



AREA 16 MANAGER  
DRILL SOP  
2024-2025

17 September 2024

From: Area 16 Manager  
To: Distribution List

Subj: AREA 16 REGIONAL AND CHAMPIONSHIP (SUPER MEET) FIELD MEET INSTRUCTIONS  
(2024-2025)

Ref: (a) NAVEDTRA 37116-K 2018 (Cadet Field Manual)  
(b) NJROTC Nationals S.O.P. at the following website:  
<https://thenationals.net/navynats.htm>  
(c) MCO P5060.20 DTD 15 May 2019  
(d) OPNAVINST 3500.39c ORM

Encl: (1) Sample Agreement of Indemnity  
(2) Sample Entry Form

Appn: (a) Competition Rules  
(b) Sample Instructor Brief

1. **Situation**. All Area 16 NJROTC units are encouraged to participate in one of the Area 16 Regional Field Meets each school year. The event dates and host units will be announced separately via email and Area-16 Calendar from the Area Manager. Regional field meets promote cadet involvement in drill, academics, and physical fitness in a competitive theater with their peers. Additionally, participation in the Area 16 Regional Field Meet affords the opportunity to qualify for the Area 16 Super Meet Championship. From the Area 16 Super Meet, teams will be selected to represent Area 16 at the NJROTC National Championship.

2. **Mission**. The Area 16 Regional Field Meets are open to all units. Experience has shown that 12-15 units is a manageable number for the Host Unit and provides the opportunity to complete the event in a reasonable time. Participation in more than one A16RFM is often a goal for many units. This is allowed, but these requests will be considered after all units are afforded the opportunity to participate in one A16RFM.

3. **Execution**

a. **Commander's Intent**

(1) **Purpose**. Qualification for the Area 16 Championship (Super Meet) Drill Competition. Schools seeking to participate in the Area 16 Championship must place first or second at any Area 16 Sanctioned Meet.

(a) **Exception** - If a school or schools previously qualified for the Area 16 Drill Championship and finished first or second, the next eligible schools will take the qualifying spots.

(2) **Method**

(a) The order of competition commonly referred to as OOB (Order of Battle) will be selected based on a random drawing, conducted by the host unit. The host unit OIC, with concurrence of the Area Manager, has the

authority to adjust the order of competition to assist a unit required to travel a substantial distance to the meet. The request for order adjustment should accompany the entry form and fee to prevent last minute changes which can negatively affect other participating schools.

(b) **Regulations:** All Area 16 Field meets will be governed by the current rules for the NJROTC national competition, reference (b). These rules and score sheets may be viewed, downloaded, and printed from the NJROTC Nationals website: <http://www.thenationals.net/navynats.htm>. Procedures and specific details not covered within this LOI or reference (b) will be governed by references (a) and (c). Drill events will be held outside. Drill areas will be sized and have entry/exit point in accordance with the national's rules. There will be separate drill areas for each event. THE 2024 NAVY NATIONALS DRILL CARDS WILL BE USED. Please review the updated Navy Nationals SOP for details. All instructors should note that the penalty card is not just for Color Guard. It applies to Armed Basic, Unarmed Basic and Color Guard. Cadence violations, added commands, boundary violations, pause violations, etc. are covered by this score card.

(3) **End State. Professional Conduct.** Exemplary conduct of participants and instructors is expected at a drill meet of this caliber. The Host Unit OIC is charged by the Area Manager to administer appropriate penalty points or disqualification, if necessary, for destructive or profane conduct, cheating, or any other actions unbecoming military personnel or conduct detrimental to the NJROTC program. This includes conduct in or around the competition site or any other related facilities used for the field meet. S/NSI's are reminded to maintain close control of cadets and spectators.

b. **Concept of Operations**

(1) **Event Management and Sponsorship:** The host school will plan for and execute the following events and ensure adequate space for each event. Area Office will lend the greatest possible assistance to host activities and will ensure that the following will be accomplished as routine matters:

(a) **Academic Testing** - The academic testing will be conducted online. The test will be made available the week prior to the meet. Participating schools will provide Cadet names in accordance with the host school LOI in order to facilitate the production of online accounts. Each cadet will have a specific login and password assigned. These login requirements will be distributed on Tuesday before the drill meet. Website address and specific instructions will be distributed with login distribution.

(b) **Personnel Inspection** - The Personnel Inspection will be held in accordance with reference (b).

(c) **Basic/Exhibition Drill and Color Guard** - All Drill competition will be conducted in accordance with references (a) through (c). In case of inclement weather, all exhibition drill may be cancelled at the discretion of the host OIC.

