaments, and team athletic competition. Occasional volunteers from a religious organization or community athletic group will be invited to participate. Any special event request will be approved by the Chief, Recreational Services Branch, and the Warden/designee **at least thirty (30)** days prior to the event.

**9.8** Each Recreation Specialist will, where possible, employ the recreation TRIAD (the delivery of recreational services by way of education, physical fitness, and intramural competition). This concept will be conducted during windows of opportunity with the concurrence of the Warden/designee.

**9.9** The Institutional Recreation Specialist or designee will ensure that all keys, tools, and toxic, caustic, and flammable materials assigned to the recreation program are used, controlled, and accounted for pursuant to SCDC Policies OP-22.02, "Tool Control"; OP-22.17, "Key Control"; and ADM-16.03, "Occupational Safety and Health." **(4-ACRS-1C-17, 4-ACRS-2D-01, 4-ACRS-2D-02, 4-ACRS-2D-03, 4-4195, 4-4196, 4-4215)**

**10. RESTRICTIVE HOUSING UNIT:** Each institution will provide outdoor and, where available, covered/enclosed recreation areas for the Restrictive Housing Unit inmates pursuant to ACA standards specifications. **(4-ACRS-5A-21, 4-4154, 4-4155)**

**10.1** For Restrictive Housing Unit inmates, where available, a portion of their outdoor recreation area **will** be constructed to shield inmates from inclement weather. **(4-4155)**

**10.2** Inmates assigned to a Restrictive Housing Unit, Substantiated Security Risk Unit, Death Row, Reception and Evaluation, and Safekeeper status will be provided a copy of the In-Cell Fitness Program (See Attachment D for a copy of this Program). This effort will be coordinated with the Senior Security Staff responsible for these units.

## **11. DEFINITIONS:**

**Inmate Wellness Programs** refer to those activities which are health education classes, physical fitness, and life skill classes.

**Intramural Recreational Activities** refer to activities that are carried on within the bounds of an institution among the inmate population.

**Leisure Time Activities** refer to group or individual activities that keep inmates constructively occupied, promote good health and wellness, reduce stress and institutional tension, and improve physical fitness.

**Qualified Institutional Recreation Specialist** refers to an employee with a minimum of a bachelor's degree in recreation or leisure service or the equivalent in combined education and experience. **(4-4482)**

**Recreational TRIAD** refers to the delivery of recreational services via health education, physical fitness, and intramural programs.

**Special Needs** refer to Physically Challenged, Mental Illness, Hospice and Palliative Care, Elderly, Obese, Timid, Medical ID, Low Skilled, or any group of inmates *who* do not fit into the every day general population.

**Structured Recreational Activities** refer to those activities which are accounted for by a roster of individual participants and which occur at a scheduled time and place.

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**s/Bryan P. Stirling, Director**

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**Date of Signature**

**ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT.**

### **ATTACHMENT A**

| <b>RECREATIONAL TRIAD</b>     |                        |                           |
|-------------------------------|------------------------|---------------------------|
| <b>EDUCATION PROGRAM</b>      | <b>FITNESS PROGRAM</b> | <b>INTRAMURAL PROGRAM</b> |
| Life Skill                    | Iso-Tonic Exercise     | Team Sports               |
| Team Building                 | Iso-Kinetic Exercise   | Wiffleball                |
| Domestic Functions            | Iso-Metric Exercises   | Softball                  |
| Personal Hygiene Classes      | Wellness Triad         | Basketball                |
| Leadership                    | Aerobic Exercises      | Table Games               |
| Health Education              | Jogging                | Individual Sports         |
| Develop Healthy Living Habits | Aerobic Step           | Outdoor-Soccer            |
| Wellness                      | Aerobic Walking        | Team Handball             |
| Leisure Activities            | Rope Jumping           | <i>Indoor</i> -Soccer     |
| Victim Impact                 | Nutrition              | Volleyball                |

|                    |                          |                            |
|--------------------|--------------------------|----------------------------|
| Character Training | Target Heart Rate        | Pickle Ball                |
| Reentry Training   | Agility Ladder Exercises | Arts and Crafts/Hobbycraft |

### **ATTACHMENT B**

## **SOUTH CAROLINA DEPARTMENT OF CORRECTIONS DIVISION OF INMATE SERVICES**

### **INMATE RECREATIONAL SURVEY**

|                     |              |
|---------------------|--------------|
| <b>INSTITUTION:</b> | <b>DATE:</b> |
|---------------------|--------------|

The Recreational Department would like you to complete this survey to indicate the recreational services which interest you.

