

**2022 - 2023**

**AREA 11 FIELD MEET SOP**

**AS OF 06SEP2022**

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**COMMITMENT**

**+ AREA 11 DRILL CARDS**

# Contents

I.	SECTION 1 – OVERVIEW .....	4
A.	AREA 11 REGIONAL FIELD MEET (A11RFM) .....	4
B.	SOP SY22-23 SUMMARY of CHANGES .....	4
C.	EVENT MANAGEMENT AND SPONSORSHIP.....	4
1.	Area Office responsibilities .....	4
2.	Host Unit OIC responsibilities .....	5
3.	S/NSI's of participating responsibilities .....	6
II.	SECTION 2 - ADMINISTRATIVE ITEMS .....	6
A.	Conduct.....	6
a.	Team composition .....	6
b.	Unit Equipment Requirements .....	6
c.	Multiple Team Entry Policy .....	6
III.	SECTION 3 - SCHEDULES AND UNIFORMS REQUIREMENTS .....	7
A.	Schedules .....	7
B.	Uniform Requirements .....	7
IV.	SECTION 4 - EVENTS, POINTS, TEAM SIZE & SCORING .....	8
A.	FIELD MEET EVENTS, POINTS AND TEAM SIZE REQUIREMENTS.....	8
1.	RAW SCORING.....	8
2.	ACADEMIC EXAM .....	8
3.	UNIT PERSONNEL INSPECTION (UPI) .....	8
4.	DRILL EVENTS.....	9
5.	ATHLETICS .....	9
6.	KNOCKOUT DRILLS AND TUG-OF-WAR (OPTIONAL).....	9
B.	SCORING SYSTEM.....	10
C.	TIEBREAKERS.....	10
D.	PROTESTS & PENALTIES .....	11
1.	PROTESTS .....	11
2.	PENALTIES .....	11
V.	SECTION 5 - UNIT PERSONNEL INSPECTION (UPI) .....	12
A.	GENERAL INFORMATION .....	12
B.	PERSONNEL INSPECTION ENTRY/EXIT AND ASSOCIATED PROCEDURES .....	12
C.	INSPECTION EMPHASIS AND MANDATORY QUESTION BANK .....	14
D.	CORRECT FORMATIONS FOR PERSONNEL INSPECTION.....	19
VI.	SECTION 6 - THE ACADEMIC EXAM.....	21
A.	ACADEMIC EXAM.....	21
B.	EXAM GRADING & SCORING .....	21

VII. SECTION 7 - DRILL .....	22
A. POINTS .....	22
B. DRILL PADS.....	22
C. SECTION 7.1 - CADET DRILL TEAM COMMANDER (DTC) INFORMATION AND GENERAL REGS.....	23
1. GENERAL INFORMATION .....	23
D. SECTION 7.2 – REGULATION BASIC DRILL AND COLOR GUARD.....	24
1. GENERAL INFORMATION .....	24
E. SECTION 7.3 - DRILL RIFLES USE AND REQUIREMENTS .....	26
1. GENERAL INFORMATION .....	26
F. SECTION 7.4 - ARMED AND UNARMED EXHIBITION DRILL.....	26
1. GENERAL INFORMATION .....	26
G. SECTION 7.5 - COLOR GUARD DRILL .....	27
1. GENERAL INFORMATION .....	27
H. SECTION 7.6 - DRILL JUDGING AND SCORING.....	28
1. GENERAL INFORMATION .....	28
I. SECTION 7.7 - KNOCKOUT DRILL (OPTIONAL).....	29
1. GENERAL INFORMATION .....	29
VIII. SECTION 8 - ATHLETIC EVENTS.....	30
A. TEAM SIZE AND COMPOSITION .....	30
B. ATHLETIC EVENT SPECIFICS.....	30
C. RELAY EVENTS GENERAL REGULATIONS.....	30
D. ATHLETIC RULES, PROCEDURES & REGULATIONS .....	31
1. PUSH-UPS.....	31
2. CURL-UPS .....	32
3. SHUTTLE RELAY (16 X 100 YARD) .....	33
4. MILE RELAY (8 X 220 YARD) **NO LONGER AN OFFICIAL EVENT FOR NAVY NATIONALS.....	34
RELAY DIAGRAM FOR BOTH 16 X 100 & 8 X 220 (Mile Relay) .....	35
Shuttle Relay Score Sheets .....	36
Shuttle Relay Score Sheets cont'd .....	37
IX. SECTION 9 - TROPHIES & AWARDS .....	38
A. TEAM AWARDS .....	38
B. INDIVIDUAL AWARDS.....	38
C. Optional Event(s) KNOCKOUT DRILL/TUG-O-WAR AWARDS.....	38
D. AWARDS CEREMONY .....	38
X. SECTION 10 - DRILL PAD DIAGRAMS and ENTRY APPLICATION.....	40

# **I. SECTION 1 – OVERVIEW**

## **A. AREA 11 REGIONAL FIELD MEET (A11RFM)**

1. Units are encouraged to participate in the A11RFM Qualifiers, which promote cadet involvement in drill, academics, and physical fitness in a competitive theater with their peers, enabling units to qualify for the Area 11 Super Bowl and Navy Nationals. Naval Science Instructors (S/NSIs) are encouraged to get the Entry Application (Section 10.F.) and payment into the Host OIC expeditiously to reserve your place on the Field Meet Roster. Payment is due no later than 30 days prior to the Field Meet.
2. To qualify for the Area 11 Super Bowl a unit must finish in the top 20% at a regional qualifier. Units previously qualified are eligible for awards, but their placement is void, enabling non-qualified unit(s) below them to move up. A Wild Card Meet may be held each year prior to Super Bowl for Units that have NOT yet qualified. Defending champions will receive an automatic invitation to the same field meet they placed first in the year before. From the Super Bowl Competition, the **Top 2** units will be invited to NJROTC Nationals.
3. The order of competition will be selected based on a random drawing, conducted by the host unit OIC. It is recommended that a double-blind drawing is held. A double-blind drawing is conducted by drawing numbers 1 thru 16 and listing them in the drawing order. Next, the units are blind drawn and placed in that order. The host unit OIC has the authority to adjust the order of competition to assist a unit required to travel a substantial distance to the meet or other hardships/special circumstances.
4. Source Publications. The official governing regulations is the Area 11 SOP, CFM, Nationals SOP, and MCO P5060.20.

## **B. SOP SY22-23 SUMMARY of CHANGES**

1. The SOP changes are made to align the events, rules, and drill cards to the Navy Nationals SOP while adjusting to the rebuilding nature units face. Changes are in red and underlined.

## **C. EVENT MANAGEMENT AND SPONSORSHIP**

### **1. Area Office responsibilities**

- a. Maintain, distribute, and oversee all Field Meet Qualifier/Super Bowl regulations.
- b. Update the SOP during Area 11 In-Service Training to make final changes.
- c. Assist with coordination of judges and participation of universities and Drill Instructors.

- d. Provide academic exams and answer keys.

## 2. Host Unit OIC responsibilities

- a. Maintain, distribute, and oversee all Field Meet Qualifier/Super Bowl regulations.
- b. Participate in SOP working group during Area 11 In-Service Training to propose any changes/updates.
- c. Provide the site for field meet and function as OIC with dispute resolution authority.
- d. Assign and train personnel as judges for each event and a team of scorekeepers.
- e. Establish the schedule of events provided in this SOP to ensure both standardization and timely completion of the event or devise a schedule that all participants agree to.
- f. Conduct Trophy presentations and conclude not later than 1630.
- g. Promulgate an Operational Risk Management (OPNAVINST 3500.39)/ORM Hazard Identification Plan, to include the following:
  - 1) Location and telephone number of medical, fire department, police/security and other emergency response teams as required by the nature of the training being conducted.
  - 2) Identification and location of in-house first aid assets (first aid kits, CPR qualified personnel, etc.).
  - 3) Location of first response mechanical devices such as electrical isolation switches, fire extinguishers and other equipment, as applicable.
  - 4) Notification list of persons or offices to be contacted in an emergency.
  - 5) Pertinent lists and phone numbers of the chain of command, as appropriate:

Area Manager Cell/Text: 224-545-3561

NETC Duty Office/Quarterdeck: 850-452-4000/4010

NETC PAO 850-452-4859/60

NSTC PAO 847-688-2201

Mr. Hart, NJ Ops Cell: 850-449-3630

CAPT Daseler, Program Director Cell: 850-628-7682/850-324-9181

- 6) At least three weeks prior to the competition provide respective NJROTC Instructors supplemental information that would be beneficial to participants such as the type of surface on the drill pads, event locations, parking, food availability, changing rooms etc.
- 7) Maintain a running total scoreboard as best you can throughout the day of the field meet.
- 8) Package the score sheets for the competing schools to take home after the meet (note: having different color sheets for each event helps the scorekeepers and instructors).
- 9) Have a *foul weather plan* for the event.

### 3. S/NSI's of participating responsibilities

- 1) **Standard Release Form** in your possession for each cadet at the field meet in case of emergency medical treatment.
- 2) **Sports Participation Physical and Health Risk Screening Form**
- 3) Verify that all competitors are currently enrolled and in good standing in your unit and that all of your participating cadets stand the Personnel Inspection.
- 4) Units submit the Entry Application to the host unit (Section 10) and payment **NLT** 30 days in advance of the scheduled meet.
- 5) Units shall submit their *Advanced Data* for pushup, curl-up, and academic rosters to the host unit using the requested Excel TABS (maintaining the same formatting) **no earlier than COB Tuesday and NLT COB Thursday** in advance of the meet, with the intent and purpose of providing as accurate rosters as possible to the host school. Failure to follow these directions will result in your school receiving a penalty (See Protests and Penalties).

## II. SECTION 2 - ADMINISTRATIVE ITEMS

### A. *Conduct*

1. Exemplary conduct of participants and instructors is expected at a drill meet of this caliber. The Host Unit OIC may administer appropriate penalty points or disqualification for actions detrimental to the NJROTC program.

#### a. *Team composition*

- 1) Each team competing may consist of a **maximum of 40 cadets**. No minimum number is required. Though no minimum number of cadets is stipulated, a **minimum of 16 cadets (8 male and 8 female)** is necessary to contend for maximum points in all events without incurring a penalty for missing cadets as noted in Section 4. All participating cadets **must** stand Unit Personnel Inspection (UPI). Should a unit be found NOT to have had all competing cadets stand the UPI, they shall be disqualified from the Field Meet.

#### b. *Unit Equipment Requirements*

- 1) Teams must utilize CDMIS provided equipment.

#### c. *Multiple Team Entry Policy*

- 1) If a unit enters a second team into a Field Meet, the second team shall remain in an "Alternate" status until 30 days prior to the Field Meet date. A second Entry Application and fee is required.

### III. SECTION 3 - SCHEDULES AND UNIFORMS REQUIREMENTS

#### A. Schedules

1. Host schools will use the schedule of events listed in this SOP (Tab D) or a similar schedule that participants agree to. For Regional Qualifier meets, it is recommended that the schedule be written with a 15-minute gap between the UPI and Unit Color Guard. This 15-minute gap in the schedule is not optional for the Super Bowl. The Super Bowl schedule **shall** have a 15-minute gap between a unit's PI and their Color Guard Drill event.
  - a. Units should arrive at the field meet host site no less than 30 minutes prior to their first scheduled event and/or in time for a pre-competition meeting if the OIC has scheduled one.
  - b. Teams must be in the event ready area prior to the completion by the prior team. Teams who delay an event due to tardiness will incur penalty points.
  - c. The Color Guard event should immediately follow the UPI. Have your color guard equipment ready to go following UPI to expedite the process.