(d) **Athletics** - will be conducted per reference (b). In case of inclement weather, the running portion of athletics may be cancelled at the discretion of the host OIC.

(e) **Lunch/ Knock Out Drill/Australian Shuttle-** will be conducted per the host unit LOI while final grades and standings are being tabulated.

(2) **Schedule:** The schedule will follow the "Order of Battle." Events will start on time, however, in case of schedule delays, events will start as

close as possible to times scheduled. The first competitive event commences at 0800, the last at 1500 (estimate), and the awards ceremony at 1515. To avoid potential penalties for late arrivals at event sites, please factor in enough time for participants to shift into or out of uniforms or PT gear, and to transit to and from clothes changing areas. If events beyond the control of the competing team (bus accident, traffic jam, etc.) occur, the SNSI should contact the host OIC immediately so that the schedule can be modified to expedite the event.

(3) **AWARDS CEREMONY:**

(a) The Awards Ceremony will be held following optional events (Knock-out, tug-of war etc.), and is a vital part of the Area 16 Regional Field Meet process. All units/teams are expected 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. Teams will be allowed to attend the awards ceremony in athletic attire or 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's 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!

(b) **TEAM & INDIVIDUAL AWARDS.** Trophies are awarded to a minimum of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in all team events, 1<sup>st</sup> through 3<sup>rd</sup> place in each category (Drill and Athletics), and 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place overall meet. Host Unit OIC has the option of awarding 1<sup>st</sup> - 5<sup>th</sup> place trophies. Individual medals should be awarded to the top 3 finalists in these individual competitions with Host Unit OIC having the option of awarding the top 5 finalists: (Male Push-ups, Female Push-ups, Male Curl-ups, Female Curl-ups, Academic Exam, Knock-out Drill)

c. **Task.**

(1) **Area 16 Office:** The Area Office will lend the greatest possible assistance to host activities and will ensure that the following will be accomplished as routine matters:

(a) Maintain, distribute, and oversee the Area 16 Regional Field Meet regulations.

(b) Assist with coordination of judges, and participation of universities and Drill Instructor Associations.

(c) Manage the academic exam administered online

(2) **Host Unit OIC**

(a) Provide the site for all field meet events, and function as OIC with dispute resolution authority.

(b) Assign and train judges for each event and a team of scorekeepers. It is of utmost importance that the same cadre of judges evaluates every school in the same event so that consistency and continuity of scoring is ensured. At least three judges will be assigned. When possible, a fourth judge will be utilized when available to judge boundary breaks, missed commands in the sequence, extra commands not in the sequence, and cadence counting.

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(c) Host units are to ensure the schedule of events will result in a smooth and efficient flow for the meet. Schedules will be disseminated by the Host Unit OIC not later than two weeks prior the scheduled meet. Trophy presentations should occur no later than 1630.

(d) Provide a map to assist in locating the NROTC Unit and Field Meet site. (Include a copy to Area Manager, Area-16.)

(e) At least three weeks prior to the competition, provide respective NJROTC Instructors with supplemental information that would be beneficial to participants such as the type of surface on the drill pads, parking, food availability, etc.

(f) Maintain a running total scoreboard throughout the day of the field meet. The scoreboard will be placed in an area only accessible to the instructors, not cadets. All Instructors will be given the opportunity to review only their score sheets prior to the final tabulation of scores. At their discretion, individual Instructors may share this information with their unit cadets. Scoring discrepancies must be resolved in a timely manner, preferably prior to the end of the event. Scoring discrepancies that surface or remain after schools depart shall be adjudicated by the host unit with concurrence from the Area-16 Manager. The goal is accuracy vice speed.

(g) Be prepared to have the score sheets packaged and ready for the competing schools to take home after the meet. Also, provide Area Manager with a summary of overall score sheets, final results, exams and exam answer keys on completion of the field meet.

(3) **SNSI/NSI from each unit will be responsible for the following:**

(a) Submit an entry application letter to the host unit at least three weeks prior to the event.

(b) An Agreement of Indemnity form must be turned in for each cadet attending an Area 16 Regional and Super Field Meet. Standard Release forms must be on-hand at the meet for each cadet. Additionally, all participating cadets are required to have a completed **Sports Participation Physical and Health Risk Screening Form (NSTC 5761/113 (11-12))**. Each cadet selected as a team member should be in solid physical condition and fully capable of safely performing the events they have been selected to enter. Teams may elect to bring additional cadets outside those competing to assist the unit and be spectators only.

d. **Coordinating Instructions.**

(1) The maximum number of Cadets that can compete in a Regional or Championship (Super) meet is as follows, and all are required to stand in the Unit Personnel Inspections. Only those who stand the Unit Personnel Inspection are allowed to compete. Rosters will be verified by judges:

(a) Regional drill meets: Maximum of 48 cadets.