1. I am interested in participating in the following team sports:

- |  |  |
|--|--|
| <input type="checkbox"/> Basketball<br><input type="checkbox"/> Soccer<br><input type="checkbox"/> Softball/Wiffleball | <input type="checkbox"/> Volleyball<br><input type="checkbox"/> Other (specify)_____ |
|--|--|

2. I am interested in the following leisure time activities:

- |  |   |
|--|---|
| <input type="checkbox"/> Cards<br><input type="checkbox"/> Checkers<br><input type="checkbox"/> Chess<br><input type="checkbox"/> Dominoes<br><input type="checkbox"/> Handball<br><input type="checkbox"/> Horseshoes<br><input type="checkbox"/> Isometric Exercises<br><input type="checkbox"/> Jogging | <input type="checkbox"/> Paddleball<br><input type="checkbox"/> Puzzles<br><input type="checkbox"/> Shuffleboard<br><input type="checkbox"/> Table Tennis<br><input type="checkbox"/> Walking<br><input type="checkbox"/> Word Games/Board Games<br><input type="checkbox"/> Other (specify)_____ |
|--|---|

3. I am interested in participating in the following Hobbycraft Activities that are allowed by SCDC Policy/Procedure PS-10.06, "Inmate Hobbycraft Program":

- ( ) Basic Art ( ) Woodwork  
( ) Leathercraft ( ) Other (specify) \_\_\_\_\_

4. I am interested in attending shows/concerts conducted by community groups at the institution:

- ( ) Country & Western ( ) Rock & Roll  
( ) Gospel Music ( ) Talent Show  
( ) Jazz ( ) Other (specify) \_\_\_\_\_

### ATTACHMENT C

## SOUTH CAROLINA DEPARTMENT OF CORRECTIONS DIVISION OF INMATE SERVICES

### MONTHLY REPORT OF RECREATION ACTIVITIES

|                     |  |                          |
|---------------------|--|--------------------------|
| <b>INSTITUTION:</b> | <b>SIZE OF INSTITUTION</b><br><br>Authorized Inmate Count: _____<br>Actual Inmate Count: _____ | <b>FOR THE MONTH OF:</b> |
|---------------------|--|--------------------------|

  

| ORGANIZED            | WEEKLY AVERAGE #<br>OF PARTICIPANTS | INDIVIDUAL<br>ACTIVITIES/GAMES | WEEKLY AVERAGE #<br>OF PARTICIPANTS |
|----------------------|-------------------------------------|--------------------------------|-------------------------------------|
| 1. Softball          |                                     | 1. Board Games                 |                                     |
| 2. Volleyball        |                                     | 2. Card Games                  |                                     |
| 3. Basketball        |                                     | 3. Shuffleboard                |                                     |
| 4. Aerobics/Exercise |                                     | 4. Horseshoes                  |                                     |
| 5. Kickball          |                                     | 5. Arts & Crafts               |                                     |
| 6. Wiffleball        |                                     | 6. Health Class                |                                     |
| 7.                   |                                     | 7.                             |                                     |
| 8.                   |                                     | 8.                             |                                     |
| 9.                   |                                     | 9.                             |                                     |
| 10.                  |                                     | 10.                            |                                     |
| 11.                  |                                     | 11.                            |                                     |
| <b>TOTAL</b>         |                                     | <b>TOTAL</b>                   |                                     |

|                             |        |                      |  |
|-----------------------------|--------|----------------------|--|
| # OF RECREATIONAL FIELDS    |        | OPERATIONAL SCHEDULE |  |
| # OF UNIT RECREATION FIELDS |        | OPERATIONAL SCHEDULE |  |
| MULTI-PURPOSE BUILDING      | YES/NO | OPERATIONAL SCHEDULE |  |



**SIGNIFICANT ACTIVITIES AND/OR REMARKS (Use reverse side if more space is needed):**

**\*\*\*DUE BY THE 5TH OF THE FOLLOWING MONTH\*\*\***

**COMPLETED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **ATTACHMENT D**

#### **PHYSICAL FITNESS:**

##### **AN IN-CELL EXERCISE PROGRAM:**

The South Carolina Department of Corrections has endorsed the following exercise program for those inmates who are, for whatever reason, required to remain in their cells most of the time (i.e., institutional lockdown, Restrictive Housing Unit, *Maximum Security Unit*, Death Row, etc.). The program is called Physical Fitness: An In-Cell Exercise Program for Inmates. In this program, the benefits of physical fitness are discussed, along with setting a schedule and staying on it, and, most importantly, the listing and explanation of those exercises that are appropriate for both men and women. This Attachment should be disseminated to inmates whenever they are confined to their cells or housing areas and are not authorized *to come out for* recreation.

