# Standard Operating Procedures

## Violations

1. Boundaries: Boundaries for each drill area are outlined in a previous section.  Teams will be penalized 3 points for each violation up to a maximum of ten (10) points.
2. Time Limits: there will be no time limits for Regulation with/without Arms teams.  For Exhibition teams, the minimum time will be five (5) minutes.  The maximum time will be eight (8) minutes.  A deduction of one (1) point per second for either under or over the time limits will be assessed.  The timing for Exhibition Drill will begin when the Team Commander begins his/her report to the Head Judge, and ends when the Team Commander reports out.  The maximum time for Individual and Dual Exhibition with Arms is two (2) minutes.
3. Sequence:  For Regulation Drill and Color Guard Competition, three (3) points will be assessed for each movement added, omitted, or performed out of sequence up to a maximum of ten (10) points.
4. As a reminder, FM 3-21.5 will be strictly enforced.  During Regulation drill, hesitations during pivots or extra flourishes of any sort will be considered as deviations and deductions from team scores will be made.  We have met with the judges and they are aware of what constitutes a violation.

## Inspections

Inspections will be completed by the Team Advisor.  We expect all team members to be in compliance with school/team dress and appearance standards.

## Judges

United States Army, Air Force, Marine, and Army Reserve and National Guard plus Recruiters from the Omaha area will serve as judges. All will be knowledgeable concerning 3-21.5.

1. Each drill event will have five (5) judges assigned.  One judge will be designated as the Head Judge.  Each team commander will check in with the Head Judge prior to beginning the routine.  The High and Low scores will be discarded.
2. The judges will be moving around the floor during the team’s routine.
3. The judges will not talk to each other or the contestants during the routine.  They will also avoid discussing the team’s performance while competition is in progress
4. Judges forms will be completed immediately after a team’s performance and signed in ink by the appropriate judge.  The next team will not begin its routine until all score sheets are in the hands of the designated runner who will take them to the designated scoring area. (See Score Sheet Treatment below)

## Score Sheet Treatment

Before a performance begins, the judges will each place a printed label on the score sheet denoting the school, performance type, estimated start time of performance (filled in by judges), sub-team identification number, judge number, and judge name and number (1-5; 1 is the head judge (highest ranking/most experienced) (filled in by judges). The judges will have the printed labels for each of the scheduled performances at each competition floor; any late additions or changes will require new labels to be completed by the teams involved. Instructions on how and where to do this will be included in the welcome packet for the teams (most of which will be on the BIDM website prior to the event). The commander for each team is responsible for ensuring that the label matches their school and that the sub-team identification number accurately reflects the instructor’s intentions for scoring (explained later in this section under Sub-team Identification Numbers).

Upon completion of the score sheets, judges will sign (in ink) their score sheet and pass all the sheets together off to student runners. Student runners will take these (one for each judge, meaning five) sheets to the score room immediately and then return to the competition area. Scoring sheets should get to the score room no longer than 30 minutes after the performance for which the sheets were graded. Please also see the Score Room information below, as these two topics closely interweave.

## Score Room

No students, parents, or instructors; other than students, parents, and volunteers working in the score room and the Bellevue AFJROTC instructors; shall enter the scoring room at any time during the event other than to deliver score sheets, which will be handed off at the door. Upon receipt of a group of score sheets, score room workers shall review the sheets, checking for readability and proper score notations. If the workers have any questions or doubt about the intention of the judges for a given score, the workers will treat it as nonstandard notation/unreadable and follow the procedures below.

Scores from each individual judge sheet are summarized and placed on a cover sheet to assist with data entry into the scoring database (for more information on the database see the Section 4: The Scoring Database). The cover sheet is double-checked by at least two adults for accuracy and completeness. When entering the data into the scoring database score packets are also quickly rechecked by those entering the data to ensure maximum accuracy.

At no time will any score sheets be altered without consulting the judges from that competition area nor will non-Bellevue scores be discussed outside of the score room. While the meet is still in progress no scores will be shared or discussed with any non-Bellevue teams or their instructors nor will any non-Bellevue scores be shared or discussed with the Bellevue teams; however, instructors of the Bellevue teams, who are all running the meet, will be checking on, reviewing, and working with the score room to ensure accuracy of the scoring and will therefore have access to scores from different teams.