(b) Area 16 Championship: Maximum of 40 cadets.

(2) Instructors will verify that all competitors are enrolled in the Naval Science Course of instruction for the current school year and that all are fully eligible for interscholastic competition in accordance with all applicable school, district and state regulations. Every team member must be an NJROTC cadet in good standing.

(3) Scores: Host schools will ensure the prompt submission of scores into the spreadsheet, that score keepers are properly trained prior to the drill meet, and a systems check is conducted prior to the event, to ensure the timely submission of scores. Scores will be posted and shared for your

mobile device for instructor review only; instructors may review score sheets of their school ONLY, but only after the scoring staff is done tabulating the sheets. No cadets will be allowed to enter the scoring room. Instructors will be allowed to review the score sheets in a designated area in the scoring room. Each school will get a package upon departing containing score sheets and overall standings.

(4) **Protests**: Judges will notify commanders when penalties are imposed. Protests will only be made by the unit's instructors. Protests are to be made to the host OIC. Protests must be made within 15 minutes after the event is completed. A team may only protest its own penalties and not the Judges evaluation or their performance, nor the score of another school.

(5) **Safety**: Safety of cadets, judges and spectators is paramount. Blind, over the back (back-to-back), and no look rifle or guide-on tosses are not allowed. Cadets will not stand on rifles, poles, or other cadets. Any routines that look unsafe will be stopped immediately and the competing team will receive no points for that event.

(6) **Operational Risk Management (ORM)**. Host OIC will promulgate an ORM per reference (d) and contain the following information:

(a) 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.

(b) Identification and location of in house first aid assets (first aid kits, CPR qualified personnel, etc.).

(c) Location of first response mechanical devices such as electrical isolation switches, fire extinguishers and other equipment, as applicable.

(d) Notification list of persons or offices to be contacted in an emergency.

(e) Pertinent lists and phone numbers of the chain of command, as appropriate: (**AREA MANAGER CELL (985) 951-0366**)

(f) A simplified and workable description of correct procedures to use in making required incident or hazard reports.

(g) Procedures in effect for ORM hazard identification and management per reference (d) to include the 5 Steps of Performing ORM, and Risk Management Worksheets for potentially hazardous events.

(7) **Training Time Out (TTO)**: Training Time Out (TTO) is a safety procedure that allows students and instructors concerned for their personal safety or the safety of others to stop an evolution, correct the discrepancy, and continue training. The TTO procedure will be implemented as follows:

(a) All Senior Naval Science Instructors, and Naval Science Instructors, will brief their students, and chaperones on the TTO policy and procedures prior to the day's events.

(b) A TTO shall be called in any situation where a student or staff member expresses concern for personal safety or requests clarification of procedures or requirements. TTO shall also be called when a student requires assistance due to experiencing pain, heat stress, or any other serious physical discomfort.

(c) Should a TTO be called, the situation will be examined, and assistance rendered as necessary to rectify the situation. Upon completion of

such actions, a safe resumption of the Field Meet will take place as allowed by the concurrence of the host OIC.

(8) **Inclement Weather**: Host schools will include an inclement weather plan in their LOI. At a minimum, the personnel inspection, all regulation drill events, and push-up/curl-ups will be executed as planned. In the event of inclement weather that necessitates an indoor event, all exhibition drill and running events will be cancelled. The drill meet will be completed to the greatest extent possible; it is impossible to reschedule a sanctioned drill meet.

#### 4. **Administration and Logistics**

##### a. **Administration.**

(1) **In-Brief**: Each school will be assigned a team escort/liaison and a team folder that contains a schedule of the Drill Meet events and any last-minute modifications. Team escort/liaison (cadet) will remain with the school throughout the competition. The judges will have the score sheets in hand upon each team's arrival to the event area. The designated runners from judge cadre will collect the completed score sheets from the judges and bring them to the meet scoring office.

##### b. **Logistics.**

###### (1) **Facilities.**

(a) **Changing rooms.** Host OIC will provide adequate space where competing teams can prepare/change into uniforms. Spaces can be shared by schools with priority given in accordance with the order of battle.

(b) **Restrooms.** Restroom areas at the host-site should be able to accommodate at least 10 schools. Male and Female heads will be clearly marked. SNSI/NSIs will ensure heads remain clean. Adequate signs should be posted directing all to the restrooms. Restrooms should not be the designated changing area.