##### **INTRODUCTION:**

Physical fitness involves a sound program of exercise. Exercise is important in improving respiration, circulation, digestion, and many other bodily systems. A good exercise program is a type of preventive medicine against breakdown of the human machine. Included are a few basic exercises for men and women that can be done in living areas and can be effective for personal fitness.

Common sense tells us that those with medical problems *or* physical disabilities should have a consultation with a physician before attempting any physical exercise program. If you have not exercised for a long time, take it easy. Too active an exercise period can lead to physical set-backs. Start slowly and gradually increase the number of exercises.

Set a schedule and stick to it. Do not be rushed. Never exercise directly after meals. The best time to exercise might be in the morning when you first get up or an hour or so before you go to bed at night.

It is suggested that you gradually build up your exercise period. Do not try to do too much at first. When you first start your program, repeat each exercise only two (2) times, increasing by one (1) repetition every two (2) or three (3) days, until you reach your desired number. Space your sessions with deep breathing pauses of a few seconds. If there is not a clock available, time yourself by counting "one thousand one, one thousand two," etc., to the number of seconds desired.

It is recommended that each participant employ the three phases of physical fitness training (warm-up, conditioning, and cool down) when using this In-Cell Exercise Program:

##### **PHYSICAL FITNESS WARM-UP AND COOL DOWN EXERCISES:**

**A. Start with warming the body up by slowly walking/jogging in place for about one (1) minute, then move to rotational exercises.**

- 1. NECK ROTATION:** Rotate clockwise three (3) times, repeat in opposite direction three (3) times. (2 sets, 5 seconds each direction.)
- 2. ARMS AND SHOULDERS ROTATION:** Rotate the shoulders forward in a large circular motion, repeat in opposite direction. (2 sets, 5 seconds each direction.)
- 3. HIP ROTATION:** Rotate the hips clockwise while keeping the back straight, repeat in opposite direction. (2 sets, 5 seconds each direction.)
- 4. KNEE AND ANKLE ROTATION:** With hands above the knees, rotate the legs clockwise, repeat in opposite direction. (2 sets, 5 seconds each direction.)

**B. Then move to static stretches starting at the top of the body and working your way to the bottom. Hold each stretch a minimum of 20-30 seconds. In cold climate, hold stretches longer.**

- 1. OVERHEAD ARM PULL STRETCH:** (2 sets, 10 seconds each direction.)
- 2. CHEST STRETCH:** (3 sets, 10 seconds each direction.)
- 3. UPPER BACK STRETCH:** (3 sets, 10 seconds each direction.)
- 4. ABDOMINAL STRETCH:** (3 sets, 10 seconds each direction.)
- 5. THIGH STRETCH:** (2 sets, 10 seconds each direction.)
- 6. HAMSTRING STRETCH (STANDING):** (2 sets, 20 seconds each direction.)
- 7. GROIN STRETCH (STANDING, SEATED OR SEATED STRADDLE):** (2 sets, 20 seconds each direction.)
- 8. CALF STRETCH: VARIATION: TOE PULL:** (2 sets, 10 seconds each direction.)

## **C. EXERCISE OR CONDITIONING (SEE INSTRUCTIONS BELOW)**

### **EXERCISES FOR MEN:**

- 1. TOE TOUCHES:** From a standing position and keeping knees straight, bend forward and touch your toes, or go as far down as possible. Do not jerk or bounce in the stretched position. Repeat this six (6) times. Now unlock your knees and bend over again, this time concentrating on a maximum stretch for the lower back muscles. Repeat this exercise six (6) times also.
- 2. SIT-UPS:** This is the most basic of all stomach exercises. It is suggested that you do the partial sit-up, with hang time as follows: Lie down with legs together, knees bent so that your feet are flat on the floor. Clasp your hands behind neck and bring your shoulders and upper back off the floor slowly, sitting up as far as possible. As the sitting position is reached, bring your arms forward and stretch them out in front to their limit. Hold this sit-up position for 10 seconds, then slowly return back to original position. Repeat this exercise five (5) times.
- 3. LEG LIFT:** Lying on your back, put your arms at the sides, palms down, your feet together and your legs straight. Now raise feet 18 to 24 inches, hold for five (5) seconds. Never bring your feet high enough to gain a resting position at the top of the raise. Now lower feet to within three (3) inches of the starting position. Your feet should not come to rest until the end of the exercises. Repeat this exercise five (5) times.
- 4. REVERSE DIPS:** While lying on your back, place your hands on the edge of your bunk or some other secure furniture. With your elbows straight and in a vertical position stretch your legs in front of you (heels down). Keep your body straight and hips up, lower yourself down until your hips are only a few inches above the floor by bending the elbows, then push up until arms are straight again. Repeat five (5) times.

