**MEMORANDUM FOR RECORD** **24 May 2013**

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

***RIFLE TEAM SOP***

**1.** **PURPOSE:** The purpose of this SOP is to establish the standards and qualifications for membership on the Rifle Team and to establish criteria for Rifle Team Awards.

**2. COMPOSITION OF RIFLE TEAM:** The Rifle Team will be organized as follows:

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

(1) Ensure the safe handling of all rifles, equipment, and range operations to include giving safety training and ensuring that all members take the safety test and sign the safety pledge.

(2) Prepare and supervise the Rifle Team at all practices, matches and functions.

(3) Plan for and coordinate all Rifle Team activities at and away from school.

(4) Conduct Rifle Team training in accordance with the coach’s practice plan.

(5) Ensure that all Rifle Team members are prepared for each event.

(6) Prepare an equipment checklist for all events and matches requiring team travel.

(6) Inspect all Rifle Team members and equipment prior to each function to ensure all uniforms, equipment, and appearances remain at the highest standard.

(7) Make recommendations to Rifle Team Coach for appointment of subordinate leaders.

(8) Make recommendations to the coach when he/she feels that a cadet should be dropped or added to the team for any reason.

b. *Rifle Team Executive Officer (XO):* The XO is normally a LET 2 or higher cadet who is prepared to assume the duties of the commander when required. Specific duties are:

(1) Handle the administration of the Rifle Team.

(2) Assist in the supervision of the team and assume all duties of the commander in the absence of the commander.

(3) Together with the commander, advise on suspensions, appointments, and position changes within the team.

(4) Keep the roll book and assigns points for participation.

(5) Prepare and submit a list of cadets when they are eligible for awards or promotions to the commander, to be submitted to the team adviser.

(6) Appoint an eligible team member to carry out XO duties in your absence.

c. *Rifle Team Armorer:*  The armorer is normally a LET 2 cadet who is also a shooter on the team. Specific duties are:

(1) Issues all team rifles and equipment before practice or match and secures them after the event.

(2) Advises on the maintenance of the team’s rifles and other equipment.

(3) Assists in setting up the equipment for practices and matches.

d. *Team members:*  Four (4) precision class rifles are available to the top shooters and fourteen (14) sporter class rifles are available to the cadets. Team members must complete all required classroom training, testing, and sign the cadet safety pledge before being allowed on the range. Proven safety and marksmanship skills being critical to the success of the Rifle Team, all cadets will qualify for the team through a live fire competition as designated by the coach. The top fourteen (14) shooters within the Corps of Cadets will be considered for the Rifle Team. Team members are responsible for:

(1) Maintain at least a “C” average in all academic subjects with no failing grades.

(2) Maintaining and safeguarding rifles and team equipment.

(3) Maintaining their uniforms in a high state of police at all times so as to reflect favorably on the team and the school.

(4) Becoming a junior member of the National Rifle Association (NRA) and obtaining a Civilian Marksmanship Program (CMP) number if they wish to participate in the NRA and CMP competitions.

**3. PROCEDURES:**

a. Members will wear the same uniform as the rest of the Corps of Cadets with the following exceptions and clothing guidelines listed in the National Standard Three-position Air Rifle Rules.

(1) Precision team shooters will be issued a shooting jacket.

(2) Sporter team shooters can wear up to two sweat shirts while competing.

(3) No boots are allowed in sporter class competitions.

b. Rifle Team will practice a minimum of three days per week unless prior arrangements are made with the Rifle Team Coach. Practice sessions will begin promptly at 1525 hours and will last until 1730. Team members will clean their rifles and equipment and the armorer will ensure that all rifles are properly secured. The Rifle Team Commander will dismiss the team after he and the coach determine that all equipment and rifles are cleaned and properly secured.

c. Postal matches: report to range at the specified time and in the proper uniform. Properly mark and sign all targets prior to hanging paper targets on the target boxes. Postal matches will strictly adhere to the rules for precision and sporter class competitions outlined in the current edition of the National Standard Three-position Air Rifle Rules.

d. Should-to-shoulder matches:

(1) Shooters will report to the JROTC classroom at the time specified ready to compete and with sufficient money to purchase lunch. Members who are late will be docked points for that match day, or may be left behind.

(2) Load and unload equipment in accordance with the Rifle Team Commander’s checklist and supervision.

(3) Check and clean all rifles and equipment upon return from the match.

**4.** **POINT SYSTEM:**

a.Team Practice/Meeting: One (1) point. (If a member is late, leaves early, or does not have required equipment to include shooter’s journal, they will receive no points.

b.Attending a shoulder-to-shoulder match: three (3) points.

c. Firing in a postal match: three (3) points.

d. Firing in a shoulder-to-shoulder match: five (5) points.

d. Top three shooters in a match: two (2) point bonus each.

e. Winning a match: two (2) point bonus for each shooter in that match.

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

a.Team members will be awarded the Rifle Team Cord after earning at least 90 points and qualifying as a sharpshooter. (Cords must be purchased at the member’s expense). You will only be allowed to wear the cord as an active team member.

b. Team Ribbons will be awarded to those cadets that complete a full term as a Rifle Team member and earn at least 90% of the average amount of points earned by all present active members (see point calculation below.)

c. Varsity Letter may be awarded at the end of the school year to those active members who 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 100

B 75

C 90

D 110

E 60

Total 435

435/5=87 (average) 87 X .90 =78.3 Members A, C, and D will be awarded the Rifle Team Ribbon and a varsity letter.

**6. *SUSPENSION, TERMINATION, AND ADMINISTRATIVE DISCIPLINE:***  Administrative actions or termination could be the results of:

a.Excessive absences (to be determined by team coach).

b. Failure to maintain Rifle Team standard of dress, attitude, and appearance.

c. Failure to maintain passing grades in all academic classes.

d. Failure to comply with orders of the Rifle Team leaders.

e. Failure to adhere to high standards of conduct and discipline.

f. Showing up late for activities or training.

g. Disrespecting leaders and other team members (this include negative conversation, name calling, or any negative remarks made toward or about another team member.)

h. Use of profanity while in the training or activity area.

i. Repeated safety violations.

j. Any other justifiable reason deemed necessary by the team coach.

**7.** ***REMINDER : Good team members -***

a. Conduct themselves in a manner that brings credit to themselves, the team, the program, the school, and the community.

b. Are on time for training and all scheduled activities.

c. Are totally prepared for every activity.

d. Properly safeguards and cares for all equipment and materials issued to them.

e. Use common sense when making decisions involving themselves and other team members.

f. Understand that only one person can be in charge.

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

*Original signed*

ENCLs JOHN M. WALKER

1 - JROTC Safety Exam LTC, MI (ret.)

2 - JROTC Safety Pledge Senior Army Instructor

3- Individual Data/Record Sheet