(2) **Meals and Beverages.** To the greatest extent possible, hosting units will publish a menu that will include the cost of individual/combo meals, refreshments, etc.. Water, Gatorade, Powerade and Propel are acceptable beverages, before, during and after the events. Energy drinks are not authorized. It is highly encouraged the meal tickets be made available for purchase to alleviate individual cash transactions. Hosting units will provide the organization name and W9 information for financial purposes. The cost of meals should be reasonable and will be approved by the Area Manager.

(3) **Medical.** Host unit will establish a First-Aid station to provide immediate medical assistance while at the meet. It is HIGHLY recommended that all units maintain a basic first-aid kit to attend to minor injuries sustained while at the meet. It is primarily the responsibility of the medical staff onsite to call 911 if necessary.

#### 5. **Command and Signal**

a. **Command.** The point of contact is: Regan J. Kieff, GS-13, Navy JROTC Area-16, Citizenship Development Manager; **EMAIL:** [regan.j.kieff.civ@us.navy.mil](mailto:regan.j.kieff.civ@us.navy.mil); **CELL:** (985) 951-0366

b. **Signal.** Omitted.

//R. J. KIEFF

Distribution: A





LETTER HEAD

PARTICIPATION  
LETTER

Date: \_\_\_\_\_

From: Senior Naval Science Instructor, NJROTC Unit \_\_\_\_\_ High School  
To: Senior Naval Science Instructor, NJROTC Unit XXXXXX High School

Subj: NJROTC FIELD MEET

Ref: (a) NJROTC Area Manager, Area Sixteen Drill Meet LOI

1. In accordance with reference (a), this letter is to inform you that we will participate in the NJROTC Field Meet competition hosted by your unit.

2. For your further planning, the unit's competitive team will have a total of \_\_\_\_\_ cadets (no more than 48/40), \_\_\_\_\_ males and \_\_\_\_\_ females. We also plan to bring \_\_\_\_\_ male and \_\_\_\_\_ female cadets as spectators, for a total of \_\_\_\_\_ cadets. The SNSI/NSI and \_\_\_\_\_ adults will accompany the cadets.

3. Berthing accommodations have been reserved at:

\_\_\_\_\_.

Their telephone number is \_\_\_\_\_. We plan to arrive at approximately \_\_\_\_\_ hours on \_\_\_\_\_. Additional assistance is requested as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

4. The unit's team will participate in the events checked below:

- |   |   |
|---|---|
| <input type="checkbox"/> Academic Test        | <input type="checkbox"/> Color Guard              |
| <input type="checkbox"/> Personnel Inspection | <input type="checkbox"/> Armed Drill-Basic        |
| <input type="checkbox"/> Push-Ups             | <input type="checkbox"/> Armed Drill-Exhibition   |
| <input type="checkbox"/> Sit-Ups              | <input type="checkbox"/> Unarmed Drill-Basic      |
| <input type="checkbox"/> 16 x 100 YD Relay    | <input type="checkbox"/> Unarmed Drill-Exhibition |
| <input type="checkbox"/> Tug-of-War           |   |

\_\_\_\_\_  
(Signature of SNSI or NSI)



## **APPENDIX A: COMPETITION RULES**

1. **Team Composition.** Each unit participating in an **Area-16 Regional Field Meet** may consist of **up to 48 cadets total.** Teams may have **FEWER** cadets **but no more than 48.** Teams participating in the **Area 16 Championship Meet, (Super Meet)** may consist of up to **40 Cadets total.** Teams may have **FEWER** cadets **but no more than 40.** Teams found to be in violation of this policy shall be disqualified.

a. For Teams competing in a **Sanction Regional Area-16 Drill Meet** will consist of:

(1) Armed and Unarmed Platoon Basic Drill - Minimum of 11 team members (platoon leader + guidon + 9-member platoon). Maximum of 14 team members.

(2) Armed and Unarmed Platoon Exhibition Drill- Minimum of 10 Team members team minimum (platoon leader + 9-member platoon). No Max for Exhibition Drill. Also, **NO Guidon**

(3) Color Guard - 4-member team, no exceptions.

b. For Teams competing in the **Area-16 Championship (Super Meet) Drill Meet** will consist of:

(1) Armed and Unarmed Platoon Basic Drill - All teams will march with a minimum/maximum of 14 team members (platoon leader + guide + 12-member platoon).

(2) Armed and Unarmed Platoon Exhibition Drill- 13-member team minimum (platoon leader + 12-member platoon). No Maximum for Exhibition.