**5. PUSH-UPS:** Lie on the floor with your legs extended straight and your stomach facing the floor. Place your hands, palms down, on the floor about shoulder width (your arms should now be bent). Extend arms to a straight position. Now bending at the elbow, lower body to a position where nose is touching the floor. Keeping legs and back straight, return to a starting position. Start with five (5) to 10 push-ups, slowly working up to 25.

**6. KNEEBENDS:** Stand with feet about eight (8) inches apart. Hold arms straight in front at shoulder level for balance. Keep upper body straight as you lower hips to the seat level of a chair or a bunk. Return to an upright position. Repeat six (6) times.

**7. SIDE BENDS:** Stand up with your left hand against your left thigh. Now bend to the left until your fingertips are just below your left knee. Return to standing position. Now switch to the right side and repeat this procedure. Repeat this exercise to left and right side five (5) times. Increase this number as you progress.

## **EXERCISES FOR WOMEN:**

**1. LEG STRETCHING EXERCISES:** This exercise is very easy to do. While lying down with feet together, push one (1) leg down as though you are trying to lengthen it. Point your toes and feel the pull from your hips down to your heels. Hold this position for 10 seconds then relax. After a moment's rest, repeat the exercise with your other leg. Repeat this exercise six (6) times on each side. If this exercise is done in the morning, it may be repeated at night if you wish. After finishing the leg stretching exercise, get up slowly, and stretch once more with the arms above the head.

**2. KNEE BENDS:** Stand with feet about eight (8) inches apart. Hold your arms straight in front at shoulder level for balance. Keep your upper body straight as you lower your hips to the seat level of a chair or a bunk. Return to an upright position. Repeat six (6) times.

**3. CHEST EXERCISES:** Stand with your arms raised to shoulder level, elbows bent, and the heel of one hand pressing against the other. Move your arms to the right. Keep facing forward. Still pressing one (1) hand against the other, move arms to the left.

**4. HIP EXERCISE:** Stand with your hands on your hips and raise your right knee. Stretch your right leg behind you. Complete your quota with your right leg, then repeat with your left leg.

**5. BACK AND HIP EXERCISE:** Stand with your legs apart and hands clasped behind your head. Bend forward, twist, and try to touch your right knee with your left elbow. Exhale as you bend down. As you straighten up, inhale. Repeat, trying to touch your left knee with your right elbows.

**6. SUPPLENESS EXERCISE:** Lie on your back, knees and arms bent, palms flat under shoulders with fingers in, feet apart. Pressing evenly with hands and feet, and moving knees forward, raise your hips, then your shoulders off the floor. In a continuous motion, raise your spine, evenly bending your shoulders and hips to a back-bend position. Avoid exaggerated bending in your lower-back region. This can be prevented by holding-in your stomach muscles in contraction.

**7. BEAUTY STRETCH EXERCISE:** Stand with your legs apart and your arms up over your head, with your fingers clasped and palms turned up. Stretch high and inhale. Keep stretching and slowly bend to the right, sliding against an imaginary wall. Exhale, stretch up again and inhale. Continue the motion, keep stretching, bend your body to the left, exhale. To loosen up every muscle of your body, bend forward and then relax a few seconds.

## **ISOMETRIC EXERCISES:**

### **1. NECK EXERCISES:**

- a. Sitting or standing, with your fingers interlaced and your hands on your forehead, forcibly exert a forward push of your head while resisting equally hard with hands.

- b. Sitting or standing, with your fingers interlaced and your hands behind your head, push your head backward while exerting a forward pull with your hands.
- c. Sitting or standing, with the palm of your left hand on left side of your head, push with your left hand while resisting with your head and your neck. Reverse, using your right hand on the right side of your head.

## **2. ARM AND CHEST EXERCISES:**

- a. Standing with your feet slightly apart, flex your right elbow, close to your body with your palm up. Place your left hand over your right hand. Forcibly attempt to curl right arm upward, while giving equally strong resistance with the left hand. Repeat with your left arm.
- b. Stand with your feet comfortably spaced, knees slightly bent. Clasp your hands, palms together, close to chest. Press your hands together and hold.
- c. Stand with your feet slightly apart and your knees slightly bent. Grip your fingers with your arms close to your chest. Pull hard and hold.

## **CONCLUSION:**

Although the exercises in this leaflet are designed for men or for women or as isometric, any or all might be beneficial to you. One should pick those exercises which can be accomplished without undue strain to your body, although your pulse and breathing rates should be increased when you are exercising. It is also important that you practice the steps involved in each exercise prior to trying to do the complete exercise or an exercise routine. "For your good health," remember that physical exercise is essential.