

National Cadet Competition

Rules of Engagement #5.2

Civil Air Patrol

1 July 2004





National Cadet Competition

Rules of Engagement

PREFACE

These rules govern the National Cadet Competition.

“I was a little disappointed we didn’t get first place ... But I discovered that it’s more than a competition. We were honoring America, and that’s important to me.”

Cadet Katie Broyles,
Great Lakes Region
2003 NCC

These rules will govern the 2004 National Cadet Competition (NCC), and will remain in effect until superseded. Visit www.cap.gov and click “Cadet Programs” and “National Cadet Competition” for the latest NCC rules. CAPR 52-16, *Cadet Program Management*, governs NCC.

NCC team escorts should direct any questions or comments about these rules to Robert Smith at rsmith@cap.gov.



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Chapter 1 - General

1-1. OVERVIEW

- a.** Purposes of the National Cadet Competition (NCC).
- (1) To provide incentive and motivation for cadets to train and attain goals in leadership, aerospace education, physical fitness and teamwork.
 - (2) To provide an opportunity for cadets to increase esprit de corps through excellence in training and performance.
 - (3) To provide a public validation of the objectives of the Civil Air Patrol (CAP) Cadet Program.
- b.** Objectives of the NCC.
- (1) To provide a competitive venue in which cadets can display their training and leadership skills.
 - (2) To recognize and reward cadets whose training and performance is determined to be the best in the CAP Cadet Program.
 - (3) To establish clearly defined standards for performance, which can be used at all CAP levels.
 - (4) To provide a tool for measuring the success of the Cadet Program at all levels.
 - (5) To provide an event that can be used in publicizing the Civil Air Patrol and can be used as a recruitment tool.
- c.** Target group for the NCC.
- (1) All cadets in the CAP Cadet Program should be targeted at the unit level. All cadets should be challenged to train and achieve at their highest possible level.
 - (2) All senior members who have contact with cadets should be targeted at the unit level. They should be encouraged to teach, train and assist the cadets in their endeavors to be a part of the NCC.
 - (3) All senior members in command positions above the unit level who have decision-making power in matters that affect the cadets' chances to participate in the NCC should be targeted.
 - (4) Using publicity about the NCC and lower unit competitions as recruiting material should target the general public.
- d.** Results of the NCC.
- (1) Cadets who compete at any level develop pride, esprit de corps and a sense of accomplishment.
 - (2) Cadets and senior members have the reward of knowing what the cadets' skill and abilities are when they are "put to the test" in areas required by the NCC.
 - (3) Cadets and senior members have fun and communicate that to others, providing motivation for other members to raise their level of performance and providing a recruitment tool to attract new members.
- e.** Desired outcomes of the NCC.
- (1) Cadets increase their training and skills in leadership, aerospace education, physical fitness and teamwork.
 - (2) Cadets use their increased skills and knowledge to get more involved in the Cadet Program at the unit level, thus creating a stronger program.
 - (3) Outstanding teams and cadets are recognized and rewarded for achieving the goals and objectives set before them by CAP National Headquarters.
 - (4) High standards of training and performance are established and taught to other cadets, thus increasing the level of training throughout the program.
 - (5) Cadets and senior members gain a sense of belonging to a large organization by interaction with other members outside of their regular area of contact.

1-2. GENERAL RULES

a. These **Rules of Engagement (ROE)** describes the general format and procedures for conducting the National Cadet Competition. The NCC is intended to be an event for ALL CAP cadets. Every effort should be made at the local unit level and the wing level to make the competition available to any cadet who wishes to apply himself/herself to competing and excelling.

b. The National Cadet Competition consists of two separate competitions: The National Drill Team Competition (NDTC) and The National Color Guard Competition (NCGC).

c. To be eligible to compete in the NCC, a team must first be selected by the wing commander and the region commander. Commanders are encouraged to use **this NCC ROE** to select teams.

d. Region commanders must forward to National Headquarters/LMP, no later than 60 days prior to the competition, a Personnel Authorization listing the team members' names, CAP Identification Numbers, and Social Security Numbers along with the e-mail address and business and home phone numbers of the head escort. Two escorts must be listed for each Drill Team and two escorts for each Color Guard. One Drill Team escort and one Color Guard escort from each region must possess a valid CAPF 75. Escorts must remain with the teams at all times and will be billeted with the teams. Copies of the Personnel Authorization should also be sent to the appropriate CAP-USAF region liaison office. One male and one female escort must accompany teams composed of both male and female cadets. Teams composed entirely of one gender may be accompanied by a male and female escort or by two escorts of the same gender as team members. Escorts must be at least 25 years old. Region commanders must submit to National Headquarters/LMP the name of the escort for each team who will serve as the Point of Contact for National Headquarters.

e. The NCC is based on traits of leadership and personal responsibility. Any behavior contrary to the highest standards will not be tolerated and may result in individuals or an entire team being disqualified.

f. When the NCC takes place on an active-duty military installation, all CAP members will be expected to be familiar with the proper protocol of saluting, honors to the flag during reveille and retreat, and other customs and courtesies.

g. National Headquarters/LMP will designate a NCC National Project Officer and a **NCC Director**. These two individuals, along with their staff, and the Air Force Reserve support team are responsible for direction, policy interpretation and implementation, and, in general, the success of the NCC.

1-3. JUDGING OFFICIALS

a. The **NCC Director** and the National Project Officer will appoint all NCC judges and officials. To ensure the most objective evaluation, a minimum of three judges will be assigned to each event. One female judge should be assigned whenever possible.

b. The National Project Officer will designate one judge for each event as the Chief Judge.

c. In no case will a relative of a competitor or a person with any affiliation to a competing unit be selected as a judge.

d. A timekeeper and recorder will be appointed. The timekeeper's primary function is to record the total time a team uses during its presentation and to notify the Chief Judge of the time used. The recorder is responsible for distributing and collecting the judges' score sheets, tabulating totals, transcribing scores, and checking records for accuracy. Additional personnel will be assigned as line judges for the standard and innovative drill events to judge boundary violations.

e. An NCC staff member, AF Reservist, or other disinterested party will be designated the Event Marshaller (EM) for each event. The function of the EM is to direct each team to the designated starting point, brief team commanders as necessary, and direct the start of each performance once everyone is ready. The EM generally keeps each event flowing smoothly and in a timely manner.

f. Volleyball judges should be selected from personnel who are familiar with volleyball rules and regulations, preferably certified volleyball referees from area schools.

g. Judges will be expected to read and be thoroughly familiar with the Judges' Briefing Notes (see Attachment 1) and the regulations, manuals, and publications listed in Attachment 2. They will be required to evaluate the competition in light of those notes and the applicable regulations and manuals as listed.

h. Judges will be required to complete their score sheets thoroughly, to include written comments on the score sheets to justify their scores on each event.

1-4. SCORING

- a. The rank order method of relative scoring will be used for the NCC.
- b. For each event, the teams will be rank ordered based on the final tally, into 1st through 8th places. The first place team will receive 1 point; the second place team will receive 2 points; the third place team 3 points; and so forth. The lowest total rank order score achieved by a team for all events in the competition will be declared the winner of the competition.
- c. The rank order score for the In-Ranks Inspection, Standard Drill, Innovative Drill, Practical Drill, Written Examination, and Mile Run events will be determined based on each team's total score. The Panel Quiz and Volleyball rank order score for each team will be determined by the order of finish.
- d. Each judge will score separately the In-Ranks Inspection, Standard Drill, Innovative Drill and Practical Drill using score sheets that are specific for each event (see Attachments 3 and 4). Following completion of each of these events, the recorder will collect the score sheets from each judge, calculate their combined scores, and determine the rank order.
- e. Ties should be rare, but if there is a tie in the scores of a specific event, the tie will not be broken. If, for example, the top four teams in an event finish with scores of 2900, 2750, 2750, and 2500, the team with 2900 would receive a rank order score of 1, the two teams with 2750 would receive rank order scores of 2 (they are tied for second place), and the team with 2500 would receive a rank order score of 4.
- f. In case of a tie for first, second, or third place in the overall Drill Team or Color Guard Competitions of the NCC, the rank order finish in the Written Examination will be referenced to break the tie. If the teams are still tied, the rank order scores for the Mile Run will be used to determine the winner.
- g. The cadet team commander must present appeals of any judges' decision, in writing, to the National Project Officer or the NCC Director within the time limit specified in the team briefing. The National Project Officer and the NCC Director will meet with their staff to discuss the dispute and will render a final decision in a timely manner.
- h. Feedback to teams will be provided following the competition. Judges will be required to make comments and explanations directly on the score sheets to support their scores. Each team will be briefed on the judge's comments. The purpose of the feedback is strictly for the education of the teams. No decisions may be appealed based on the feedback from the judges.

1-5. NCC SCHEDULE AND BRIEFING

- a. Prior to arrival at NCC, all teams will receive a schedule of events from the National Project Officer. Upon arrival of all competing teams at NCC, the National Project Officer will conduct a team briefing.
- b. The cadet commander and one escort from each team will attend the team briefing. The briefing will include, but not be limited to the topics listed in the NCC Team In-briefing Checklist (see Attachment 5). Any questions regarding implementation of the rules should be addressed at this time. The NCC Director, in consult with the National Project Officer, will decide any conflicts or confusion.

1-6. NCC SEQUENCE

- a. Order of Appearance: At the team briefing, teams will be randomly selected to establish the order of appearance for the following year's competition.
- b. Call to the Presentation Area. The Event Marshaller (EM) will line up the teams and make sure all the judges are ready before the team begins its presentation. Teams WILL NOT start an event; i.e. NOT march into any competition area before the EM directs them to begin or be subject to a penalty for boundary violation.

c. Entry to the Presentation Area. The team will enter the presentation area from the Chief Judge's right, from a point designated by the EM. See Attachment 6 (Color Guard) and Attachment 7 (Drill Team) for diagrams of the presentation areas and judges' positions.

d. Start of judges' observation of the team. The judges will begin observing the team for purposes of evaluation and scoring of an event at the moment they form up at the designated starting point on the boundary of the presentation area. Evaluation will continue until the team is completely off the presentation area at the conclusion of their presentation. Note: The judges and the NCC staff will observe both teams and individuals members at all times during the competition as a basis for selecting the Outstanding Cadet Award and the Special Team Award. The following criteria will be used: appearance and bearing, esprit de corps, integrity, respect for authority, respect for peers, skill and knowledge, and teamwork.

e. Timing of events. The timekeeper will start the clock for each timed event at the instant the Chief Judge drops his/her salute for the last time in the prescribed reporting procedure (See Reporting Procedure in each event description). The timekeeper will stop the clock as specified in each event description.

f. Presentation Area. Whenever possible, the presentation area will be a minimum of 50'x90,' which is the size of a standard high school basketball court. However, if necessary, the National Project Officer will use the most appropriate presentation area available and teams will be expected to adapt to the designated area. Any deviations to the dimensions of the presentation area will be announced at the team briefing.

g. The Chief Judge will normally be located four paces outside of the presentation area.

h. If the drill portion is to be conducted in an area that does not allow street shoes, athletic shoes with non-marking soles will be required. This requirement will be communicated to the teams in advance of the competition.

1-7. SPECTATORS.

a. All CAP members are invited and encouraged to attend the NCC. Family members and friends are also welcome to attend.

b. Spectators must understand that they are spectators only and will not be involved in the competition.

c. Spectators must make their own arrangements for transportation, lodging, and meals.

d. The **NCC Director** will announce at the initial team briefing opportunities for spectators to view events. Spectators may not be allowed in some events because of space limitations or to preserve the specific challenge of the event.

e. Spectators may videotape or take non-flash pictures of most events. Videotapes will not be used to affect the event outcome in any manner. There will be no **photographic**, video, or audio recording of any kind during the Panel Quiz. The National Project Officer will have the final decision on restrictions pertaining to video and photography.

1-8. AWARDS

- a.** National Headquarters will provide the following awards for the National Drill Team Competition:
- (1)** USAF Chief of Staff Sweepstakes Award for first place in the National Drill Team Competition
 - (2)** Second Place in the Drill Team Competition
 - (3)** Third Place in the Drill Team Competition
 - (4)** First and second place awards for each event as listed below:
 - (a)** In-Ranks Inspection
 - (b)** Standard Drill
 - (c)** Innovative Drill
 - (d)** Volleyball
 - (e)** Mile Run
 - (f)** Written Examination
 - (g)** Panel Quiz

- (5) Individual awards as listed below:
 - (a) Fleet Foot Award for fastest run time for male and female
 - (b) Highest Written Examination Award
 - (c) Outstanding Cadet Award (selected by judges and NCC staff)
 - (6) Special Team Award selected by vote of the cadet competitors, the NCC staff, and the judges (see Attachment 8).
- b. National Headquarters will provide the following awards for the National Color Guard Competition:
- (1) USAF Chief of Staff Sweepstakes Award for first place in the National Color Guard Competition
 - (2) Second Place in the Color Guard Competition
 - (3) Third Place in the Color Guard Competition
 - (4) First and second place awards for each event listed below:
 - (a) In-Ranks Inspection
 - (b) Standard Drill
 - (c) Indoor Practical Drill
 - (d) Outdoor Practical Drill
 - (e) Written Examination
 - (f) Mile Run
 - (g) Panel Quiz
 - (5) Individual awards as listed below:
 - (a) Fleet Foot Awards for fastest run times for male and female
 - (b) Highest Written Examination Award
 - (c) Outstanding Cadet Award (selected by the judges and NCC staff)
 - (6) Special Team Award selected by vote of the cadet competitors, the NCC staff, and the judges (see Attachment 8).

1-9. MILE RUN

- a. Teams will report to the prescribed location in proper uniform and await the EM's call to the starting point.
- b. Physical Fitness Uniform. Teams will wear athletic shorts, T-shirts, appropriate undergarments, and athletic shoes and socks (no cleated shoes are allowed). Teams may choose to wear warm-up suits as outer garments. All attire should be appropriate and in good taste. Cadets are free to wear any appropriate religious clothing (for example, those not allowed to wear shorts may wear appropriate clothing authorized by their faith practice).
- c. Competition officials will include a minimum of one starter/judge, two timekeepers, and two recorders.
- d. The Mile Run time for all members of each team will be totaled (female times will be converted to male times by subtracting 1½ minutes). The team with the lowest total time will be the winner (see Attachment 9).
- e. Cadets in Physical Fitness Category II must present a doctor's certification of Category II requirements to the NCC Director. Upon proper certification, the cadet will be considered the same as a Physical Fitness Category III cadet for purposes of the competition (See paragraph 1-9g). This also applies to a cadet who sustains an injury or illness at the NCC. He/she will be placed in Category II, upon verification by event staff.
- f. Cadets in Physical Fitness Category III or IV must present a doctor's certification of Category III/IV requirements to the NCC Director.
- g. If a team has fewer than 16 cadets for the NDTC, or 5 cadets for the NCGC, for any reason other than approved Category II or Category III status, each absent cadet will be given a score 30 seconds slower than the individual time recorded for the overall slowest cadet in the Mile Run. A cadet who is Cat II or Cat III will be given a score equal to the individual time recorded for the overall slowest cadet in the Mile Run.

1-10. PERSONAL APPEARANCE

- a. Haircut for male cadets and hairstyles for female cadets will meet standards prescribed in CAPM 39-1.
- b. Female cadets may wear cosmetics that complement their complexions and are in good taste.
- c. No articles will be carried in shirt pockets. Non-bulky items may be carried in pants pockets.
- d. Except as prescribed by this regulation or the **NCC Director**, cadets will be in uniform at all times. Escorts will wear the same uniforms as the cadets unless they do not meet the standards found in CAPM 39-1, in which case they should wear appropriate CAP clothing. CAP senior members do not wear shoulder cords.

1-11. PENALTIES

- a. The following types of penalties will be enforced during NCC:
 - (1) Boundary violations: stepping out of bounds during marching events.
 - (2) Timing violations: completing an event outside the published time requirements.
 - (3) Sequence violations: performing a mandatory action out of the order prescribed.
 - (4) Omission violations: failing to perform a required action.
 - (5) Prohibition violations: performing an action specifically prohibited in the regulation.
 - (6) Conduct violations: inappropriate behavior, unsportsmanslike conduct, loss of team military bearing.
 - (7) Other items briefed in the team brief.
- b. Generally, a team will be assessed a penalty for a given violation only once per event, no matter how many times that particular violation occurs; however, committing a violation in a different manner may result in multiple assessments; e.g., a team that steps out of bounds twice during a performance would only be penalized once; however, a team that enters the presentation area before being directed by the event marshaller and who then steps out of bounds while performing in their drill would be assessed two penalties even though both are boundary violations.

1-12. CHANGES

Any changes to NCC procedures will be effective upon publication in any document listed in Attachment 2 or when briefed at the NCC team briefing.

1-13. MISHAPS

In the event of a reportable mishap, CAP's self-insurance will be in affect but as secondary to the member's insurance (see CAPR 900-5 for details). The NCC Director will ensure all reporting actions are taken and that the proper reports are initiated. It is the team escort's responsibility to complete the appropriate paperwork for members and guests of their team, to include any CAPF 78 and CAPF 79. The escort will submit such reports to the NCC Director prior to departing NCC."

Chapter 2 - National Cadet Color Guard Competition

2-1. GENERAL

a. The publications listed in Attachment 2 of this ROE will be used as the basis of the NCGC. Judges will use these publications as the basis for scoring. Scores for marching events will be annotated using the National Cadet Color Guard Competition score sheets (see Attachment 3).

b. A cadet color guard team will be composed of five cadets (four primaries and one alternate). The primary team will ideally consist of two cadet airmen (the guards) and two cadet NCOs (the flag bearers). Cadet officers are not permitted to participate in this competition. The alternate may replace a primary cadet who is unable to compete; however, a primary cadet, replaced by an alternate for any reason, must compete as an alternate for the duration of the competition. Participants must be listed on the Monthly Membership Listing prior to the competition.

c. The competition consists of seven events: In-Ranks Inspection, Standard Drill, Indoor Practical Drill, Outdoor Practical Drill, Written Examination, Panel Quiz, and the Mile Run. All five members will compete in each event except Standard Drill, Indoor Practical, and Outdoor Practical.

d. Each designated presentation area will have a starting point and a ready line (see Attachment 6). As each team begins their presentation, the next scheduled team will proceed to the ready line and may stand at ease until called to the starting point by the EM.

2-2. UNIFORM

a. All uniform items must be worn in accordance with CAPM 39-1, Civil Air Patrol Uniform Manual.

b. The authorized uniform for male cadets is the short-sleeve blue shirt (with epaulets) and blue trousers. The authorized uniform for female cadets is the short-sleeve blue blouse (with epaulets) and blue slacks or skirt.

c. Ribbons and white shoulder cord will be worn. Taps on shoes are not authorized.

d. Color guards will wear the accessories listed below. All items are found in either the CAPMart catalog or any parade accessory catalog. No other items are authorized.

- (1) White gloves
- (2) White pistol belt
- (3) White shoulder cords
- (4) Rifles (non-functioning and identical)
- (5) White flag carrier (sling)

e. The guards and alternate will wear the pistol belt for all marching events. The flag bearers will wear the pistol belt only during the outdoor practical competition. For all other marching events, the flag bearers will wear the flag carrier under the epaulets with the socket just below the belt. The color guard team will wear flight caps.

f. Inoperable marching/parade rifles are required and will not be provided at the competition.

g. Each team must bring and carry their respective region flag. A US flag w/flagpole, a flagpole for the Region flag, and stands of a standard size (1½") will be provided.

h. The NCC Staff will provide a US flag to be used for the Outdoor Practical Drill.

