DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
SOUTHERN UNIVERSITY AND A&M COLLEGE
BATON ROUGE LA 70813-9214

IN REPLY REFER TO
1533
Ser 00/008
16 Jan 18

From: Commanding Officer, NROTC Unit, Southern University and A&M College
To: NJROTC Area 8 Regional Field Meet Participants

Subj: 2018 AREA 8 REGIONAL FIELD MEET GUIDANCE LETTER

Ref: (a) NJROTC Area 8 Regional Field Meet Instruction 2017-2018
(b) Cadet Field Manual (8th Edition, June 2010, NAVEDTRA 37116-H)
(c) NJROTC Nationals Standard Operating Procedure (SOP) 2018

Encl: (1) Directions to Southern University
(2) Southern University Campus Map
(3) Map of Event Locations
(4) Map of Inclement Weather Event Locations
(5) Map of Emergency Fire and Medical Equipment
(6) Schedule of Events
(7) Inclement Weather Schedule of Events
(8) Contact Information for Local Lodging
(9) Letter of Participation
(10) Agreement of Indemnity
(12) Roster Format
(12) Meal Deal Order Form

1. Orientation. This document provides guidance for the 24 February 2018 Area 8 Regional Field Meet at Southern University and A&M College in Baton Rouge, Louisiana hosted by Naval Reserve Officer Training Corps unit, Southern University (SUNROTC). This event will be conducted in accordance with this letter and references (a) through (c).

2. Situation. SUNROTC annually hosts the Area 8 Regional Field Meet to provide a setting for Area 8 NJROTC units representing schools from Alabama, Mississippi, Louisiana, Arkansas, and Northwest Florida to compete to qualify for the NJROTC National Championship. Cadets will arrive by bus and participate in a uniform inspection and several drill and athletic events. After all events, final scores are computed and team and individual medals, ribbons, and trophies are distributed via an awards ceremony and results reported to Area 8 headquarters.

3. Mission. SUNROTC will safely provide a competitive environment for cadets and instructors, as well as accurately and fairly judge and score the results of the competition.

4. Execution.

a. Commander's intent.

(1) Purpose. To host the Area 8 Regional Field Meet in order to decide who will represent Area 8 in the NJROTC national championship.

(2) Method. This will be achieved through the provision of SUNROTC Midshipmen as judges, scorers, runners, and clean-up crews to execute all events and use campus resources respectfully.

(3) Endstate. The skillsets of all units are showcased through a fun but safe military evolution, and the most qualified units are identified as national contenders.

b. Concept of Operations. The Area 8 Regional Field Meet will take place in three phases:

(1) Phase I: Execution (24 Feb). This phase begins with the Naval Science Instructor (NSI) in-briefing at 0600 and ends with the conclusion of the awards ceremony at 1630 the same day. The following represent critical tasks that will take place during this phase.

Stage I: NSI In-Briefing. Unit NSIs will convene with the SUNROTC Officer-in-Charge (OIC) at SUNROTC Building McNair Hall at 0600 on 24 February. The in-brief is mandatory and serves as an introduction as well as further guidance on executing the day's events. In the event the unit NSI will be late to the in-brief, please contact the action officer, MIDN 2/C Blackburn, at **(352)-650-8097**.

(2) Phase II: Competition. This stage will begin with the first events at 0715 and will end at 1530 with the conclusion of the tug-of-war event. Units are required to check in at the Information Table no later than 30 minutes before their first event. NSIs must submit Agreement of Indemnity found in Enclosure (10) for each cadet participating in the field meet to the Information Table **IN ALPHABETICAL ORDER**. Without the indemnity form filled out, the student will not be permitted to participate in the drill meet. Units will also be introduced to their assigned Midshipman runner at this time. The schedule of events will follow as seen in Enclosure (6). Penalties will be enforced for late arrivals to events.

(3) Phase III: Awards. This stage will begin at 1600 with the presentation of awards. Trophies will be presented to those units who place first, second, and third in each event as well as first, second, and third overall. Medals will be awarded to the top three scoring individuals in academics, push-ups, and sit-ups.