#### B. Uniform Requirements

1. Unit Personnel Inspection - The correct uniform for all Area 11 Field Meet Qualifiers shall be the Navy Service Uniform (NSU) with black Garrison covers per the Cadet Field Manual. Regulation NJROTC issued leather oxford shoes and nametags are required for all participating cadets. Correctly placed ribbons from the NJROTC Ribbon Chart and ribbons awarded from a service organization listed in the NSTC M-5761.1B can be worn. NJROTC ribbons have precedence over NSTC organization ribbons (i.e., service organization ribbons are lower priority than NJROTC ribbons). All earned NJROTC ribbons must be worn - displaying only the highest three will result in penalty points. Silver/Grey Leadership Academy Cords are the only aiguillette cords authorized. Teams are reminded that medals may be worn ONLY during the closing awards presentation ceremony. Corfram/high-glass shoes, Anodized Buckles, Belt tips, non-CDMIS belts, and leather luster polish are prohibited.
2. Color Guard - Khaki Combo Covers, white guard belts, and black chinstraps are optional equipment. No other uniform modifications, including leggings, are authorized.
3. Drill Events - The uniform shall be the Navy Service Uniform with black Garrison covers. Deviations and supplemental uniform modifications will result in penalty points from the judges and or the Host Unit OIC. Teams ARE allowed to remove nametags and ribbons during all armed drill events to prevent the ribbons, nametag, or uniform from becoming damaged. Caution - uniformity must be maintained within the drill team (i.e., all cadets remove the items, or all cadets remain in a complete uniform). Relaxed fit jackets may be worn if the weather dictates its use, but all members of the drill team must wear the jacket.
4. Athletic Events - All cadets should be uniform in appearance (i.e., look like a team). Cadets must wear either unit specific PT gear or CDMIS NAVY PT gear. Standard

running shoes are required footwear for athletics. All shoes with rubber or metal spikes are prohibited. Shoes will be checked prior to the start of all races. Face Painting is authorized for Athletic Events only. The TAB C Athletic Roster must be filled in and presented to the senior judge when your team reports to the CURL-UP and PUSH-UP area. Host Unit OIC's have the option of using tape or a Sharpie to make an "X" on the middle-thigh of cadets to ensure a proper curl up is being executed. Host Unit OICs have the option to stop the pushup and crunches at 5 minutes and a count 250.

5. Academic Events - Cadets may wear the NSU or PT gear. All cadets should be uniform in appearance (i.e., look like a team).
6. Instructors - NJROTC instructors shall wear the designated military uniform or slacks and a unit Polo Shirt with Name/Rank displayed. Blue jeans or shorts are not authorized.

#### **IV. SECTION 4 - EVENTS, POINTS, TEAM SIZE & SCORING**

##### **A. FIELD MEET EVENTS, POINTS AND TEAM SIZE REQUIREMENTS**

###### **1. RAW SCORING**

- a. 11 EVENTS - Delineated below for Area 11 sponsored events.

###### **2. ACADEMIC EXAM**

- a. 750 pts raw scoring - 15 cadets will take a 50-question exam, from the NS1-3 curriculum, CFM/CRM (minus Orienteering and Survival) and current events questions covering world or national news. Maximum possible unit score is 800 points.

###### **3. UNIT PERSONNEL INSPECTION (UPI)**

- a. 1050 pts raw scoring – All cadets competing in any event **MUST STAND THE PERSONNEL INSPECTION**. The team maximum is 40 cadets with no minimum. Scoring is raw score of all cadets inspected, which can receive a maximum score of 20 points, and the cadet commander, divided by the number of cadets inspected creating an average score per cadet. This average score is multiplied by 40 and added to section I scores from each judge. Each judge will have the latitude to grade the platoon on bearing and professionalism. Maximum possible unit score is 900 points. A 10-point penalty will be assessed for not aligning the platoon in accordance with the UPI-Inspection Pads. The purpose of this inspection formation matrix is to minimize the number of cadets inspected by the Head Judge, maximizing the Head Judge's time/opportunity to monitor the other judges, complete the required paperwork and prepare for the next unit's inspection.



#### 4. DRILL EVENTS

- a. 500 points for each event. Three judges will normally be used per event, and where possible, a 4th judge will be used to judge boundary breaks, missed/extra commands, and cadence (112 to 120 counts). Judges are looking for sharp execution of the routines.

1) Armed and Unarmed Platoon **Basic** Drill:

- FOR ALL QUALIFIER MEETS: 11-member team **minimum** (platoon leader + guidon + 9-member platoon). There is no maximum team size – it is recognized that a larger team has a greater degree of difficulty.
- FOR SUPER BOWL: Minimum is 14 team members (platoon leader + guidon + 12-member platoon). Nationals minimum is 14

2) Armed and Unarmed Platoon **Exhibition** Drill:

- FOR ALL QUALIFIER MEETS & SUPER BOWL: 10-member team minimum (platoon leader + 9-member platoon). There is no maximum team size – it is recognized that a larger team has a greater degree of difficulty. Nationals minimum is 13

3) Color Guard - 4-person team, no exceptions.

#### 5. ATHLETICS

- a. Teams will be composed of both male and female cadets. Teams without the required number of cadets will be able to compete, with the appropriate penalty being assessed for the missing cadets (see Section 4.D.4. on page 10 for a complete description of the penalty points the team will incur). The team composition and maximum raw scoring per the below list using point tables listed in this SOP.

- 1) Curl-ups – team of 16 (8 female, 8 males), 250 maximum points.
- 2) Push-ups – team of 16 (8 females, 8 males), 250 maximum points.
- 3) Shuttle Relay (16 x 100 yds) – team of 16 (8 females, 8 males), 250 maximum points.
- 4) 1 Mile Relay (8 x 220 yds) – team of 8 (4 females, 4 males), 250 maximum points.

#### 6. OPTIONAL EVENTS - KNOCKOUT DRILLS AND TUG-OF-WAR

- a. Armed and unarmed knockout drills may be included as an optional event. Results will not count toward the overall team totals. Host Unit OIC's may choose to include Tug-Of-War or another event (time permitting and not delay awards ceremony) to promote excitement during the wait time while final scores are being tabulated.

## **B. SCORING SYSTEM**

1. Raw scoring will be used. Raw scoring means that the judge's score for a team in the event is the score that counts towards the team's overall score. There is no scaling of scores based on who is in first place.
2. Athletic events: scores and times are converted using the point tables
3. Score sheets will be tabulated and totaled, then entered on a computer program designed for the field meet.
4. S/NSI's are requested to periodically check scoring results. The host activity shall make score sheets from each event available to the instructors following tabulation and entry into the master scoring program BEFORE the awards ceremony. The intent here is for the early identification of scoring errors (arithmetic, typos, etc.) to ensure trophy presentation is timely.
5. Inclement Weather Plan: Should weather become a safety issue the Push up and Curl up events will be moved indoors, and the relay races will not be held. Every effort will be made to safely hold all of the events. **The call for an inclement weather change to the standard schedule will be made solely by the Area Manager or Host SNSI if AM not present.** It is not subject to review or protest and very well can modify the way scores have been outlined within these competition regulations. Cancelled events will be counted as Zeros in the scoring system. There will be NO supplemental events to replace any events.

## **C. TIEBREAKERS**

1. Ties should be broken prior to the awards ceremony.
2. The first-level tiebreaker for all overall scoring ties in drill, athletics or event overall would be the team earning the highest single finish in any event. For example, if two teams are tied overall for 2<sup>nd</sup> place, but one team had two 1<sup>st</sup> place finishes and the other had three 1<sup>st</sup> place finishes, the team with three 1<sup>st</sup> place finishes would be awarded the overall 2<sup>nd</sup> place trophy. If they both earned the same number of first place trophies, then the next highest placement would be looked at, and so on.
3. All individual event scoring ties will be broken to reflect the proper placement order by re-totaling score sheets utilizing the applicable tiebreaker in the following order:
  - a. **All Drill Events & UPI Events**
    - Level #1 – Highest Head Judge's overall score.
    - Level #2 – Highest overall evaluation score (where applicable).
    - Level #3 – Highest Judge 2 total, Judge 3 total, so on.
    - Level #4 – Fewest penalty points total.
  - b. **Push/Curl-up Team ties –**
    - Level #1 – Sum of Highest 2 and Lowest 2 CADETS.
    - Level #2 – Sum of Highest 3 and Lowest 3 CADETS.
    - Level #3 – Sum of Highest 4 and Lowest 4 CADETS

**c. Academic Exam Team ties**

- Level #1 – Sum of Highest 2 and Lowest 2 CADETS.
- Level #2 – Sum of Highest 3 and Lowest 3 CADETS.
- Level #3 – Sum of Highest 4 and Lowest 4 CADETS.

**d. Relay Event Team ties –**

- Level #1 – 1/100<sup>th</sup> second Judge Timing.
- Level #2 – Fewest Penalties.
- Level #3 – Team running in the slowest winning heat.

4. Should a tie remain, even after applying the above tie breaking methods, the score will be declared a tie and duplicate awards will be presented.
5. Ties for individual medals in curl-ups and push-ups will not be broken. Host Unit OIC's should order additional medals to cover for the inevitable ties in these areas.

**D. PROTESTS & PENALTIES**

**1. PROTESTS**

- a. An S/NSI from any competing team who believes that a team or individual competitor has failed to follow the rules of the Field Meet may bring forward an Official Protest to the Host Unit OIC. This protest must be made NLT than 15 minutes after the event has completed.
- b. The protest will be reviewed and may be finalized in three possible outcomes:
  - **UPHELD** - The protest is upheld, and penalty points will be assigned to the offending team.
  - **NEUTRAL** - A rule violation may have occurred but cannot be sufficiently substantiated; or the violation is too minor to warrant a scoring point penalty.
  - **BASELESS** - No rules were violated, and the protest was baseless. This finding will result in the team bringing the protest to be assessed a 25-point penalty on their overall score total for the protested event.

**2. PENALTIES**

- a. Each of the following incurs a minimum 50-point penalty per occurrence:
  - Cheating
  - Late to a drill area (due to circumstances within team / unit control)
  - Unsportsmanlike conduct by a cadet or Senior / Naval Science Instructor
  - Illegal Drill / Athletic Uniform or Equipment
  - Race interference to including pacing a runner
  - Not sending Advance Data to Host Unit OIC during required time frame

b. Athletic Events: penalties for competing with less than the minimum number of cadets:

- Curl-ups and Push-ups: Missing cadets will count as 0.
- 16 x 100-yard relay: 30 second penalty for each missing cadet.
- 8 x 220-yard relay: 1 minute penalty for each missing cadet.

## V. SECTION 5 - UNIT PERSONNEL INSPECTION (UPI)

### A. GENERAL INFORMATION

1. Unit Personnel Inspection is a required event for every participating cadet. **Should a cadet not stand the UPI but participate in an event, the unit shall be disqualified from the Field Meet.** This event is worth a maximum of 900 points.
2. All cadets standing Unit Personnel Inspection **MUST WEAR** a nametag, NJROTC service stars and all earned NJROTC ribbons from the Ribbon Chart and those awarded by a service organization listed in the NSTC M-5761.1B. NJROTC ribbons have precedence over NSTC organizational ribbons. Wearing only the highest 3 ribbons will result in penalty points.
3. Score sheets should be studied to see how cadets can receive the maximum score. It should be noted that points will be applied to the overall appearance, precision, snap, motivation, and marching ability of the unit during the entry and exit from the inspection area.
4. The platoon will form into 5 squads to facilitate the UPI. Upon "Open Ranks", the 5<sup>th</sup> squad will take 4 paces backwards and execute "Dress Right, Dress", 4<sup>th</sup> squad will take 2 paces backward and execute "Dress right, dress". As normal, 3<sup>rd</sup> squad stands fast, 2<sup>nd</sup> squad takes 1 step forward, 1<sup>st</sup> squad takes 2 steps forward. On Close Ranks March, all squads will close to the front the appropriate number of paces (normal movement).
5. Once a competition unit moves into the Ready Area for either Unit Personnel Inspection and/or Drill competition events, only NJROTC instructors may physically interact with their unit in any capacity. The Ready Area is a quiet area. Please respect the unit being inspected by keeping the noise level in the Ready Area low. All others to include parents, spectators, non-participating cadets and support personnel must move to the bleachers/out of the drill or inspection area.