(3) Color Guard - 4-member team, no exceptions.

2. **Competition Start Times.** Units should plan to be at the host school at least one hour prior to the start of their assigned personnel inspection time (or first scheduled event). Sufficient time is allowed in the schedule for you to prepare for any event, but time is tight! Teams must be in the event ready area prior to the completion of the team performing immediately preceding them. It is the unit S/NSI's that is responsible to ensure the team(s) are ready to perform at the correct time and location.

3. **Uniform Requirements.** The uniform for all meets will be the Navy Service Uniform (NSU). NJROTC instructors are to wear the designated military uniform. Unit specific civilian attire may be worn for athletic events and awards ceremony. If a unit specific shirt is worn, it would be beneficial if rank is displayed in order that military protocol can be maintained. The instructors must stay professional and be readily identifiable as the S/NSI's.

4. **KNOCKOUT DRILLS (OPTIONAL)** - Not included in overall total team scores.

5. E. **TUG-OF WAR (OPTIONAL)** - Not included in overall total team scores

**APPENDIX B: TEMPLATE JUDGES MEETING FOR NJROTC DRILL MEETS**

**1. WELCOME ABOARD:**

- a. WELCOME AND THANK YOU.
  - b. KEEP IT PROFESSIONAL. BE CAREFUL OF YOUR COMMENTS, LANGUAGE, ETC.
  - c. THE SAME JUDGES FOR ALL EVENTS, ALL DAY.
  - d. GRADE CAREFULLY AND CONSISTENTLY ALL DURING THE DAY FOR EACH TEAM.
  - e. WHATEVER YOU LET GO EARLY, LET IT GO LATER FOR ALL UNITS.
  - f. DO NOT FORGET TO PUT YOUR NAME ON THE SCORESHEETS IN THE SPACE PROVIDED.
  - g. DO YOUR PART TO ENSURE THE BEST TEAMS WIN.
  - h. LOOK FOR PERFECTION. GRADE FOR PERFECTION!
  - i. SCORECARDS---KEEP TRACK OF YOUR SCORING SECTIONS. CHECK AND RECHECK!
  - j. DO NOT DISCUSS GRADES AMONG YOURSELVES.
  - k. BRIEFING THE CADET COMMANDERS AFTER THEIR ROUTINES IS OPTIONAL...SOME AREAS DO NOT BRIEF AS TO SAVE TIME. IF YOUR AREA DOES BRIEF; **DON'T GET IN THE WEEDS TELLING THEM WHAT THEY DID WRONG!!! JUST PUT IT ON PAPER!!!! OPENS UP ARGUMENTS WITH INSTRUCTORS.**
- l. DO NOT CHANGE ANY SCORES JUST BECAUSE AN INSTRUCTOR APPROACHES YOU. JUST SEND YOUR ASSISTANT TO FIND THE HOST UNIT'S INSTRUCTOR.
  - m. STAY ON SCHEDULE, ESPECIALLY PERSONNEL INSPECTION. ASK (THREE) QUESTIONS TO EACH CADET, CHAIN OF COMMAND, ORDERS TO THE SENTRY AND ONE KNOWLEDGE QUESTION FROM THE AREA KNOWLEDGE SHEET. ONE AND A HALF MINUTE'S MAX 15 OR LESS MINUTES FOR EACH EVENT.
  - n. DO NOT MOVE ANY DRILL BOUNDARY CONES OR ENTRY / EXIT CONES ON THE DRILL PADS.
  - o. FOR ANY QUESTIONS, CONCERNS, PROBLEMS, ETC. JUST SEND ONE OF YOUR ASSISTANTS TO FIND HOST.
  - p. ENSURE EXPLANATIONS ARE GIVEN FOR ANY PENALTIES ISSUED IN THE SPACE PROVIDED ON THE SCORESHEETS.
  - q. WE HAVE ASSISTANTS AT EACH EVENT TO ASSIST YOU.
  - r. THE NJROTC NATIONALS ACADEMIC, ATHLETIC & DRILL SOPS ARE PROVIDED IN EACH AREA TO ASSIST YOU.

**2. KEY POINTS FROM THE L.O.I.**

- a. UNIFORMS
- b. EQUIPMENT
- c. BOUNDARIES
- d. REGULATION DRILL/COLOR GUARD: CADENCE COUNTS
- e. EXHIBITION DRILL: TIME MINIMUM AND MAXIMUM (6 - 9 MINUTES) ENSURE YOU TIME AND GRADE WHEN THE FIRST CADET ENTERS UNTIL THE LAST CADET EXITS.
- f. PENALTY POINTS. DROP WEAPONS/BOUNDARIES/INCORRECT COMMANDS/PAUSES ETC.....

