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DRILL

TEAM

SOP



MA-011 AF JROTC 2022- 2023

Drill Team Spirit

At Central, we have **ONE** drill team which consists of three groups, the unarmed team; Lady Eagles, and two armed teams, the Brandi Flames and Central Guard, but we all represent the same AFJROTC program. We are a family and must respect and support each other. There will be no negativity, foul play or distasteful behavior.

We are all working toward the same goal: to make our MA-011 Air Force JROTC drill team a **nationally** recognized program and to make a name for our drill team. We cannot and will not do that alone. It is expected that each team will build a comradery with every other drill team and that each team will help the others improve. We must push each other and work together to rise as one team, not just individuals.

“If everyone is moving forward together, then success takes care of itself.”

-Henry Ford



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Practice Policies

A team can accomplish nothing without individual effort.

Practice Times

Drill team practice will be held Monday, Tuesday, Wednesday, Thursday and Friday from 2:30 p.m. to 4:00 p.m. Cadets will be instructed to pick up and end practice at approximately 3:55 p.m. which means that the cadets will be released every day at 4:00 p.m. Monday, morning and Saturday practices are available if the Coaches and Instructors allow it, or special occasions.

Team Bonding

Teams are encouraged and urged to get to know their teammates through team bonding. This can be either during a practice if allotted by the coach, or on a non-school day. The team bonding event will

be decided by the captains and co-captains. If a cadet has an appointment, it will be best to reschedule the event.

Roll Call

Roll call starts every afternoon at 1430. Teams will be ready **BEFORE** that time. Each team will stand in their designated area of the classroom. The attendance officer for each team will take attendance using their tracker and notify the captain of the number of unexcused absences each member may have.

At 1430, when roll call starts, the drill officer will say “captains prepare for roll,” in which every drill team member in the room will stand at parade rest, aside from the captains who will be at attention. The drill team officer will say “squadron”. At this point, the captains will say “team” over their right shoulder in unison. The drill team officer will then call “attention”, and the entire room will go to attention. When asked to report to the drill team officer, the drill captain will do a facing movement to face the drill team officer, salute, and report in using one of the following statements:

- *“Sir/Ma’am, the [Team Name] reports all cadets present and accounted for, sir/ma’am.”*
- *“Sir/Ma’am, the [Team Name] reports x cadets missing and unaccounted for, sir/ma’am.”*

After all teams have reported in, the drill team officer will report in to the drill team director, and the entire room will be told to standby for announcements.

All cadets are expected to remain quiet and pay attention to all announcements, to include deadlines, important dates, and duties distributed.

Attendance Policy

Three tardies from practice equal one absence. When a cadet reaches three absences, they will be considered for probation/suspension or dismissal from the team. If a cadet has a legitimate reason why they have not been able to attend practice, they **must** communicate this to their captain. **Communication is important and compromises can be made for those who do have obstacles to deal with.** A note/pass is acceptable.

Academic Policy

Academics are our top priority.

If you are struggling in an academic area, it is your responsibility to get assistance **as early as possible**. We are here to help.

All cadets with at least one F will automatically be placed on probation and will be expected to fill out an Academic Tracking Sheet weekly until they no longer have an F. Academic Tracking sheets will be handed out by each teams' Academic Officer and should also be turned into them once they're complete. Coaches will have to adjust lineups and positions based on academic probation. Grades from **BOTH progress reports and report cards** are used to determine academic standing.

Cadets with two or more F's will be placed on academic suspension in which they will not be allowed to practice or watch their team practice. They will also be subject to removal at the hand of the drill team director. These cadets will not be allowed to return to their team until they resolve their academic troubles.

The drill team will continue to help and support any cadet with academic issues. These cadets will be referred to AFJROTC tutoring and *must* work to better themselves and their grades. Insufficient effort not only sets the student back, but also the team. Below are two diagrams describing the conditions of academic probation.