2-3. IN-RANKS INSPECTION

- a. The In-Ranks Inspection will take place in the standard presentation area. Changes to the location will be clearly identified by the competition officials prior to this event. This will be the first event judged in uniform.
- b. **The teams will pre-marshal themselves at the ready line.** When called by the EM, the color guard team will form up in **rank** formation (at close interval and with the alternate 2 paces to the rear of the US flag bearer) at the designated starting point (see Attachment 6). Team members will wear all prescribed color guard uniform items as for the Standard Drill, except flags will not be carried (See paragraph 2-2).
- c. **When directed by the EM, the color guard commander will order the guards to right shoulder arms,** then march the team into the presentation area. The alternate will follow two paces to the rear of the US flag bearer. The color guard commander will direct the team to execute a Half Left About and a Halt, in such a manner as to position the team 12 paces from, and with the US flag bearer centered on the Chief Judge. The alternate will halt centered behind the US flag bearer. The color guard commander will command, "Present, ARMS." The color guard commander will report to the Chief Judge; saying, "Sir/Ma'am, the [Region Name] Color Guard reports for Inspection."
- d. The Chief Judge will return the salute, and the color guard commander will command Order ARMS. The judges will inspect the team.
- e. When the last judge has completed the inspection and returned to stand behind the Chief Judge, the color guard commander will command, "Present ARMS." The Chief Judge will return the salute. The color guard commander will command, **"Order ARMS," "Right Shoulder ARMS,"** "Half Right About, MARCH," and "Forward, MARCH" and depart the presentation area to the Chief Judge's left.
- f. The inspection will be scored on the following criteria:
- (1) Report in/out
 - (2) Proper wear of the uniform
 - (3) Cleanliness and neatness of uniform and equipment
 - (4) Grooming standards
 - (5) Military bearing
 - (6) Overall appearance of team
- g. The In-Ranks Inspection is not a timed event.

2-4. STANDARD DRILL

- a. General. This portion of the competition tests each team's proficiency in marching, turning, and passing in review as they would when called upon to participate in a parade.
- b. **The teams will pre-marshal themselves at the ready line.** When called by the EM, the color guard, without the alternate, and with all color guard accessories, will form up in one rank at the designated starting point (see Attachment 6). The flag bearers may use either one or both hands to steady the flags as long as both flag bearers are in unison. **The guards will march at right shoulder arms.**
- c. When directed by the EM, the color guard commander will march the team into the presentation area. The color guard commander will direct the team to execute a Half Left About and a Halt, in such a manner as to position the team 12 paces from, and with the American flag bearer centered on, the Chief Judge. The color guard commander will command, "Present, ARMS." The color guard commander will report to the Chief Judge; saying, "Sir/Ma'am, the [Region Name] Color Guard reports for Standard Drill." The Chief Judge will return the salute **(The Standard Drill three-minute clock starts).**
- d. Drill Routine.
- (1) The color guard commander will proceed with the drill, in sequence, and without adding any commands, as follows:
 1. Order, ARMS (Flags at Order)
 2. Parade, REST (Flags at Parade, Rest)
 3. Color Guard, ATTENTION

4. Port, ARMS (Flags at the Carry)
5. Right Shoulder, ARMS
6. Present, ARMS (Flags at the Carry)
7. Order, ARMS (Flags at the Carry)
8. Right Shoulder, ARMS (Flags at the Carry)
9. Forward, MARCH
10. Half Left About, MARCH
11. Forward MARCH
12. Half Left About, MARCH
13. Forward MARCH
14. Right About, MARCH
15. Forward MARCH
16. Half Right About, MARCH
17. Forward MARCH
18. Half Right About, MARCH
19. Forward MARCH
20. Left About, MARCH
21. Forward MARCH
22. Half Left About, MARCH
23. Forward MARCH
24. Eyes, RIGHT (for Chief Judge)
25. Ready, FRONT

(2) The Color Guard will march off the presentation area to the designated Ending Point (see Attachment 6) and will not report out to the Chief Judge. The Color Guard will be expected to utilize the entire presentation area as shown in Attachment 6.

e. Timing. The timekeeper will start the clock when the Chief Judge returns the color guard commander's salute at the initial report in. The timekeeper will stop the clock when the team steps out of the presentation area. Each team will have a minimum of three minutes for the Standard Drill event. There is no maximum time.

2-5. PRACTICAL INDOOR DRILL

a. General. Color guards are frequently called upon to present the colors at various indoor ceremonies such as formal dinners, award presentations, or commander's calls. This event seeks to evaluate the color guard team's ability to quickly assess a room setting, develop a plan, and present and retire the colors professionally. Because the concept of this competition is based upon no prior knowledge of the room, the room will not be available for preview by the team or spectators at any time before the event. Any spectators entering the room during the event will be required to remain in the room until the competition is complete.

b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard will form up at the starting point, wearing all color guard accessories. When directed to begin by the EM, the color guard commander (alone and without flag) will report to the Chief Judge and say, "Sir/Ma'am, the [Region Name] Color Guard reports for Indoor Presentation of the Colors." The Chief Judge will return the salute (**The timekeeper will start the five-minute clock**).

c. The team will have a maximum of five minutes to assess the layout of the room and plan how they will proceed. This timed period begins with the return of the color guard commander's first salute by the Chief Judge (See paragraph 2-5b.). The timed period ends at the color guard commander's second salute (See paragraph 2-5d.). It is the color guard commander's responsibility to keep track of the time used. The timer will not prompt the team.

d. If the starting layout of the room is not correct, the team should use part of this five-minute assessment/planning period to move items (such as the podium, flag stands, etc.) as necessary to ensure the colors are posted properly. At the completion of this assessment, the team will reform at the designated starting point and the color guard commander (alone and without flag) will report to the Chief Judge and say, "Sir/Ma'am, the [Region Name] Color Guard is ready to post the colors" (**The timekeeper will stop the five-minute clock**). The Chief Judge will return the salute and order the posting of the colors.

e. The color guard will march to the designated location, salute the audience, and post the colors. After the colors have been posted, the color bearers will salute the US flag (however, the command, "Present, ARMS" will not be given). The color

guard will then reform and retire to the designated starting position. The color guard commander will step forward, salute, and say, "Sir/Ma'am, the colors have been posted." The Chief Judge will return the salute and order the retrieval of the colors. The color guard will march to the designated location, salute the flag (however, the command, "Present, ARMS" will not be given), retrieve the colors, reform, and retire to the designated starting position.

f. Timing.

(1) The team will have no more than five minutes to assess the room. The clock starts when the Chief Judge returns the color guard commander's salute at the initial report in. The clock stops when the color guard commander reports to the Chief Judge that the team is ready to post the colors.

(2) There is no time limit on the amount of time the color guard has to post and retrieve the colors, however, the ceremony should be done in a timely and expeditious manner while honoring the flag. Refer to the National Cadet Color Guard Competition score sheets (see Attachment 3) for potential penalties.

2-6. PRACTICAL OUTDOOR DRILL

a. General. One of a color guard's primary responsibilities is to raise and lower the flag at the beginning and end of the duty day. This event will evaluate each color guard team's ability to perform this duty while rendering appropriate honor and dignity to the flag. Teams are to be sequestered away from the event site to prevent observation of earlier competing teams. Spectators will not be allowed access to teams in the holding area.

b. The teams will pre-marshal themselves at the ready line. When called by the EM, the color guard will form up, without rifles, flags, or flag carriers, at the designated starting point. When directed by the EM to begin, the color guard commander will march the team into the competition area. The color guard commander may use discretion to determine where to halt the team.

c. The color guard commander will step out of the formation and report to the Chief Judge, saying, "Sir/Ma'am, the [Region Name] Color Guard reports for Outdoor Presentation of the Colors." The Chief Judge will return the salute and present a folded US flag to the color guard commander.

d. The color guard commander will rejoin the color guard and the team will march to the flagpole with the flag folded. The color guard commander will hand the flag to the flag attendant and only the remaining three-member color guard will raise the flag. The color guard commander does not participate in the flag-raising ceremony, but will render appropriate honors while the flag is being raised. The flag will be raised to the half staff position.

e. The halyard will be secured to the cleat and the color guard will reform as a four-person team. The color guard commander will give the command, "Present ARMS" and "Order ARMS," after which the color guard will retrieve the flag.

f. After the flag has been lowered and the halyards secured, the color guard will fold the flag. After folding the flag, the color guard will reform and march to a position six paces in front of the Chief Judge. The color guard commander will command, "Present ARMS," step forward, present the flag to the Chief Judge, and go to Present Arms. After the Chief Judge returns the salute, the color guard commander will go to Order Arms, return to join the color guard team, command, "Order ARMS" and march the team off the competition area.

g. There is no limit on the amount of time the team has to complete this event; however, the ceremonies must be conducted in a timely and expeditious manner while still honoring the flag.

h. Teams will generally be judged on their precision, military bearing, and how well they show respect to the flag. All individual and team movements must be grounded in the CAP Drill and Ceremonies Manual.

2-7. WRITTEN EXAMINATION

a. The Written Examination for color guard will consist of 50 multiple-choice questions selected to test knowledge in the following areas:

- (1) Leadership requirements in Phases I and II of the cadet program
- (2) General knowledge of the Civil Air Patrol corporation, including history, mission, and organizational structure

- (3) Color guard movements and procedures from the CAP Drill and Ceremonies Manual
- (4) General knowledge of CAPR 900-2
- (5) General knowledge of CAPM 39-1
- (6) General knowledge of CAPP 52-18
- (7) Manual of Arms (see Attachment 10)

b. The test is administered to all cadets concurrently. At the time prescribed, the doors to the testing area will be closed, and only cadets present will be administered the examination. A time limit of 45 minutes will be in effect, with cadets remaining in the room upon completion of the examination.

c. Competition officials will include one examiner and two scorers/recorders.

d. The total number of questions answered correctly by a team will be used to determine the rank order score for each team. If a team has less than five cadets present for the Written Examination, regardless of the reason, the cadet or cadets not present will receive a score of zero (0) on the Written Examination.

2-8. MILE RUN

The requirements for the Mile Run are described in paragraph 1-9.

2-9. PANEL QUIZ

a. General.

(1) Whenever possible, the Panel Quiz event should be conducted as a round-robin tournament. Each team plays every other team once. The NCGC will use five-person quiz teams. A Moderator, who leads the proceedings and asks the questions, will conduct each Panel Quiz. A Judge, who serves as a timer, keeps the event on track, and is the final arbiter regarding the correctness of an answer.

(2) For the NCC 2004, this event will count towards a first and second place trophy but will not count as part of the overall standings. We want to give every team adequate time to adjust to this new requirement; plan for this event to count in the overall standings in 2005 and beyond.

b. Participation.

(1) Each team member on each team must participate in the Panel Quiz event. If a team has fewer than 5 members, they must assign "ghosts" in place of the missing members. Ghosts are considered team members. They will be assigned to teams and adhere to the same assignment restriction as any other participant. Assigning a ghost to a team simply means the team has one or more empty chairs that game.

(2) In the event that a quiz team is comprised solely of ghosts, that team forfeits that game and the other team is awarded a win.

(3) The tournament schedule will be provided to the individual teams with as much advance notice as possible.

c. Question Sources and Format.

(1) The source material for the Panel Quiz should be Aerospace Modules one through six plus aerospace current events. Questions will be written in an open-ended format. Specifically, true/false and multiple-choice questions will not be used.

(2) Games that are conducted simultaneously (i.e., in the same round) may use the same question set. Questions used in any round should not be re-used in later rounds.

(3) Each question set consists of at least twenty-five questions (ten toss-ups, ten bonuses, and five or more tiebreakers).

d. Format of a Panel Quiz Game.

(1) General

(a) A Panel Quiz game consists of a group of five cadets (a "quiz team") from one team competing against a group of five cadets from another team.

(b) A game consists of a maximum of 10 "toss-up" questions. The event staff may optionally impose a maximum time limit for each game (15-20 minutes is recommended). If any team has signaled to answer a toss-up question when time expires, that toss-up question and its bonus question will be completed. Otherwise, the question will be discarded.

- (c) The Moderator will begin by explaining the rules and testing each buzzer to ensure proper operation.
- (d) Cadets are instructed to begin an answer only upon being recognized by the Moderator. Upon being so recognized, that cadet must begin their answer immediately.
- (2) Game Flow (see Attachment 11, Panel Quiz Flowchart, as a guide). The Moderator will ask a toss-up question.
 - (a) If a team buzzes in prior to the completion of the toss-up question, the Moderator will stop and identify the cadet who buzzed in. The cadet should provide the answer immediately.
 - 1 If the answer to the toss-up question is correct, the team receives 10 points and will be asked a “bonus question” by the Moderator. The team may confer for 10 seconds before providing an answer.
 - a A correct answer to a bonus question is worth 5 points. The Moderator goes on to the next toss-up question.
 - b If the bonus answer is incorrect, there is no penalty and the Moderator goes on to the next toss-up question.
 - 2 If the answer to the toss-up question is incorrect, 10 points are deducted from the team’s score and the toss-up question is re-read, in its entirety, for the other team, who will have 10 seconds to buzz in. A cadet who buzzes in within 10 seconds must answer immediately after being identified by the Moderator. If no member on the other team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question.
 - a A correct answer is worth 10 points. The Moderator will go on to the next toss-up question. There is no bonus question.
 - b An incorrect answer results in a 10-point deduction in the team’s score. The Moderator will go on to the next toss-up question.
 - (b) If a team does not buzz in prior to the completion of the toss-up question, the Moderator will allow 10 seconds for either team to buzz in and be recognized. If neither team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question. If a team buzzes in within 10 seconds, the Moderator will identify the cadet who buzzed in. The cadet should provide the answer immediately.
 - 1 If the answer to the toss-up question is correct, the team receives 10 points and will be asked a “bonus question” by the Moderator. The team may confer for 10 seconds before providing an answer.
 - a A correct answer to a bonus question is worth 5 points. The Moderator goes on to the next toss-up question.
 - b If the bonus answer is incorrect, there is no penalty and the Moderator goes on to the next toss-up question.
 - 2 If the answer to the toss-up question is incorrect, 10 points are deducted from the team’s score and the other team has 10 seconds to buzz in. A cadet who buzzes in within 10 seconds must answer immediately after being identified by the Moderator. If no member on the other team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question.
 - a A correct answer is worth 10 points and the Moderator will go on to the next toss-up question. There is no bonus question.
 - b An incorrect answer is results in a 10-point deduction in the team’s score. The Moderator will go on to the next toss-up question.
- (3) Answering Toss-up Questions.
 - (a) As a toss-up question is read, either team may signal their desire to attempt an answer at any time. If the question is read in its entirety and no signal is given, the Moderator will wait 10 seconds before going on to the next toss-up question.
 - (b) Once a team has signaled, the Moderator will stop reading the question, identify the individual who signaled, and request an answer.
 - (c) Only the person that signaled may answer a toss-up question. They must begin their answer immediately upon being recognized by the Moderator. Drawn out replies, restatement of the question, “essay-type” answers, and any other tactic used to delay an immediate response will be deemed “incorrect” and the team penalized 10 points.
 - (d) Any answer given by a member of either team without buzzing in will be ignored. If an answer (even if correct) is tendered by a member of the team that buzzed in before that member is recognized by the Moderator or by a cadet other than the one recognized by the Moderator, the Moderator will state, “Incorrect” and penalize the team 10 points.”
 - (e) No discussion is allowed on a toss-up question.
- (4) Answering Bonus Questions.
 - (a) When a team answers a toss-up question correctly, they will be asked a bonus question; however, no bonus question will be asked if the other team previously responded to that toss-up question with an incorrect answer (See paragraphs 2-9d(2)(a)2a and 2-9d(2)(b)2a).
 - (b) Since only that team may answer a bonus question, the question will be read in its entirety.
 - (c) The team then has 10 seconds to discuss their answer and respond.
 - (d) A correct answer will earn the team five points.

(e) There will be no penalty for an incorrect answer. The other team will not have an opportunity to answer.

e. If the game ends in a tie, the tiebreaker questions will be asked until the tie is broken. These questions will be worth the same points and penalties as normal toss-up questions.

f. Challenges. The NCC Staff has instituted a mechanism whereby teams may challenge questions and/or answers. These procedures are outlined in the Judges' Briefing Notes (See Attachment 1) and may be supplemented or modified by the NCC Staff provided advance notification is provided to all teams.

g. Event Scoring:

(1) The Panel Quiz rank order score will be based on the number of games each team won.

(2) Ties at the end of this event will not be broken. Tied teams will receive relative rank orderings as described in paragraph 1-4e.

Chapter 3 National Cadet Drill Team Competition

3-1. GENERAL

a. The publications listed in Attachment 2 of this ROE will be used as the basis of the National Drill Team Competition (NDTC). Judges will use these publications as the basis for scoring. Scores for marching events will be annotated using the National Cadet Drill Team Competition score sheets (see Attachment 4).

b. A cadet drill team will be composed of 16 cadets (12 primaries, one team commander, and three alternates). Cadets of any rank may compete. An alternate may replace a primary member who is unable to compete; however, a primary cadet, replaced by an alternate for any reason, must compete as an alternate for the duration of the competition. Participants must be listed on the current Monthly Membership Listing prior to the competition.

c. The competition consists of seven events: In-Ranks Inspection, Standard Drill, Innovative Drill, Written Examination, Panel Quiz, Mile Run, and Volleyball. All 16 team members will participate in each event except Standard Drill and Innovative Drill.

d. Each designated presentation area will have a starting point and a ready line (see Attachment 7). As each team begins their presentation, the next scheduled team will proceed to the ready line and may stand at ease until called to the starting point by the EM.

3-2. UNIFORM

a. All uniform items must be worn in accordance with CAPM 39-1, Civil Air Patrol Uniform Manual.

b. The authorized uniform for male cadets is the short-sleeve blue shirt (with epaulets), with tie and tie-tac (or tie bar but the team must be standardized) and blue trousers. The authorized uniform for female cadets is the short-sleeve blue blouse (with epaulets), with tab and blue slacks or skirt.

c. Ribbons, white shoulder cord, and flight caps will be worn. Taps on shoes are not authorized.