5. Administration and Logistics.

a. Parking. Bus and personal vehicle parking will be in the northeast parking lots adjacent to A. W. Mumford Stadium as shown in Enclosure (1).

b. Changing facilities. Spaces for changing uniforms will be provided inside J. K. Haynes Hall. No gear will be stowed in these spaces. Any gear brought into these spaces must also be taken out. Cadets will be responsible for the safety of their gear.

c. Registration. Confirmation of participation in the Area 8 Regional Field Meet must be done by email to the action officer, MIDN 2/C Blackburn, at zackary_blackburn_00@subr.edu by 26 January 18 to form an initial estimate of participation. Participating NJROTC units must submit their Letter of

Participation found in Enclosure (9) and their registration fee of $120.00 by 12 February 18. NJROTC units must send their check and Enclosure (9) to Southern University Naval ROTC, McNair Hall, Bldg. 18, Leon Netterville Dr., Baton Rouge, LA 70813. All checks must be made out to NROTC Midshipman Recreation Southern University.

d. Team rosters. Alphabetized team rosters for personnel inspection, academics, and the PT events must be submitted to the OIC, LT Heasley, USN, at brandon heasley@subr.edu no later than 12 February 18 using the template found in Enclosure (11).

e. Lunch. Participating NJROTC units are more than welcome to supply their own food. However, SUNROTC will be providing lunch for purchase. NJROTC units will be provided the opportunity to prepay for lunch for $6 per meal prior to arrival. The meal deal will consist of two entrées, chips, and a drink, and the opportunity is available to everyone, not just team competitors. This same deal will cost $8 if purchased the day of the event, so it is beneficial for units to prepay for lunch. SUNROTC Midshipmen will be selling other miscellaneous beverages and snack foods as well. The campus dining hall will be unavailable, however there are several fast food restaurants in the immediate vicinity of the campus. NJROTC units must send their check and Enclosure (12) to Southern University Naval ROTC, McNair Hall, Bldg. 18, Leon Netterville Dr., Baton Rouge, LA 70813 by 12 February 18. All checks must be made out to NROTC Midshipman Recreation Southern University.

f. Online forms. This document and its enclosures may be found at the Area 8 page of the SUNROTC website, http://www.subr.edu/index.cfm/page/1524/n/178. Here one will find fillable copies of each of the enclosures as well as the 2018 Area 8 Regional Field Meet Standard Operating Procedure (SOP) are posted for use. This page can also be found by searching "SUBR NROTC" in your internet browser and clicking the first link shown. This will take you to the SUNROTC home page, where clicking the "Events" tab on the left-hand side of the page, and then "Area 8 Super Meet" in the center of the page, will direct you to the link above.

6. Coordinating Instructions.

a. Conduct of Field Meet and competition discipline. Field Meet events will be conducted in accordance with references (a), (b), and (c).

(1) SUNROTC reserves the right to remove any individual or group from the events or facilities for cheating, destructive or offensive conduct, or other conduct unbecoming of military personnel.

(2) NSIs are not permitted to approach judges, scorers, or any Midshipmen regarding the conduct of the meet. They must contact LT Brandon Heasley (SUNROTC) or the Area 8 Manager or his representatives for these matters.

b. Event locations. All events will be held in the locations shown in Enclosures (3) and (4).

(1) Academic testing will be administered in J. K. Haynes Hall.

(2) The scorer's booth will also be in J. K. Haynes Hall, accessible only by NSIs. Cadets may not view the scores at any time.

(3) Personnel inspection and the drill events will be held on the J. K. Haynes Hall east parking lot, a concrete and asphalt surface.

(4) Athletic events and the awards ceremony will be conducted in A. W. Mumford Stadium. The relay events will be conducted on the rubber track, while push-ups and sit-ups will be conducted on the field.

c. No-go criteria. The following represent the criteria for modification or cancellation of the Area 8 Regional Field Meet.

(1) Outdoor events will cease in the event Naval Air Station Joint Reserve Base New Orleans identifies red or black flag conditions, or lightning occurs. In this event, all activities will transition to Seymour Gym and will proceed according to the inclement weather schedule of events described in Enclosure (7).

(2) The Area 8 Regional Field Meet will be cancelled in the event the Anti-Terrorism Force Protection level is established at Force Protection Condition Charlie or higher by the Commander, US Northern Command or the Commanding Officer, Southern University and A&M College NROTC.