Audit Required	Probation	Suspension
	GPA less than 2.00 for 1 report	GPA less than 2.00 for more than 2 reports
	JROTC grade less than 80% for 1 report	JROTC grade less than 80% for more than 2 reports

Cadets on probation	Cadets on suspension	Cadets with good grades
Audit mandatory	Audit mandatory	Audit optional

May practice	May not practice	May practice
May compete	May not compete	May compete
Academic Reports mandatory	Academic Reports mandatory	Report optional

Drill Officers, Captains and Leaders

Any cadet that holds a leadership role **will** be held to a higher standard. Any cadet in a leadership role that gets an F on a report card **will be removed from their leadership position**. Once the F is resolved and removed, the coaches and the drill director will decide if they will retain their leadership role. Only grades from report cards are used for evaluation.

Behavior in AFJROTC

Each cadet in drill will be held to higher standards than their non-drill team counterparts. A drill team member found out of uniform on uniform days and during PT will be subject for probation, suspension or removal from the team. Cadets who have less than a B- in AFJROTC will also be subject to the same consequences. We will be the best-looking cadets and model students. Bad behavior will *not* be tolerated. **The coaches and the drill team director can remove a cadet from any drill team for infractions that they deem reasonable.**

Attitude

Cadets are expected to respect each and every person around them, including every captain, every instructor, drill officers and fellow cadets. **If a cadet feels mistreated for any reason, they must communicate this to someone on the leadership staff rather than reacting negatively to the situation.** Cadets who have a record of non-compliance and misdemeanors in school will be removed from the drill team and it is unlikely that they will be allowed to return. All cadets will be held accountable for the mistakes they make inside and outside of drill team practice. You are representing your team, your unit, and the Air Force. This is something you should not take lightly.

Uniform

Unlike the years previous, this year, cadets will not be receiving a second uniform. Instead, they will bring in their dry-cleaned and well ironed uniform into the armory the Wednesday before the competition. **This means they will be exempt from wearing the uniform that week, but failure to bring in their uniform will result in a 0 in their JROTC Class.** These uniforms will remain dry cleaned and well-ironed until competition day. This includes blue shirts, service coat, pants, tie/tie tab, belt, flight cap, ribbons, name tags, ranks and shoes. The Equipment Officer of each team will record everyone's uniform articles in the morning or during practice. It is the responsibility of the Equipment Officer to make sure every cadet on the team has every single piece of their uniform.

If a cadet is missing a uniform article, the Equipment Officer will make an appointment with the Director of Logistics so that they can make time for your team. Once again, these uniforms *must* be in the armory the Wednesday of the competition.

Traveling During Practice

After roll call, each team will march in a single file line toward their next location, whether that is the armory or their practice area. When a team arrives to the armory, they will remain in one line against the wall or lockers. No matter where drill team members travel to, they will march together and on step from place to place. Pairs of cadets will travel side by side. Groups of 3 or more will march in a single-file line. **If cadets have rifles in hand, they will march with their rifles at port.**

You earn your trophies at practice. You pick them up at competitions.

Rifle Procedure (Armed Drill Teams)

Within the first 2-3 weeks, rifles with serial numbers should be assigned by cadet (if required by the coaches). Each rifle will also have a designated slot number. At no point should a cadet have a rifle not assigned to them. If anything happens to any rifle, the person responsible for it is the person to whom the rifle is assigned. **Rifles should NEVER be left unattended.**

Armory Rules

There will be a piece of paper in front of the armory door, and those whose names are on the paper are the only ones allowed in the armory. The captains and equipment managers of the armed drill

teams will hand out rifles each day. They will pass out the rifles according to serial number (if applicable) and once each cadet has been handed a rifle, they will remain at port arms. When a team is waiting outside of the armory, they will wait quietly and patiently against the wall or lockers in one line. Once practice is over, the captains and co-captains will put them back in their designated slots.