## Nonstandard Notation/Unreadable Sheets

Judges will be given a list of proper scoring procedures to ensure that all scores are recorded in a standard way. If any sheet(s) do(es) not follow the standard procedures or are unreadable, a runner will return to the judge with the sheet(s) in order to allow the judge to fix it while maintaining his original scores.

## Competition Categories

These are the nine individual competition categories:

* Unarmed Regulation (abbreviated UR) – 1st through 5th Place
	+ The scoring for a team will begin when the first member of the team enters the competition area and will end when the last member of the team leaves the drill competition area.
	+ Regulation drill competition will be in accordance with Army Training Manual 3-21.5 dated July 2003.
	+ Extra flourishes during Regulation drill such as three count about faces, accented cadences, etc, will be closely monitored.  Judges have been briefed to strictly enforce compliance with 3-21.5.  The team commander may not receive prompting or use notes while his/her team is performing.
	+ No time limit.
* Armed Regulation (abbreviated AR) – 1st through 5th Place
	+ Same as details on unarmed regulation above…
* Unarmed Exhibition (abbreviated UE) – 1st through 5th Place
	+ Timing starts when the team commander begins to report in to the Head Judge and ends when the team commander finishes his/her report out.  The scoring begins when the first member steps into the competition area and ends when the last member leaves the competition area.
	+ Note:  The Team Commander may place the Head Judge anywhere on the floor to begin the Exhibition competition.  It is the Commander’s responsibility to make this request.
	+ Exhibition drill is limited only by the ingenuity of the participating teams.  The only restrictions are special effects.  Any special effects that are desired must be submitted in writing to the Drill Meet Coordinator 2 weeks prior to the meet.
	+ Time limit is 5-8 minutes.
	+ The following rules **must** be followed:
		- No lights, luminous paint, or fireworks
		- No ammunition, live or blank
		- No music.  Drums are permitted
* Armed Exhibition (abbreviated AE) – 1st through 5th Place
	+ Same as details on unarmed exhibition above in addition to the following…
	+ All rifles **must** have **at least** ¼ inch Rifle Butt Pad protection.  This rule is designed to protect the gym floors and will be **strictly enforced**.  Weapons will be inspected prior to the team’s performance.  Should a Butt Pad disengage during competition, continue the routine.
* Armed Color Guard w/out Casing (abbreviated CG) – 1st through 5th Place
	+ Same as details on unarmed regulation above in addition to the following…
	+ Scoring for Color Guard will end with the Colors Halt command after Presenting Colors.  Case Colors is not required and will be completed after leaving the drill floor and will not be a scored item.
* First-Year Unarmed Regulation (abbreviated FY) – 1st through 3rd Place
	+ Same as details on unarmed regulation above…
* Individual Armed Exhibition (abbreviated IE) – 1st through 5th Place
* Dual Armed Exhibition (abbreviated DE) – 1st through 3rd Place
* Individual Drill Down (abbreviated IDD) – 1st through 3rd Place
	+ Competition heats will run from 0900-1500.
	+ Each heat will be limited to a maximum of 30 cadets.
	+ The final 3 cadets from each heat will enter the IDD finals.  The exact number of heats will be determined by the number of interested cadets.
	+ A cadet may enter as many heats as he/she desires until they are picked for the finals.
	+ Each heat will cost $0.50/cadet. Tickets may be purchased in the cafeteria prior to IDD competition or during registration/check-in.
	+ The IDD Championship will be conducted in the South Gym immediately after all other competition is completed.  The IDD will be performed without weapons.