(3) The Area 8 Regional Field meet will be cancelled in the event the Chancellor, Southern University and A&M College declares a Level III emergency on campus. This level of emergency reflects events such as natural disasters, major fire, major weather emergencies, bomb threats, active shooters, etc.

(4) Any other condition under which the Commanding Officer, Southern University and A&M College NROTC determines operations must cease is cause for cancellation of the Area 8 Regional Field Meet.

d. Safety and rally points.

(1) Training Time Out (TTO). TTO procedures will apply. If at any time during the event any individual witnesses something unsafe, that individual should immediately call a Training Time Out. All events will then cease until the unsafe situation has been resolved. This will be briefed to the cadets upon arrival.

(2) Fire. Cadets will be briefed on fire safety by their runners before utilizing any indoor facilities at Southern University. In the event of a fire, all personnel will muster in the bus parking lot, as shown in Enclosure (5).

(3) Major weather emergencies. In the event of major weather emergencies, such as thunderstorm or flood, all personnel will move to the nearest manmade building, seek shelter, account for personnel, and await further guidance.

g. Physical Training events.

(1) All physical training event teams shall be manned and will be scored in accordance with references (a) through (c).

(2) Each school must provide their own baton for relay events.

(3) No spikes or cleats are permitted on the track or field.

7. For any cadet interested in enrolling in Navy ROTC, my staff will be standing by to answer any questions and provide guidance on the application process.

8. Questions or concerns regarding this Guidance Letter can be made to LT Brandon Heasley, USN, at brandon_heasley@subr.edu.

D. T. RAWLS

2018 AREA 8 REGIONAL FIELD MEET GUIDANCE LETTER

DIRECTIONS TO SOUTHERN UNIVERSITY CAMPUS

1. I-10 East. Exit left onto I-110 Baton Rouge "Downtown/ Metro Airport". This exit will be the first exit once over Mississippi River Bridge. Approximately 10 miles North on I-110 take the Baton Rouge Airport Exit. Turn left onto Harding Boulevard. Harding Boulevard runs directly onto campus. A. W. Mumford Stadium will be on the right-hand side and McNair Hall will be at the end of Harding Boulevard.