3-3. IN-RANKS INSPECTION

a. The In-Ranks Inspection will take place on a standard presentation area. Changes to the location will be clearly identified by the competition officials prior to this event. This will be the first event judged in uniform.

b. When called by the EM, the drill team will form up in line formation at the designated starting point (see Attachment 7) with the team commander centered three paces to the front and facing the team. Once the team is properly aligned, the team commander will face about and wait to be directed to enter the inspection area.

c. When directed by the EM, the team commander will turn to face the team and command, "Right, FACE," executing a left face at the same time. The team commander will march the drill team into the presentation area, giving whatever commands are necessary so the first rank of the team is halted 12 paces from, and centered on, the Chief Judge. The team commander will command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt.

d. The drill team commander will salute and report, "Sir/Ma'am, the [Region Name] Drill Team reports for Inspection." The Chief Judge will return the salute. The team commander will face about, command, "Open Ranks, MARCH," and proceed by the most direct route to align the flight, front to rear. Upon completion of the alignment, the team commander will march to a position three paces beyond the front rank, halt, face left, and command, "Ready, FRONT." The drill team commander will take one step forward and face to the right in a position in front of the first element leader.

e. The team commander will salute and report, "Sir/Ma'am, the team is ready for inspection." The Chief Judge will return the salute, march forward to inspect the team commander, and then each member of the team. Each judge will, in

turn, proceed to inspect the team commander and then the team. When the last judge has returned to their starting position behind the Chief Judge, the team commander will salute the Chief Judge, face left, and command, "Close Ranks, MARCH," step forward and face about to a position front and center of the team and march the team from the presentation area to the Chief Judge's left.

f. Judging criteria will include:

- (1) Report for Inspection
- (2) Grooming standards
- (3) Military bearing
- (4) Proper wear of the uniform
- (5) Cleanliness and neatness of the uniforms
- (6) Overall appearance of the team

3-4. STANDARD DRILL

a. Only drill movements contained in the CAP Drill and Ceremonies Manual will be used for Standard Drill. Drill movements must be completed within a five-minute time limit. The team commander will be given a card containing the required commands to be evaluated. Each movement must be done in the order listed on the card, but may be intermixed with transitional commands and movements, at the discretion of the team commander, to fully use the presentation area **and to perform the required movements properly**. No attempt should be made to memorize the commands on the card and no penalty will be assessed for left hand and head movements necessary to read the card during the drill. Since this is a standardized drill program, teams will use no music, vocalizations ("singing calls"), or noise making devices to maintain cadence during the performance. Hand clapping, arm waving, or any other movements that detract from military bearing are also prohibited.

b. When called by the EM, the drill team will form up in line formation at the designated starting point (see Attachment 7) with the team commander three paces to the front and facing the team. Once the team is properly aligned, the team commander will face about and wait to be directed to enter the inspection area.

c. When directed by the EM, the team commander will turn to face the team and command, "Right, FACE," executing a left face at the same time. The team commander will march the drill team into the presentation area, giving whatever commands are necessary so the first rank of the team is halted 12 paces from, and centered on, the Chief Judge. The team commander will command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt.

d. The drill team commander will salute and report, "Sir/Ma'am, the [Region Name] Drill Team reports for Standard Drill." The Chief Judge will return the salute and produce a card containing the required commands. The drill team commander will approach the Chief Judge, get the card, and return to their normal position three paces in front of the drill team, turning to face the judges. The drill team commander may review the card for up to 30 seconds before executing an about face. The drill team commander will command, "Present, ARMS," face about again, and salute the Chief Judge who will return the salute **(Standard Drill five-minute clock starts)**.

e. The drill team commander will face about, command, "Order, ARMS" and proceed with the standard drill movements listed on the card. The drill team commander will direct the team through all the standard movements in the sequence shown on the card, giving commands for each movement the team performs. All movements are made to the standard of 24-inch steps and cadence of 100 to 120 steps per minute, with distance and interval established to ensure movements are executed with order and precision.

f. When the last movement on the card has been completed, the drill team commander will maneuver the team to a halt in a position such that the first rank is 12 paces in from, and centered on the Chief Judge while taking their place three paces from the first rank of the team, facing forward. The team commander will command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt. The team commander will salute the Chief Judge and report, "Sir/Ma'am, the [Region Name] Drill Team has concluded Standard Drill" **(Standard Drill five-minute clock stops)**. When the Chief Judge returns the salute, the team is dismissed. The drill team commander will face about, command, "Right, FACE," executing a left face at the same time, and march the drill team off the presentation area to the Chief Judge's left.

g. Judging criteria will include:

- (1) Precision of Execution: Dress, cover, alignment, and sequence
- (2) Cadence: Timing and snap
- (3) Command Voice: Timing, snap, clarity
- (4) Professionalism: Military bearing, esprit de corps, and poise
- (5) Proper Report/Dismissal Procedures

h. Timing.

(1) The timekeeper will time the drill team commander's review of the command card from the moment the review starts until the about face.

(2) The timekeeper will start the clock when the Chief Judge returns the team's salute after the 30-second review. The timekeeper will stop the clock when the team commander salutes the Chief Judge at the report out. Each team will have a maximum of five minutes for the Standard Drill event. There is no minimum time.

3-5. INNOVATIVE DRILL

a. This form of drill is innovative and creative in nature; however, teams are discouraged from using any type of movement that would detract from proper military bearing, including music and noisemaking. Hand clapping, arm waving, kneeling, and any other movements that detract from military bearing are also not allowed.

b. There are no standardized team movements required in Innovative Drill; however, all movements, whether individual or team, must be primarily grounded in the CAP Drill and Ceremonies Manual. Reasonable modifications to standard drill movements are permitted provided proper military bearing and appearance is maintained. The judges will be the sole determiners of what constitutes violations of this rule.

c. The criterion for evaluating cadence is not whether the cadence is slow, fast, or changes, but how precise the team is in the execution of the cadence.

d. Individual elements may move independently of each other. There may be flanking movements, to-the-rear movements, and extending and closing movements. Judging is on precision, smartness of execution, and how well the elements are positioned when they again come together as a team.

e. Just as elements may move independently of each other, so may cadets. Individual members may move in every direction, completely independent of each other. Eventually, the members must come back together into elements and the elements must reform into a team (Note: at the conclusion of the Innovative Drill, all the individual cadets must be in the same position, relative to each other, in which they started the drill).

f. When called by the EM, the drill team will form up in line formation at the designated starting point (see Attachment 7) with the team commander three paces to the front and facing the team. Once the team is properly aligned, the team commander will face about and wait to be directed to enter the inspection area.

g. When directed by the EM, the team commander will turn to face the team and command, "Right, FACE," executing a left face at the same time. The team commander will march the drill team into the presentation area, giving whatever commands are necessary so the first rank of the team is halted 12 paces from, and centered on, the Chief Judge. The team commander will execute a right face and command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt.

h. The drill team commander will report, "Sir/Ma'am, the [Region Name] Drill Team reports for Innovative Drill." The Chief Judge will return the salute. The team commander will do an about face, command the drill team, "Present, ARMS," perform an about face and salute the Chief Judge, who will return the salute **Innovative Drill five-minute clock starts**.

i. The team will begin its presentation. When the team's innovative drill is completed, the drill team commander will maneuver the team to a halt in a position such that the first rank is 12 paces in front of and centered on the Chief Judge while taking their place three paces from the first rank of the team, facing forward. The team commander will command, "Left, FACE," executing a right face at the same time. The drill team commander will execute an about face, step forward three paces, and halt. The team commander will salute the Chief Judge and report, "Sir/Ma'am, the [Region Name] Drill Team has concluded Innovative Drill" **Innovative Drill five-minute clock stops**. When the Chief Judge returns the salute, the team is

dismissed. The drill team commander will face about, command, "Right, FACE," executing a left face at the same time, and march the drill team off the presentation area to the Chief Judge's left.

- j. The team will be judged on the following items:
- (1) Originality: Creative use of movements and field
 - (2) Difficulty: Extended, precise movements required
 - (3) Precision of Execution: Dress, cover, and sequence
 - (4) Professionalism: Military bearing, esprit de corps, and poise
 - (5) Proper Report/Dismissal Procedures

k. Timing. The timekeeper will start the clock when the Chief Judge returns the team's salute after the initial report in. The timekeeper will stop the clock when the team commander salutes the Chief Judge at the report out. Each team will have a maximum of five minutes for the Innovative Drill event. There is no minimum time.

3-6. WRITTEN EXAMINATION

a. The Written Examination for drill competition will consist of 100 multiple-choice questions selected to test knowledge in the following areas:

- (1) Aerospace education requirements in Phases I and II of the cadet program
- (2) Leadership requirements in Phases I and II of the cadet program
- (3) General knowledge of Civil Air Patrol, including history, mission, and organizational structure
- (4) General knowledge of CAPM 39-1
- (5) General knowledge of CAPP 52-18
- (6) General knowledge of current aerospace-related events

b. The test is administered to all cadets concurrently. At the time prescribed, the doors to the testing area will be closed, and only cadets present will be administered the examination. A time limit of 90 minutes will be in effect, with cadets remaining in the room upon completion of the examination.

c. Competition officials will include one examiner and two scorers/recorders.

d. The total number of questions answered correctly by a team will be used to determine the rank order score for each team. If a team has less than sixteen cadets present for the Written Examination, regardless of the reason, the cadet or cadets not present will receive a score of zero (0) on the Written Examination.

3-7. PANEL QUIZ

a. General. Whenever possible, the Panel Quiz event should be conducted as a round-robin tournament. Each team plays every other team once. The NDTC will use four-person quiz teams. A Moderator, who leads the proceedings and asks the questions, will conduct each Panel Quiz. A Judge, who serves as a timer, keeps the event on track, and is the final arbiter regarding the correctness of an answer.

b. Participation.

(1) Each team member on each team must participate in the Panel Quiz event. If a team has fewer than 16 members, they must assign "ghosts" in place of the missing members. Ghosts are considered team members. They will be assigned to teams and adhere to the same assignment restriction as any other participant. Assigning a ghost to a team simply means the team has one or more empty chairs that game.

(2) In the event that a quiz team is comprised solely of ghosts, that team forfeits that game and the other team is awarded a win.

(3) The tournament schedule will be provided to the individual teams with as much advance notice as possible.

c. Question Sources and Format.

(1) The source material and distribution of topics for the Panel Quiz should be identical to the Written Examination. Questions will be written in an open-ended format. Specifically, true/false and multiple-choice questions will not be used.

- (2) Questions from the Written Examination are discouraged from being used as Panel Quiz questions.
- (3) Games that are conducted simultaneously (i.e., in the same round) may use the same question set. Questions used in any round should not be re-used in later rounds.
- (4) Each question set consists of at least twenty-five questions (ten toss-ups, ten bonuses, and five or more tiebreakers).

d. Format of a Panel Quiz Game.

(1) General

(a) A Panel Quiz game consists of a group of four cadets (a "quiz team") from one team competing against a group of four cadets from another team.

(b) A game consists of a maximum of 10 "toss-up" questions. The event staff may optionally impose a maximum time limit for each game (15-20 minutes is recommended). If any team has signaled to answer a toss-up question when time expires, that toss-up question and its bonus question will be completed. Otherwise, the question will be discarded.

(c) The Moderator will begin by explaining the rules and testing each buzzer to ensure proper operation.

(d) Cadets are instructed to begin an answer only upon being recognized by the Moderator. Upon being so recognized, that cadet must begin their answer immediately.

(2) Game Flow (see Attachment 11, Panel Quiz Flowchart, as a guide). The Moderator will ask a toss-up question.

(a) If a team buzzes in prior to the completion of the toss-up question, the Moderator will stop and identify the cadet who buzzed in. The cadet should provide the answer immediately.

1 If the answer to the toss-up question is correct, the team receives 10 points and will be asked a "bonus question" by the Moderator. The team may confer for 10 seconds before providing an answer.

a A correct answer to a bonus question is worth 5 points. The Moderator goes on to the next toss-up question.

b If the bonus answer is incorrect, there is no penalty and the Moderator goes on to the next toss-up question

2 If the answer to the toss-up question is incorrect, 10 points are deducted from the team's score and the toss-up question is re-read, in its entirety, for the other team, who will have 10 seconds to buzz in. A cadet who buzzes in within 10 seconds must answer immediately after being identified by the Moderator. If no member on the other team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question.

a A correct answer is worth 10 points. The Moderator will go on to the next toss-up question. There is no bonus question.

b An incorrect answer results in a 10-point deduction in the team's score. The Moderator will go on to the next toss-up question.

(b) If a team does not buzz in prior to the completion of the toss-up question, the Moderator will allow 10 seconds for either team to buzz in and be recognized. If neither team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question. If a team buzzes in within 10 seconds, the Moderator will identify the cadet who buzzed in. The cadet should provide the answer immediately.

1 If the answer to the toss-up question is correct, the team receives 10 points and will be asked a "bonus question" by the Moderator. The team may confer for 10 seconds before providing an answer.

a A correct answer to a bonus question is worth 5 points. The Moderator goes on to the next toss-up question.

b If the bonus answer is incorrect, there is no penalty and the Moderator goes on to the next toss-up question.

2 If the answer to the toss-up question is incorrect, 10 points are deducted from the team's score and the other team has 10 seconds to buzz in. A cadet who buzzes in within 10 seconds must answer immediately after being identified by the Moderator. If no member on the other team buzzes in within 10 seconds, the Moderator will move on to the next toss-up question.

a A correct answer is worth 10 points and the Moderator will go on to the next toss-up question. There is no bonus question.

b An incorrect answer is results in a 10-point deduction in the team's score. The Moderator will go on to the next toss-up question

(3) Answering Toss-up Questions.

(a) As a toss-up question is read, either team may signal their desire to attempt an answer at any time. If the question is read in its entirety and no signal is given, the Moderator will wait 10 seconds before going on to the next toss-up question.

(b) Once a team has signaled, the Moderator will stop reading the question, identify the individual who signaled, and request an answer.

(c) Only the person that signaled may answer a toss-up question. They must begin their answer immediately upon being recognized by the Moderator. Drawn out replies, restatement of the question, “essay-type” answers, and any other tactic used to delay an immediate response will be deemed “incorrect” and the team penalized 10 points.

(d) Any answer given by a member of either team without buzzing in will be ignored. If an answer (even if correct) is tendered by a member of the team that buzzed in before that member is recognized by the Moderator or by a cadet other than the one recognized by the Moderator, the Moderator will state, “Incorrect” and penalize the team 10 points.”

(e) No discussion is allowed on a toss-up question.

(4) Answering Bonus Questions.

(a) When a team answers a toss-up question correctly, they will be asked a bonus question; however, no bonus question will be asked if the other team previously responded to that toss-up question with an incorrect answer (See paragraphs 3-7d(2)(a)2a and 3-7d(2)(b)2a).

(b) Since only that team may answer a bonus question, the question will be read in its entirety.

(c) The team then has 10 seconds to discuss their answer and respond.

(d) A correct answer will earn the team five points.

(e) There will be no penalty for an incorrect answer. The other team will not have an opportunity to answer.

e. If the game ends in a tie, the tiebreaker questions will be asked until the tie is broken. These questions will be worth the same points and penalties as normal toss-up questions.

f. Challenges. The NCC Staff has instituted a mechanism whereby teams may challenge questions and/or answers. These procedures are outlined in the Judges' Briefing Notes (See Attachment 1) and may be supplemented or modified by the NCC Staff provided advance notification is provided to all teams.

g. Event Scoring.

(1) The Panel Quiz rank order score will be based on the number of games each team won.

(2) Ties at the end of this event will not be broken. Tied teams will receive relative rank orderings as described in paragraph 1-4e.

3-8. MILE RUN

Requirements for the Mile Run are described in paragraph 1-9.

3-9. VOLLEYBALL TOURNAMENT

a. If facilities permit, the volleyball competition will be conducted as a round-robin tournament. Each team will be scheduled to play every other team one time. Matches will consist of one game played to 12 points.

b. Rules and definitions. The rules and definitions for volleyball are listed in Attachment 12.

c. Scoring. The tournament order of finish determines a team's rank order score. The win-loss record of each team will determine order of finish.

d. Uniform is the same as the Mile Run described in paragraph 1-9, with the mandatory addition of kneepads. Those wearing glasses will also need to wear protective eyewear.

Attachment 1 - Judges' Briefing Notes

1. GENERAL

- a. This attachment provides the NCC judges with the instructions, guidelines, and standards that they must use in judging each event in the NCC.
- b. Judges should not be swayed by teams who have matching physical fitness uniforms, matching jackets, or other forms of team identification.
- c. Judges are expected to be familiar with all competition requirements outlined in this regulation.
- d. Judges are to remain aloof from spectators, coaches, and competitors throughout the competition. Any questions, comments, concerns, or suggestions **at any time** are to be immediately referred to the Chief Reservist, the **NCC Director**, or the National Project Officer.
- e. Judges must understand this IS a big deal for the cadets. This is the highest level of competition of this nature to which they can aspire. Most have planned, studied, and practiced for this competition for an entire year, perhaps longer in some cases.

2. SPECTATORS

- a. If spectators are permitted to view the Indoor and the Outdoor Posting of the Colors, they must be kept from any contact or communication with the teams. This is necessary to **ensure** the challenge of the event for each successive team. The method for maintaining this security must be based upon the facility used.
- b. If spectators are permitted to watch the Panel Quiz, they are required to maintain silence and make no effort to affect a team's answers.
- c. The team briefing must include specific information for the cadet commander and the escorts regarding restrictions and regulations to be followed.
- d. Spectators may make non-flash pictures or videotape recordings of most NCC events. The National Project Officer, the **NCC Director**, or the Chief Judge may decide if photography and videotaping is a distraction to the event and will take measures to prevent such distractions.
- e. Judges will not view any videotapes or photographs of any event and will not take into account any videotapes or photographs in deciding the outcome of any event.
- f. The National Project Officer is responsible to establish proper supervision to ensure that all of the above standards are met.

3. NCC SEQUENCE

- a. Judges will not direct teams to begin an event. The National Project Officer or the **NCC Director** will select a NCC staff member, AF Reservist, or other disinterested party to "marshall" each event; that is, to line up the teams and to make sure both the judges and the teams are ready before the performance starts. At risk of penalty, teams **MUST NOT** start an event; i.e., not march into any competition area before the marshaller directs them to begin. The method for this call to the presentation area will be announced in the team briefing.
- b. The event marshaller must clearly indicate to each cadet commander the exact boundary of the presentation area and the position where the team should form up. This will include forming up for all drill routines – standard and innovative. This position must be consistent with the presentation area diagram (see Attachments 5 & 6) whenever possible.

c. Teams are to be judged from the moment they form up on the boundary of the presentation area to the instant they step off the presentation area at the end of their presentation.

d. The timekeeper must clearly understand the proper start time for the clock. The clock will start the instant the Chief Judge drops the last salute in the reporting procedure for the event. The clock stops at varying times for each event and the timekeeper must be aware of the stopping time for each event (See event descriptions in Chapters 2 and 3 of this directive).

4. SCORING

a. Judging is to be as objective as possible, based upon the prescribed manuals and regulations listed in this directive. No other standards for judging or scoring the competition will be used unless approved by the National Project Officer and published appropriately.

b. Judges are to be consistent with scoring. All teams are to be judged equally. A judge who is hard (or easy) on one team should be just as hard (or easy) with the other teams.

c. The most important criteria for judges to look for is HOW a team appears, performs, and conducts itself. Judges should look for examples of lack of confidence, less than smooth execution, and non-adherence to regulations. On the positive side, judges should be aware of creativity, precision, military bearing, and boundless energy. NCC staff/AF Reservists/other disinterested parties will keep track of objective items such as timing, boundary violations, and sequence violations (omission of objective items will receive penalties).

d. Just as important as what happens is how cadets react to the unexpected. For example, if a cadet's hat blows off in a gust of wind-that's OK because the cadet had no control of that; rather judges should look for a loss of composure and military bearing when it happens.

e. When marking the score sheets, judges must mark one of the incremental numbers on the sheet and not write in a number between the given choices.

f. Judges are required to make written comments on the score sheets. The comments must reflect the specific violations that contributed to a loss of points as well as citing performances that were significantly excellent to warrant high scores. Comments made by the judges will be made available to the teams for the purpose of education and encouragement. Judge's comments should reflect this purpose.

g. The score sheets for the Written Examination and the Mile Run will not contain the names of the individual participants. The NCC staff will assign a code number to each participant upon registration. Team escorts will be given the code numbers for his/her own team and no other team.

h. The primary venue for uniform inspection is the In Ranks Inspection. Judges should not be looking for and should not address minor uniform infractions noticed in other venues; however, judges may make note of serious uniform infractions such as failure to wear a cover or incorrect footwear.

5. AWARDS

a. The judges have a vote in the process to select the Outstanding Cadet Award recipients for the Color Guard and the Drill Team. The criteria for selecting those recipients will be announced at the team briefing:

- (1) Appearance
- (2) Integrity
- (3) Leadership
- (4) Personal Conduct
- (5) Respect for Authority
- (6) Skill and Knowledge
- (7) Sportsmanship

b. The teams, judges, and NCC staff select the Special Team Award recipients for the Color Guard and the Drill Team. Each team will have one vote collectively; the judges will have one vote collectively; and the NCC staff will have one vote collectively. The following criteria for selecting those recipients will be provided on a printed ballot. The ballots will be given to the teams at the team briefing.