### B. PERSONNEL INSPECTION ENTRY/EXIT AND ASSOCIATED PROCEDURES

1. The inspection pad measures 75' x 50'. The pad will be entered on the 50' side. The entry area is the full width of the pad. All units will pre-assemble in the assigned ready area **10** minutes prior to start time. When the school being inspected marches out of the UPI area, the school next up for UPI should immediately move their formation to just outside the entrance of the UPI area. When the judges have completed their scoring, a UPI Official will meet the cadet commander in this area to ensure the whole team is present and ready to compete. The cadet commander will form the unit into FIVE squads per SECTION 5.D. The total number of cadets inspected (maximum 40) will be based solely on the number of competing cadets on your field meet team.
2. On the acknowledgement of the UPI Head Judge, the cadet commander marches the unit into the inspection pad at 6 paces from the unit and halts centered and 3 paces from the Head Judge. Fall In/Out commands are prohibited. It is the Head Judge's responsibility to be in the correct position.
3. Judges will score units from the time the first cadet enters the UPI pad until the last cadet leaves the UPI pad.
4. The cadet commander will verbally report in to the Head Judge. It is **mandatory** for the DTC to state the number of cadets (including the DTC himself/herself) information. Example - "**39 FIGHTING BLUE KNIGHTS FROM ACME HIGH IN SAN DIEGO, CA REQUEST PERMISSION TO FORM FOR INSPECTION**". During this "Report in" only the DTC will render a hand salute.
5. The Head Judge will return the salute and state, "FORM FOR INSPECTION." The cadet commander will then execute about face and command "OPEN RANKS MARCH" NOTE - Cadet Commander **WILL NOT** move to check alignment of the squads. He/she will move to a position 3 paces forward of and one pace to the right of the guide (the normal position for the following command) and command "Ready Front, Cover", then step forward, in front of the guide, execute a right face and report to the Head Judge. An example of this report would be, "**Sir/Ma'am, 39 Fighting Blue Knight cadets from Acme High are formed for inspection**".
6. Upon completion of "Ready, Front, Cover", the other four inspection judges will move to begin their PI. The Head Judge will then inspect the Cadet Commander and instruct him/her to **precede** the Head Judge for the inspection of the first squad. The Cadet Commander will step off and move to the correct position in front of the first squad leader and the Head Judge goes to the guide. The Cadet Commander will precede the head judge during the inspection. When the head judge has concluded the inspection of first squad, the Cadet Commander will step off and proceed down the back of first squad and then take the correct position in front of the platoon guide to receive any comments from the head judge.
7. Deductions for non-standard formations will be 10 points.
8. Each cadet will receive an individualized score by the PI judge for each inspection area.

9. When all judges are finished, the Head Judge will position him/herself in front of the cadet commander. The Cadet Commandeer will receive any comments the Head Judge may have, render a hand salute, and verbally report out, for example, "Aye Aye Sir, Request permission to exit the Personnel Inspection Pad." The Head Judge will return the salute and dismiss the unit. The Cadet Commander will then follow the procedures to CLOSE RANKS.
10. The Cadet Commander will move to the correct position (centered on the unit) and remove the unit from the inspection area with a simple RIGHT FACE, FORWARD MARCH command, thereby exiting to the side opposite the entrance.

### **C. INSPECTION EMPHASIS AND MANDATORY QUESTION BANK**

1. Hair length and style should correspond to the NJROTC Cadet Field Manual. Hair "Scrunchies" must be inconspicuous and should match hair color. General appearance should be well groomed, and uniforms should be impeccably clean. New female hair regulations are to be allowed.
2. Standard-issue leather oxford shoes are required wear for the UPI and all drill portions of the Field meet. Anodized belt buckles, belt tips and polyester belts are not CDMIS-issued items.
3. The judges evaluate the cadet's military bearing, poise, general knowledge, and overall preparation for the inspection. Three questions are sufficient. This inspection will be challenging, allowing the cadets to perform under pressure. The judges will be briefed that these are high school NJROTC cadets and not Navy/Marine Recruits.
4. If a cadet doesn't know the answer to a question, they should reply with a confident, *"Sir/Ma'am, this cadet does not know at this time"*.
5. The questions should encompass uniform wear and accessories, grooming, drill, chain of command, and orders to the sentry, or other items of general knowledge from the NS1 curriculum. Host Unit OIC's may elect to produce a Personal Inspection Question/Answer Sheet of their choosing to assist the judges but can only include the questions below.
6. **Judges are not to introduce any other topics except current event questions It is mandatory for PI Judges to use the following questions/topics:**

#### **a. Chain of Command – Who is (title) or Who is (name)**

- 1) President of the United States (Commander In Chief)
- 2) Secretary of Defense
- 3) Secretary of the Navy
- 4) Chief of Naval Operations
- 5) Naval Education Training Command (NETC)
- 6) Naval Service Training Command (NSTC)
- 7) NJROTC Area 11 Manager
- 8) Senior Naval Science Instructor (SNSI)
- 9) Naval Science Instructor (NSI)

- 10) Unit Company/Battalion Commander
- 11) Platoon Leader
- 12) Squad Leader

***b. Questions from the Cadet Field Manual and Reference Manual***

- Q01. What does, “NJROTC” stand for?
  - A01. *Naval Junior Reserve Officers Training Corps*
- Q02. What are the three Core values of Navy JROTC?
  - A02. *Honor/Courage/Commitment*
- Q03. What is the maximum distance your hair may reach away from your scalp?
  - A03. *Maximum “bulk” or “height” of hair away from the scalp is 2”, males & females*
- Q04. What does the regulation state about wearing a necklace while in an NJROTC uniform?
  - A04. *You can, but it shall not be visible.*
- Q05. Describe the correct placement of ribbons and name tags on NJROTC uniforms?
  - A05. *MALE: Ribbons and name tags are worn parallel to the top of the shirt pocket, ¼” above and centered on the pocket. Name tag on the right, ribbons on the left.*
  - *FEMALE: Centered horizontally over the front seams, 6-¼” down from the intersection of the shoulder and front seam of the blouse to the bottom of the lowest row of ribbons or bottom of the name tag. Name tag on the right, ribbons on the left.*
- Q06. Describe the correct placement of the small fouled anchor as worn on the garrison cap?
  - A06. *The anchor is worn on the wearer’s left side of the cap. The center of the anchor is bisected by a vertical line 2” from the fore crease of the garrison cap, and a horizontal line 1-1/2” from the bottom edge of the cap.*
- Q07. What are the three items depicted on the NJROTC patch?
  - A07. *A ship, an anchor, and an eagle.*
- Q08. Many uniforms authorize the wearing of aiguillettes – what is the maximum number of aiguillettes that can be worn on an NJROTC uniform?
  - A08. *TWO, with no more than ONE on each shoulder.*
- Q09. Name the highest ribbon award any NJROTC cadet may receive.
  - A09. *The Meritorious Achievement Ribbon.*
- Q10. What is the lowest rank for enlisted NJROTC cadets?
  - A10. *Cadet Seaman Recruit*
- Q11. What rank is an NJROTC cadet wearing a collar device of a perched eagle over 3 chevrons?
  - A11. *Cadet Petty Officer First Class*
- Q12. What is the rank for an NJROTC cadet wearing a collar device of 3 silver diagonal stripes?
  - A12. *Cadet Seaman*
- Q13. What is the highest attainable Navy rank for an enlisted NJROTC cadet?
  - A13. *Cadet Master Chief Petty Officer*

- Q14. What is the lowest rank for a cadet officer in NJROTC?
  - A14. *cadet Ensign*
- Q15. What is the collar insignia for NJROTC cadets holding the rank of Cadet Lieutenant?
  - A15. *The collar device is three attached gold bars*
- Q16. What is the collar insignia for NJROTC cadets with a rank of Cadet Lieutenant (Junior Grade)?
  - A16. *The collar device is two attached gold bars*
- Q17. What is the rank for an NJROTC cadet wearing a collar device with 4 attached gold bars?
  - A17. *Cadet Lieutenant Commander*
- Q18. What are the four types of commands?
  - A18. *1) Preparatory command; 2) Command of execution; 3) Supplementary command; (4) Combined command*
- Q19. What are 4 items that must be studied & practiced to develop an effective command voice?
  - A19. *1) Loudness and projection; 2) distinction or clarity; 3) inflection; 4) cadence*
- Q20. What is meant when it is said that a command voice has a “good inflection”?
  - A20. *A voice which has a good rise and fall in pitch & tone – it has plenty of snap.*
- Q21. What is the correct cadence while marching at Quick Time?
  - A21. *120-steps per minute.*
- Q22. What is the correct cadence while marching at Double Time?
  - A22. *180-steps per minute.*
- Q23. How many inches is the correct length of a step at Quick Time?
  - A23. *30-inch, from heal to heal.*
- Q24. How many inches is the correct length of a step at Double Time?
  - A24. *36-inch.*
- Q25. What specific command or phrase cancels a movement or order?
  - A25. *As you were*
- Q26. An unarmed cadet at the position of Attention will have feet forming what angle?
  - A26. *45 degrees.*
- Q27. An unarmed cadet at the position of Attention will have thumbs placed where?
  - A27. *Along the trouser seams.*
- Q28. To attain the correct position of Parade Rest, what do you do with your left foot?
  - A28. *Move the left foot smartly 12” to the left.*
- Q29. At the position of Parade Rest or At Ease, what is the only command that can be given?
  - A29. *Attention.*
- Q30. How many counts are involved in all facing movements?
  - A30. *Two counts.*
- Q31. When executing a proper NJROTC salute, where is the position of the forefinger?
  - A31. *The tip of the forefinger touches the lower part of the headdress above and slightly to the right of the right eye.*
- Q32. Why is the National Ensign flown at half-staff on some occasions?



- A32. *To honor and pay respect to deceased persons of national importance.*
- Q33. What are the words to the Pledge of Allegiance?
  - A33. *I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*
- Q34. What is the placement of the grommet on the chin strap?
  - A34. *The grommet on the chin strap is placed on my left, Sir.*
- Q35. Anchor on a garrison cover:
  - *The anchor on a garrison cap is worn 1 and ½ inch above the bottom edge and 2 inches from the fore crease, on the left side, Sir.*
- Q36. CPO and above rank on garrison covers:
  - *The rank insignia on a garrison cap is worn 1 and ½ inch above the bottom edge and 2 inches from the fore crease, on the right side, Sir.*
- Q37. Shoelaces:
  - *Shoelaces are right over left as you look at them, no bridges, Sir.*
- Q38. Gig Line:
  - *The gig line is the alignment of the outside edge of the shirt, pants and belt buckle, Sir.*
- Q39. Fingernails (female):
  - *The fingernails can be a maximum of ¼ inch from the fingertip, natural colors only, Sir.*
- Q40. Fingernails (male):
  - *The fingernails cannot extend beyond the fingertip, Sir.*
- Q41. Male sideburns Length:
  - *Shall not extend below the middle of the ear, Sir*
- Q42. Male Hair:
  - *Must be tapered upwards around the ears and neck, must not touch the collar, maximum length 4 inches, Sir*
- Q43. Female Hair Length:
  - *May touch, but not be below the lower edge of the back of the collar, Sir*
- Q44. Female Earrings:
  - *One per ear, centered on the earlobe, small gold or silver ball, Sir*
- Q45. Male Earrings:
  - *Not authorized, Sir*
- Q46. Rings:
  - *One per hand, plus an engagement ring, Sir*

**c. Orders to the Sentry**

- 1) Take charge of this post and all government property in view.
- 2) Walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
- 3) Report all violations of orders I am instructed to enforce.
- 4) Repeat all calls from any post more distant from the guardhouse or quarterdeck than my own.
- 5) Quit my post only when properly relieved.
- 6) Receive, obey, and pass on to the sentry who relieves me all orders from the commanding officer, command duty officer, officer of the deck, and officers and petty officers of the watch only.

- 7) Talk to no one except in the line of duty.
- 8) Give the alarm in case of fire or disorder.
- 9) Call the officer of the deck in any case not covered by instructions.
- 10) Salute all officers and all colors and standards not cased.
- 11) Be especially watchful at night, and during the time for challenging, challenge all persons on or near my post, and allow no one to pass without proper authorization.

***d. Inspectors may ask Navy and Marine Corps ranks E-1 to O-10.***

Examples are:

- Q. Cadet, what is an E-8 in the Navy?
  - A. Sir, an E-8 in the Navy is a Senior Chief Petty Officer
- Q. Cadet, what rank is a Major in the Marine Corps?
  - A. Sir, A Major in the Marine Corps is an O-4.