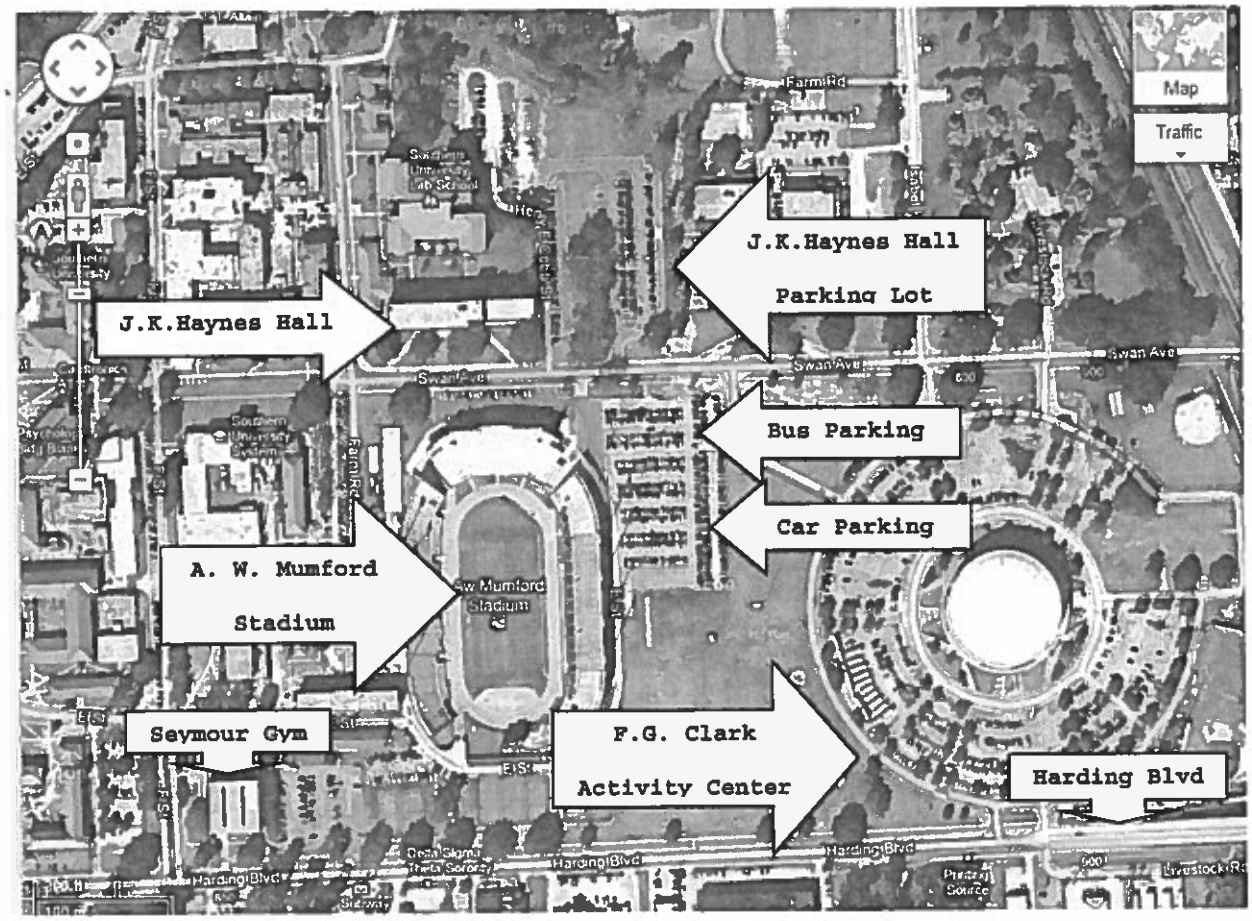
2. I-10 West. Exit right onto I-110 Baton Rouge "Downtown/ Metro Airport". This exit will be before crossing the Mississippi River Bridge. Approximately 10 miles North on I-110, take the Baton Rouge Airport Exit. Turn left onto Harding Boulevard. Harding Boulevard runs directly onto campus. A. W. Mumford Stadium will be on the right-hand side and McNair Hall will be at the end of Harding Boulevard.

3. I-12. I-12 will turn into I-10 West in Baton Rouge. Follow same directions as I-10 West.

4. I-110 South. Take the Baton Rouge "Metro Airport" Exit. Turn right onto Harding Boulevard. Harding Boulevard runs directly onto campus. A. W. Mumford Stadium will be on the right-hand side and McNair Hall will be at the end of Harding Boulevard.