- (1) Appearance
- (2) Esprit de corps
- (3) Integrity
- (4) Respect for Authority
- (5) Respect for Peers
- (6) Skill and Knowledge
- (7) Sportsmanship
- (8) Teamwork

6. EVENT MARSHALLER

a. The National Project Officer or **NCC Director** will designate a NCC staff member, an AF Reservist, or other disinterested party who serves as the Event Marshaller (EM) for each event. The EM maintains a smooth flow for the event and ensures all facets of the event move along in a timely manner.

b. The EM is responsible for:

- (1) Lining up the next team to compete at the appropriate starting point
- (2) Briefing the team commander regarding the location of boundaries, the judges, the starting point, and the ending point, as well as any other items as necessary
- (3) Ensuring spectators maintain proper decorum and remain clear of the competition area
- (4) Ensuring all participants and all judges are ready before allowing the team to begin
- (5) Signaling the team commander to begin their performance
- (6) Ascertaining if any boundary or timing violations occurred during the performance and briefing the Chief Judge

7. MILE RUN

a. The National Project Officer or the **NCC Director** must assess the appropriateness of the physical fitness uniform and require cadets to change or cover anything deemed inappropriate. Cadets have the option to wear warm-up suits while running.

b. The EM should announce at the team briefing the route of the Mile Run and the boundaries for spectators. This same information must be given again at the briefing just prior to the beginning of the event.

c. The EM must explain clearly that cadets who finish the Mile Run and wish to encourage their team members who are still running must remain within the announced boundaries for the spectators at all times.

8. UNIFORM INSPECTION

a. Judges are to rate both drill teams and color guards based upon whether they have the correct, required equipment and uniform items and that these items are clean, pressed, and in good repair. Teams will wear only those items identified in paragraph 2-2 of the basic regulation. Refer to CAPM 39-1, CAP Uniform Manual, regarding specific uniform requirements, such as placement of ribbons, nametags, and wing patches, and the regulations pertaining to hem lengths, creases and alterations. For this event alone, one judge will be a NCC staff member who is familiar with CAP specific uniform requirements such as ribbon placement.

b. Teams may choose to wear basic leather oxfords or patent leather oxfords. Alternatively, color guards may wear black parade boots (combat boots are not permitted). Footwear will be judged using the standards of proper fit, proper wear, and condition.

9. GENERAL COLOR GUARD

a. The carrying of the US and Region flags is an honor bestowed only on responsible Cadet NCO's and Cadet Airmen who have demonstrated the highest caliber of behavior and military bearing.

b. With the flagbearers in the center, the color guard is formed and marched in one rank at close interval. The color guard does not execute to the rear march or about face. When necessary to face a different direction, the color guard will execute a left/right about or a half left/half right about (pivoting on the appropriate guard – never at the center).

c. On command of the US flagbearer, the guards present arms on receiving or parting with the US flag.

d. Positions of the flag.

(1) At order, the flagstaff rests on the ground touching the toe of the right shoe, the staff vertical, with the back of the flag bearer's hand to the right.

(2) At the carry, the flagstaff rests in the socket of the sling with the flag bearer's right hand grasping the staff at shoulder height. Both hands can be used but if one flag bearer uses two hands, they both must do so. The forearms are parallel to the ground and the staff is inclined slightly to the front. If indoors, the flagstaff may be held vertically, in the right hand such that the ferrule is approximately 2-3 inches above the ground with the left hand held across the chest with fingers joined and extended.

(3) Parade rest with the flag is similar to parade rest for the individual airman except the flag bearer keeps the staff vertical.

(4) The CAP or Region flag is dipped in salute. The US flag is never dipped, but always held vertically.

e. The flag is raised briskly up the flagpole. It is lowered slowly and with dignity.

f. Half Staff Presentation. When raising the flag to half staff, it is always raised to the top of the staff and then lowered to half staff. To retrieve the flag, it is first raised to the top of the staff and then lowered.

g. All color guard members except the person on the right flank execute eyes right.

h. Cased and folded flags are not saluted.

i. Any turning movement other than an "about" movement is prohibited. An about movement is executed with the pivot point at the right or left guard. The movement must follow the Drill and Ceremonies Manual, paragraph 7.32.2.

j. The following actions will not be permitted: slamming rifles on the floor, twirling rifles, or any other rifle handling movements not specifically identified in the Manual of Arms (See Attachment 10), stomping, high stepping or "goose" stepping, or slow (death) cadence.

k. The color guard will march with normal armswing.

10. COLOR GUARD STANDARD DRILL

a. The color guard is expected to make full use of the 90' x 50' presentation area as they execute the prescribed standard drill routine.

b. No commands may be added or omitted while completing the routine.

c. The team may not go out of bounds without penalty.

d. There is no maximum time limit for this event. The minimum time is three minutes.

e. The Civil Air Patrol or Region flag will be dipped upon the command of execution, not upon the preparatory command.

11. COLOR GUARD PRACTICAL INDOOR

a. The NCC event staff will select and sequester a room for this event. The judges and the NCC staff will set up the room prior to the event and determine a designated starting point for the teams.

b. The EM will brief each team prior to their entry into the room. This briefing will include instructions regarding the starting point and the location of the Chief Judge for the initial reporting.

c. The NCC staff will determine if spectators will be allowed to watch the event and announce the ground rules to the spectators prior to permitting them inside the room.

d. The audience must be seated before the actual event starts. No one will be admitted while a team is performing. Once admitted to the room, no one may leave until the competition has ended. The NCC staff will explain to spectators that the restrictions are for the purpose of protecting the integrity of the event.

e. The NCC staff will decide whether team members/escorts will be allowed to leave the venue after completing their portion of the competition. This determination will be briefed at the team meeting.

f. The team has five minutes to assess the room. The timekeeper will not volunteer how much time the team has left in the assessment period; however, the team commander may request and be given that information.

g. There is no time limit on this event, other than the five-minute assessment period. However, the event must be completed in an expeditious manner, while respecting the Colors. Whether a team uses too much time is solely up to the discretion of the judges.

h. The guards will be permitted to march at Right Shoulder Arms or Port Arms.

i. The Color Guard Practical Indoor Competition is considered an innovative event. Each team may devise their own plan for positioning the team in keeping with standard drill movements and regulations pertaining to the Colors but the following is expected:

(1) The color guard team will march as a team to the designated stage or presentation area.

(2) The team will, as a team, face and salute the audience (Present ARMS will be called).

(3) The color bearers should proceed to post the flags.

(4) The color bearers should face and salute the US flag (Present ARMS will not be called).

(5) The team will reform and return to the starting point.

(6) When the color guard is directed to retrieve the colors, they will march as a team to the designated stage or presentation area.

(7) The color bearers will retrieve the flags, after which the team will reform and march to the starting point.

12. COLOR GUARD PRACTICAL OUTDOOR

a. The EM and the judges will select a flagpole to be used for the competition. Its location will be announced at the Team In-Briefing

b. The EM will determine a starting point for the teams.

c. The EM will brief the team prior to their entry to the presentation area. This briefing will include instructions regarding the starting point and the location of the Chief Judge for the initial reporting.

d. Spectators will be required to be in the designated viewing area prior to the start of the event and remain for the duration of the event

e. Teams waiting their turn to compete will be sequestered out of view of the competition venue. No one may enter this sequestered location once the competition has begun.

f. The Color Guard Practical Outdoor competition is considered an innovative event. Each team may devise their own plan for positioning the team using standard drill movements and regulations pertaining to the Colors.

g. The judges (or other designated party) will unfold and refold the flag between each team's performance.

h. As each team enters the presentation area, the judge to the Chief Judge's right will possess the cased flag. When the color guard commander reports to the Chief Judge, the two judges will face each other. The flag bearer will present the flag to the Chief Judge, who will turn and present it to the color guard commander. When the color guard commander returns with the flag, the Chief Judge will receive the flag, face the judge to the right, present the flag to this judge, face forward again, and then return the color guard commander's salute.

13. DRILL TEAM STANDARD DRILL

a. The EM will insure that the team commander is briefed regarding the starting point on the presentation area boundary prior to the team entering the presentation area.

b. The judges should observe the following specific items while judging the standard drill:

(1) In-place Movements – these include all facing movements, present and order arms, and rests. Attention should be given to cadence, precision, snap, and smartness. Are arms held to the sides during facing movements? Are thumbs on the seams during attention and facing movements? Were there any extraneous movements or evidence of anticipation?

(2) Forward March – judges should monitor closely any anticipation of command. Are arm swings in unison? Do all members of the team step off in unison?

(3) Left and Right Step March – Proper cadence, head bob, and unison of heel clicks are the primary factors to judge these movements. There is a natural tendency for team members to increase cadence if movement is prolonged. Does the team stay in alignment? There is a tendency to move forward or backward as they step sideways.

(4) Extend and Close March – errors are most likely in cadence and in the number of side steps taken. Elements should make pivot movements sharply in unison and maintain alignment. Judges should watch for change in cadence while the team is marching at half step. The command of execution for close march should be given as the right foot strikes the ground and the command of execution for extend march should be given as the left foot strikes the ground.

(5) Column Movements – As each element arrives at the 90-degree pivot point, pivot persons should step off sharply with a normal 24 inch step and then begin the half step, without “prancing” or “head-bobbing.” Head and eyes should be directly to the front, not looking down or left and right in an attempt to maintain alignment. Column movements should not be executed while the team is marching to the rear.

(6) Flanking and To The Rear – Should be done without variation in alignment and without “dipping” the body or “head bobbing.” Judges can detect dipping movements by observing the plane established by the team members' caps. There should be no hesitation during the To The Rear movement.

(7) Halts – heels should be brought together sharply in perfect unison. “Leaning back” during the last step should not occur. Simultaneously, all body movements should stop, with no attempt to adjust alignment after the movement is concluded.

(8) Cadet drill team commander – the team commander's voice, appearance, and bearing, control of the team, and manner of reporting will be judged.

c. Music, noise-making equipment, rifles, sabers, cadence calling, and singing are prohibited.

14. DRILL TEAM INNOVATIVE DRILL

a. Innovative drill movements must be primarily grounded in the Civil Air Patrol Drill and Ceremonies Manual. They must be military in appearance and maintain proper bearing and poise. Some innovation with regard to the drill movements is allowed, but not so much that what is performed is barely recognizable as precision drill. It is solely up to the judges' discretion when the variation crosses the line between innovation and loss of military bearing. Teams are strongly cautioned not to create moves that are not based on some move in the Drill and Ceremonies Manual.

b. Judges will use the same criteria to judge basic marching movements for the innovative drill as were used in the standard drill. Teams must maintain military bearing. Moves must be performed in unison maintaining dress and cover. If elements or individuals spread out and perform separate movements, they must come together again with proper dress and cover.

c. Cadence can be fast, slow or normal. Changes in cadence are permissible, but the team should be precise in the performance of the cadence.

d. The team must **reestablish a single** formation at the end of the performance. The formation must place each individual in the same position they held at the beginning of the drill routine.

The judging criteria will include:

(1) Originality – did the team use acceptable movements creatively in an interesting and innovative routine? Did they use most of the presentation area?

(2) Difficulty – extended, precise movements are required. Were the movements detailed, precise, and challenging to perform? Were a variety of movements used rather than repetition of several basic movements? Was the routine done silently, without commands, thus raising the difficulty level?

(3) Precision of Execution – did the team perform the routine in a precise manner, maintaining dress and cover? Were the movements crisp and sharp?

(4) Professionalism and poise - did the team look professional, maintaining military bearing throughout the routine?

e. Music, noise-making equipment, rifles, sabers, cadence calling, and singing are prohibited.

15. PANEL QUIZ

a. Spectators may be permitted to watch the Panel Quiz; however, they must not have an opportunity to affect any answer given during the competition. Any effort by a spectator to affect the outcome, provide a hint, or distract another team will result in their ejection and their team assessed a penalty.

b. **Spectators may not make any photographic, audio, or video recordings of the Panel Quiz.**

c. Cadets taking part in the NCC competition are not permitted to be spectators.

d. NCC staff will carefully review the assignments of all team members, including “ghosts” to insure that the regulation is followed in regard to the number of times a cadet may compete.

e. If a question requires an exact full date (i.e. day/month/year) or a first and last name, that requirement should be made clear in the wording of the question.

f. The cadet must answer the specific question asked by the moderator. If more information is needed, the judge should state, “Please be more complete.”

g. If a team member incorrectly pronounces a name or a word, they should be given credit for a correct answer if it is clear to the judge that the correct answer was intended.

h. When a team signals to answer a toss-up question, only the cadet who signals may answer the question.

i. Judges are responsible to know the challenge procedures established by the NCC staff and distributed at the team briefing.

j. Challenges

(1) Challenges must be presented by the cadet team commander, in writing, to the **NCC Director** or the National Project Officer within the time limit specified in the team briefing.

(2) Challenges must identify the teams competing in the match, the question asked, the answer given, and the judge’s decision.

(3) A team may submit a maximum of two challenges for this event.

(4) If a team’s challenge is sustained, the Event Director or the National Project Officer will determine the best mechanism to resolve the situation.

(5) If a team’s challenge is overruled, the challenging team will be penalized with the loss of a match; e.g. if a team’s final win/loss standing is 5/5 and their challenge is overruled, that team will drop to 4/6. There will be no effect on the win/loss standing of any other team.

16. WRITTEN EXAMINATION FOR COLOR GUARD AND DRILL TEAM

- a. Spectators and escorts are not permitted in the room during the examination.
- b. Judges will close the doors at the announced time. Once the doors are closed, no one may enter the room.
- c. Judges will collect the examinations from cadets as they finish and require the cadets to exit the room.

17. VOLLEYBALL

a. The objective of this event is to evaluate teamwork within a team during a fluid activity. Although the ultimate goal is to win each game, elements such as spirit and sportsmanship will also be noted.

b. Safety of the cadets is a primary objective at all times. Any unsafe activity should be prevented, if possible, and stopped immediately if in progress.

c. All jewelry, including watches, bracelets, rings and necklaces will be removed or rendered safe at the direction of the judges.

d. Judges are to ensure that volleyball uniforms are in good taste and that kneepads and eyeglasses straps are used. Judges decisions are final on these items.

e. The rules of the volleyball competition are included in Attachment 3. The judges' rulings are final in any decision regarding the rules of the game.

f. The judges will stop play for on-court injuries. Play will resume after the injured player(s) are removed from the court and the court has been decontaminated if necessary. Once a player leaves the field of play for injury, that player will not re-enter that game, but may be reinstated to the roster for subsequent games if injuries permit.

g. Poor sportsmanship will not be tolerated from any team member or spectator. Judges will assess penalties against any team whose members or fans exhibit unsportsmanlike behavior. Penalties may include loss of points, forfeiture of the game, or expulsion from the event or the entire competition.

h. The judges' decisions are final. Judges should interface with the team captains only.

i. Judges should be alert to any changes in the team composition and ensure that there are no changes from the original registration of members on Team A and Team B.

j. The NCC staff will establish a rotation pattern for the teams so that the teams play on various courts and are not repeatedly judged by the same judge.

k. The first team to score 12 points (with at least a two-point lead) will declared the winner.

Attachment 2 - Regulations, Manuals, and Publications

The regulations, manuals and publications listed below are to be used by all NCC participants and judges. There will be no other basis for judging the competition. All participants and judges should thoroughly know and understand each of these publications.

- a. CAPM 39-1, *Civil Air Patrol Uniform Manual*
- b. CAPR 52-16, *Cadet Program Management*
- c. CAPP 52-18, *Cadet Physical Fitness Program*
- d. ROE 5.2, *CAP National Cadet Competition Rules of Engagement*
- e. CAPR 900-2, *Use of CAP Seal and Emblem; Use, Display and Ceremonial Destruction of the US and CAP Flags*
- f. *Aerospace Dimensions*:
 - (1) Module 1 - Introduction to Flight
 - (2) Module 2 - Aircraft Systems and Airports
 - (3) Module 3 - Air Environment
 - (4) Module 4 - Rockets
 - (5) Module 5 - Space Environment
 - (6) Module 6 - Spacecraft
- g. *Leadership 2000 and Beyond*, Volume I - Through the Mitchell Award
- h. CAP Drill and Ceremonies Manual (AFMAN 36-2203, *Drill and Ceremonies*)
- i. Updates to the Rules of Engagement published on the official CAP National Headquarters NCC web page, which can be found at: <http://level2.cap.gov/index.cfm?nodeID=5375>.
- j. For those events requiring knowledge of current events, such questions will be drawn from www.foxnews.com.
- k. For those events requiring knowledge of current aerospace events, such questions will be drawn from www.space.com.

Attachment 3 – National Cadet Color Guard Competition Score Sheets

NATIONAL CAP CADET COLOR GUARD COMPETITION

Outdoor Practical Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 1000 pts

Section I Presentation		Poor				Good				Best	
March in/out	Crisp turns, steady cadence	10	20	30	40	50	60	70	80	90	100
Report in	Crisp, clear, professional	10	20	30	40	50	60	70	80	90	100
Rope handling	Smooth freeing, securing	10	20	30	40	50	60	70	80	90	100
Flag handling	Smooth attachment, securing	10	20	30	40	50	60	70	80	90	100
Raising/Lowering	Smooth flow, cadence, up briskly, down solemnly	10	20	30	40	50	60	70	80	90	100
Folding	Smooth flow, cadence	10	20	30	40	50	60	70	80	90	100
Report out	Crisp, clear, professional	10	20	30	40	50	60	70	80	90	100

Section II Military Bearing

Overall	Military Bearing, precision, snap	10	20	30	40	50	60	70	80	90	100
Proper respect	Salute, protection, control	10	20	30	40	50	60	70	80	90	100
Folded flag	Tightness, red hidden	10	20	30	40	50	60	70	80	90	100

Objective Requirements (Chief Judge only)

	Yes	No
Color guard forms up without rifles, flags, or flag carriers.		
CG commander steps out of formation, reports to Chief Judge, and receives flag.		
Color guard raises flag to top of flagpole, then to half-staff and secures halyard. CG commander does not participate (except to render proper honors).		
Color guard reforms, CG commander commands Present Arms and Order Arms.		
Color guard raises flag up to top of flagpole, then lowers and retrieves flag.		
Color guard secures halyard and folds flag. Color guard reforms and marches to a position 6 paces from Chief Judge.		
CG commander directs Present Arms, steps forward, gives flag to Chief Judge, and salutes. When Chief Judge returns salute, CG returns to join team, directs Order Arms, and departs judging area.		

Section III Penalties (Chief Judge Only)

Movements out of sequence	-50
Omitting required movements (or any objective item omitted)	-50
TOTAL	

Comments:

Points Earned	
Section I	_____
Section II	_____
- Penalties	- _____
<small>(Chief Judge Only)</small>	
= Total Points	

NATIONAL CAP CADET COLOR GUARD COMPETITION

In Ranks Inspection

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 1000 pts

Section I Uniform Wear

Poor

Good

Best

Appearance of Uniform	Cleanliness, creases, belt/ buckle accoutrements, pants length, ribbon order	10	20	30	40	50	60	70	80	90	100
Alignment	Shirt/trousers, ribbons, rank	10	20	30	40	50	60	70	80	90	100
Shoes	Shine, condition	10	20	30	40	50	60	70	80	90	100
Headgear	Proper placement, insignia	10	20	30	40	50	60	70	80	90	100

Section II Personal Appearance

Grooming	Hair, shave, cosmetics	10	20	30	40	50	60	70	80	90	100
Conformance	Standardized appearance	10	20	30	40	50	60	70	80	90	100
Pockets	Smooth appearance, buttons	10	20	30	40	50	60	70	80	90	100

Section III Military Bearing

Color Guard Equipment	Cleanliness, proper wear, Standardization	10	20	30	40	50	60	70	80	90	100
Poise, Posture	Esprit, confidence, position	10	20	30	40	50	60	70	80	90	100
Reporting In/Out	Voice quality, proper procedures	10	20	30	40	50	60	70	80	90	100

Objective Requirements (Chief Judge only)

Yes No

Color guard (plus the alternate) forms up at starting point; marches onto drill pad from starting point, with all color guard accessories except flags. Should have gloves, pistol belts, shoulder cords, identical rifles, and flag slings plus be at close interval; alternate 2 paces behind US flag bearer, guards should be at right shoulder arms.		
Color guard commander directs Half Left About and Halt; team should be 12 paces from judges; US flag bearer centered on Chief Judge, alternate member two paces behind US flag bearer; guards at right shoulder arms.		
Color guard commander directs Present Arms and reports to Chief Judge for inspection.		
Color guard commander directs Order Arms. Inspection commences.		
Color guard commander directs Present Arms, Order Arms, Right Shoulder Arms, Half Right About, March and marches team off drill pad to Chief Judge's left.		