These are the six overall competition categories:

* Overall Unarmed (abbreviated OU)
	+ Includes scores from Unarmed Regulation and Unarmed Exhibition
* Overall Armed (abbreviated OA)
	+ Includes scores from Armed Regulation and Armed Exhibition
* Overall Regulation (abbreviated OR)
	+ Includes scores from Unarmed Regulation and Armed Regulation
* Overall Exhibition (abbreviated OE)
	+ Includes scores from Unarmed Exhibition and Armed Exhibition
* Grand Champion (abbreviated GC)
* Includes scores from Unarmed Regulation, Armed Regulation, Unarmed Exhibition, Armed Exhibition.
* Overall Sportsmanship (abbreviated OS)
	+ Nominated by other teams…team with most nominations; tie is broken by judges’ comment and/or SASIs’ input

## Sub-team Identification Numbers (abbreviated STID)

Each school represented at the drill meet will be assigned a 2-5 letter call sign (ex.: BE-Bellevue East, Benson-BEN, ALHS-Abraham Lincoln High School, etc.). These call signs are used to identify the teams on score sheets and within the score room’s database system. For each individual competition category, a school can have up to 10 (based on database design (can be altered)) teams competing under one call sign. Each team performing must be composed of all different cadets (see Individual Cadets Performing Multiple Times below).

Each performance team within a category must receive a unique STID for that competition category and that school. The number does **not** reflect the cadet compositions for the teams; just how the instructors want to group the teams for the overall competitions. It is important for the commander of each of the sub-teams for each category to know their STID for identification both when performing, when tabulating overall category winners, and during the awards ceremony. If there are any questions about STID, please contact any of the instructors at the hosting schools.

For instance if Slaja High School with the call sign SHS has 2 teams performing in the Armed Regulation category they need to choose one team to receive the STID 1 (primary, explained below) and the other to receive the STID 2. This is denoted in BIDM documentation as the school call sign hyphen STID (Example from above: SHS-1, SHS-2).

Now here is where it gets a little confusing. Only the performances with matching STID are eligible for the Overall Categories. To continue the example from above…Slaja High School also has one team in each of these categories: UR, CG, FY, AE, and UE. All of these teams would automatically receive the STID 1. The performance team in AR that they selected earlier to receive the STID 1 would be the score included with the scores from their UR, CG, AE, and UE teams for the overall champion and with the score from their AE for Overall Armed and so on and so forth...this means that even if the AR SHS-1 team did terrible in their AR performance and the AR SHS-2 team aced their routine, the scores attached to SHS-1 are still the only ones combined for the overall categories of SHS-1. That being said all the teams with SHS-2 would be combined for a separate overall team. Meaning if the SHS-2 received a score of 1200 they would be competing in the OR, OA, and OC categories with a score of 1200 as SHS-2…however unless they had another UR or AE team (in addition to the original 2 (1 in each category)) compete they wouldn’t have a reasonable prospect of winning the OR or OA respectively since they only have one performance score…and again they would need more teams in the OC category to have a reasonable chance of winning the OC.

The OS category applies to an entire school. Therefore the STID are not used to denote an individual group of winners within the school, because the entire school wins.

## Individual Cadets Performing Multiple Times

Within the individual competition category, each cadet may only perform once. This means that if Billy Jean performed in one Armed Regulation performance, he could not then perform at a later time with another Armed Regulation performance. This being said he could still perform in any other individual competition category that he hasn’t already performed in. **Note**: This does **not** apply to the Individual Drill Down, Dual Armed Exhibition, or Individual Armed Exhibition. **Note**: It should also be noted that the cadet does **not** have to perform on teams with all the same STID (see Sub-team Identification Numbers above for more information).

# Individual Competition

 As shown in the flow chart on the previous page, each individual competition is scored in the same, standardized way. If ties persist to the administrative scoring level, that means that the judges scores for the two different teams competing in this particular event were practically mirrors of each other based on numbers. However by observing numbers at particularly smaller points in the scoring process that have been deemed more important, for instance the head judge’s scorings of the commander and comments about the group, as well as, other commander scorings and judge comments, the SASIs will break the tie in the most reasonable and fair way possible. All administrative decisions by the SASIs are as final as the judges’ decisions and cannot be appealed.

## Defense

To defend the individual competition scoring strategy and explain why we use it, the following information is supplied...