**D. CORRECT FORMATIONS FOR PERSONNEL INSPECTION**

- There is no minimum number of cadets, but the maximum is 40 cadets. The intent is to evenly distribute the number of cadets who are inspected by each judge and to ensure the Head Judge has the minimum possible number of cadets to inspect. For example, a platoon of 40 cadets would have the commander, the guide, 1<sup>st</sup> squad of 6 cadets, and then squads 2 thru 5 with 8 cadets. This is not standard but allows the Head Judge to inspect 8 cadets instead of 10 cadets.

<b>BACK OF FORMATION</b>		
<b>40 cadets</b>	<b>39 cadets</b>	<b>38 cadets</b>
X X X X X X X X	X X X X X X X X	X X X X X X X X
X X X X X X X X	X X X X X X X X	X X X X X X X X
X X X X X X X X	X X X X X X X X	X X X X X X X X
X X X X X X X X	X X X X X X X X	X X X X X X X X
G X X X X X X	G X X X X X	G X X X X X
<b>DTC</b>	<b>DTC</b>	<b>DTC</b>

<b>BACK OF FORMATION</b>		
<b>37 cadets</b>	<b>36 cadets</b>	<b>35 cadets</b>
X X X X X X X X	X X X X X X X X	X X X X X X X
X X X X X X X X	X X X X X X X	X X X X X X X
X X X X X X X X	X X X X X X X	X X X X X X X
X X X X X X X X	X X X X X X X	X X X X X X X
G X X X X X	G X X X X X	G X X X X X
<b>DTC</b>	<b>DTC</b>	<b>DTC</b>

<b>BACK OF FORMATION</b>		
<b>34 cadets</b>	<b>33 cadets</b>	<b>32 cadets</b>
X X X X X X X X	X X X X X X X X	X X X X X X X X
X X X X X X X X	X X X X X X X X	X X X X X X X X
X X X X X X X X	X X X X X X X X	X X X X X X X
X X X X X X X X	X X X X X X X	X X X X X X X
G X X X X X	G X X X X X	G X X X X X
<b>DTC</b>	<b>DTC</b>	<b>DTC</b>

<b>BACK OF FORMATION</b>		
<b>31 cadets</b>	<b>30 cadets</b>	<b>29 cadets</b>
X X X X X X X X	X X X X X X X	X X X X X X X
X X X X X X X	X X X X X X X	X X X X X X X
X X X X X X X	X X X X X X X	X X X X X X X
X X X X X X X	X X X X X X X	X X X X X X
G X X X X X	G X X X X X	G X X X X X
<b>DTC</b>	<b>DTC</b>	<b>DTC</b>

**BACK OF FORMATION**

**28 cadets**

**27 cadets**

**26 cadets**

X X X X X X	X X X X X X	X X X X X X
X X X X X X	X X X X X X	X X X X X
X X X X X X	X X X X X	X X X X X
X X X X X	X X X X X	X X X X X
G X X X	G X X X	G X X X

**DTC**

**DTC**

**DTC**

**BACK OF FORMATION**

**25 cadets**

**24 cadets**

**23 cadets**

X X X X X	X X X X X	X X X X X
X X X X X	X X X X X	X X X X X
X X X X X	X X X X X	X X X X X
X X X X X	X X X X X	X X X X X
G X X X	G X X	G X X

**DTC**

**DTC**

**DTC**

**BACK OF FORMATION**

**22 cadets**

**21 cadets**

**20 cadets**

X X X X X	X X X X X	X X X X
X X X X X	X X X X	X X X X
X X X X	X X X X	X X X X
X X X X	X X X X	X X X X
G X X	G X X	G X X

**DTC**

**DTC**

**DTC**

**BACK OF FORMATION**

**19 cadets**

**18 cadets**

**17 cadets**

X X X X	X X X X	X X X X
X X X X	X X X X	X X X
X X X X	X X X	X X X
X X X	X X X	X X X
G X X	G X X	G X X

**DTC**

**DTC**

**DTC**

**BACK OF FORMATION**

**16 cadets**

**15 cadets**

**14 cadets**

X X X X	X X X	X X X
X X X	X X X	X X X
X X X	X X X	X X X
X X X	X X X	X X
G X	G X	G X

**DTC**

**DTC**

**DTC**

## **VI. SECTION 6 - THE ACADEMIC EXAM**

### **A. ACADEMIC EXAM.**

1. This event is worth a maximum of 800 points. The test is a 50 multiple-choice question test with 50 minutes allowed for completion. The questions will be from the NS1/CFM/CRM curriculum, NS-2, NS-3 and 5 current events questions covering world and national events.
2. An Academic Team will consist of 15 cadets. Each team will attend a single scheduled exam time and submit their Tab B Academic Roster, prior to the start of the field meet. It is the responsibility of the unit's S/NSI to be aware of the scheduled time and ensure their team is at the exam site to take the scheduled exam. As your academic team enters the scheduled exam site, present the roster of cadets to the exam proctor, noting any changes from what was submitted to the Host OIC previously (electronically). Should a NJROTC Unit have two teams participating in the Field Meet, both academic teams shall take the exam at the same time. Academic Teams from several schools may take the test at the same time and in the same location.
3. Cadets may NOT enter the exam area once the test has begun. Any cadet who must leave the exam area prior to the official completion of the event must turn in their exam at that point.
4. Cheating in any manner shall disqualify the entire team. Do not let this happen to your unit! Cadets will not bring anything into the testing room. All materials are provided.

### **B. EXAM GRADING & SCORING**

1. 750 total raw points. The exam scores for each cadet on the team will be added together giving the team a raw total score.
2. If for any reason less than 15 cadets take the exam, the total of those who did take the exam will be the raw score for the team (e.g., Missing Cadets earn a ZERO).
3. Each question will have only one correct answer. Bubble sheets marked with no answer or multiple answers to any question will be marked incorrect. We do not look for "intent" in any score sheet. Because of this, warn your cadets to be careful making doodles, stray marks, etc. on their bubble sheet.

## VII. SECTION 7 - DRILL

### A. POINTS

1. 2500 total points
  - Armed Basic – 500 pts.
  - Unarmed Basic – 500 pts
  - Armed Exhibition – 500 pts
  - Unarmed Exhibition – 500 pts.
  - Color Guard –500 pts.
2. Knockout Drills (optional and **not scored towards overall**)

### B. DRILL PADS

1. All drill will be conducted on either concrete or asphalt pads (grass or synthetic surfaces are acceptable if no other option exists).
2. Dimensions are as follows
  - Color Guard Drill Pad 75' x 75'
  - Armed & Unarmed Basic Drill Pad 85' x 70'
  - Armed & Unarmed Exhibition Drill Pad 85' x 70'
3. Drill pads are to be clearly marked and it is highly recommended that traffic cones and either chalk or colored line be used to designate the limits of the drill pads to eliminate any confusion about the boundaries.
4. Drill pad entrance/exits are 25' Wide. These are the only points where a team may enter/exit the drill pad - no exceptions. **All boundaries for all pads shall be clearly identified.**
5. The Head Judge of **Armed Basic and Unarmed Basic drill events and UPI** will be fixed. The Head Judge will be positioned directly against an orange cone along the boundary clearly denoted on the drill pad diagram. This will be the location the unit will execute Report-In (Report-Out for UPI only) and Eyes Right/Left. This is the position where the cadet commander should execute these maneuvers **REGARDLESS OF THE PHYSICAL POSITION OF THE HEAD JUDGE. It is the JUDGE'S RESPONSIBILITY to be on this spot at the correct time. If the Head Judge is not in the proper position, the CADET TEAM COMMANDER should use the Orange Cone Position as his Dignitary location.**
6. For Exhibition Drill report-in/out, the unit leader will direct the head judge to a spot within the pad for both the report in and report out (prior to the commencement of the event).

**C. SECTION 7.1 - CADET DRILL TEAM COMMANDER (DTC) INFORMATION AND GENERAL REGS**

**1. GENERAL INFORMATION**

- a. At no time will the cadet commander be permitted or required to enter the drill pad for the purpose of requesting permission to use the area. The Drill Team Commander (DTC) will lead his/her team onto the pad upon the signal of the head judge. The report in by the drill team commander will be done once the unit is in the correct position, centered on the head judge.
- b. Several stationary movements listed in the Armed and Unarmed Regulation/Basic and Color Guard Drill sheets have been **CAPITALIZED IN BOLD PRINT**. The Cadet DTC will be expected to pause until the head judge signals the DTC to continue. The DTC may not use a cue card or cheat sheet or any kind during the execution of the routine.
- c. Basic and Color Guard Drill should be conducted in accordance with the Cadet Drill Manual. Flashy drill should be reserved for the exhibition routines. Judges are looking for sharp, crisp and exact execution of the basic routines – If in question, lean toward the conservative side when developing routines of both basic drill and color guard routines.
- d. For the report-in to gain the maximum score, the Cadet Commander is expected to move the platoon to a position front and centered on the Head Judge, with the unit leader being 3 paces from and centered on the head judge for both armed and unarmed regulation/basic drill with squad leaders in the correct position while having the platoon ready to execute the entire Regulation Drill sequence immediately following the report in.
- e. To report in, the drill team commander should state - “(School Name) NJROTC Unit from (City, State) reporting in for (Event)”.
- f. It is noted on the score cards for both Armed and Unarmed basic drill that during the report in **THE ENTIRE TEAM** will render a Hand Salute (unarmed drill) and Present Arms for (armed drill).
- g. Judges will evaluate cadet commanders by their vocal projection, confidence, tone of voice, bearing, poise and their ability to center the unit on the head judge for report in and out.
- h. The CADET DTC will be graded on their ability to maintain control of their team throughout their routine.
- i. In armed events, the CADET TEAM COMMANDER **MUST** carry a rifle or sword.
- j. When an armed drill team commander chooses to use a sword, the sword is not permitted to leave the commander's hand at any time upon entering the drill floor, except to return the sword to the scabbard. **The scabbard and sword belt must be worn.**

- k. When using a sword, the commander must remain 3 paces away from the Head Judge when reporting in and out.
- l. Shoe taps **MAY NOT BE WORN**.
- m. Boundary violations occur when any part of a cadet crosses any boundary line or cones. Points are deducted for each cadet who crosses a boundary each time they cross a boundary leaving the drill pad. See Section 10 for all penalties.
- n. The prescribed movements in the drill sequence are located on the event score sheets. Teams will receive points for their report in and report out, and points for the judge's overall impression of the routine.
- o. Armed and unarmed drill teams are expected to have at least 10 cadets for exhibition drill and 11 cadets for basic drill for all **FIELD MEET QUALIFIERS**. For **SUPERBOWL**, Basic Drill Platoons must have 14 total cadets and exhibition platoons remain at 10 total cadets. Drill teams who do not meet the minimum number will be penalized 25 points for each missing cadet. For example, 3 missing cadets will result in a 75-point penalty.

## ***D. SECTION 7.2 – REGULATION BASIC DRILL AND COLOR GUARD***

### **1. GENERAL INFORMATION**

#### ***a. INSPECTION ARMS FOR DAISY DRILL RIFLE***

- Inspection Arms from Order Arms is a five-count movement. The command is “Inspection, ARMS”.
  - 1) On the command of execution ARMS, execute Port Arms in two counts.
  - 2) On count three, grasp the bolt handle with the thumb and forefinger of the right hand, rotate the bolt handle upward and draw the bolt back.
  - 3) On count four, lower the head and eyes to visually inspect the chamber.
  - 4) On count five, re-grasp the small of the stock and return the head and eyes to the front as in the position of attention.
- Port Arms is the only command given from Inspection Arms. On the command PORT, push the bolt forward using the right thumb and forefinger and rotate the handle down locking the bolt in place, then release the grasp of the right hand and re-grasp the small of the stock with the right forefinger on the trigger. On the command ARMS, pull the trigger (it will not move) and assume Port Arms.