Section IV Penalties (Chief Judge Only)

Movements out of sequence	-50
Omitting required movements	-50
Boundary violation	-50
TOTAL	

Comments:

Points Earned	
Section I	_____
Section II	_____
Section III	_____
- Penalties (Chief Judge Only)	- _____
= Total Points	<div style="border: 1px solid black; width: 100px; height: 30px; display: inline-block;"></div>

NATIONAL CAP CADET COLOR GUARD COMPETITION

Indoor Practical Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 1000 pts

Section I Prepost/Posting of Colors

		Poor				Good				Best	
Reporting in	Crisp, clear, professional	10	20	30	40	50	60	70	80	90	100
Voice commands	Crisp, clear, professional	10	20	30	40	50	60	70	80	90	100
Movements	Turns, steady cadence	10	20	30	40	50	60	70	80	90	100
Honors	To audience, to flag	10	20	30	40	50	60	70	80	90	100
Flag handling	Posting, smoothing	10	20	30	40	50	60	70	80	90	100
Obstacle avoidance	Smooth flow	10	20	30	40	50	60	70	80	90	100

Section II Retrieval Of Colors

Voice commands	Crisp, clear, professional	10	20	30	40	50	60	70	80	90	100
Flag handling	Retrieval	10	20	30	40	50	60	70	80	90	100
Movements	Turns, steady cadence	10	20	30	40	50	60	70	80	90	100
Obstacle avoidance	Smooth flow	10	20	30	40	50	60	70	80	90	100

Objective Requirements (Chief Judge only)

	Yes	No
Color guard (CG) forms up at the starting point with all color guard accessories.		
Color guard commander (alone and without flag) reports to Chief Judge. (Clock starts at CJ salute)		
Color guard reforms after 5-minute assessment/room setup. Color guard commander (alone, no flag) returns to Chief Judge and reports. (Clock stops when team commander salutes CJ)		
CG goes to designated location, salutes audience w/ Present Arms, and posts colors. Flag bearers salute flag w/o Present Arms. CG reforms and retires to the starting point.		
Color guard commander steps forward, salutes, and announces that colors are posted.		
CG goes to designated location, salutes flag w/o Present Arms, retrieves colors, and team retires to starting point.		

Section III Penalties (Chief Judge Only)

Movements out of sequence	-50
Omitting required movements	-50
Exceeding five minutes to assess the room	-50
Room setup incorrectly	-50
TOTAL	

Comments:

Points Earned	
Section I	_____
Section II	_____
- Penalties	- _____
<small>(Chief Judge Only)</small>	
= Total Points	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

NATIONAL CAP CADET COLOR GUARD COMPETITION

Standard Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 1000 pts

Section I Performance Of Commands

Poor

Good

Best

In-place commands	Crispness, precision	10	20	30	40	50	60	70	80	90	100
Marching	Sharpness, discipline	10	20	30	40	50	60	70	80	90	100
Turning movements	Steady cadence	10	20	30	40	50	60	70	80	90	100

Section II Precision

Alignment	Dress, distance	10	20	30	40	50	60	70	80	90	100
Uniformity	All together	10	20	30	40	50	60	70	80	90	100
Cadence	Speed, Consistency	10	20	30	40	50	60	70	80	90	100
Posture	Naturalness	10	20	30	40	50	60	70	80	90	100

Section III Military Bearing

Voice commands	Crisp, together	10	20	30	40	50	60	70	80	90	100
Flag procedures	Control	10	20	30	40	50	60	70	80	90	100
Poise	Esprit, recovery	10	20	30	40	50	60	70	80	90	100

Objective Requirements (Chief Judge only)

Yes No

Color guard forms up in rank formation, at starting point; marches onto drill pad from Chief Judge's right with all color guard accessories, guards at right shoulder arms.		
Color guard commander directs Half Left About and Halt; team is 12 paces from judges; US flag bearer centered on Chief Judge; guards at right shoulder arms.		
Color guard commander directs Present Arms and reports to Chief Judge. (Clock starts at CJ salute, stops when team completely exits the drill pad)		

Command

Yes No

Yes No

Yes No

1. Order Arms			10. Half Left About			19. Forward March		
2. Parade Rest			11. Forward March			20. Left About		
3. Attention			12. Half Left About			21. Forward March		
4. Port Arms			13. Forward March			22. Half Left About		
5. Rt Shoulder Arms			14. Right About			23. Forward March		
6. Present Arms			15. Forward March			24. Eyes Right		
7. Order Arms			16. Half Right About			25. Ready Front		
8. Rt Shoulder Arms			17. Forward March					
9. Forward March			18. Half Right About					

Section IV Penalties (Chief Judge Only)

Movements out of sequence	-50
Added non-required or omitting required movements	-50
Done is less than three minutes	-50
Boundary Violations	
TOTAL	

Comments:

Points Earned

Section I _____

Section II _____

Section III _____

- Penalties - _____

(Chief Judge Only)

= Total Points

Attachment 4 – National Cadet Competition Drill Team Scoresheets

NATIONAL CAP CADET DRILL TEAM COMPETITION

In Ranks Inspection

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 1000 pts

Section I Uniform Wear		Poor				Good				Best	
Uniform Appearance	Cleanliness, pants length, fit, creases, neatness, condition, buttons/buckle correct, pockets smooth	10	20	30	40	50	60	70	80	90	100
Accoutrements	Ribbons, belt correct/aligned, nametag, ropes correct	10	20	30	40	50	60	70	80	90	100
Shoes	Shined, condition	10	20	30	40	50	60	70	80	90	100
Headgear	Proper placement, insignia	10	20	30	40	50	60	70	80	90	100

Section II Personal Appearance		10	20	30	40	50	60	70	80	90	100
Grooming	Hair, shave, cosmetics	10	20	30	40	50	60	70	80	90	100
Conformance	Standardized appearance	10	20	30	40	50	60	70	80	90	100

Section III Military Bearing		10	20	30	40	50	60	70	80	90	100
Report in	Voice quality, tone, snap	10	20	30	40	50	60	70	80	90	100
Open/close ranks	Sequencing, alignment, togetherness	10	20	30	40	50	60	70	80	90	100
Poise	Esprit, confidence	10	20	30	40	50	60	70	80	90	100
Posture	Position of attention	10	20	30	40	50	60	70	80	90	100

Objective Requirements (Chief Judge only)	Yes	No
1. Twelve person team forms up in line formation; team commander (TC) centered 3 paces to front.		
2. TC faces team, directs Right Face (executing a Left Face concurrently) and marches team onto drill pad.		
3. TC halts team 12 paces from and centered on Chief Judge.		
4. TC directs Left Face while facing right; then faces about, steps three paces forward, and halts.		
5. TC salutes and reports to Chief Judge, then faces about and directs Open Ranks March.		
6. TC aligns flight, marches three paces beyond front rank, faces left, and directs Ready Front.		
7. TC takes one step forward and faces right (should be in front of first element leader).		
8. TC salutes and reports ready for inspection. Inspection commences.		
9. When inspection completed, TC salutes Chief Judge, faces left, directs Close Rank March.		
10. TC steps forward to point abeam team center, then faces about, marches team from drill pad.		

Section IV Penalties (Chief Judge Only)		
Movements out of sequence		-50
Omitting required movements		-50
Boundary Violation		-50
TOTAL		

Comments:

Points Earned	
Section I	_____
Section II	_____
Section III	_____
- Penalties	- _____
<small>(Chief Judge Only)</small>	
= Total Points	

NATIONAL CAP CADET DRILL TEAM COMPETITION

Innovative Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 1000 pts

Section I Concept		Poor				Good				Best	
Creativity	Originality, new movements, use of entire presentation area	10	20	30	40	50	60	70	80	90	100
Difficulty	Complexity, intricacy, extended movements	10	20	30	40	50	60	70	80	90	100

Section II Performance		Poor				Good				Best	
Execution	Dress, cover, sequence	10	20	30	40	50	60	70	80	90	100
Appearance	Snap, precision, sharpness	10	20	30	40	50	60	70	80	90	100
Conformance	Standard movements IAW rules	10	20	30	40	50	60	70	80	90	100
Uniformity	Standardization of movement	10	20	30	40	50	60	70	80	90	100
Cadence	Consistency, timing	10	20	30	40	50	60	70	80	90	100

Section III Professionalism		Poor				Good				Best	
Verbal commands	Voice quality, control, snap	10	20	30	40	50	60	70	80	90	100
Military Bearing	Esprit, confidence, recovery, overall military appearance, poise,	10	20	30	40	50	60	70	80	90	100
Report/dismissal	Voice quality, control	10	20	30	40	50	60	70	80	90	100

Objective Requirements (Chief Judge only)	Yes	No
1. Twelve person team forms in line formation, team commander (TC) centered 3 paces to front.		
2. TC faces team, directs Right Face (executing a Left Face concurrently) and marches team onto drill pad.		
3. TC halts team 12 paces from and centered on Chief Judge.		
4. TC directs Left Face while facing right; then faces about, steps three paces forward and halts.		
5. TC salutes and reports to Chief Judge.		
6. TC faces about, directs Present Arms, faces about, and salutes the Chief Judge. The 5-minute clock starts when the Chief Judge's salute is dropped.		
7. TC faces about, directs Order Arms, and proceeds to execute the team's innovative drill movements.		
8. When completed, TC maneuvers team to a halt 12 paces from and centered on Chief Judge; TC 3 paces from front rank, facing forward.		
9. TC directs Left Face while facing right; then faces about, steps three paces forward and halts.		
10. TC salutes and reports to Chief Judge. The 5-minute clock stops. TC faces about.		
11. TC directs Right Face (executing a Left Face concurrently) and marches team off drill pad.		

Section IV Penalties (Chief Judge only)		
Music, Noise-making equipment, rifles, sabers, cadence calling/vocalization		-50
Over 5 minutes		-50
Stepping out of bounds		-50
Movements out of sequence		-50
Omitting required movements		-50
TOTAL		

Comments:

Points Earned	
Section I	_____
Section II	_____
Section III	_____
- Penalties	- _____
<small>(Chief Judge Only)</small>	
= Total Points	

NATIONAL CAP CADET DRILL TEAM COMPETITION

Standard Drill

TEAM: _____ **Judge #:** _____ **Judge's Initials** _____

Maximum score: 1000 points

Section I Performance of Commands		Poor				Good				Best	
In-place commands	Crispness, precision, togetherness	10	20	30	40	50	60	70	80	90	100
Marching movements	Sharpness of execution, togetherness	10	20	30	40	50	60	70	80	90	100
Turning movements	Precision, no head bobbing	10	20	30	40	50	60	70	80	90	100

Section II Precision		Poor				Good				Best	
Precision of Execution	Dress, cover, distance, sequence, alignment	10	20	30	40	50	60	70	80	90	100
Uniformity	Standardization	10	20	30	40	50	60	70	80	90	100
Cadence	Consistency, timing, snap	10	20	30	40	50	60	70	80	90	100
Posture	Naturalness, Erect posture	10	20	30	40	50	60	70	80	90	100

Section III Military Bearing		Poor				Good				Best	
Verbal commands	Voice quality, timing, snap, clarity	10	20	30	40	50	60	70	80	90	100
Poise	Esprit, unit pride, cohesiveness	10	20	30	40	50	60	70	80	90	100
Report/dismissal	Voice quality, precision	10	20	30	40	50	60	70	80	90	100

Objective Requirements (Chief Judge only)	Yes	No
1. Twelve person team forms in line formation, team commander (TC) centered 3 paces to front.	<input type="checkbox"/>	<input type="checkbox"/>
2. TC faces team, directs Right Face (executing a Left Face concurrently) and marches team onto drill pad.	<input type="checkbox"/>	<input type="checkbox"/>
3. TC halts team 12 paces from and centered on Chief Judge.	<input type="checkbox"/>	<input type="checkbox"/>
4. TC directs Left Face while facing right; then faces about, steps three paces forward and halts.	<input type="checkbox"/>	<input type="checkbox"/>
5. TC salutes and reports to Chief Judge, then steps forward to get list of required commands. TC returns to position three paces from team and turns to face judges.	<input type="checkbox"/>	<input type="checkbox"/>
6. TC has up to 30 seconds to review card, then faces about, directs Present Arms, faces about, and salutes the Chief Judge. The 30-second clock runs from start of review to execution of About Face by TC. The 5-minute clock starts when the Chief Judge's salute is dropped.	<input type="checkbox"/>	<input type="checkbox"/>
7. TC faces about, directs Order Arms, and proceeds to execute the listed standard drill movements.	<input type="checkbox"/>	<input type="checkbox"/>
8. When completed, TC maneuvers team to a halt 12 paces from and centered on Chief Judge; TC 3 paces from front rank, facing forward.	<input type="checkbox"/>	<input type="checkbox"/>
9. TC directs Left Face while facing right; then faces about, steps three paces forward and halts.	<input type="checkbox"/>	<input type="checkbox"/>
10. TC salutes and reports to Chief Judge. The 5-minute clock stops. TC faces about.	<input type="checkbox"/>	<input type="checkbox"/>
11. TC directs Right Face (executing a Left Face concurrently) and marches team off drill pad.	<input type="checkbox"/>	<input type="checkbox"/>

Section IV Penalties (Chief Judge Only)		Points
Music, Noise-making equipment, rifles, sabers, cadence calling/singing		-50
Over 5 minutes		-50
Stepping out of bounds		-50
Movements out of sequence		-50
Omitting required movements		-50
TOTAL		

Comments:

Points Earned	
Section I	_____
Section II	_____
Section III	_____
- Penalties	- _____
<small>(Chief Judge Only)</small>	
= Total Points	<div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>

Attachment 5 - NCC Team Inbriefing Checklist

1. GENERAL INFORMATION

- Distribute schedules/general information in printed form
- Point out schedule peculiarities that will prevent teams from returning to barracks between events
- Distribute meal cards and explain meal arrangements
- Explain room inspections and checkout procedures
- Distribute Special Team ballots – Brief when and where to turn in
- Distribute Order Forms – Brief when and where to turn in
- Explain rules regarding flash photography and videotaping
- Explain appeals procedure
- Announce location and time of end-of-event debriefing with judges
- Complete selection of teams' order of appearance for next year's NCC

2. STANDARD DRILL FOR DRILL TEAM AND COLOR GUARD

- Give location of presentation area
- Brief any changes in size of presentation area
- Brief where team is to report upon arrival at the event venue
- Explain method of "call to the presentation area" by the event marshaller
- Brief if athletic shoes with non-marking soles are necessary on presentation area

3. INNOVATIVE DRILL – DRILL TEAM

(Same as above)

4. OUTDOOR PRESENTATION – COLOR GUARD

- Give location of flagpole
- Brief where team is to report upon arrival at the event venue
- Explain requirement and plan for sequestering team from view of other teams' performances
- Explain need to deny escorts and/or spectators access to the teams after viewing other teams' performances

5. INDOOR PRESENTATION – COLOR GUARD

- Brief where team is to report upon arrival at the event venue
- Describe the flag stands that are available
- Explain requirement that no one enter or leave the event once the competition begins

5. PHYSICAL FITNESS – DRILL TEAM AND COLOR GUARD

- Brief location of event
- Explain boundaries and rules for spectators
- Address team members not being permitted to run along side of finishing teammates
- Give team members' ID numbers to team escorts
- Review requirements for Category II and Category III physical fitness excuses
- Explain that uniforms must be in good taste

6. WRITTEN EXAMINATION – DRILL TEAM AND COLOR GUARD

- Brief location of event
- Brief appropriate uniform (cannot be blues if Written Examination is done prior to uniform inspections)
- Brief waiting area for escorts and spectators
- Brief that team members may have books with them, but books will be collected prior to the examination

7. PANEL QUIZ – DRILL TEAM

- _____ Brief location of event
- _____ Explain rules for spectators
- _____ Explain no audio or videotaping
- _____ Give out cards for team registrations
- _____ Brief when and where to turn in cards with team registrations
- _____ Explain NCC Challenge Procedures for Panel Quiz

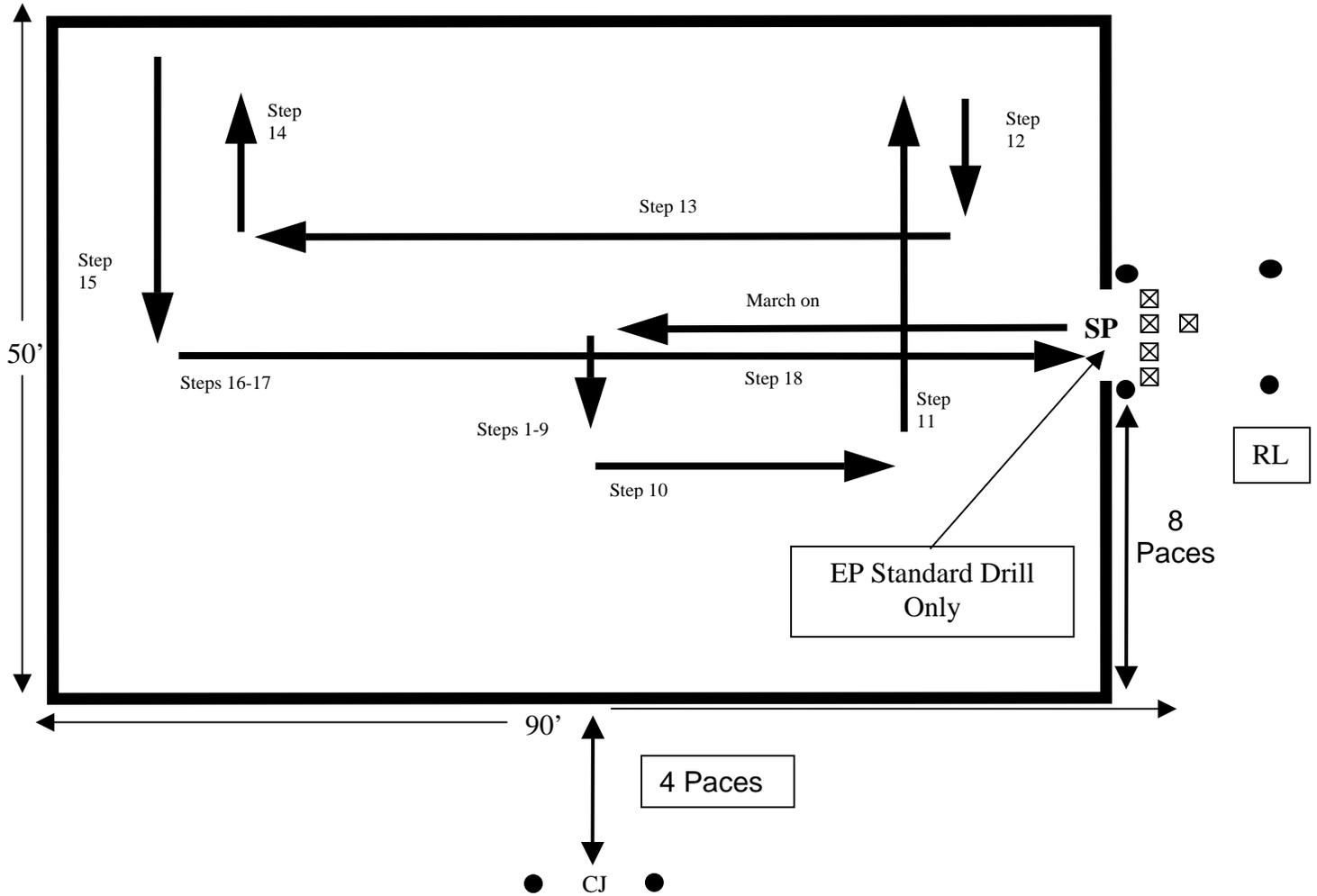
8. UNIFORM INSPECTION

- _____ Brief location of event
- _____ Brief any change in size of presentation area