By first ordering the teams by the total scores from each individual judge while throwing out (subtracting from the sum of all scores) the highest and the lowest judge score, we arrive at a more accurate representation of the team’s performance as a whole. Many times-right or wrong-groups of judges choose to select one judge to watch specifically for cadence and another to specifically watch the commander. These tend to be on the extreme ends and therefore we get the three judges looking at the whole performance all together and not just two individual parts. However, if a tie occurs at this level (fairly common), breaking it would involve simply looking at the two parts that the judges seemed to consider important enough to assign specific judges to…(assuming that is why they were on the extremities…but even if that’s not the reason, as a whole the three middle scores give us an overall look at the team…then if ties exist, more specific parts can be addressed). This is why we use the highest individual judge score to break a first-level tie; followed by the highest low individual judge score (the other score that was thrown out at first) to break a tie still persisting.

At this next point we use the sum of all the Commander Scores from each individual judge to break a third-level tie. Again since the group as a whole seems to be almost identical in overall performance we narrow our focus on the commander, the leader of the group which makes sense considering one of JROTC’s highest goal is developing leadership…if a tie persists (uncommon) to this point we next use the Head Judge’s overall team score to break the tie…if those are equal for both teams tied, then we go on to the second highest and second lowest judge scores to see if we can find a place where one of the teams did better even in a small way.

If a tie still persists after this (very rare), the hosting SASIs will be asked to use the following criteria to break the tie…the head judge’s commander score, the highest individual commander score, the lowest individual commander score, the head judge commander score, head judge comments, and any other judge comments. If for some reason, the SASIs cannot reach a decision based on what the judges have written down, they may go to the judges to get more feedback or declare it a tie at the SASIs’ discretion. They will then come to an agreement as to which team deserves to take the trophy. Their decision is final and cannot be appealed for any reason.

# Overall Categories

As shown in the flow chart on the previous page, each overall category is scored in the same, standardized way. If ties persist to the administrative scoring level, that means that the judges scores for the two different teams competing in this particular event were practically mirrors of each other based on numbers. However by observing numbers at particularly smaller points in the scoring process that have been deemed more important, for instance the head judge’s scorings of the commander and comments about the groups, as well as, other commander scorings and judge comments, the SASIs will break the tie in the most reasonable and fair way possible. All administrative decisions by the SASIs are as final as the judges’ decisions and cannot be appealed.

## Defense

To defend the overall category scoring strategy and explain why we use it, the following information is supplied...(strategies used in Individual Competition Scoring have more thorough defenses listed in their respective section on previous pages)

By first ordering the teams by the combination (sum) of the results of the total scores from each individual judge while throwing out (subtracting from the sum of all scores within each competition) the highest and the lowest judge score from each competition, we arrive at a more accurate representation of the overall team’s performance as a whole. If a tie occurs at this level (fairly common), breaking it would involve simply looking at the two parts left out of the first scoring step…this is why we use the combination of the highest individual judge scores from each competition to break a first-level tie; followed by the combination of the highest low individual judge score from each competition (the other scores that were thrown out at first) to break a tie still persisting.

At this next point we use the sum of all the Commander Scores from each individual judge from each competition to break a third-level tie…if a tie persists (uncommon) to this point we next use the highest individual competition total (leaving out the high and low) to attempt a break…if that fails we try to break it with the combination of the Head Judge’s overall team scores from each competition…if those are equal for both teams tied, then we go on to the highest and lowest (respectively) judge scores out of all the individual competition scores to see if we can find a place where one of the teams did better even in a small way. We next look at the highest individual competition Commander Scores to see if the tie can be broken there…ties still persisting will then get a look at the combination of the second highest highs and the second highest lows from each competition.

If a tie still persists after this (should be extremely rare), the hosting SASIs will be asked to use the following criteria to break the tie…the combined and/or individual head judge’s commander score, highest individual commander score, lowest individual commander score, head judge commander score, head judge comments, and any other judge comments or scores deemed appropriate. If for some reason, the SASIs cannot reach a decision based on what the judges have written down, they may go to the judges to get more feedback or declare it a tie at the SASIs’ discretion. They will then come to an agreement as to which team deserves to take the trophy. Their decision is final and cannot be appealed for any reason.

## Grand Champion Category

This will be the same as overall category scoring, except that it combines 5 competitions instead of 2.

## Sportsmanship Award

This award is determined by nominations by other teams. Team with most nominations wins this award; any ties are broken by judges’ comments and/or SASIs’ input. SASIs’ have final decision.