Studying Inspection Questions

All drill team members are *required* to study their inspection questions on their own at home. Each drill team is strongly urged to host their own regular study sessions, but these are not mandatory. Each cadet is responsible for his/her drill team knowledge. Cadets who lack effort in studying will **not** be allowed to compete in the inspection category for their team. Our teams will not be embarrassed on the drill floor.

Debrief



A debrief is a recap of the day's practice. Each drill team captain will hold their own debrief at the end of each practice. They will tell their team what went well and what did not, make goals for the next practice and get feedback or some sort of response from each and every cadet.

Competition Policies

Practice with intensity, compete with integrity, lose with dignity and win with humility.

Requirements to Compete

To attend a drill team competition, all drill team members **must** return a signed permission slip and pay the \$20 bus fee **by the deadline given**. The cadet must be in good academic standing and have a competition-ready uniform. Failure to meet *any* of these expectations will result in the cadet not being permitted to attend the drill team competition. No exceptions. Communicate with captains, coaches, or drill officers if you are having problems.

Arriving to School on the Day of a Drill Competition

On the day of a drill competition, all cadets are expected to report to school *before* 0500. The bus will leave at 0600, and team members will be left behind if they do not make it in time. As soon as cadets arrive at school, they must help their captains and Equipment officers load the bus and follow all their orders. The drill team captain and the Equipment officer will ensure no equipment or uniform is left behind. **All cadets must eat breakfast before arriving to school as food will not be provided until lunchtime.**

Boarding the Bus

Each drill team will be assigned one section of the bus. Drill team members are expected to sit in their respective section and with a member of their team, unless told otherwise. The person with whom you sit with will be your "Battle Buddy". You are responsible for this person from the moment we leave Central to the moment we arrive back at Central. On the bus, girls must sit with girls and boys must sit with boys. **No exceptions.** No horseplay, loud music, yelling or flash will be allowed on the bus. Be respectful of the bus driver and of other surrounding cadets.

Travel Uniform

Each drill team captain will assign a travel uniform for their team for every competition. All members of the same team **must** wear the same uniform. If you are not in uniform, you will not be allowed to go to the competition.

Traveling in Unison

After a competition, good teams focus on what they did right. Great teams focus on what they did wrong.

No matter where we go, whether it is to the bathroom or to watch another team compete, we **must** march in unison. Teams must always travel together and should *never* be split up unless directly instructed to. We will march in one line, on step, from location to location quietly and respectfully. If a teammate wants to go to the bathroom, they must bring their battle buddy with them and meet back up with their team as soon as they finish. They will march, on step, side by side. Drill team captains should know where their teammates are at all times. No cadet leaves without asking for permission from his/her captain *first!* We do not want to lose any cadets, especially at a moment when we need them. **If a cadet is alone at any time, they will be subject to disciplinary actions.**

Comradery

All drill teams must be respectful of EVERY team that goes on the floor. There will be no laughter, profanity, taunts or hurtful language *regardless* of how any team treats us. We must hold ourselves to a higher standard.

There will be no cadets sleeping in a room or wandering off during competition! That is an embarrassment. Furthermore, if your team is not performing but another one of our Central teams is, you should be watching and supporting your fellow schoolmates. You would want them to do the same for your team.

IDR

“IDR” stands for Individual Drill Regulation. It is a giant game of Knockout that takes place after all teams have performed. Winners of IDR will be awarded at the competition. Every drill member will compete in IDR. No cadet will be allowed to sit out during IDR. **No exceptions.**

Award Ceremony

*Success is
best when
it's shared*

To end each drill competition, the school hosts an award ceremony to recognize those who won in IDR and within their categories. Central must be formed up in an organized manner by teams with commanders and captains in front. Teammates must stand at parade rest in silence. The drill officers will be in charge of all of the formations.

Regardless of whether you win or lose in a category you competed in; you must congratulate those who *do* win trophies within your respective categories. Armed must congratulate every armed team that wins a trophy, and so on. **Every team must show a level of comradery for their competitors.** The way in which this praise will be shown will be decided by the drill team captains (whether that is putting the team at present arms as a team collects their award or doing a chant).