**3. PERSONNEL INSPECTION**

- a. THERE IS A MAXIMUM OF 48 CADETS FOR REGIONAL SANCTIONED MEETS AND 40 CADETS FOR THE CHAMPIONSHIP MEET. FIVE SQUADS. CONFIRM THE HEAD COUNT BEFORE INSPECTING.
- b. EACH JUDGE WILL KNOW THE NUMBER OF CADETS IN THEIR SQUAD. (NO MORE THAN EIGHT) LINE THROUGH THE EMPTY SPACES ON YOUR SCORE CARD.
- c. EACH JUDGE SHOULD INSPECT THE SAME SQUAD FOR ALL SCHOOLS.
- d. CADETS MUST WEAR ALL (AND ONLY) CNET EARNED RIBBONS. NO MEDALS!
- e. THE UNIFORM IS THE (NSU) NAVY SERVICE UNIFORM.
- f. SPEND A MAXIMUM OF 90 SECONDS PER CADET, 60 IS BETTER.

APPENDIX B to AREA 16 REGIONAL AND CHAMPIONSHIP (SUPERMEET) FIELD MEET  
INSTRUCTIONS (2024-2025)

- g. UNIT INSPECTION MUST BE COMPLETED IN THE ALLOTTED TIME.
- h. ASK (3) QUESTIONS PER CADET FROM THE PERSONNEL INSPECTION CLIPBOARD GIVEN TO YOU: NO OTHER QUESTIONS WILL BE ASKED!!!! ORDERS TO THE SENTRY, CHAIN OF COMMAND AND KNOWLEDGE QUESTION FROM THE AREA KNOWLEDGE SHEET.
- i. THE ONLY CORD AUTHORIZED FOR WEAR IS THE LEADERSHIP CORD.
- j. REVIEW "MARCH ON" PROCEDURES.
- k. UNITS MARCH ON SIX PACES AND CENTERED IF POSSIBLE. DON'T PENALIZE IF SPACE DOES NOT PERMIT. THE -- CADET COMMANDER SHOULD SALUTE ONLY AND REQUEST PERMISSION TO FORM FOR INSPECTION.
  - l. ON "OPEN RANKS, MARCH", ALIGNMENT CHECK SHOULD BE EXECUTED SMARTLY. THE CADET COMMANDER SHOULD BE POSITIONED THREE (3) PACES OUT FROM THE GUIDE, EXECUTE A LEFT FACE, COMMAND "READY, FRONT, COVER", TAKE ONE STEP FORWARD, EXECUTE A RIGHT FACE, AND NOW IN FRONT OF THE GUIDE AWAIT THE HEAD INSPECTOR. (THE HEAD INSPECTOR WILL MOVE TO A POSITION ONE PACE IN FRONT OF THE CADET COMMANDER AND RECEIVE THE REPORT. AFTER THE REPORT IS GIVEN, THE HEAD INSPECTOR WILL BEGIN THE INSPECTION)
  - m. AFTER THE HEAD JUDGE INSPECTS THE CADET COMMANDER, THE REMAINDER OF THE JUDGES BEGIN INSPECTING THEIR SQUADS.
  - n. UPON COMPLETION OF THE INSPECTION, THE UNIT COMMANDER WILL GO BEHIND 1ST SQUAD AND ASSUME HIS/HER POSITION THREE PACES IN FRONT OF THE GUIDE. ONCE ALL JUDGES HAVE COMPLETED THE INSPECTION, HE WILL TAKE A STEP IN AND GET HIS DEBRIEF. THE HEAD JUDGE WILL "BRIEF COMMANDER AND THEN" DIRECT THE CADET COMMANDER TO MOVE HIS/HER UNIT FROM THE INSPECTION AREA.
  - o. THE CADET COMMANDER WILL EXECUTE A LEFT FACE AND COMMAND: "CLOSE RANKS, MARCH", MOVE SIX PACES AND CENTERED ON HIS/HER UNIT AND COMMAND: "RIGHT, FACE", "FORWARD, MARCH" TO EXIT THE AREA.