9. VOLLEYBALL - DRILL TEAM

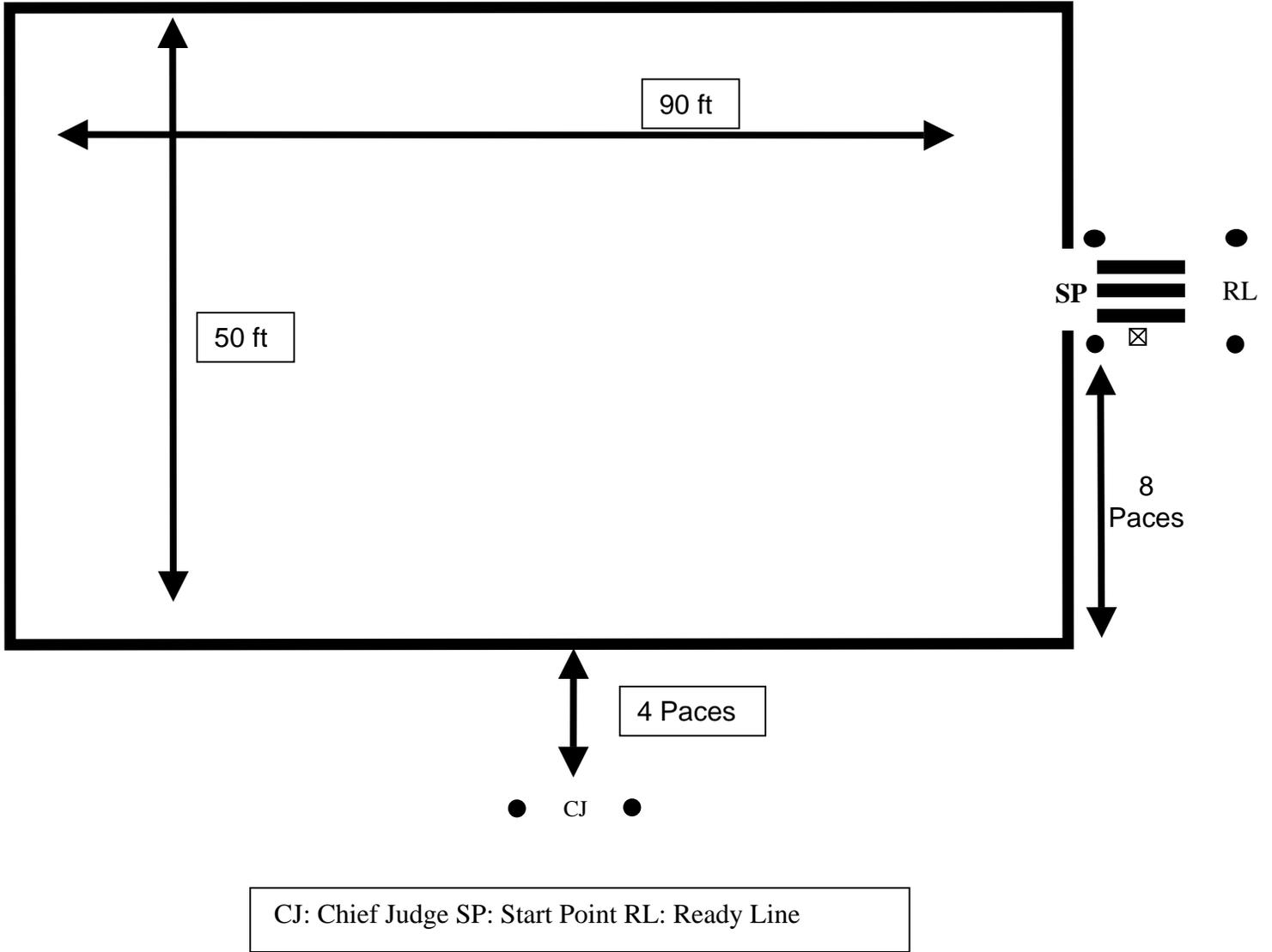
- _____ Brief of location of event
- _____ Distribute cards for team registrations
- _____ Brief when and where to turn in cards with team registrations
- _____ Distribute team members' ID number's to team escorts
- _____ Review rules, i.e., no switching players on teams, knee pads required, judge's decisions final, etc.
- _____ Explain that uniforms must be in good taste

Attachment 6 - Color Guard Presentation Area With Diagram of Standard Drill



CJ: Chief Judge SP: Start Point EP: End Point RL: Ready Line

Attachment 7 - Drill Team Presentation Area



Attachment 8 - Special Team Award Ballot

The National Cadet Competition is designed to provide a competitive venue for teams to display their training and leadership skills. The NCC embodies the highest ideals of integrity, sportsmanship, fair play and esprit de corps. Each team and the NCC event staff is asked to nominate the team that, in their opinion, clearly exhibit the ideals and high standards of the NCC. Teams must nominate a team other than their own.

TEAM NOMINATED: _____

Note:

To be given to each Team Captain at the pre-competition team briefing and to be turned in to the Event Staff at the time and location announced at the team briefing.

There will be one vote by each competing team, one vote by the NCC Staff collectively, and one vote by the Judges collectively for a total of 10 votes.

THE FOLLOWING CRITERIA SHOULD BE USED TO SELECT THE NOMINATION:

Appearance and Bearing
Esprit de corps
Integrity
Respect for Authority
Respect for Peers
Skill and Knowledge
Teamwork

Attachment 10 - Manual of Arms

1. General This attachment describes the Manual of Arms for Color Guard teams. Note: Illustrations used in this attachment are designed to demonstrate proper Manual of Arms procedures. They are not to be construed as accurate examples of proper uniform wear.

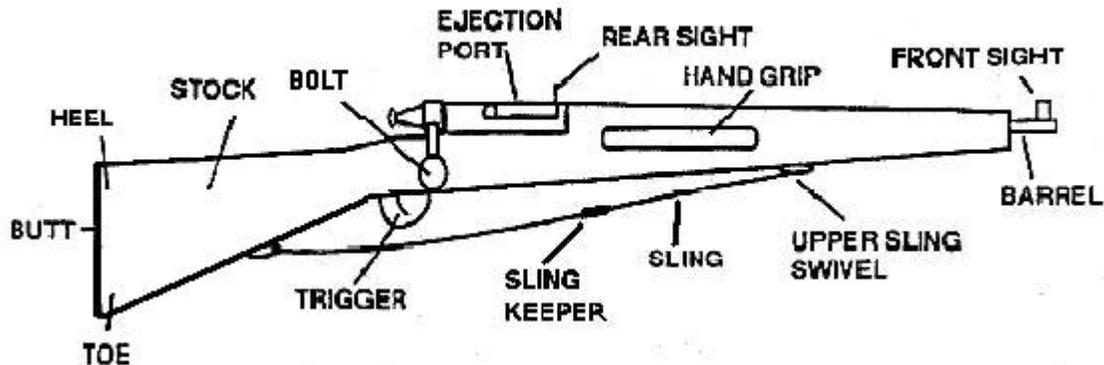


Figure A10-1 - Standard Parade Rifles

- a. At the halt, all movements are initiated from order arms, which is the position of attention with the rifle.
- b. All precision movements are executed in quick-time cadence.
- c. Port arms is the key position assumed in most manual of arms movements from one position to another except right shoulder arms from order arms and order arms from right shoulder arms.
- d. Manual of arms movements are a combination of the position of attention and the procedures for the prescribed movement. Most manual of arms movements are executed with the head, eyes, and body in the position of attention.

2. Order Arms

- a. Assume order arms on the command, "FALL IN" or from parade rest on the command of execution, "ATTENTION."
- b. At order arms, maintain the position of attention with the rifle. Place the butt of the rifle on the marching surface, centered on the right foot, with the sights to the rear. The toe of the rifle butt touches the foot so that the rear sight and the trigger guard form a straight line to the front. Secure the rifle with the right hand in a "U" formed by the fingers (extended and joined) and the thumb. Hold the rifle at the front sight with the right thumb and forefinger pointed downward, and on line with the flat surface of the handgrip. Keep the right hand and arm behind the rifle so that the thumb is straight along the seam of the trouser leg (see Figure A10-2).

3. Rest Position

- a. On the command of execution "REST" of parade rest, thrust the muzzle forward, simultaneously changing the grip of the right hand to grasp the barrel, keeping the toe of the butt of the rifle on the marching surface and the right arm straight (see Figure A10-3). **Bring the left arm, fully extended, to the back of the body, uncupping the hand in the process.**

b. Execute at ease in the same manner as parade rest with rifle except turn the head and eyes toward the commander.

c. On the command “AT EASE” or “REST,” keep the butt of the rifle in place as in parade rest.

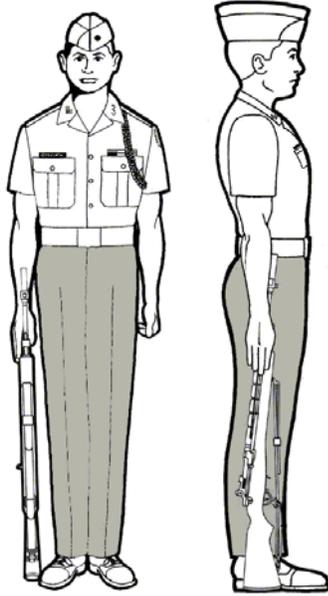


Figure A10-2 – Order Arms

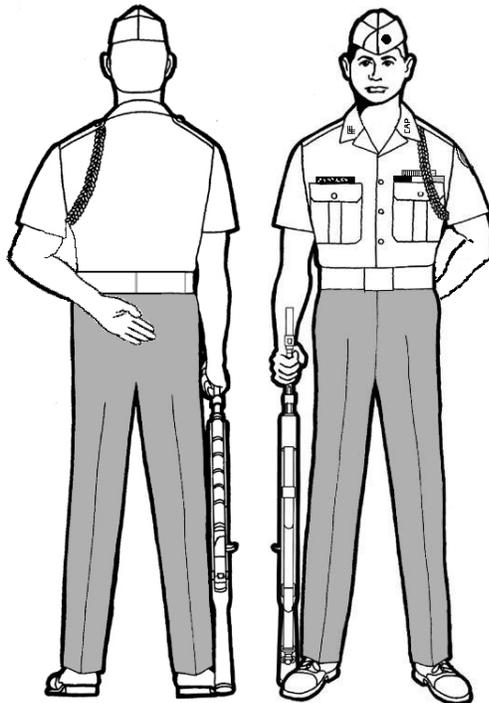


Figure A10-3 -Parade Rest

4. Port Arms

a. Port arms from order arms is a two-count movement. The command is "Port, ARMS." On the command of execution "ARMS," grasp the rifle barrel with the right hand and raise the rifle diagonally across the body, keeping the right elbow down (without strain). With the left hand, simultaneously grasp the handgrip at the mid point of the rifle so that the rifle is about four inches from the body. On the second count, re-grasp the rifle at the small of the stock with the right hand. Hold the rifle diagonally across the body, about four inches away from the body, with the right forearm horizontal and the elbows close to the sides (see Figure A10-4).

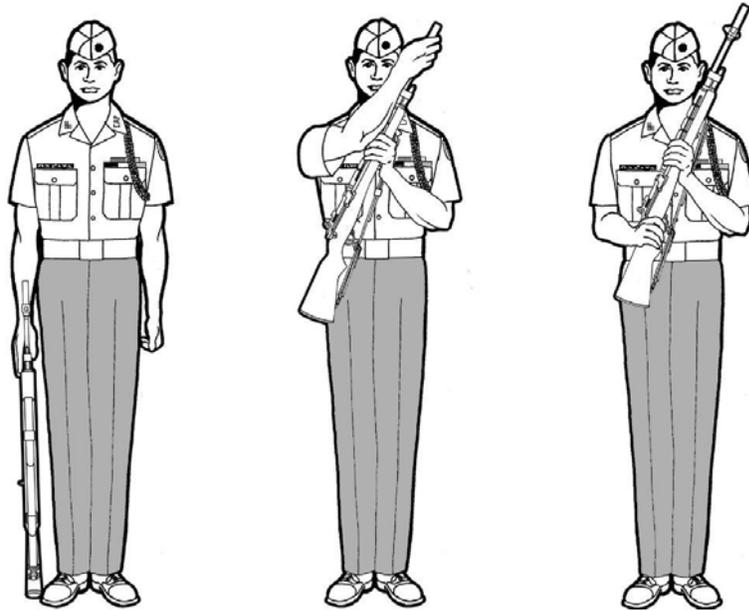


Figure A10-4 - Port Arms from Order Arms

b. Order arms from port arms is executed in three counts. The command is “Order, ARMS.” On the command of execution “ARMS,” move the right hand up and across the body to the right front of the front sight, grasp the barrel firmly without moving the rifle and keep the right elbow down without strain. On the second count, move the left hand from the hand guard and lower the rifle to the right side until it is about one inch from the marching surface. Guide the rifle to the side by placing the forefinger of the left hand on the end of the barrel, fingers and thumb extended and joined, palm to the rear. On the third count, move the left hand sharply to the left side, lower the rifle gently to the marching surface (see Figure A10-5).

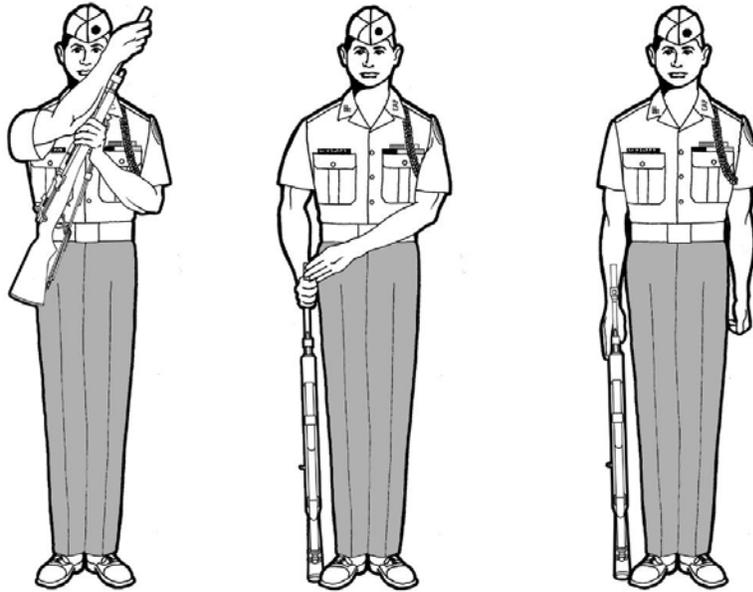


Figure A10-5 - Order Arms from Port Arms

5. Present Arms

a. Present arms from order arms is a three-count movement. The command is "Present, ARMS." On the command of execution 'ARMS,' execute port arms in two counts. On the third count, twist the rifle with the right hand so that the trigger is to the front and move the rifle to vertical position with the ejection port (bolt) about four inches in front of and centered on the body. Lower the rifle until the left forearm is horizontal; keep the elbows in at the sides (see Figure A10-6).

b. Order arms from present arms is a four-count movement. The command is "Order, ARMS." On the command of execution, "ARMS," return the rifle to port arms. Counts two, three, and four are the same as order arms from port arms.

c. Port arms is assumed en route to or from present arms when going to or from right shoulder arms. Present arms from or to port arms is a one-count movement.



Figure A10-6 - Present Arms

6. Right Shoulder Arms

a. Right shoulder arms from order arms is a four-count movement. The command is, "Right Shoulder, ARMS." On the command of execution, "ARMS," grasp the rifle barrel with the right hand and raise it diagonally across the body, keeping the right elbow down (without strain). With the left hand, grasp the handgrip just forward of the ejection port (bolt), ensuring the weapon is about four inches from the body. On the second count, move the right hand from the barrel and grasp the heel of the rifle butt between the first two fingers with the thumb and forefinger touching. On the third count (without moving the head), release the grasp of the left hand (without changing the grasp of the right hand), twist the rifle so that the sights are up and place the rifle on the right shoulder. Keep the left hand's fingers and thumb extended and joined with the palm turned toward the body. The first joint of the left forefinger should touch the rear of the ejection port (bolt assembly). Keep the elbow down and keep the right forearm horizontal with the right upper arm against the side and on line with the back. On the fourth count, sharply move the left hand back to the left side as in the position of attention (see Figure A10-7).

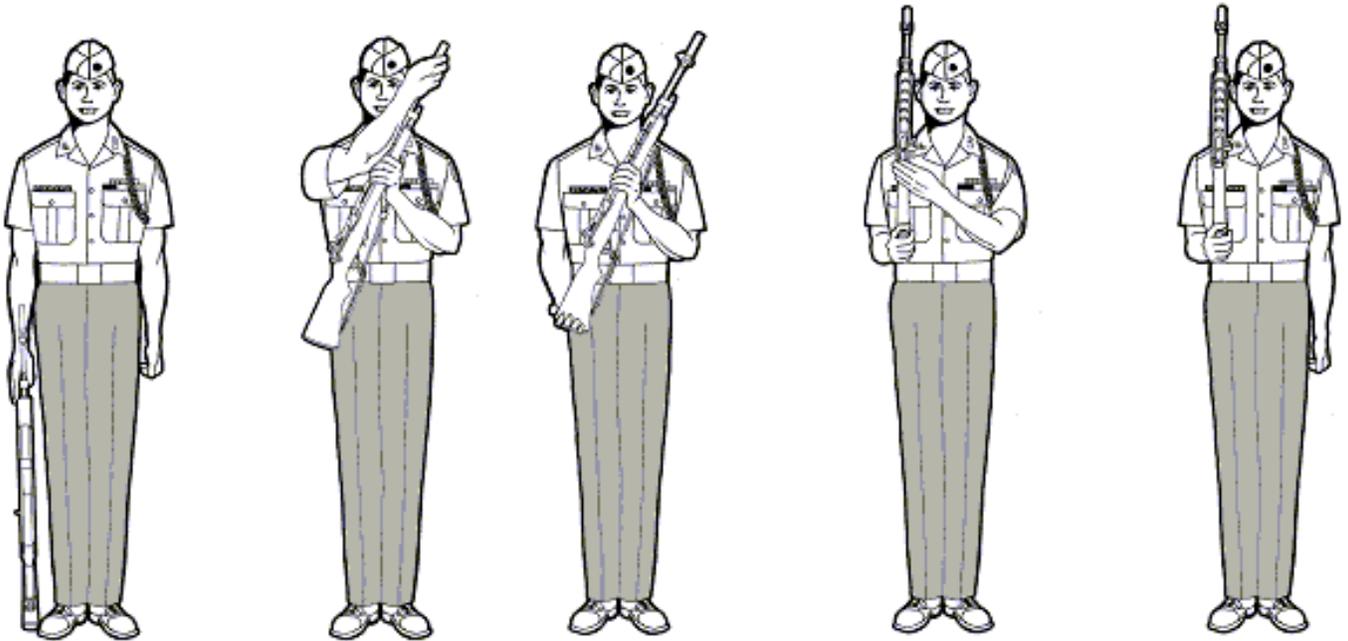


Figure A10-7 – Right Shoulder Arms

b. Order arms from right shoulder arms is a four-count movement. The command is “Order, ARMS.” On the command of execution, “ARMS,” without moving the head and without changing the grasp of the right hand, press down quickly and firmly on the butt of the rifle with the right hand and twist the rifle (with sights up), guiding it diagonally across the body and about four inches from the body. Grasp the rifle with the left hand at the handgrip just forward of the bolt assembly. On the second count, move the right hand up and across the body, approaching from the right front of the front sight assembly and firmly grasp the barrel without moving the rifle keep the right elbow down without strain. The third and fourth counts are the same as from port arms to order arms (see Figure A10-8).

