**MEMORANDUM FOR RECORD** **6 June 2013**

**SUBJECT:** Fort Payne High School JROTC “Wildcat Battalion” Standing Operating Procedures (SOPs) – Drill Team

***DRILL TEAM SOP***

1. ***PURPOSE:*** the purpose of this SOP is to set standards and qualification for membership in the drill team and establish criteria for drill team awards.

2. ***Composition of Team:*** The drill team will be organized as follows:

a. **Drill Team Commander:** The Drill Team commander will normally be a LET 3 or above cadet with the leadership skills to direct the team. Specific responsibilities are:

(1) Supervise the team at all times.

(2) Plan and carry out drill routines. (Regulation and/or Exhibition Drill)

(3) Be aware of upcoming drill competitions and make recommendations on which to attend.

(4) Make recommendations for appointment of subordinate leaders.

(5) Make sure rifles are cleaned before they are put in the arms room.

(6) Make sure drill rifles are accounted for at all times when they are not in the arms

room.

(7) Ensure all team members are issued a weapons card.

(8) Make recommendations for the team armor.

b. **Drill Team Executive Officer.** The Executive Officer will normally be a LET 2 or higher cadet (not higher than the commander) who is prepared to assume the duties of the commander when required. Specific duties are:

1. Handle the administration of the team.
2. Keep the roll book and assign points for the various practices, meetings, etc.
3. Ensure weapons are issued on time and turned in immediately after training.
4. Supervise the team armor.

(5) Make recommendations to the commander on recognitions, suspensions, appointments, position changes, and other administrative matters within the team.

c. **Armor:** Specific responsibilities are:

(1) Advise the commander when the drill team rifles need maintenance.

(2) Ensure rifles are issued on time and turned in immediately after team activities. The armor will not issue rifles if the cadet does not have a weapons card.

(3) Ensure the sign in/sign out check sheet is maintained.

(4) Ensure that no one enters the cage without reason.

d. **Squad Leaders.** Drill Team Squad Leaders are responsible for the conduct of their squad during all drill activities. Squad leaders will account for their squad at all times. They will advise the commander on their squad status.

3. **PROCEDURES**: Rifles will be drawn at 3:20pm for a practice start time of 3:30.pm.

a. Practices will be scheduled from 3:30- 4:45, a minimum of three days per week unless otherwise specified by the Drill Team Advisor. (Drill team members will determine practice days).

b. Rifles will be drawn by turning over a weapons card to the armor. (No weapon’s card, No rifle - No rifle, No points).

c. Upon completion of training, cadets will turn in their rifles and receive their weapons card. **NO TEAM MEMBER WILL BE RELEASED UNTIL ALL DRILL RIFLES ARE ACCOUNTED FOR.**

4. **POINT SYSTEM:**

a. After school practice: (2) points. If a member is late or leave early they may receive one or no points.

b. Drill team demonstration (games, civic action, etc.) (5 points).

c. Competitions: First place - ten (10) points, second place - eight (8) points, third place - six (6) points, no place - two (2) points.

**5.** ***AWARDS:***

a.Team members will be awarded the Drill Team Cord after earning 50 points. (Cords must be purchased at the member’s expense). You will only be allowed to wear the cord as an active drill team member.

b. Drill Team Ribbons will be awarded to those cadets that complete a full term as a drill team member and earn 90% of the average amounts of points earned by all present active members.

c. Varsity Letters may be awarded at the end of the school year to those active members who have been active both terms and have earned 90% of the average amount of points earned by all present active members. They must have competed in at least one formal competition.

d. Point calculation: Add up all the points of each team member, divide by the number of members and take 90% of the total.

EXAMPLE

Member Points Earned

A 120

B 150

C 140

D 110

E 130

Total 650

650/5=130 (average) 130 X .90 =117

Members A, B, C, and E will be awarded the varsity letter.

6. This SOP remains in effect until superseded or rescinded.

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**A GOOD TEAM COMMANDER:**

1. Is an outstanding leader with plenty initiative.
2. Is responsible for everything the team does or fails to do.
3. Recruits members and organizes the team.
4. Ensures the team is prepared to accomplish the assigned mission in a satisfactory manner.
5. Is an expert in drill.
6. Coordinates uniforms, flags, weapons, and all other equipment needed for team activities.
7. Inspects the team before each function.
8. Consults with CSM daily prior to training to obtain any changes or new information for the team.
9. Makes on the spot corrections at any time to ensure that all members of the team understand and comply with regulations and policies.
10. Does not attempt to administer any type of punishment or assign any activities that could be misunderstood as punishment.
11. Does not wait for directions. Think ahead and plan what you believe is best for the team.

**A GOOD TEAM MEMBER:**

1. Is an outstanding team player.
2. Conducts themselves in a manner that brings credit to themselves, the team, the school, and the community.
3. Is on time for training and all scheduled activities.
4. Is totally prepared for every activity.
5. Is an expert in drill.
6. Properly safeguards and cares for all equipment and materials issued to and for which you are responsible.
7. Uses common sense when making decisions involving themselves and other team members and equipment.
8. Understands that only one person can be in charge.

~**It is not your responsibility to discipline or correct other team members, unless that team member is in immediate danger.**

**~It does not matter how long you have been on the team, YOU ARE STILL A TEAM MEMBER!**

**A GOOD TEAM XO:**

1. Is an outstanding leader with plenty initiative, and is prepared to act as commander in the absence of the team commander.
2. Keeps up with the team’s points and scheduled activities.
3. Ensures the team is prepared to accomplish its assigned mission in a satisfactory manner.
4. Is an expert in drill.
5. Coordinates uniforms, flags, weapons, and all other equipment needed for team activities.
6. Inspects the team before each function.
7. In the absence of the commander, consults with SGM daily prior to training to obtain any changes or new information for the team.
8. Makes on the spot corrections at any time to ensure that all members of the team understand and comply with regulations and policies.
9. Does not attempt to administer any type of punishment or assign any type of activities that might be misunderstood as punishment.
10. Uses common sense when making decisions concerning themselves, the team, and equipment.
11. Understands that only one person can be in charge.