**4. ARMED / UNARMED REGULATION**

- a. THE HEAD JUDGE'S POSITION IS MARKED ON THE FIELD. THE CADET COMMANDER WILL REPORT TO THE HEAD JUDGE THREE (3) PACES FROM THAT SPOT.
- b. THERE IS MAXIMUM OF 14 CADETS, INCLUDING THE CADET COMMANDER AND GUIDE. PLATOONS WILL BE PENALIZED FOR NOT HAVING THE REQUIRED NUMBER OF CADETS. NOTE HOW MANY CADETS ARE IN EACH PLATOON.
- c. KEEP WITH SCRIPTED SEQUENCE ON SCORE CARD. NO MISSED OR EXTRA MOVEMENTS OR COMMANDS.
- d. GREY AREAS/ CAPITAL LETTERS THROUGHOUT THE SCORE CARD MEANS THIS IS WHERE HEAD JUDGE WILL SIGNAL FOR CADET CDR WHEN TO CONTINUE BY SAYING "GOOD TO GO", CONTINUE, OR UP AFTER SCORES ARE WRITTEN DOWN AND ALL JUDGES ARE READY FOR THE NEXT MOVEMENT!! WHATEVER THE JUDGE ESTABLISHES BEFORE STARTING. NO CUE CARDS.
- e. STATIONARY COMMANDS SHOULD BE GIVEN FROM SIX (6) AND CENTERED ON THE PLATOON.
- f. CADENCE IS PERMITTED. NO ARTIFICIAL SOUNDS.
- g. ALL JUDGES BE CAREFUL TO NOT TAKE THE FIELD AWAY FROM THE CADETS. SPREAD OUT TO JUDGE FROM DIFFERENT ANGLES.
- h. CLOSE AND EXTEND ONLINE SHOULD BE EXECUTED AT NORMAL CADENCE OF 112-120 STEPS PER MINUTE. IT IS NOT EXECUTED SLOWER.
- i. CADENCE WILL BE CHECKED BETWEEN COMMANDS **#'S LISTED ON TOP OF CARD FOR ARMED BASIC DRILL, AND #'S FOR UNARMED BASIC DRILL. CADENCE SHOULD BE BETWEEN 112 TO 120 STEPS PER MINUTE.**
- j. **#'S FOR CHECKING CADENCE MAY CHANGE SO ENSURE THEY KNOW WHAT CARD SAYS FAR AS WHERE THEY CHECK CADENCE.**
- k. **WATCH FOR:**
  - l. BOUNDARY VIOLATIONS.
  - m. CADENCE AT QUICK TIME THROUGHOUT. 30" STEP ON ALL FORWARD MARCHING MOVEMENTS UNLESS DIRECTED OTHERWISE.
  - n. ALIGNMENT AND COVER THROUGHOUT, ESPECIALLY DURING TRANSITIONS.

APPENDIX B to AREA 16 REGIONAL AND CHAMPIONSHIP (SUPERMEET) FIELD MEET  
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- o. FULL 30" FIRST STEP INTO AND OUT OF COLUMN MOVEMENTS FOR 1ST SQUAD, THEN PICK UP THE HALF STEP. ALIGNMENT IS THE BASE SQUAD
- p. ALL MARCHING IS AT QUICK TIME CADENCE WITH FULL 30" STEPS. NO HALF STEPS. CADET COMMANDER REPOSITIONING.
- q. CLOSE AND EXTEND ONLINE: FACING RIGHT/LEFT AS IN MARCHING AT NORMAL CADENCE. CADET COMMANDER POSITIONING.
- r. CADET COMMANDER POSITIONING DURING FLANKING MOVEMENTS. (CDR CAN DO IT WHERE HE CAN BEST CONTROL HIS PLATOON.
- s. GUIDEON BEARER'S POSITIONING CHECK WHILE STATIONARY, AND WHILE MARCHING. WHEN GUIDON IS LIFTED SHOULD BE SIX INCHES UP TO BOTTOM OF THE LOWER FERRULE. SPEAR HEAD FLAT TO THE FRONT WHILE MARCHING AND CUTTING THE DECK WHEN AT PRESENT. DURING HAND SALUTE/ RIFLE SALUTE HAND SHOULD BE PALM DOWN AND LEFT ARM PARALLEL TO THE DECK AND FIRST JOINT TOUCHING THE GUIDON.
- t. SNAP AND POP MOVEMENTS THROUGHOUT THE ROUTINE.
- u. RIFLE ANGLES AND BARRELS IN LINE.
- v. AT ORDER ARMS CHECKING FOR TOE OF THE RIFLE TO BE ONLINE WITH THE TIP OF THE SHOW AND RIFLE HELD AGAINST THE FOOT IE NO GAP. HAND IS HELD BEHIND THE RIFLE.