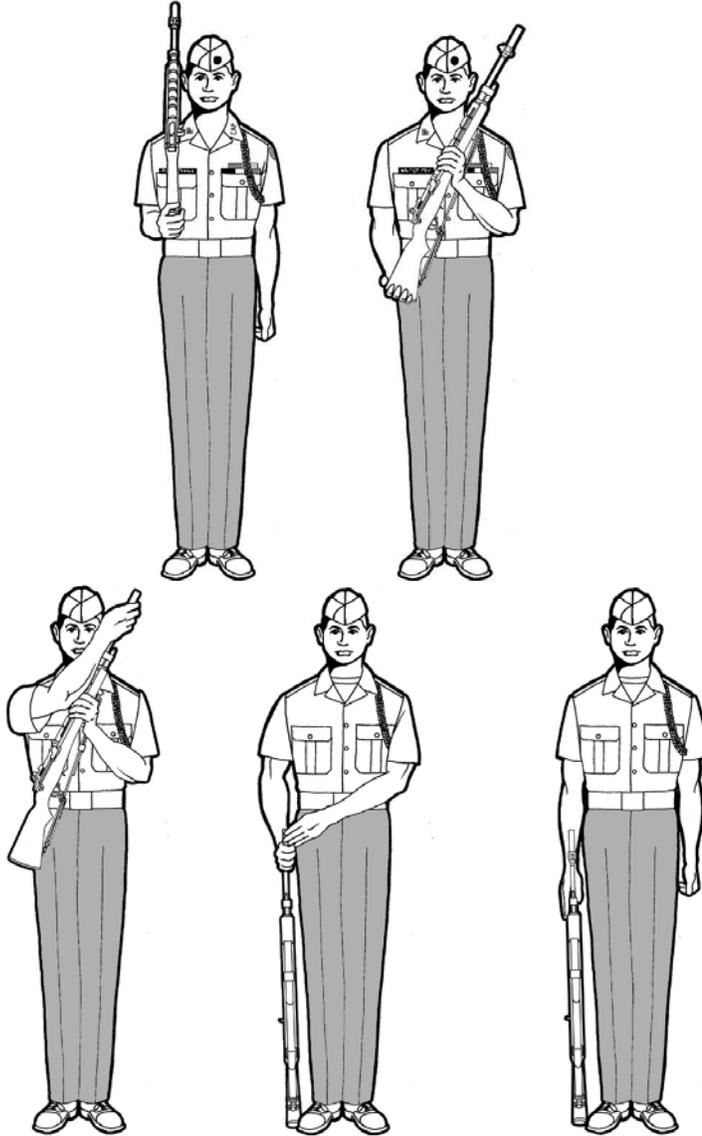


Figure A10-8 – Order Arms from Right Shoulder Arms

7. Changing Positions

a. Right shoulder arms from port arms is a three-count movement. The command is “Right Shoulder, ARMS.” On the command of execution, “ARMS”, release the grasp of the right hand and re-grasp the rifle with the heel of the rifle butt between the first two fingers, with the thumb and forefinger touching. Counts two and three are the same as counts three and four from order arms (see Figure A10-9).

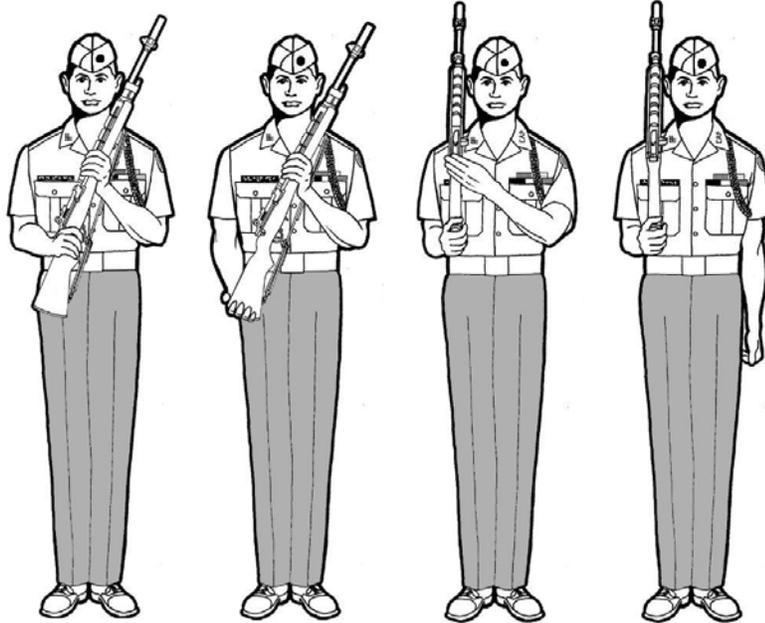


Figure A10-9 – Right Shoulder Arms from Port Arms

b. Port arms from right shoulder arms is a two-count movement. The command is “Port, ARMS.” On the command of execution, “ARMS,” execute count one of order arms from right shoulder arms. On the second count, release the grasp of the right hand, re-grasp the rifle at the small of the stock, and come to port arms (see Figure A10-10).

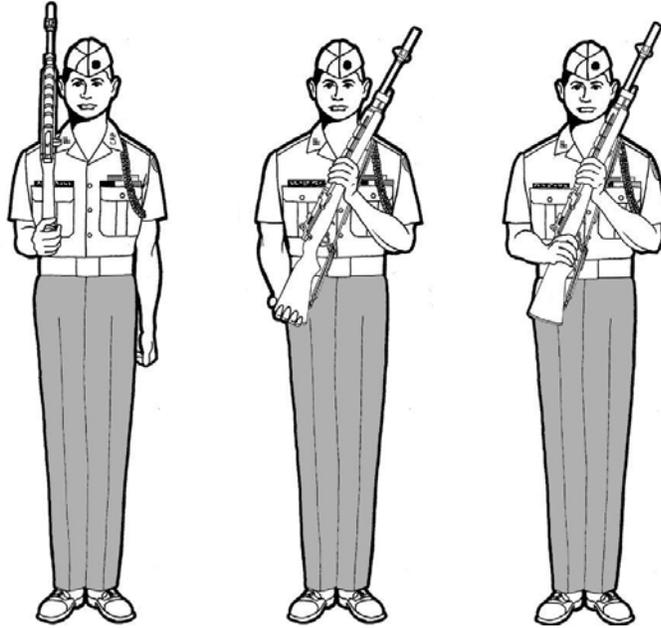
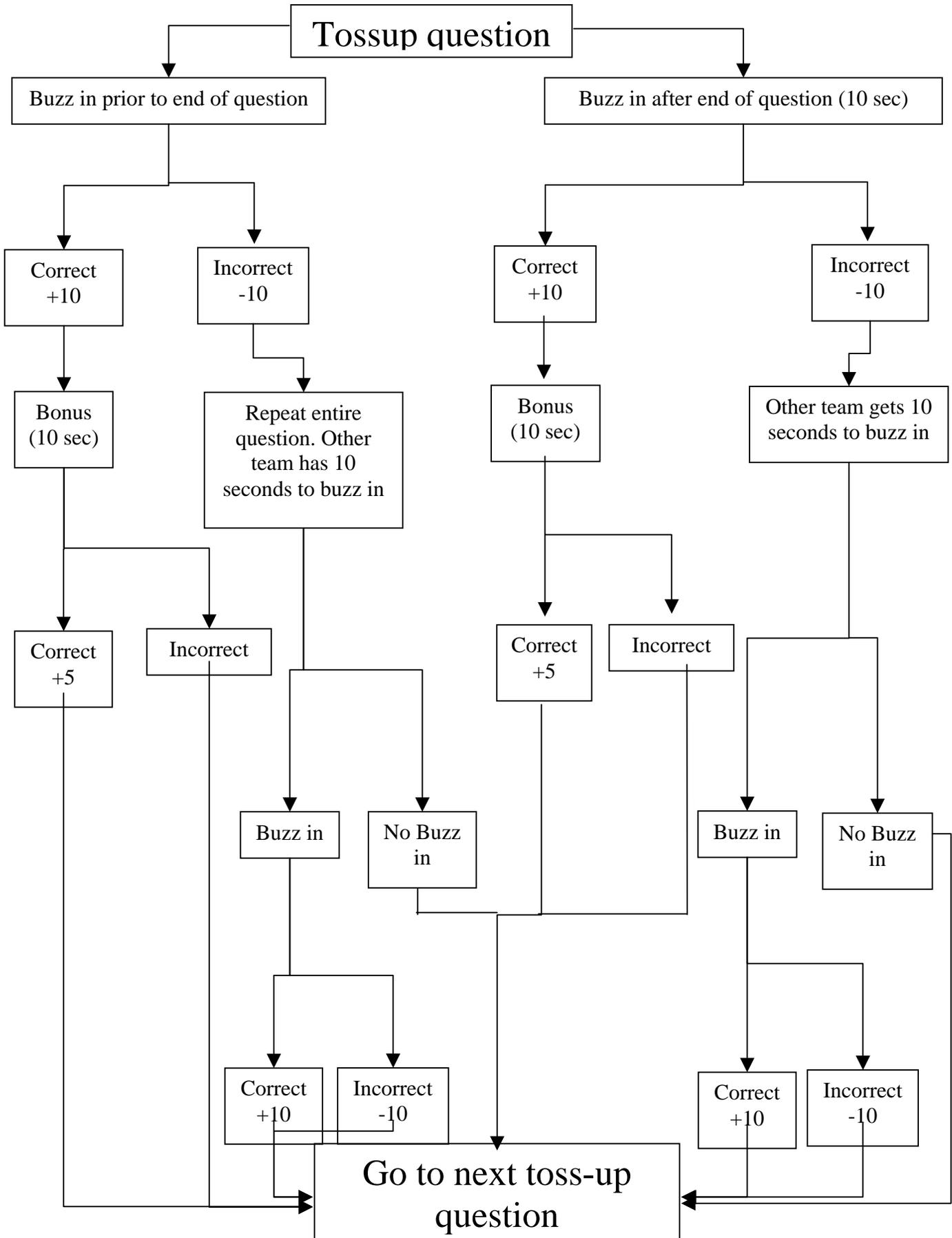


Figure A10-10 – Port Arms from Right Shoulder Arms

c. Present arms from right shoulder arms, while in formation is executed from the halt only. The command is “Present, Arms.” On the command of execution, “ARMS,” come to port arms and then execute present arms (in one count) from port arms.

d. To resume right shoulder arms front present arms, the command is “Right Shoulder, ARMS.” On the command of execution, “ARMS,” execute port arms in one count and then execute the counts as prescribed from port arms.



Attachment 12 - Volleyball Rules

SECTION I. DEFINITIONS

1. **BLOCK.** A block is a defensive play by front row players in an attempt to intercept a spike or intended spike as it crosses the net. It includes raising a hand or hands over the head without attempting to spike.
2. **BLOCKER.** A player performing or attempting a block.
3. **DEAD BALL.** A ball is dead after a point, side out, or any other decision temporarily suspending play. A ball is not dead until an official's whistle has blown, or the ball strikes the ground or any object outside the court. A dead ball ends when the ball is served.
4. **ERROR.** An error is an act of playing proficiency.
5. **FOUL.** A foul is an act of violating a game rule.
6. **GAME.** A game is won when a team scores 12 points, provided they have a two-point advantage. If a team does not have a two-point lead, the game will continue until one team leads by two points, in which case that team will be declared the winner.
7. **HARASSING.** Any action by a team member, visible or audible, which interferes with, or is intended to interfere with, an opponent's attempt to play the ball. Harassing includes stomping the feet, shouting or waving the arms when an opponent is about to play the ball. During the serve, it includes jumping or shouting so as to distract the opposing team.
8. **MATCH.** A match at the national level consists one game only.
9. **PLAY-OVER.** A play-over is the act of putting the ball in play again without awarding a point or side out. The following are examples of situations calling for play-over: (1) outside interference with the game, such as a ball other than game ball rolling onto court; (2) inadvertent whistle by officials; (3) double fouls; and (4) player injury.
10. **SIDE OUT.** A side out denotes loss of serve. When a side out is called, the serve changes from one team to the other.
11. **SPIKE.** A spike is a hard-driven ball at or above the top level of the net and hit horizontally or toward the ground.
12. **UNSPORTSMANLIKE CONDUCT.** Any team member who makes derogatory remarks about or to opponents or officials, persistently challenges the officials or attempts to influence their decision, shall be guilty of unsportsmanlike conduct.

SECTION II: FIELD OF PLAY

1. Volleyball Court. The volleyball court is rectangular and measures 30 feet by 60 feet. The court is divided by a centerline that extends to infinity (See Figure A3-1).

2. Net and Tape. The net is directly along the centerline of the court and is eight feet high. It extends beyond the sidelines. There is a vertical tape marker on each side of the net one volleyball width away from the outside edge of the sidelines. There is a wand attached to the vertical tape marker (See Figure A3-1).

SECTION III. GAME OFFICIALS

1. Whenever possible USAF personnel who are trained volleyball officials will preside as judges at each scheduled game. If USAF officials are not available, other knowledgeable professional volleyball officials may be used. Sources for the alternate officials may include, but are not limited to, local or state athletic associations or colleges and universities. A minimum of two officials is required to judge a game: a chair official and a line official.

2. The official's responsibilities are to enforce the rules and to prevent injuries (See Figure A3-2 for example of officials' signals).

3. The chair official shall have the power to make decisions on any matters or questions not specifically covered in the rules.

SECTION IV: PLAYERS

1. NUMBER OF PLAYERS:

a. The minimum number of players to play a game is nine. If, for any reason, a team cannot provide the minimum number for a match, the team must forfeit. If a team cannot play all 16 members, the opposing team has the option of eliminating some of their players to equal their opponent's team strength or may opt to play all team members. At any given time, no more than nine players per team will be on the court with the remaining players standing by to rotate in at the appropriate time.

b. The position of the players when the line-up is checked prior to the start of the game, shall be as indicated on the court diagram (See Figure A3-1). The team captain will give the chair official a 3x5 card, at the start of the game, with the names of the players as they start on the court and rotate into the game.

NOTE: When the ball is served, players must be in their relative position. There can be no overlap of players to either side or from front to rear.

2. INJURED PLAYERS.

a. If an injury occurs to any player, an official timeout will be called. If any player needs to leave the field to treat an injury, they are out for the remainder of the game but may play in subsequent games if the injury permits.

b. If an injury occurs and blood is spilled onto a player, players, the court, clothing, or other equipment, an official timeout will be called to provide for the decontamination of equipment and players. A player may not return to the rotation with a blood contaminated uniform or uncovered wound.

3. PLAYERS EQUIPMENT:

- a. The primary uniform will consist of tee shirt and shorts. No headgear will be worn. Chair official will make final determination regarding all jewelry as to whether it will be removed or made safe for play.
- b. Eyeglasses must have non-breakable lenses and be secured by an elastic band stretched behind the head between the earpieces.
- c. All players will wear kneepads while participating in play.
- d. All players must wear white-soled, non-marking, athletic court shoes at the National level competition.

SECTION V: TIMING OF GAME AND TIME OUTS

1. LENGTH OF GAME. Play continues until one team has scored 12 points and has a two-point advantage. If a team does not have two-point advantage, the game will continue until one team leads by two points, in which case that team will be the winner.

2. TIME OUTS. Each team is allowed two time outs per game. A time out shall not exceed one minute.

a. Any team member on the court may call a time out during a dead ball. If a team calls time out prior to the ball's being impacted on the serve and gets the official's attention, it is legal. Officials will, when asked, advise teams of how many time outs they have taken.

b. In the event of an injury, officials will stop play and direct a play-over. No time out will be charged to either team.

c. A third request for a time out will result in the team being penalized, giving up a point and a side out.

3. START OF PLAY. When the official indicates play should start, each team captain will have 10 seconds to acknowledge the team is ready to play. If a team is not ready to play, a time out will be charged.

SECTION VI: PLAY OF GAME

1. NORMAL PLAY:

a. **Coin Toss.** Prior to the start of a game, the chair official shall conduct a coin toss with the captain of the two teams to determine the choice of serve or playing area. The winner has the choice of serve or court; the loser gets the remaining choice.

b. **Start of Game.** A game begins when the first server of game serves the ball.

c. **Serve.** The server has ten seconds to serve the ball from a position behind the end line and within the serving area. The ball may be struck with open or closed hand, under or overhand, or with any part of the arm. A foul shall be called if, at service impact, any part of the server's body touches the court, boundary line, or imaginary extension of the specific serving area (See Figure A3-1). A part of the server's body may be in the air over or beyond these lines.

d. **Change of Position.** Players (except server) must be in their relative positions when the server strikes the ball. After the ball has been served – moment of impact – players may change position with any other player in the same row, however, a player may not change position between front, middle and back rows. NOTE: This rule does not prevent a player from playing a ball from any position on the court. However, a player may not maintain a position in a row other than designated during a play.

e. Rotation. After a side out, the team receiving the ball for serve shall rotate as indicated in Figure A3-1 before serving. The player coming off the court shall enter the end of the rotation line. All 8 members will rotate into play and no change of relative position in the rotation line is allowed. Additionally, the serving team rotates one position after each point is scored.

f. Playing the ball. The ball may be hit by any part of the body above and including the waist.

g. One play. A player shall not play the ball twice in succession except when blocking or making an attempt to play a hard driven spike. NOTE: A player affecting a block may make the team's second hit.

h. Simultaneous Contact by Teammates. Simultaneous contacts by teammates shall be considered one play. Players involved in simultaneous contact may not play the ball until another player not involved in the simultaneous contact has played the ball. If simultaneous contact occurs while blocking, either blocker may make the second hit.

i. Number of Plays. A team may not play the ball more than three times before returning it over the net.

j. Recovery from Net. A ball may be played from the net.

k. Ball Contacting and Crossing the Net. A ball may touch the net within or on the tape markers when crossing the net to enter the opponent's playing area. If the serve clears the net into the fair play area, after hitting the net, it's a playable ball (Let Serve)

l. Ball Considered Crossing Net. When only part of the ball crosses the net and is contacted by an opponent, it is considered as having crossed the net. Any ball legally contacted by blocker(s) on their opponent's side of the net, may be considered to have legally crossed the net.

m. Player Leaving the Court. A player may leave the court only for the purpose of playing the ball provided the player does not cross beyond the imaginary extension of the center line. A player may not maintain a position off the court.

n. Ball Touching Boundary Lines. A ball striking a sideline or back line is in bounds. A ball touching the vertical wand, intersecting its imaginary extension, or touches the tape marker is out.

o. Safety Call. A safety call will be called anytime, if in the judgment of the officials, a player or players are in danger of being injured. If an outside interference such as a ball other than the game ball rolls on the court, the officials will call for a play-over. If the players on the court deliberately cause the dangerous situation such as hitting the ball toward the spectators, benches, net supports or the official's chair, a point or side out and point will be assessed against the offending team

2. INFRACTIONS (FOULS and ERRORS):

a. Fouls. A foul is an act of violating a game rule. A foul is committed when a player:

(1) Plays the ball on the opponent's side of the net except when blocking a spike or intended spike ("Offensive play over the net"). NOTE: A player may follow through over the net providing the player first contacts the ball on their side of the net.

(2) Touches the net, cable, supports, or official's chair ("Into the net"). NOTE: When the ball strikes the net so as to drive the net into a player, the player shall not have violated this rule. This is the only exception to touching the net.

(3) Reaches under the net and interferes with an opponent's play by touching the ball or an opponent ("Interference"). NOTE: Any part of a player's body may go under the net legally, providing the net centerline or opposing team's court is not touched ("Over the center line").

