

Drill Team 2018 - 2019
Standard Operating Procedure
Head Commander: C/CPT Hassan
Co-Commander: C/CPT Reyes

I. Introduction

The purpose of this Standard Operating Procedure is to explain the common procedure for directing Drill Team meetings within the Cougar Battalion. The Drill Team Standard Operating Procedure report includes what the Drill Team Commander's duties are, as well as agendas during the Drill Team meetings. Regulation and guidelines for awards and attendance are included for Drill Team members to follow.

II. Drill Team Commander

The Drill Team Commander will be selected by the previous Drill Team commanders and approved by the SAI / AI. Specific duties are:

- (1) Supervises Drill Team at all times
- (2) Commands the team at Drill Team competitions, to include commanding selected competition events.
- (3) Knows thoroughly the procedures contained in FM 3-21.5, Drill & Ceremonies.
- (4) Trains the Drill Team subordinate leaders so their platoons can perform movements without fault.
- (5) Makes recommendations to the subordinate leaders in regards to commanding their platoons.

III. Meeting Agenda

Drill Team meetings occur when important announcements must be made. Members will be notified through an online contact supplement at least two nights before the meeting. Meetings will take place in the JROTC Classroom of at 1515 hours unless otherwise noted. Sub-team commander meetings will also be held if there are issues pertaining to the performance of the platoons or sub-team commander that must be addressed. These meetings will take place at the JROTC office or JROTC Classroom at either 0730 hours or 1515 hours.

The Drill Team commander will take attendance by roll call and then relay all announcements pertaining to Drill Team. These announcements include practice times, schedule changes, upcoming events and competitions, accomplishments, and general comments on the status of the team. The floor will then open to the members for them to voice any questions or concerns about the team after main issues are addressed. At the end of the meeting, the Drill Team commander will dismiss the competing and non-competing members.

IV. Practice

Practice from Monday to Friday will start at 0715 hours on the day of practice and will end at 0815. Armed and Unarmed teams will alternate every day depending on the schedule of the competing members and availability of the gym floor. Saturday practices will be held at Lincoln Park starting at 0900 hours and will end at 1200 hours. Summer practices will be held at Lincoln Park on Tuesday, Thursday, and Saturday (these days will be flexible) will start at 0900 hours and will end at 1200 hours. The following procedures will be complied with:

- a. Drill Team accountability formation will be held at 0910 on Tuesday, Thursday, and Saturdays.
- b. Weapons will be drawn when the Armed team is practicing.
- c. All cadets will remain at the practice, for the entire practice, unless dismissed or excused.

Practices are subjected to being cancelled depending on weather conditions, availability of the practice floor, and the number of cadets able to attend the practices.

V. Uniform

All cadets will be highly groomed, with proper haircuts within regulation (buns for females), all uniforms highly maintained and assigned decorations prepared for competition. Cadets must wear shined shoes and berets. The uniform for the JROTC Drill Team will be as follows:

- For regulation, inspection, and color guard:
 - Class A uniform with all assigned decorations based on positions.
 - An extra pair of drill shoes will be assigned to competing members for both Armed and Unarmed Inspection
- For exhibition teams:
 - Exhibition uniform whites with bibs and belts (for males).

VI. Awards

Ribbon- A drill team ribbon will be awarded to any competing or noncompeting drill team member who has been on the drill team for one year and has attended 75% of the meetings and practices.

Arc- A drill team arc will be awarded to any competing member who has competed in one competition. A drill team arc will be awarded to any non competing member who has helped out in one competition.

Cords- A drill team cord will be awarded to any competing member that has a drill team ribbon and arc and has competed in three drill competitions. Drill team cords will not be awarded to non-competing members.

VII. Lateness and Absence Policy

Unexcused absences will go toward the 75% attendance required for the Drill Team ribbon. Excused absences such as vacations and family emergencies will not go toward this 75%.

5 Unexcused lates (more than 5 minutes) will count as one unexcused absence. Waking up late does not count as an Excused late. After 3 unexcused lates, cadets must do 15 pushups with a commander as punishment for being late.

Cadets must notify Drill Team commanders if they will be late to practice or unable to show up to practice beforehand.

VIII. Additional Notes

Both Drill Team Commanders will equally command over the Drill Team. The Commander will oversee the Armed Team, while the co-commander will oversee the Unarmed Team. However, both commanders will be involved in the affairs of both teams. Final decisions will be made by the head commander and co-commander together.

IX. Conclusion

This concludes the Standard Operating Procedure for the Cougar Battalion Drill Team meetings and practices. Any and all information in this SOP is subject to change with notification and approval by the SAI / AI, battalion commander, and/or S-3.