**5. ARMED ONLY:**

- a. ARMED TEAM (BASIC/REGULATION) COMMANDER MUST BE ARMED WITH A SWORD.
- b. CADETS CAN REMOVE RIBBONS, AIGUILLETES, AND NAME TAGS.
- c. RIFLE ANGLE AND POSITIONING.
- d. RIFLE MOVEMENTS ARE EXECUTED AT REGULAR CADENCE OF 112-120 STEPS PER MINUTE. THEY ARE NOT EXECUTED SLOWLY.
- e. CHECK TO ENSURE IF THEY HAVE THE CORRECT RIFLE

**6. ARMED / UNARMED EXHIBITION**

- a. THE TIME LIMIT IS BETWEEN SIX (6) AND NINE (9) MINUTES. THE TIME BEGINS WHEN THE FIRST CADET ENTERS UNTIL THE LAST CADET EXITS. THE PENALTY ASSESSED FOR A PERFORMANCE NOT FALLING BETWEEN THESE TIME PERIODS IS ONE (1) POINT PER SECOND OVER/UNDER THE TIME RANGE.
- b. HEAD JUDGE POSITIONING IS OPTIONAL. THE HEAD JUDGE SHOULD REQUEST POSITIONING FROM THE CADET COMMANDER.
- c. REPORT IN AND REPORT OUT POSITION NEED NOT BE THE SAME.
- d. THERE IS A MINIMUM OF THIRTEEN (13) CADETS, INCLUDING THE COMMANDER. PLATOONS WILL BE PENALIZED FOR NOT HAVING THE MINIMAL NUMBER OF CADETS. THERE IS NO MAXIMUM NUMBER OF CADETS. NOTE HOW MANY CADETS ARE IN EACH PLATOON.
- e. A GUIDEON BEARER IS OPTIONAL, HOWEVER NO GUIDEON MAY BE CARRIED. THE GUIDEON BEARER MUST CARRY A RIFLE IF ARMED.
- f. JUDGE THE MECHANICS OF THE ROUTINE, AS WELL AS TOGETHERNESS, INTENSITY, STYLE, SNAP, POP, AND FLOW OF THE ROUTINE.
- g. ROUTINES SHOULD BE MILITARY IN NATURE. NO DANCE ROUTINES! NO PROPS! NO GYMNASTICS!
- h. FINALLY DOES THE ROUTINE SHOW THAT CADETS PUT IN WORK TO CREATE THIS ROUTINE.

**7. ARMED ONLY:**

- a. A DROPPED RIFLE IS A RIFLE THAT HITS THE GROUND WHEN NOT INTENDED.
- b. NO LIFTS OR BLIND TOSSES OVER ANOTHER CADET'S HEAD.
- c. CADETS CAN REMOVE RIBBONS, AIGUILLETES, AND NAME TAGS.

**8. COLOR GUARD:**

- a. The head judge's position is marked on the field. the cadet commander will report to the head judge six (6) paces from that spot.

APPENDIX B to AREA 16 REGIONAL AND CHAMPIONSHIP (SUPERMEET) FIELD MEET  
INSTRUCTIONS (2024-2025)

- b. Keep with the scripted sequence on the score card. no missed or extra movements or commands.
- c. Grey areas throughout the score card means five (5) count pauses. no cue cards.
- d. Commands must be given by the cadet carrying the U.S. Flag.
- e. Cadence is permitted. No artificial sounds.
- f. Cadence will be checked between stated commands: Cadence should be between 112 to 120 steps per minute.
- g. All judges be careful not take the field away from the cadets.
- h. There is maximum of four (4) cadets = two (2) flags, two (2) rifles.
- i. Only the United States flag plus navy or organizational flag is authorized.
- j. 9.5 wooden or aluminum pole with spearhead are authorized, spear head flat to front when marching and cutting the deck while presenting.
- k. Large flags are to be 5'x4' with a battle axe and the axe head is facing forward not flat to the front.
- l. Flag harnesses must be black!
- m. White duty belts are authorized.
- n. Cadets may remove ribbons, aiguillettes, and name tags.
- o. The color guard should march at "close interval". Shoulders should not be touching at any time during the routine. We are adding except while marching when at close interval may look like shoulder to shoulder sometimes but when halted 4" gap between shoulders.

**9. PT SCORING CALCULATION PENALTY FOR ALL MALE SCHOOLS:**

a. These penalties only apply to the second team (recorded as the female team). The male team does not take a penalty. The only schools that this formula will apply to are the all-male schools. No other school will be allowed to take this penalty for not having enough females to compete.

- (1) Push-Ups: 83% of max per cadet
- (2) Sit-Ups: 88% of max per cadet
- (3) Run: 96% applied to team time