2018 AREA 8 REGIONAL FIELD MEET GUIDANCE LETTER

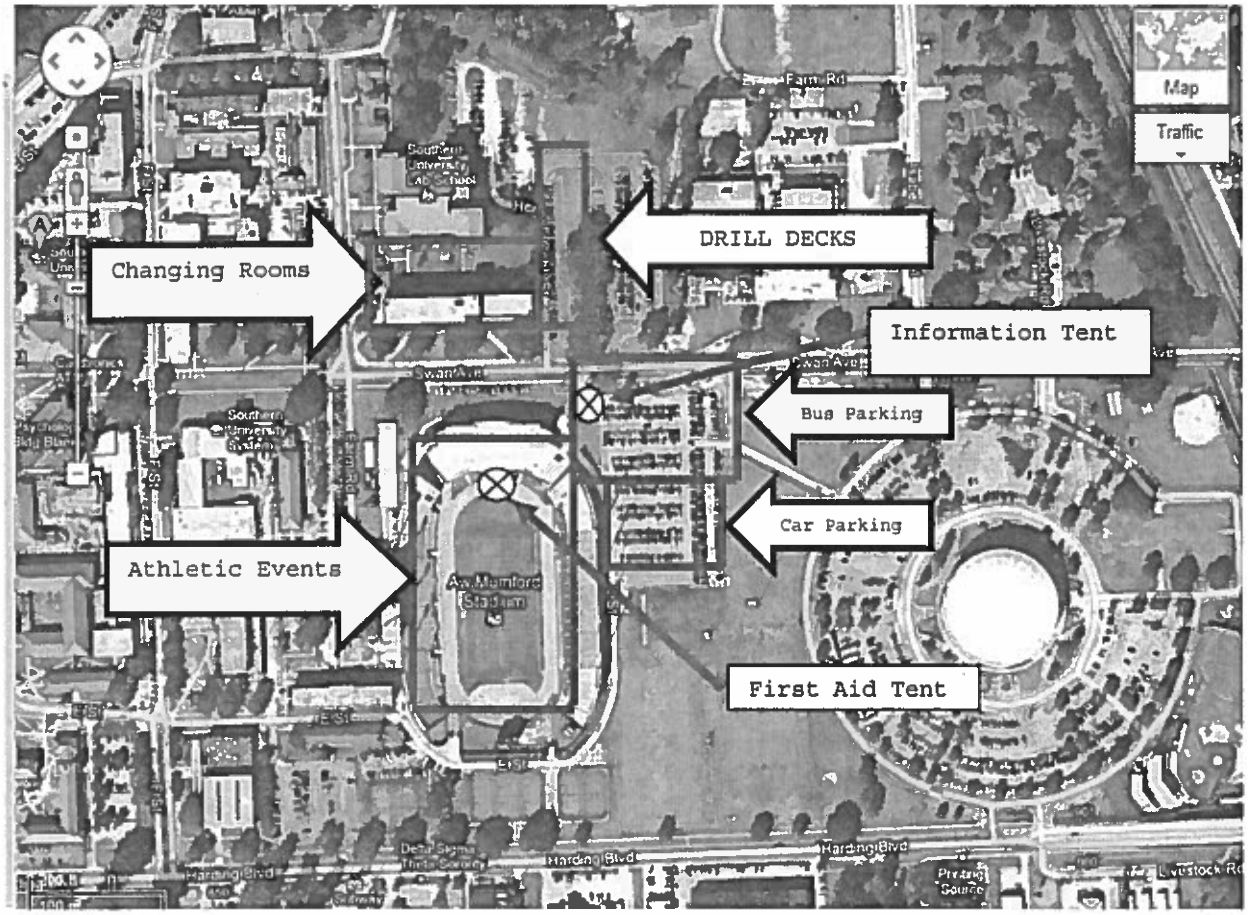
Campus Map



Enclosure (2)