#### ***b. INSPECTION ARMS FOR DEMILITARIZED M-1 GARAND DRILL RIFLES***



- Inspection Arms from Order Arms is a five-count movement. The command is Inspection, ARMS.
    - 1) On the command of execution ARMS, execute Port Arms in two counts.
    - 2) On count three, grasp the operating rod handle with the thumb and forefinger of the left hand. Nothing on the rifle will move and the cadet will NOT simulate moving any part of the rifle.
    - 3) On count four, re-grasp the lower hand grip with the left hand. And at the same time, lower the head and eyes and visually inspect the receiver.
    - 4) On count five, return the head and eyes to the front as in the Position of Attention, and come to Inspection Arms.
  - Port Arms is the only command given from Inspection Arms. On the command PORT, using the right thumb and forefinger, grasp operating rod handle. On the command ARMS, release the handle and re-grasp the small of the stock with the right forefinger on the trigger, pull the trigger and assume Port Arms.
- c. For Regulation/Basic Drill and Color Guard, the calling of cadence is allowed. Basic drill should be conducted in accordance with the Cadet Drill Manual.
  - d. Cadence for Regulation/Basic and Color Guard Drill is 112 to 120 steps per minute.
  - e. For Regulation/Basic Drill, a NJROTC-prescribed guidon mounted on a pole with spear tip is required.
  - f. The position of the head judge for unit report in/report out/eyes right is fixed and should be denoted by a large “Orange Cone” placed on the deck. Teams will report in to this spot. It is the responsibility of the Head Judge to ensure he or she is on this spot during both the report-in and eyes right. See drill pad layout for the exact position of the Head Judge (Section 10).
  - g. Drill teams must be MARCHED into/out of all Basic drill areas. The use of Fall In/Fall Out commands while on the drill pad are prohibited.
  - h. As the Basic routine is a form of “inspection,” cadets are asked within the basic sequence to execute open ranks before the bulk of their stationary drill rifle maneuvers are graded. Judges will likely move through the ranks during this portion of the sequence. Cadets should be aware of this and understand that judges may move through the ranks.
  - i. All commands given by the DTC while the platoon is halted will be 6 paces and centered on the unit.
  - j. In confined areas, Unit Leaders are permitted to march 3 paces centered on the left side of the unit where they can best control the unit.

- k. There is no timing of the Regulation/Basic or Color Guard Drill routine. DTCs are not to prolong the report-in process.

## **E. SECTION 7.3 - DRILL RIFLES USE AND REQUIREMENTS**

### **1. GENERAL INFORMATION**

- a. Units must use NJROTC approved drill rifles. Varnishing or chroming the drill rifle is permissible. Within Armed events, drill rifle slings are required equipment and may not be removed. They may however be "taped down" during any phase of the competition with color-matched, non-decorative TAPE ONLY! White slings are not authorized.
- b. Drill rifles are NOT REQUIRED to maintain a rubber butt pad outdoors but **required for inclement weather when indoor gymnasiums must be used.** Drill rifle barrels shall not be jammed into the deck during performances.
- c. The definition of a "dropped" drill rifle is defined as ANY rifle that strikes the deck unless it is intentionally designed to do so.
- d. Cadets should replace a broken rifle with a back-up rifle to prevent injury. Exchanging rifles will be done at the boundary of the drill pad. No additional time will be allowed for this exchange of drill rifles.

## **F. SECTION 7.4 - ARMED AND UNARMED EXHIBITION DRILL**

### **1. GENERAL INFORMATION**

- a. Exhibition routines consist of stationary and marching drill movements and trick maneuvers that are limited only by the imagination and creativity of the unit with the following limitations (keep in mind is a military competition with military judges):
  - 1) Cadets may not be lifted off the ground at any time (either by standing on a rifle, supported by another cadet or in any other manner).
  - 2) During Exhibition drill, "props" or other outside items are NOT ALLOWED. This includes, but is not limited to hoods, blindfolds, additional rifles, etc. Cadets may use a replacement drill rifle if theirs becomes broken during the routine.
  - 3) Splits or other gymnastic-style movements have no place in this military competition and will be deducted heavily. Additionally, units whose routine consists of stationary cadets for extended periods will be graded down on the scoresheet. Please ensure your drill routine contains active involvement by all competing cadets.

- 4) Blind rifle tosses are not allowed (a blind toss is one in which the rifle is thrown towards the back of a receiving cadet or by a cadet not looking in the direction he/she is about to throw the rifle). Additionally, NO RIFLE TOSS OF ANY KIND may be done where the rifle travels over a cadet's head that is not the thrower or recipient.
  - 5) Long rifle throws should be undertaken ONLY in a formation that does not have the thrown rifle(s) traveling over the head of any cadet in the formation. The use of a "V" or "H" formation is recommended for these throws.
  - 6) IMPORTANT NOTE - Judges typically take a reasonably straightforward, traditional, military style and approach. Units which like to incorporate dance routines will likely be penalized.
  - 7) For Exhibition Drill reporting-in/out, the unit leader will notify the head judge prior to the commencement of the event where the head judge should be to receive the report in and report out.
- b. **EVENT TIMING.** Exhibition routines will last from 6 to 9 minutes. Routines will be penalized ONE (1) POINT PER SECOND OVER/UNDER the 6–9-minute TIME FRAME. Timing will begin when the first cadet enters the drill pad and will stop when the last cadet exits the drill pad.

## **G. SECTION 7.5 - COLOR GUARD DRILL**

### **1. GENERAL INFORMATION**

- a. The National Colors will be the senior flag. The second color **shall** be the US Navy flag or the NJROTC flag. The Cadet Commander for the Color Guard unit must be the National Colors bearer. However, the Cadet Commander is not required to be the highest-ranking member of the Color Guard unit.
- b. The colors may be obtained via CDMIS or commercially. Color Guard equipment must be procured via the CDMIS supply system. EITHER the 9-1/2' wooden flagstaff with Battle-Ax, 8 or 9' wooden guidon flagstaff with Spear-Tip, or the aluminum poles may be used. The large flag must be used with the 9-1/2' flagstaff, and the 3'x 5' flag with the 8' guidon flagstaff or aluminum poles. The black color guard harnesses are available via CDMIS; **no unit will use white color guard harnesses.**
- c. The Color Guard score sheet has been written without the "Forward, March" command given immediately after - "Right Turn, March"; "Left Turn, March"; and "Countermarch, March".
- d. Schools should execute the sequence as per the Cadet Field Manual TO INCLUDE these required "Forward, March" commands. Judges will consider "Forward, March" as part of the turn/countermarch order for scoring.

- e. Color guards must report in by moving from Carry Colors to Order Colors to Present Colors. After verbally reporting in, cadets will move from Present Colors to Order Colors, to Carry Colors. Units will then begin the required portion of the routine as listed on the score sheet.
- f. A special area has been set-up just outside the Color Guard area for the schools to case and uncase the colors (un-graded) before leaving the color guard area. Units are instructed NOT TO WALK AROUND THE COMPETITION VENUE WITH UNCASSED COLORS!

## **H. SECTION 7.6 - DRILL JUDGING AND SCORING**

### **1. GENERAL INFORMATION**

- a. Optimally, judges will be briefed a few days prior to the field meet. The judge's brief should include at a minimum the following:
  - Review of the score sheets.
  - Review of the pertinent sections of this SOP.
  - The same judging standards should be used consistently throughout the day for each event. The scoring standards for the first team in the morning should be the same as the last team of the day.
- b. THREE Judges will be used to judge each event and a fourth judge may be used to score cadence and other necessary functions. If a fourth judge is not available, then the head judge will assume this responsibility. Cadence should be measured for 15 seconds, 30 seconds or 60 seconds. The penalty sheet is based on a 60 second cadence. The cadence judge should multiply the 15 second cadence by 4 and the 30 second cadence by 2 to get the correct 60 second cadence.
- c. Judges should be supplied with necessary manuals in advance of the event.
- d. Judges will move around the competition area. Cadets may use every inch of the drill area. Judges will move out of a cadet's path, allowing cadets total access of the entire drill area. Judges may come very near cadets to gain a better judging perspective at any point during an event. Cadets should be prepared for this.
- e. The SAME JUDGES will judge each team in a particular event. Qualified military personnel from the surrounding Naval/Marine Corps installations will judge each event wherever possible.
- f. At the conclusion of each routine, the head judge will move to the entrance area and give the Drill Team Commander a short debrief (*this needs to REMAIN VERY SHORT*) on the performance of the unit. Drill Team Commanders (DTC's)/Athletic Team Commanders (ATC's) and judges will initial scoresheets together following each event. Should there be a penalty, it will be debriefed by the Head Judge to each DTC/ATC and the signature

acknowledges the Team Commander understands the unit will be awarded a penalty. DTC's/ATC's and Instructors SHALL NOT argue penalties at this point but can raise the issue with the host OIC for a ruling prior to the final scoresheet being published. Discrepancies should be cleared up as soon as possible while the alleged incident is still clear in the judge's mind.

- g. Teams will be assessed a **5**-point penalty for **each** dropped drill rifle. The definition of a dropped rifle is any rifle that strikes the deck unintentionally.
- h. Judges will not grade down for covers that fall off the cadet's heads during the event. It is requested that the Head Judge coordinate with someone on the scoring team (penalty judge, table coordinator, etc...) to allow the covers to be picked-up.
- i. Only the team commander or unit instructors are permitted to talk with judges during the competition. Scoring concerns/discrepancies, i.e. concerns that require immediate action, should be directed to the Host Unit OIC (Senior Instructor).
- j. Judges will discuss rulings on any boundary violations, omitted commands, directive-related items, or other SOP related discrepancies.
- k. Judges will look primarily at the mechanics of the exhibition routine and the togetherness and "snap" the unit presents – while also reviewing with equal intensity the overall style and flow of the performance. While the degree of difficulty a unit displays is also a strong consideration in judging, flawless perfection cannot be overlooked.
- l. The Head Judge for all events will award major and/or minor penalties. While all judges have the responsibility to identify penalties, penalties will only be deducted by the Head Judge using the penalty sheet provided for that event.

## ***I. SECTION 7.7 - KNOCKOUT DRILL (OPTIONAL)***

### **1. GENERAL INFORMATION**

- a. All cadets maintained on your unit competition roster may participate.
- b. Cadets will be allowed to compete in either a complete uniform or PT gear. However, those cadets who chose to wear the uniform must be in a complete uniform, including hair requirements for females.
- c. Cadets will assemble in a manageable, double-arm interval set-up and given basic verbal instructions, as well as a few practice commands to get used to the Knockout caller's voice, then eliminated one by one and the final cadet will be the knockout champion.
- d. Cadets will be knocked out until five cadets remain on the floor. These five cadets will then be knocked out one at a time until one cadet remains. These

five cadets will each receive individual awards that will be presented immediately following the conclusion of the knockout competition.

## VIII. SECTION 8 - ATHLETIC EVENTS

### A. TEAM SIZE AND COMPOSITION

- The physical fitness competition will be coed for all events. Males and females will compete as members of the same team as follows:
  - Push-ups - 16 members - 8 males/8 females
  - Curl-ups - 16 members - 8 males/8 females
  - 16 x 100-yard shuttle relay - 16 members - 8 males/8 females
  - Mile Relay (8 x 220 yard) - 8 members - 4 males/4 females

### B. ATHLETIC EVENT SPECIFICS

1. All athletic areas are scheduled outdoors (weather permitting) and will use a flat, grass athletic area or a ¼ mile track. Teams may compete with males and females in any order.
2. The TAB C Athletic Roster must be filled in and presented to the senior judge when your team reports to the CURL-UPS and PUSH-UPS area.
3. Athletic areas are all created using traffic pylons and or fluorescent tape.
4. No protests will be entertained for judgment calls made by judges during any facet of the athletic competition.
5. Both the Push-up and Curl-up competitions will use a cadence that all competitors must hear clearly to execute the required movements correctly.
6. Scoring Tables for the pushups, curl-ups and relay events are in the Excel TABS. These tables will be used to determine the team points for each athletic event.
7. Teams with less than the required number of cadets can still compete but will be penalized as follows:
  - a. **Curl-ups and Push-ups**: Missing cadets will count as 0.
  - b. **16 x 100-yard relay**: 30 second penalty for each missing cadet.
  - c. **8 x 220-yard relay**: 1 minute penalty for each missing cadet.
8. Host Unit OIC's have the option of using tape to make an "X" on the middle-thigh of cadets to ensure a proper curl up is being executed.