Whenever one of our Central teams wins an award, every Central drill team must acknowledge that team in some way (again, whether with a “present arms” or a chant). Cadets will remain in formation until the end of the ceremony, and then proceed to load the bus to leave. Every cadet must do their part to load. Once cadets arrive at Central again, they will have 20 minutes to get picked up or will not be allowed to go to another drill team competition. Cadets will not leave until the bus is completely unloaded and cleaned.

Dismissal from the Drill Team

Cadets will be considered for removal if they:

- Refuse to do what they are asked or ignore deadlines
- Have three or more absences with no valid excuse
- Have an uncontrollable amount of attitude
- Do not listen to commands

- Disrespect the team or a rifle
- Have anything less than a B- in AFJROTC
- Receive a suspension or extended detention
- Disrespect teachers or instructors

We do not need cadets who do not want to be here or lack self-discipline. Cadets who are dismissed from the drill team will be required to return their drill team cord(s) and any other decorations they earned from drill, excluding drill team medals. Failure to do so will result in a gross violation on uniform day.

All dismissals are handled on a “case by case” basis.

The drill director has the right to remove a cadet from the drill team at any time.

Leadership Positions

Drill Team Officer

The drill team officer is the highest-ranking cadet on the drill team and they are responsible for every facet of the drill team. Assists the DO in accomplishing Corps goals by coordinating Drill Teams' activities. Works with Drill Team coaches and captains to schedule practices, buses, equipment preparation and loading. Works with instructors to ensure permission slips are distributed and returned on time. Works with instructors to ensure all drill team standards are met.



Drill Team Captain

Leads their drill team during practice and performances. Ensures the highest standards of appearance, decorum, and sportsmanship is exhibited by each team member. Coordinates all team matters with their coach. Orders any items that the drill team needs.

Drill Team Co-Captain

Assists their Drill Team Captain in meeting the highest standards of appearance, decorum, and sportsmanship and takes control of the drill team in the drill team captain's absence. Takes over the team when the captain is absent.

Regulation Commander

Leads their drill team in the regulation category. A regulation commander is expected to be the sharpest cadet on his/her team. They will study their respective drill team manuals to ensure their team is meeting the highest standards of regulation drill. They will drill their team until they meet near perfection.

Inspection Commander

Leads their drill team in the inspection category. An inspection commander is expected to be the most knowledgeable cadet on his/her team and have the best military bearing. They will train their cadets to learn the answer to every inspection question and will hold their team to the highest standards of discipline.

Exhibition Commander

Leads their team in the exhibition category. They are expected to know and teach various moves to their team and formulate a Nationals-level routine. They will ensure their cadets practice until each movement on the floor is perfect and in unison.

Equipment Officer



*Rank may s
you custom
curtsies, bu
character w
you respect*

*You don't inspire
your teammates
by showing them
how good you
are. You inspire
them by showing
them how good
they are.*

Must ensure that ALL cadets have the proper articles needed for all uniforms. They will record each of their team member's sizes and information for necessary uniform pieces. This includes blue shirts, service coat, pants, tie/tie tab, belt, flight cap, ribbons, nametags, ranks and shoes. They will schedule an appointment with the Director of Logistics for their team to be issued all necessary pieces of their uniform and will assist him/her in issuing these uniforms. They ensure each of their team members have all parts of their stored in the armory and that everything always looks perfect. Shirts must be washed and ironed, pants and service dress must be dry-cleaned, and ribbons must be clean and in proper order. If any drill team member has any issue pertaining to their drill uniform, they must report it to their respective Equipment officer who will help resolve it. They are responsible for pack out for every competition.