2018 AREA 8 REGIONAL FIELD MEET GUIDANCE LETTER

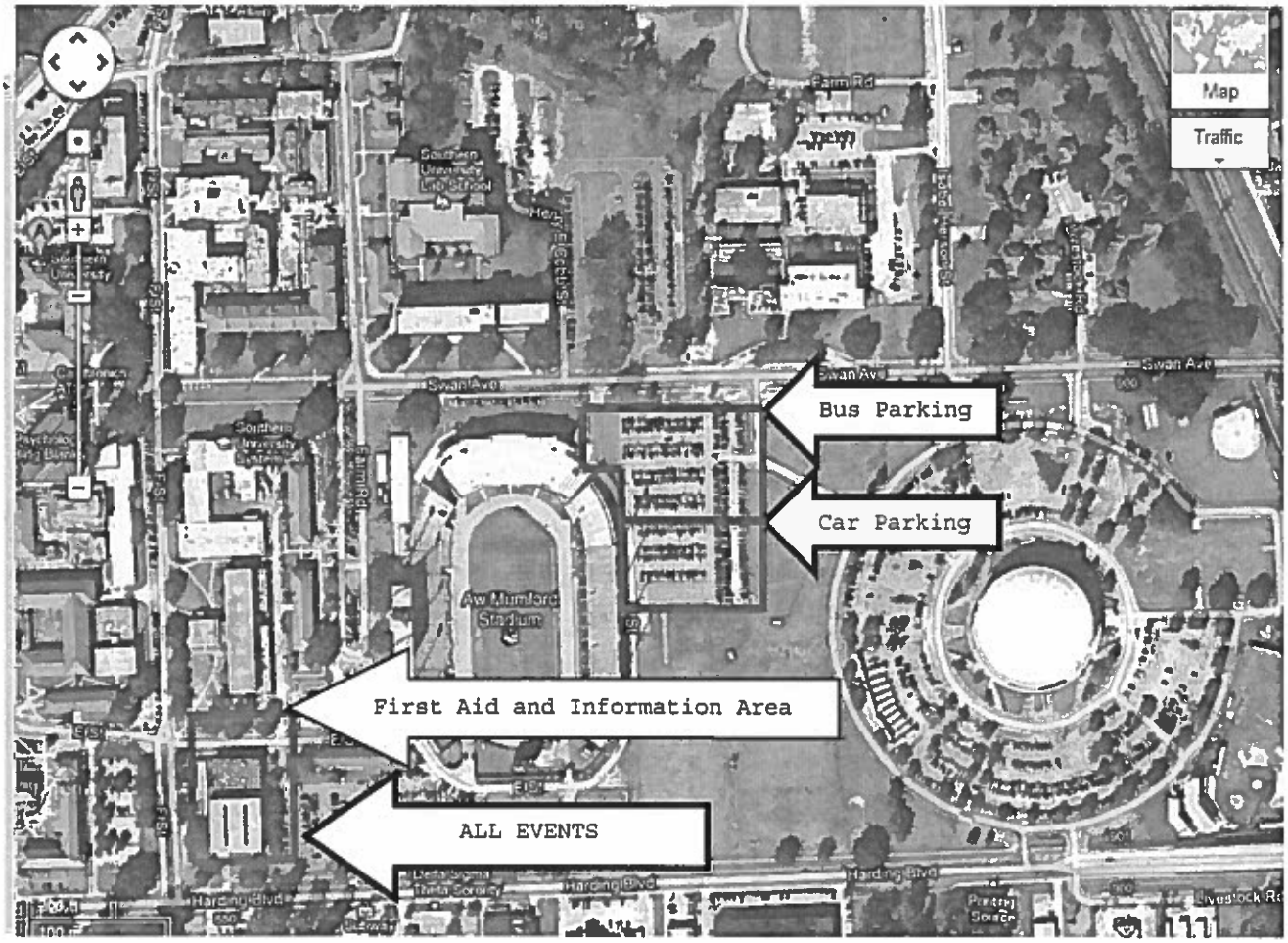
Map of Event Locations



Enclosure (3)

2018 AREA 8 REGIONAL FIELD MEET GUIDANCE LETTER

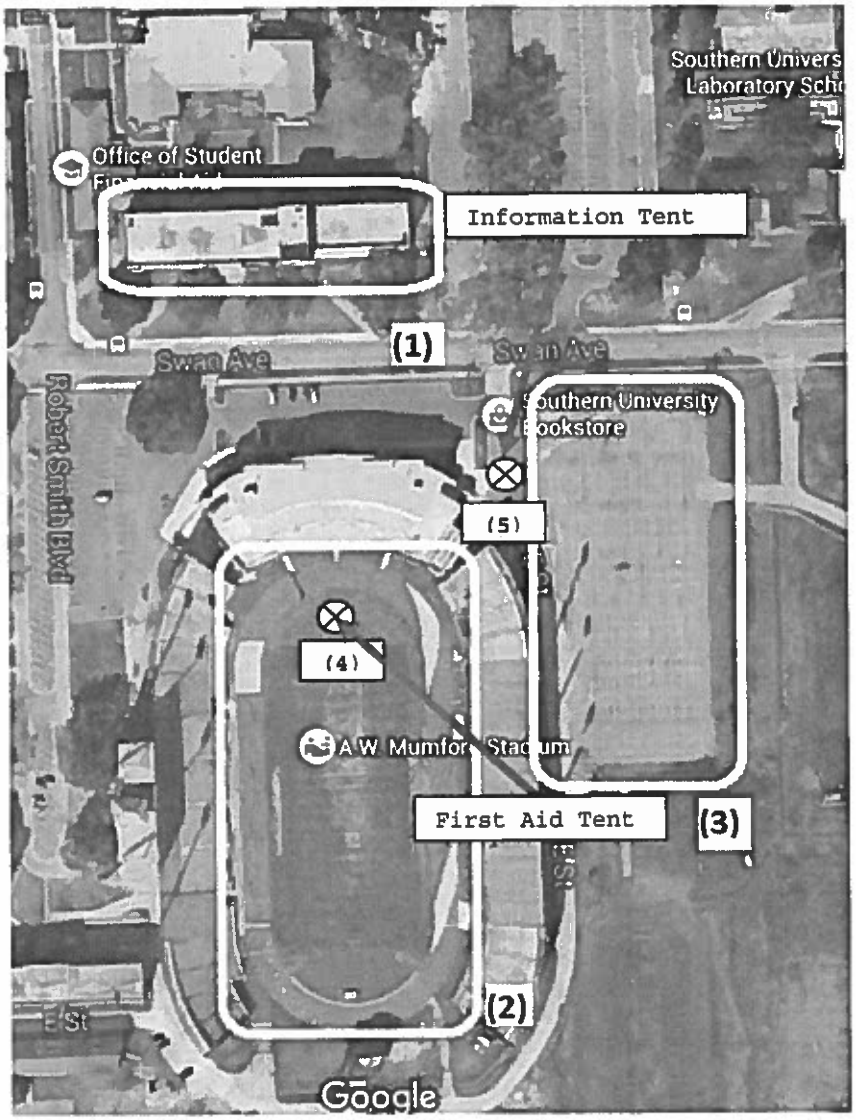
Map of Inclement Weather Event Locations