### C. RELAY EVENTS GENERAL REGULATIONS

1. Teams will bring their own baton. Batons shall not be tossed. If a baton is dropped outside the hand-off area, the cadet who dropped the baton is the only cadet who can pick it up. If the baton is dropped within the hand-off area, the receiving runner is the only team member authorized to pick it up. The final team member must cross the start/finish line with the baton; time will continue until this is done.
2. Each heat will contain from 3 to 8 teams. Designations as to heat placement will be noted on the event matrix.
3. Any team failing to finish a relay will receive zero points for the event.
4. The first false start will result in a restart for the heat with no penalty. The second false start will result in a **5-second minimum** "false start penalty". The lead-off cadet may not be replaced following a false start (disqualification for the event).
5. Time Penalties of 5 seconds will be assessed for the following infractions –
  - a. Interference.
  - b. Throwing a Baton,
  - c. Failure to Pass the Baton in the Passing Zone,
  - d. Assisting with a Dropped Baton.
6. After a baton pass, cadets will continue straight until they come to a gradual stop, then look to make sure they will not interfere with another runner prior to turning. Interfering with another runner will incur a penalty. Cadets shall be briefed on clearing the track as quickly and safely as possible.
7. Under no circumstance will any member of a unit be allowed to **ASSIST, PACE OR RUN WITH the team member with the baton. This is a major penalty and can very easily result in injuries. For ORM purposes, field meet hosts should not allow any non-runners in the infield area of the track.**
8. Teams are encouraged to post their guidon flag near the competition site during all athletic events to display to everyone who is competing – **SHOW YOUR SCHOOL SPIRIT!**

#### ***D. ATHLETIC RULES, PROCEDURES & REGULATIONS***

##### **1. PUSH-UPS**

- a. One station will be used for all performing teams, using the same judges. A non-competing cadet from a different team or the host school must be paired with each competing cadet to assist in the proper execution of the push-up. All attempts should be made to avoid schools holding and counting their own competing cadets.
- b. Push-ups will be executed to the 50-count/minute (**Recorded NAVY UP/DOWN cadence**) - a perfect score is 250 for the five-minute period.
- c. Push-ups will be performed starting with the body flat on the deck. The command in use to start the Push-up competition for each school will be the

now famous, “aaand, UP!” A push-up is counted on correct movement to the “UP” position while properly executing the movement in cadence. On the command "UP", the arms will straighten and fully extend, the legs, torso and head will remain in a straight line, fingers forward and directly under the shoulders. The cadet must maintain this straight bodyline, as well as all other regulations for correct form, at all times during the push-up competition.

- d. On the command “DOWN”, upper arms are parallel to the deck, legs, torso & head are in a straight line, fingers forward and under the shoulders. Done correctly, this places the chest roughly 3” from the ground.
- e. If the participant breaks form or falls out of cadence the judge will not count that push-up. Twice breaking form or falling out of cadence **WILL** cause the judge to stop counting and the cadet will not be allowed to execute further push-ups. **CADETS WILL BE GIVEN ONLY ONE WARNING FOR EITHER CADENCE OR FORM VIOLATION.**
- f. The time limit for the event is 5 minutes. **NO RESTING IS PERMITTED.**
- g. The count for each competitor will be recorded immediately following the completion of the event.
- h. Units must fill out the push-up/curl-up data sheet (Excel TABS) in advance and send to the meet host prior to the start of the meet (using the same format and font as the most recent SOP). Units will verify the names on their score sheet prior to beginning their sit up and push-ups.

## 2. **CURL-UPS**

- a. One station will be used for all performing teams, using the same set of judges.
- b. The exact cadence/form procedures in push-ups apply to curl-ups using the 50-count/minute (**Recorded NAVY UP/DOWN cadence**).
- c. Curl-ups will start from the DOWN position with shoulders on the ground, knees bent, thighs at a 45 angle with the ground and feet together and flat on the ground. Arms will be crossed on the chest with the hands on the opposite shoulders. Note - Hands go on the shoulder and shall NOT grasp the T Shirt.
- d. A team member of another competing team (OF THE SAME GENDER wherever possible) will hold the feet of the competing cadet. Ensure your cadets hold **ONLY THE FEET** of the competitors. Holding the calves, or legs is not allowed so practice holding **JUST** the feet.
- e. One curl-up is counted each time the elbows touch the **MIDDLE OF THE THIGH** or **HIGHER** so long as:
- f. The hands remain in contact with the shoulders.



- g. The body originates in the required start position (shoulder blades must touch the mat (or ground) and the butt must always **STAY** on the mat/ground at all times).
- h. Counting stops when a cadet falls out of cadence, runs out of time or signifies that he/she is finished. **CADETS WILL BE GIVEN ONLY ONE WARNING FOR EITHER CADENCE OR FORM VIOLATION.**
- i. The time limit for the event is 5 minutes plus a 1-minute Lightning Round to assist in breaking individual ties if necessary. **NO RESTING IS PERMITTED.**
- j. The count for each competitor will be recorded immediately following the completion of the event.
- k. If a cadet does the maximum 250 sit ups to cadence, then at the conclusion of the five-minute cadence period that cadet will be allowed to continue into the **LIGHTING ROUND** for curl ups for 1 minute. In the Lightning Round, the cadet will be allowed to execute as many **correct** sit ups as possible (no cadence). This cadet will not be allowed to rest. If the cadet(s) breaks form or rhythm the count will cease. These will be used to break any ties that may exist for the purposes of individual medals. Lighting round sit ups **DO NOT** count in the team totals. Host Unit OIC's have the option of using tape to make an "X" on the middle-thigh of cadets to ensure a proper curl up is being executed.

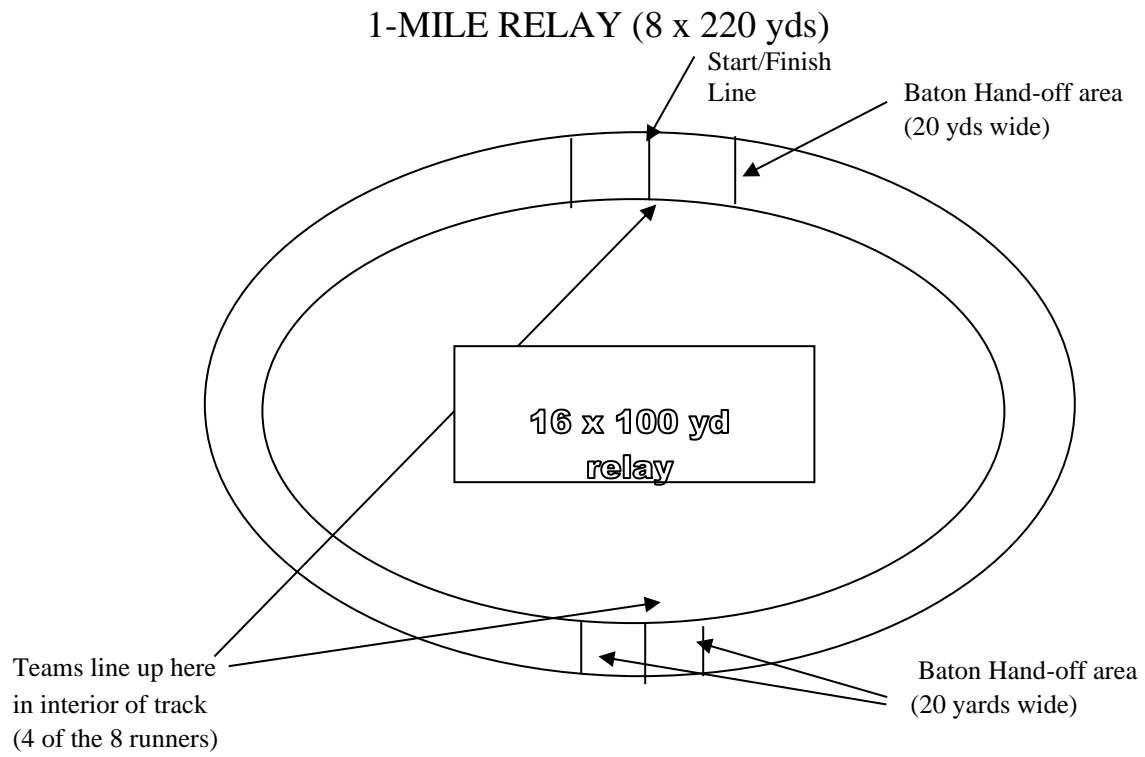
### **3. SHUTTLE RELAY (16 X 100 YARD)**

- a. Cadets leave the start/finish line, running 100 yards to the other end of the arena and passing off the baton to the next runner who will then run in the opposite direction. Subsequent runners will cover the same ground in the same manner until the last member completes the relay.
- b. A single 10-yard face-to-face baton-passing zone on each end of the 100 yard relay course will be used at both runner start points. Receiving runners will receive the baton within this zone. Failure to execute the pass within this zone will result in a **MINIMUM 5 second** penalty as outlined above under penalties. The diagram for the relay is on the next page.
- c. The time for each competing school will be recorded immediately following the completion of the heat.
- d. In addition, after a participant has completed his or her leg of the relay they will immediately return to the end of their line of runners and sit down (so judges can tell when a team has completed the relay). The last runner should be **wearing something distinctive** that will signify them as the final runner.
- e. Team Scores will be recorded on the Relay Score sheet found in the Excel scoring tables.

**4. MILE RELAY (8 X 220 YARD) \*\*NO LONGER AN OFFICIAL EVENT FOR NAVY NATIONALS**

- a. The relay is planned to be held outdoors on a standard track. If the standard 440-yard track is not available then event may be eliminated at qualifier meets.
- b. Cadets leave the start/finish line from a standard or staggered start, running 220 yards and passing the baton to the next runner. Subsequent runners will cover the same ground in the same manner until the last member completes the relay.
- c. Two 20-yard baton passing zones (10 yards on either side of the start/finish line and the half-way point) will be used. One 20-yard baton passing zone at the start-finish line and another on the opposite side of the track 220 yards from the start/finish line. Receiving runners will start their forward run and receive the baton only within this zone. Failure to execute the pass within this zone will result in a 5-second penalty as outlined above under penalties. The diagram for the relay is on the next page.
- d. Cadets will return to the end of their line of runners and sit down (so judges can tell when a team has completed the relay). The last runner should be wearing a pull-over vest that will denote them as the final runner.
- e. The time for each competing school will be recorded immediately following the completion of the heat. Team Scores will be recorded on the Relay Score Sheet found in the Excel scoring tables.
- f. Shuttle Relay Layout and Diagram: ON THE FOLLOWING PAGE if standard track with marked lanes are not available.

# RELAY DIAGRAM FOR BOTH 16 X 100 & 8 X 220 (Mile Relay)



# Shuttle Relay Score Sheets

**Note: Boundary violation is determined by the feet behind the line when baton is received**

SHUTTLE RELAY (1600 YARD) SCORE SHEET						
	HEAT #:	Time (1/100 sec)	# 5 SEC Penalties	Total seconds	Final Time (including penalties)	PLACE in HEAT
	SCHOOL					
1						
2						
3						
4						
5						
6						
7						
8						

**Summary of Penalties:**

1. Batons shall not be tossed. If a baton is dropped outside the hand-off area, the cadet who dropped the baton is the only cadet who can pick it up. If the baton is dropped within the hand-off area, the receiving runner is the only team member authorized to pick it up. The final team member must cross the start/finish line with the baton; time will continue until this is done.
2. Any team failing to finish a relay will receive zero points for the event.
3. The first false start will result in a restart for the heat with no penalty. The second false start will result in a **5-second minimum** "false start penalty". The lead-off cadet may not be replaced following a false start (disqualification for the event).
4. Time Penalties of 5 seconds will be assessed for the following infractions - Interference; Throwing a Baton, Failure to Pass the Baton in the Passing Zone, Assisting with a Dropped Baton.
5. **Interfering with another runner will incur a penalty**
6. Under no circumstance will any member of a unit be allowed to **ASSIST, PACE OR RUN WITH the team member with the baton. This is a major penalty.**

PENALTIES

- Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_
- Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_
- Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_
- Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_
- Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_
- Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_
- Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_
- Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

# Shuttle Relay Score Sheets cont'd

**Note: Boundary violation is determined by the feet behind the line when baton is received**

1 MILE RELAY (8 X 220 YARDS) SCORE SHEET						
	HEAT #:					
	SCHOOL	Time (1/100 sec)	# 5 SEC Penalties	Total seconds	Final Time (including penalties)	PLACE in HEAT
1						
2						
3						
4						
5						
6						
7						
8						