(4) Completely crosses beyond centerline or its imaginary extension (see dotted line, Figure A3-1).

(5) If out of position or overlaps another player, in the same row, or between rows, when the ball is served (“Front-to-back overlap or side-to-side overlap”). NOTE: Overlap applies to the part of a player’s body that is in contact with the ground. Parts of the body not in contact with ground may overlap. Overlap does not apply to the server.

(6) Spikes or blocks in front of the 7½-foot line when not in a front row playing position (“Illegal spike or illegal block”).

(7) Touches on or in front of the 7½-foot line when executing a middle or back row spike (“Illegal spike”).

(8) Displays unsportsmanlike conduct (“Unsportsmanlike conduct”).

(9) While serving, touches the lines bounding the service area or the ground outside this area at the instant the ball is contacted when hit for the serve or at take-off for a jump serve (“Foot fault”).

(10) Re-enters the game more than once (“Illegal substitution”).

(11) Re-enters the game in a position other than original relative position (“Out of position”).

(12) Commits any action, which, in the opinion of the officials, causes an unnecessary delay of the game (“Delay of game”).

(13) Harasses the opponents (“Harassment”).

(14) Not in the game line-up (for example, ball shagger, substitutes, etc.) touches the playing area, interferes with opponents, officials, or the ball (“Ten players”).

NOTE: Team captains must assign ball shaggers to cover the boundaries of the playing area and will retrieve dead balls. If the game is delayed because of no ball shaggers, a point or side out and point will be awarded to the opposing team.

(15) Calls for the third time out in a game (“Illegal timeout”). NOTE: This third timeout will be allowed, however, a point or side out and point will be awarded to the opposing team.

(16) Addresses official when not the team captain, except to call for a timeout (“Player other than the team captain addressing an official”).

(17) Changes playing position between front, middle or back rows (“Playing out of position”).

(18) Is off the court at service impact. A player is legally off the court when any part of the player’s foot is on or outside the court boundary (“Off the court”).

(19) Leaves the second or third row to attempt a block (“Illegal block”).

(20) Serves out of turn. A side out and point shall be declared and a point won while the player served will be declared void. The team must regain proper position before the opponents serve. If a player serves out of turn and it is not noted by the officials until after the opposing team has gained possession and served, there shall be no loss of points (“Illegal serve”).

(21) Coaches from the sidelines. This includes giving advice as to whether a ball will fall in or out of bounds to active team members (“Illegal coaching”).

(22) Fails to get in position to serve as soon as possible after receiving the ball (“Delay of game”).

(23) Fails to serve ball within ten seconds after being judged able to serve (“10 seconds”).

(24) Leaves the court during the course of play other than for purposes of playing the ball or maintains a position off the court during play (“Off the court during play”).

(25) Attacks the serve. Front row players may not attack the serve, i.e., make a play on the ball while it is still above the top level of the net. This includes blocking the serve (“Attacking the serve”).

(26) Is out of position when score keeping (“Scorekeeper out of position”).

(27) Is out of position or fails to perform duties when shagging (“Shagger not performing duties”).

b. Errors. An error is a lack of playing proficiency. The player commits an error when:

(1) The ball visibly comes to rest on any part of a player’s body (including closed fist) so that it is held, thrown, caught or rolled. The ball must be clearly hit so that the impact causes a crisp rebound (“Carry”).

(2) The ball is played with an underhand motion with an open hand except when serving. A crisp impact with the heel of the hand is not an error (“Carry”).

(3) The ball is hit out of bounds (“Carry”).

(4) The ball is not returned to the opponent’s court in less than four hits (“Four hits”).

(5) A double hit occurs. A player cannot play the ball more than once until it has touched another player except after a block. A player carrying out a block may take the team’s first hit. Inadvertent successive hits are legal when receiving hard driven spikes and count as only one of the team’s three hits (“Double hits”).

(6) Failing to make a good serve. A side out shall be called if the ball touches the net; passes under the net; lands outside the boundary lines without being touched by an opponent; or touches a teammate or official (“Bad serve”).

(7) The ball is served or returned completely outside the wand or tape marker, or passes through the imaginary vertical extension of the wands, or strikes the post, chair, or any portion of the net or cable outside the tape markers (If the ball touches the tape marker, the ball is out (“Out”).

(8) The ball is struck with any part of the body below the waist (“Below the waist”).

(9) Ball comes to rest between two opponents (“Hold ball”).

3. MISCELLANEOUS

a. Unsportsmanlike Conduct of Spectators. The chair official has the prerogative to remove from the playing area any spectators who make derogatory comments to the playing team members. Spectators may cheer for their favorite team, but may not speak to or harass players on the court, game officials, line judges, or score keepers.

b. Rules Interpretation. Officials will recognize requests by team captains for rule interpretations. The team captain must request a ‘rules interpretation’ immediately after the rules infraction occurs – and before the next service impact. The chair official will clarify the interpretation of the rule. This is an official’s time out and will not count as one of the two time outs allowed each team per game; however, the teams must be ready to play immediately after the chair official tells the team captains the rules interpretation.

c. Talking with Officials. To facilitate communication between officials and players, players should use these phrases when talking with an official’

(1) For the team captain:

(a) ‘Ready’ when asked if a team is ready to play.

(b) 'Request backup' when requesting a backup rotation prior to acknowledging ready to play when asked by the chair official at the start of the game (receiving team only).

(c) 'Rule interpretation' when requesting the chair official to interpret a rule.

(2) For team members:

(a) 'Time out' when requesting a team time out (on court players only).

(b) 'Substitution' when requesting a substitution.

d. Time Out Offenses. The chair official will charge a team with a time out under these circumstances:

(1) The team violates the procedures for making substitutions as described above.

(2) The team captain fails to acknowledge within 10 seconds that his/her team is ready to play (at the start of a game and after time outs).

(3) The team's line-up card or relative position of line-up at the start of the game is incorrect. For example, if the receiving team gets out of rotation during backup before the start of a game, officials will assess a time out against the team to correct a rotation. If either team is out of position at service impact after the start of the game, the officials will assess a point or side out against the offending team.

(4) The team captain fails to give the line official a line-up card at the 30-second warning before a game.

4. SCORING:

a. Point or Side Out. The penalty for a foul or error shall be a point or side out, as applicable. In case of unsportsmanlike conduct, the chair official has the option of removing the offending participant(s) from the game.

b. Foul Takes Precedence. When a foul and an error occur simultaneously, only the foul shall be penalized. **NOTE:** First Foul Preference. In the event two fouls are committed by opposing players, the foul first committed shall be penalized. A double foul shall be called when opposing players commit a foul simultaneously.

SECTION VII: POSTPONED GAMES

NO GAME. If the game is halted because of wind, weather, or any other circumstances beyond official control, the following rules apply.

a. If play is temporarily suspended at any time during the game, play will continue where it left off. The score, relative player position, serve, and all other conditions will be resumed as they were when play was suspended.

b. If play is suspended at any time and cannot be restarted, then "No Game" shall be declared. The results of the completed games will be discarded and the volleyball event will not count toward team standings.

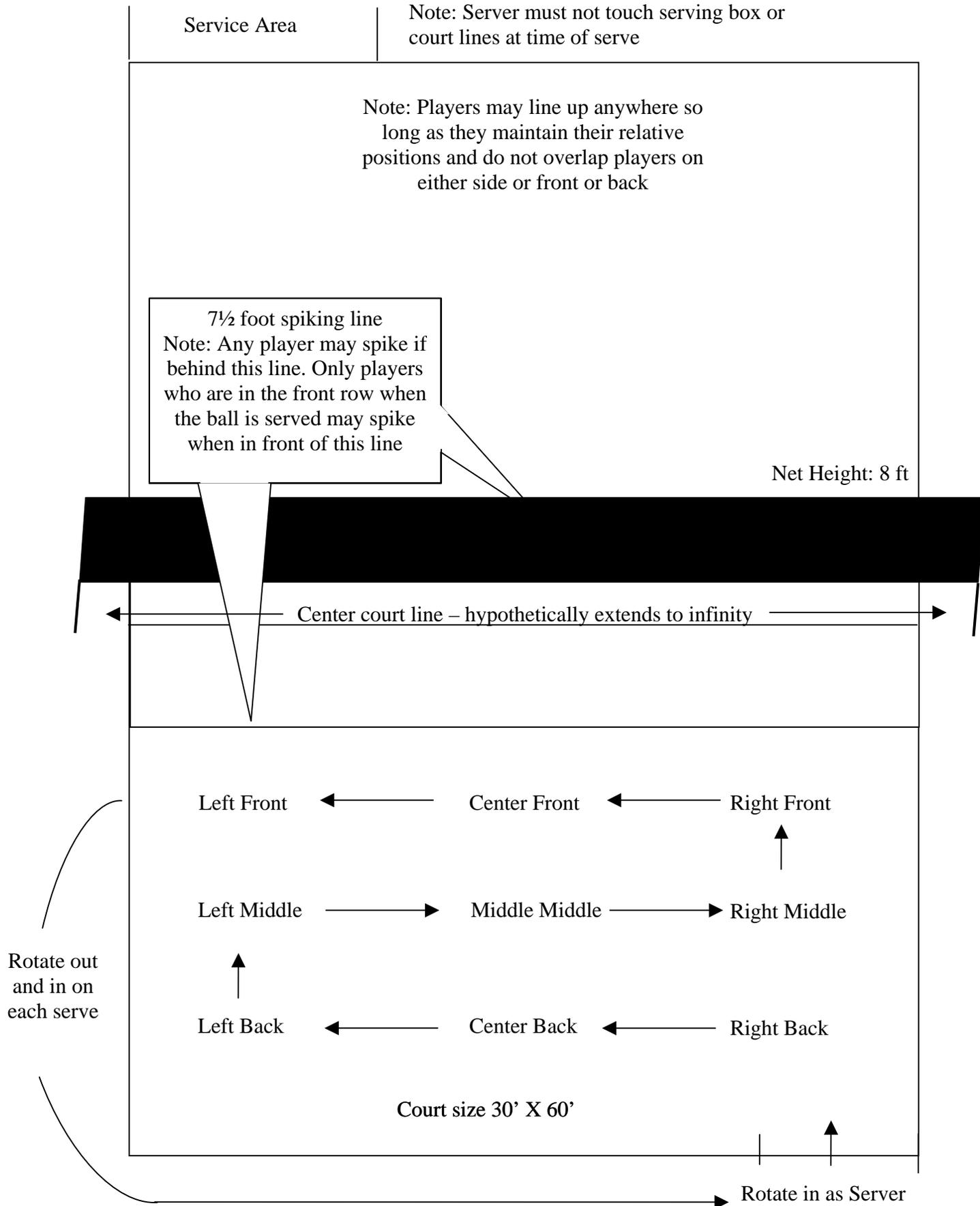


Figure A3-1 Court Layout and Rotation Scheme

Official Volleyball Signals

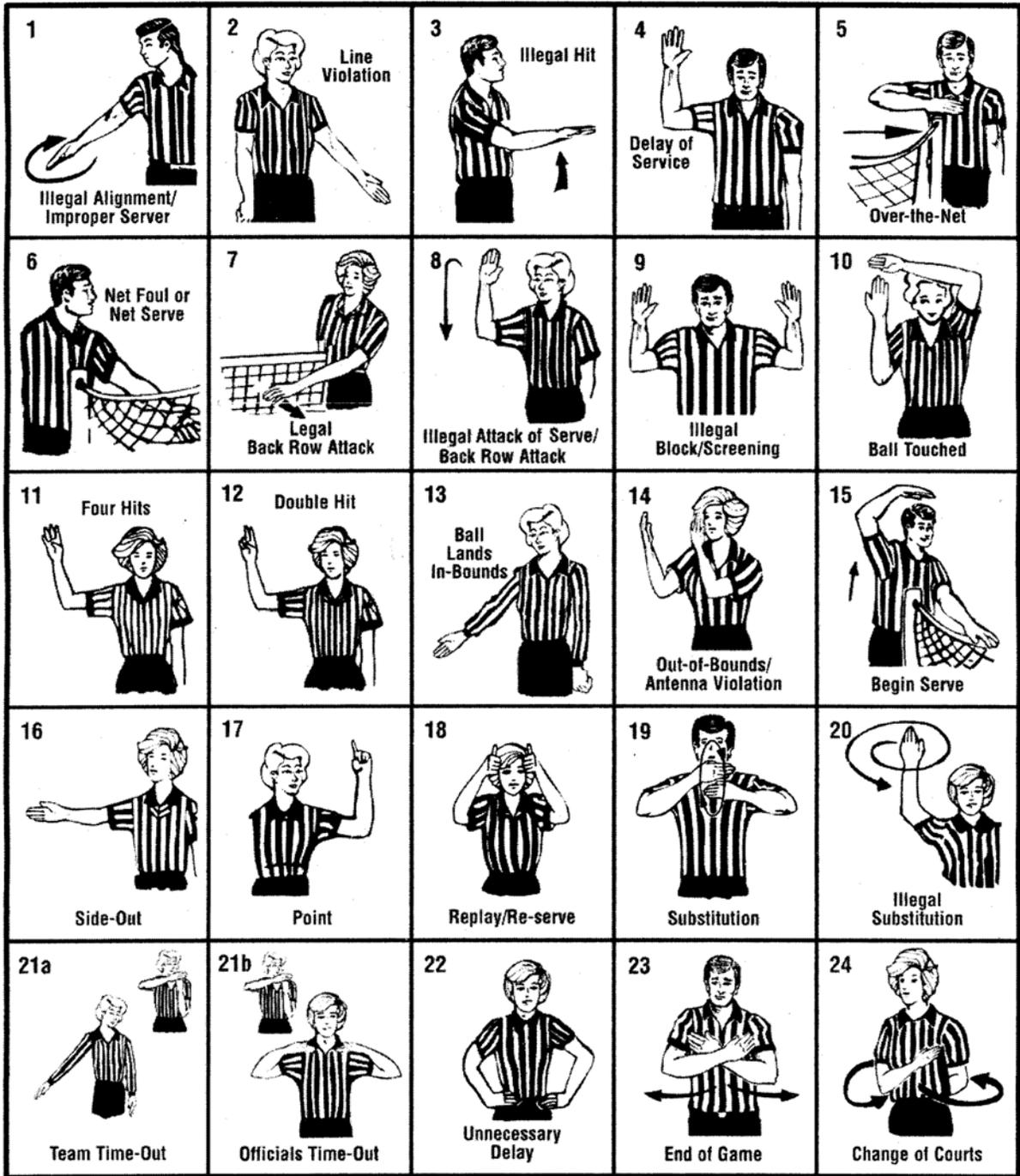


Figure A3-2 Official Volleyball Signals

Attachment 13 - NCC Event Staff Checklist

The NCC has two main competitions operating concurrently. Careful planning of resources, personnel and finances can produce an outstanding NCC. The event staff should use the following checklists to insure that all necessary preparations are made prior to the event.

1. Events common to both NCGC and NDTC

- a. Banquet
- b. Inspection
- c. Mile Run
- d. Standard Drill
- e. Written Examination
- f. Panel Quiz

2. NCGC events only

- a. Banquet practice posting of the Colors
- b. Indoor Posting of the Colors
- c. Outdoor Posting of the Colors

3. NDTC events only

- a. Innovative Drill
- b. Volleyball

ATTENTION TO DETAIL WILL INSURE THE SUCCESS OF THE NCC:

ROOMS

- _____ Confirm with billeting for dorms and meeting space
- _____ Make out floor plans and assignments
- _____ Provide copies of floor plans to Reservists
- _____ Check rooms before entry
- _____ Turn off phones in cadet rooms
- _____ Check rooms before departure
- _____ Return keys to billeting
- _____ Pay final bill

MESSING

- _____ Confirm messing
- _____ Make meal tickets and rosters
- _____ Confirm meal plan
- _____ Assign monitors
- _____ Pay bills

TRANSPORTATION

- _____ Confirm bus and van support
- _____ Make out transportation schedule
- _____ Make out inclimate weather schedule
- _____ Coordinate airlift with USAF
- _____ Coordinate VIPS with PA
- _____ Coordinate vans for teams
- _____ Coordinate cargo vehicles with Reservists

LETTERS

- _____ Send letter to all USAF support agencies
- _____ Send letter to all CAP support agencies
- _____ Send letter to other support agencies
- _____ Send Rules of Engagements and event schedules to all affected commanders and DCPs
- _____ Contact news media (both print and visual)

REGISTRATION

- _____ Update database to check for eligibility
- _____ Print rosters (attendance/Panel Quiz/Volleyball/Rotation sequence)
- _____ Check for current ID
- _____ Assign staff and Reservists
- _____ Assign random ID numbers to all participants
- _____ Print ID number identification list for each team (each escort gets list for his/her team only)

COMMUNICATIONS

- _____ Check out buzzers for Panel Quiz
- _____ Print telephone call sheet
- _____ Establish radio net and assign radios
- _____ Retrieve all radio equipment issued and close net
- _____ Pay all bills

BANQUET

- _____ Confirm banquet reservations (200 participants plus 300 guests)
- _____ Negotiate menu and costs
- _____ Print out floor plan and assignments
- _____ Set-up ballroom and side rooms, including flags and stands
- _____ Place Banquet Programs on the chairs
- _____ Secure social personnel (Music/Video/Side Rooms)
- _____ Set-up social events and ensure all AV equipment is operational
- _____ Deliver trophies to banquet
- _____ Set-up CAP and DDR displays
- _____ Gather meal tickets at the door
- _____ Coordinate protocol with PA
- _____ Pay bills

ADMINISTRATION

- _____ Establish pre-meeting with Chief Reservist and Volunteer Director
- _____ Order pins, gifts, coins
- _____ Order trophies and awards
- _____ Prepare banquet program
- _____ Print banquet program and banquet tickets **w/receipts**
- _____ Print dummy tickets for IMAX
- _____ Print schedules
- _____ Print score sheets
- _____ Print Guides (plus applicable regulations) for Judges, Reservists, VIPs, and Participants
- _____ Secure honorariums
- _____ Print Ballots for special Team Awards and Outstanding Cadet Awards
- _____ Secure judges (drill, inspection, posting, volleyball, AE, Mile Run, panel quiz, etc.)
- _____ Secure Reservists (drill, inspection, posting, volleyball, AE, Mile Run, panel quiz, etc.)
- _____ Print orders for Reservists

- _____ Verify MSAs from regions and wings
- _____ Verify VIP attendance
- _____ Establish orientation briefings for Reservists, judges, VIPs, team leaders, media
- _____ Print Written Examination
- _____ Print Panel Quiz
- _____ Print round-robin schedules
- _____ Print order forms (Jackets, Video, etc.)
- _____ Add new items to Continuity Book and OPS Order
- _____ Put together in-processing packages
- _____ Write appeals procedure for all events, including Panel Quiz challenges
- _____ Print appeals procedure and challenge procedure
- _____ Pay bills

STAGING

- _____ Stage all events (mark off lines, PA system, score sheets, clipboards, stop watches, whistles, judging areas, tally areas, computers, holding rooms, VIP escort, etc.)
- _____ Assign judges, talliers, timers and line judges (innovative and standard drills)
- _____ Secure flag and flag stands for teams who do not bring them
- _____ Determine waiting areas for escorts during Panel Quiz and Written Examination
- _____ Determine spectator boundaries for Mile Run
- _____ Prepare and post signs on doors of Indoor Posting venue indicating exit restrictions
- _____ Determine location for End-of-Event Debriefing with judges to review score sheets

END OF EVENT SHUTDOWN

- _____ Assign and schedule room check personnel
- _____ Collect all keys
- _____ Remind all team escorts to call NHQ upon arrival at home
- _____ Complete After-Action Report
- _____ Write Thank-You letters
- _____ Pay Bills