Academic Officer

Ensures that every cadet on their drill team meets the academic standards to remain on the team. Academic officers must report their drill team members' academic standings to their captain on a weekly basis. This information will be recorded on a spreadsheet. Any cadet with one F must be handed an academic tracking sheet which they will continue to fill out on a weekly basis until the cadet no longer has an F. Those cadets with more than one F will receive disciplinary action. **NO EXCEPTIONS!** Academic officers are also responsible for contacting team members' teachers with any concerns about grades.

Attendance Officer

Ensures that attendance is taken every practice before roll call. During 1420 and 1430, the attendance officer will take attendance and see who's present. They will have an attendance tracking sheet and will check off who is present. Once she/he has finished taking attendance, she/he will inform the captain of how many cadets are missing. Once roll call is over, the attendance officer should also mark down anyone who is tardy. It is important for the attendance officer to correctly mark down the attendance because it can determine if team members stay on the team or not. Therefore, team members must communicate with either the attendance officer or the captain if they will be late or absent.

Fundraising Officer

*“Teamwork:
simply stated, it
is less of ME and
more of we.”*

Ensures that his/her drill team is ALWAYS taking part in a fundraising activity. Fundraising managers must also report new fundraising ideas on a regular basis to help the team grow financially. They must create a spreadsheet that documents their teams' fundraising progress/attendance and report this to their drill team captain. Drill team captains will notify the fundraising officer about any funds needed, and the fundraising manager will make a plan to ensure they have sufficient funds for everything they need.

Command Voice

A commander's voice must be strong and loud. Your voice should not feel strained after commanding. Remember, there is a difference between YELLING and *commanding*. Do not scream out your commands for the sake of being loud. **You must learn how to PROJECT your voice and command from your diaphragm.**

Tips for Those in Leadership Positions

*“Push yourself,
because no one
else is going to
do it for you.”*

You must respect those above you as well as those below you. Understand everyone learns differently. Accommodate for those people. Learn to be hard on your cadets and have high expectations. We want to WIN Nationals. Remove people who don't deserve to be on the team and don't let bad acts become habits. **Remember not to be too harsh because people will stop listening to you but NEVER let your guard down and be too lenient because NO ONE will respect you.** Find your balance. Most importantly, make sure your cadets feel comfortable with you. Be charismatic but make sure they understand you want the best for your team, and you will do everything in your power to ensure that happens. When you can bring a team together and you're all working to achieve the same goals, you're golden, but it's certainly significant work.

Make sure you know EVERYTHING about the category you are leading in. Take time outside of school to STUDY and PREPARE. It's hard to take someone seriously if they don't know what they're doing. If you're the inspection commander, you should know the answer to each and every inspection question. If you're the exhibition commander, you should know your routine and be the most skilled. If you're

the regulation commander, know both your drill manuals. And so on. The more you know, the better leader you can be.

Point System

Not all drill teams will go to the Nationals. Each drill team will have to accumulate 50 points to go to Nationals. 3 points are awarded for a first-place finish, 2 points are awarded for second place and one point is awarded for third place finishes and IDR medals. Only the teams that reach the 45-point threshold will be allowed to go to Nationals. Drill officers and the drill director will track the points for each team.

Drill Store

Fundraising is a big part of our drill season. Each team will be expected to take part in the drill store. Each week a team will be responsible for bringing in items and working for the drill store. Although donations are preferred, funds can be allocated for the purchase of drill store items. ***If a team does not assist with the drill store, they will not be allowed to practice or participate until they have fulfilled their weekly duties.*** Individual cadets that need assistance with funds for competitions may make arrangements with the drill director to sell items or work in the drill store. This is handled on a case-by-case basis.

Attachments – Drill Manuals

Air Force Instruction 36-2903 – Uniform

Air Force Manual 36-2203 – Drill

Army Training Circular 3-21.5 – Rifle Movements

Drill team SOP created by Valery Franco and Francisco Pantoja, edited and designed by Ana Bautista and Adriana Corcino, and redesigned and revised by La'Tasia Love and Anthony Soto.