**Summary of Penalties:**

1. Batons shall not be tossed. If a baton is dropped outside the hand-off area, the cadet who dropped the baton is the only cadet who can pick it up. If the baton is dropped within the hand-off area, the receiving runner is the only team member authorized to pick it up. The final team member must cross the start/finish line with the baton; time will continue until this is done.
2. Any team failing to finish a relay will receive zero points for the event.
3. The first false start will result in a restart for the heat with no penalty. The second false start will result in a **5-second minimum** "false start penalty". The lead-off cadet may not be replaced following a false start (disqualification for the event).
4. Time Penalties of 5 seconds will be assessed for the following infractions - Interference; Throwing a Baton, Failure to Pass the Baton in the Passing Zone, Assisting with a Dropped Baton.
5. **Interfering with another runner will incur a penalty**
6. Under no circumstance will any member of a unit be allowed to **ASSIST, PACE OR RUN WITH the team member with the baton. This is a major penalty.**

PENALTIES

Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

Unit: \_\_\_\_\_ Penalty: \_\_\_\_\_ HJ Initials: \_\_\_\_\_ ATC Initials: \_\_\_\_\_

## **IX. SECTION 9 - TROPHIES & AWARDS**

### **A. TEAM AWARDS**

1. 1st, 2nd, 3rd, 4th, 5th place awards should be awarded to all team events. Units typically are willing to spend a little extra money for their cadets to bring back a trophy or two.
  - a. Armed Basic
  - b. Unarmed Basic
  - c. Armed Exhibition
  - d. Unarmed Exhibition
  - e. Color Guard
  - f. Personnel Inspection
  - g. Academic
  - h. Push-Up
  - i. Sit-Up / Crunch
  - j. 1600-Yard Relay
  - k. 1-Mile Relay (not a Navy Nationals event)
  
2. Awards should also be given to the top 4 schools for the following categories:
  - a. Overall Athletics
  - b. Overall Drill
  - c. Overall Field Meet

### **B. INDIVIDUAL AWARDS**

1. Individual medals or medallions will be awarded to the top 10 finalists (and ties) in these individual competitions:
  - a. Male push-ups
  - b. Female push-ups
  - c. Male curl-ups
  - d. Female curl-ups
  - e. Academic Exam

### **C. KNOCKOUT DRILL AWARDS (Optional Event)**

1. Trophies, medallions, or medals will be awarded to the top 5 finalists.

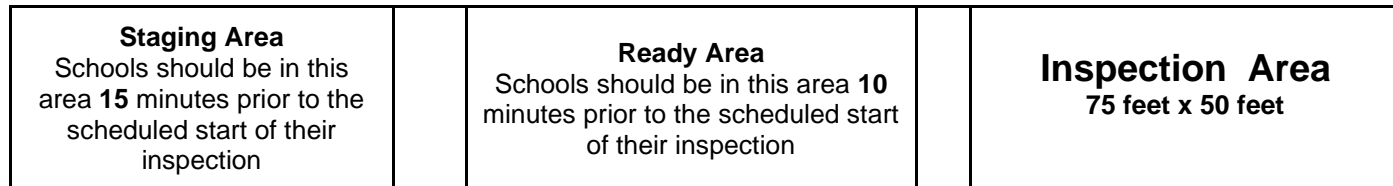
### **D. AWARDS CEREMONY**

1. The Awards Ceremony will be held following the knockout drills. It is a vital part of the Area 11 Regional Field Meet process. All units/teams are encouraged to attend. We are making extraordinary efforts to ensure Field Meets are orchestrated smoothly, timely, and Award Ceremonies occur as soon as possible following the final event.
2. Teams will be allowed to attend the award ceremony in athletic attire or complete uniform. During the ceremony, when trophy placements are announced, the unit company commander or his/her representative will come to the award area to receive the unit's trophy and then return to their unit formation with the trophy. The excitement level is normally very high during the awards presentations, adding to the "fun factor" of the Meet. Remember, if it's not fun, we are doing something wrong!

# X. SECTION 10 - DRILL PAD DIAGRAMS and ENTRY APPLICATION

- A. Personnel Inspection Pad Diagrams
- B. Color Guard Pad Diagram
- C. Unarmed Regulation Pad Diagram
- D. Armed Regulation Pad Diagram
- E. Armed and Unarmed and Exhibition Drill Pad Diagrams
- F. Field Meet Entry Application

## A. PERSONNEL INSPECTION PAD DIAGRAM



X (head judge)

Enter >>>>>>>>>>

Exit  
>>>>>>>>>>

Enter from this side.

Exit after inspection  
on this side of  
inspection area and  
dismiss unit.

**Enlarged view of inspection  
area**

Unit leader is required to position his or her unit in the inspection area so that the DTC is centered on and 3 paces from the Head Judge and 6 paces from his/her platoon. This allows sufficient space to open and close ranks as required for the inspection. Unit will march into the inspection area in five squads. After the unit is halted and centered on the head judge, the unit leader will report in and then request permission to "form for inspection". The unit leader will then follow the correct procedures as per section 5 of this instruction.



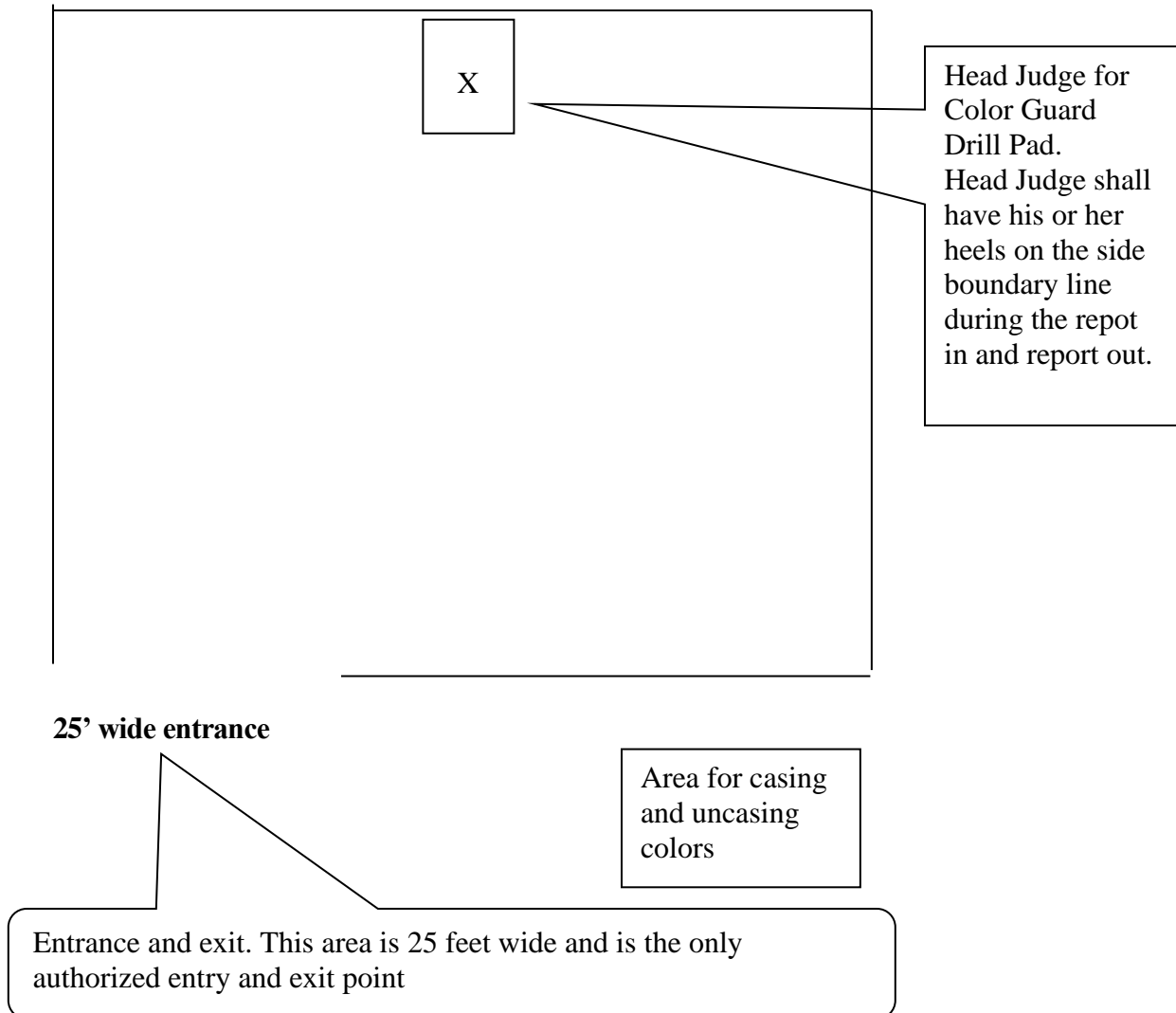
## B. COLOR GUARD PAD

Pad is 75 FEET square.

Entrance is in the lower left hand corner of the drill pad. Color Guard will enter the pad with colors uncased and use movements required to center themselves on the senior judge for the report in. After the sequence is complete, and the Color Guard has reported out, the color guard will again use those movements necessary to exit the pad. Both the entry and exit procedures of the color guard will be scored by all judges.

The Head judge will be stationed with his or her heel on the boundary line. This judge will be centered on the width of this boundary.

PAD IS 75 FEET SQUARE



## C. UNARMED REGULATION/BASIC DRILL PAD DIAGRAM

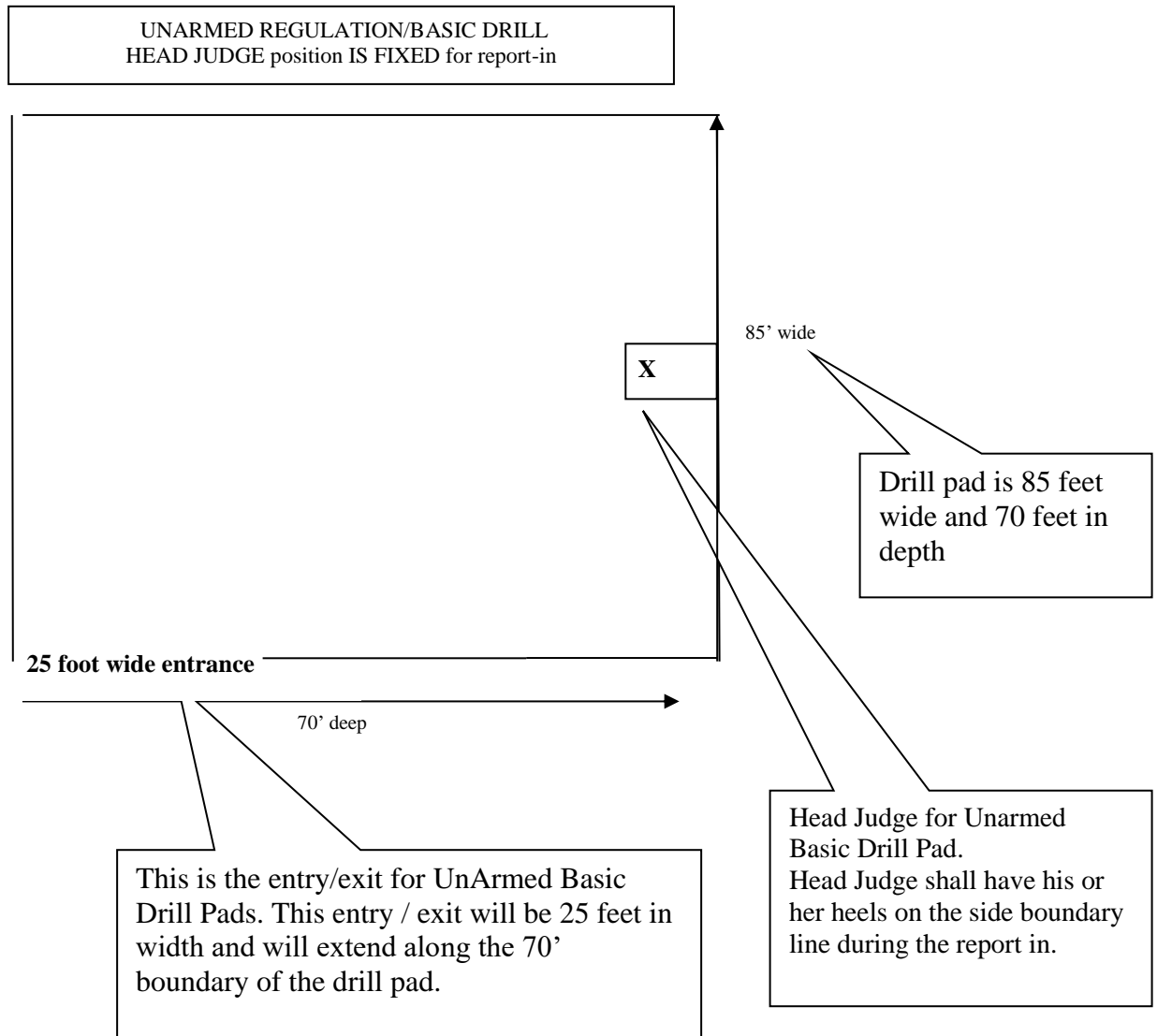
This diagram will be used for the basic UNARMED drill pads.

Pads will be 85 FEET deep and 70 FEET wide.

Entrance/exit is 25 feet wide, on the 70' side of the drill pad. The drill team will enter the pad and use those movements required to center themselves on the head judge for the report in.

After the sequence is complete and the drill team commander has reported out, the drill team will again use those movements necessary to exit the pad. Both the entrance and exit procedures will be scored by all judges.

For the report-in, the Head Judge will be stationed with his or her heels on the boundary line and will be centered on the 85' side of the pad furthest the entrance/exit.



## D. ARMED REGULATION/BASIC DRILL PAD DIAGRAM

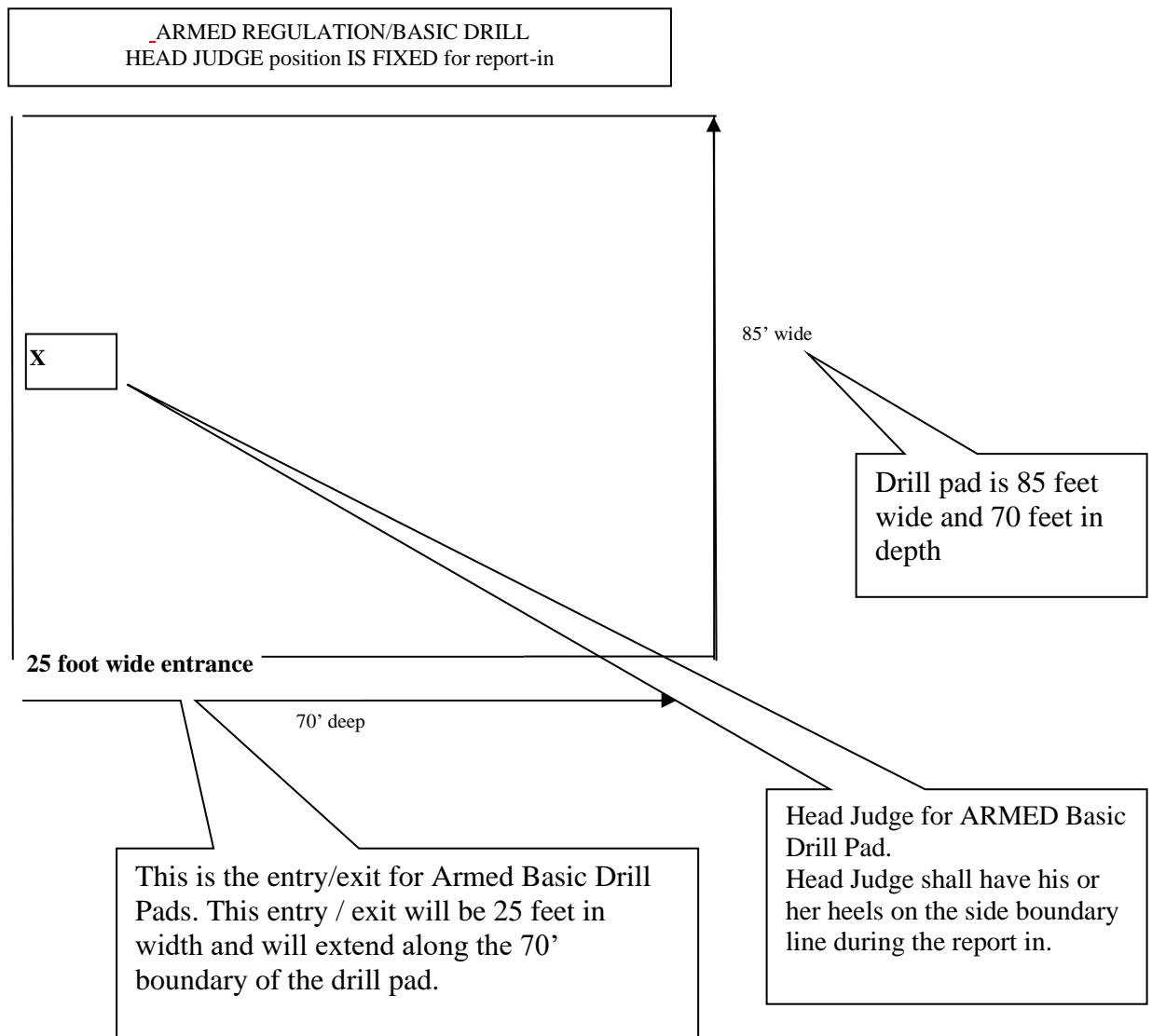
This diagram will be used for the basic ARMED drill pads.

Pads will be 85 FEET deep and 70 FEET wide.

Entrance/exit is 25 feet wide, on the 70' side of the drill pad. The drill team will enter the pad and use those movements required to center themselves on the head judge for the report in.

After the sequence is complete and the drill team commander has reported out, the drill team will again use those movements necessary to exit the pad. Both the entrance and exit procedures will be scored by all judges.

For the report-in, the Head Judge will be stationed with his or her heels on the boundary line and will be centered on the 85' side of the pad nearest the entrance/exit.



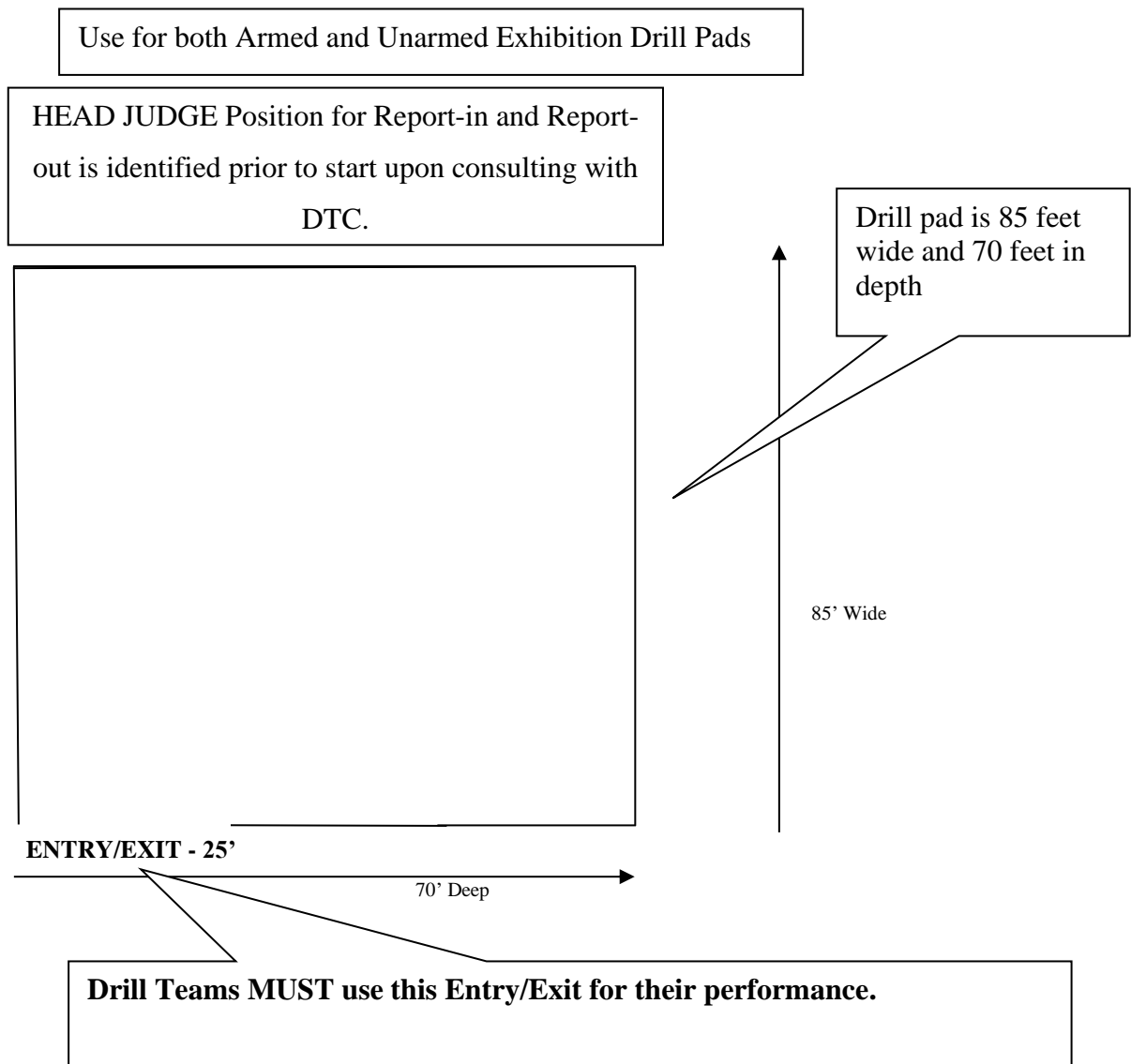
## E. ARMED AND UNARMED EXHIBITION DRILL PAD DIAGRAMS

This diagram will be used for both Armed and Unarmed **Exhibition** Drill Pads

Pads will be 85 FEET wide and 70 FEET in depth, with one 25' entrance/exit (pad dimensions are exactly the same as Unarmed and Armed Regulation/Basic Drill Pads).

The Exhibition DTC will confer with the head judge prior to the start of their routine, informing him/her where the team would like the head judge positioned for the report in and report out. The drill team will enter the pad and use those movements desired to center themselves on the head judge for the report in.

After the sequence is complete and the drill team commander has reported out the drill team will again use those movements necessary to exit the pad. Both the entrance and exit procedures will be scored by all judges.



# F. Field Meet Entry Application

Date \_\_\_\_\_

From - Senior / Naval Science Instructor \_\_\_\_\_ High School NJROTC Unit

Address: \_\_\_\_\_ High School

Street: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Phone – Cell: \_\_\_\_\_ Off: \_\_\_\_\_

Office Fax: \_\_\_\_\_

Preferred E-mail: \_\_\_\_\_

To - SNSI / NSI \_\_\_\_\_ High School NJROTC Unit

Subject: Area 11 Qualifier Field Meet at \_\_\_\_\_ High School

1. This letter is to inform you we will participate in the Area 11 Qualifier Field Meet Qualifier at \_\_\_\_\_ High School.

2. For planning purposes, our team will have approximately \_\_\_\_\_ Cadets, with approximately \_\_\_\_\_ Males and \_\_\_\_\_ Females and \_\_\_\_\_ instructor(s) plus \_\_\_\_\_ Male chaperones and \_\_\_\_\_ female chaperones will also accompany the cadets.

3. This total of \_\_\_\_\_ persons will

a. **purchase lunch from you** or

b. **bring our own food for lunch**

**[Please cross-out one and circle the other option for lunch].**

3. We plan on arriving on your campus at \_\_\_\_\_ (this arrival will be dependent on the start time for our first event, but will be no later than 30 minutes prior to our first scheduled event).

4. Entry Fee \_\_\_\_\_ is enclosed / will be mailed separately. We realize that the entry fee is due **30 days prior to the event** and our entry is not confirmed until we have paid the entry fee.

5. Additional assistance requested.

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\_\_\_\_\_ S / NSI