Enclosure (4)

2018 AREA 8 REGIONAL FIELD MEET GUIDANCE LETTER

Map of Emergency Fire and Medical Equipment



(1) Fire extinguisher and fire alarm located inside J. K. Haynes Hall.

(2) Medical Personnel will be patrolling the Drill Decks and PT areas.

(3) SUNROTC Duty Van with AED and First Aid will be parked in the bus parking area.

(4) First Aid Tent.

(5) Information Tent.

Enclosure (5)

Schedule of Events

START TIME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0600	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
0645	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
0700																
0715	B								H	H	H	H	H	H	H	H
0730	B	B							H	H	H	H	H	H	H	H
0745	C	B	B						H	H	H	H	H	H	H	H
0800	D	C	B	B					H	H	H	H	H	H	H	H
0815	E	D	C	B	B				H	H	H	H	H	H	H	H
0830	F	E	D	C	B	B										
0845	G	F	E	D	C	B	B									
0900		G	F	E	D	C	B	B								
0915			G	F	E	D	C	B	B							
0930				G	F	E	D	C	B	B						
0945					G	F	E	D	C	B	B					
1000						G	F	E	D	C	B	B				
1015							G	F	E	D	C	B	B			
1030								G	F	E	D	C	B	B		
1045									G	F	E	D	C	B	B	
1100										G	F	E	D	C	B	B
1115	H	H	H	H	H	H	H	H			G	F	E	D	C	B
1130	H	H	H	H	H	H	H	H				G	F	E	D	C
1145	H	H	H	H	H	H	H	H					G	F	E	D
1200	H	H	H	H	H	H	H	H						G	F	E
1215	H	H	H	H	H	H	H	H							G	F
1230																G
1245	I	I	I													
1300				I	I	I										
1315							I	I	I							
1330										I	I	I				
1345													I	I	I	I
1400	J	J	J	J	J											
1415						J	J	J	J	J						
1430											J	J	J	J	J	J
1445	K	K	K	K	K											
1500						K	K	K	K	K						
1515											K	K	K	K	K	K
1530	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
1545	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
1600	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
1615	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M

2018 AREA 8 REGIONAL FIELD MEET GUIDANCE LETTER

A) IN-BRIEF
B) PERSONNEL INSPECTION
C) UNARMED REGULATION
D) UNARMED EXHIBITION
E) COLOR GUARD
F) ARMED EXHIBITION
G) ARMED REGULATION
H) ACADEMIC TESTING
I) SIT-UPS & PUSH-UPS
J) 16×100 YD RELAY
K) 8×200 M RELAY
L) TUG OF WAR
M) AWARDS CEREMONY

Enclosure (6)

Inclement Weather Schedule of Events

START TIME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0645	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
0700	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
0715																
0730	B															
0745	C	B														
0800	D	C	B													
0815	E	D	C	B												
0830	F	E	D	C	B											
0845	F	F	E	D	C	B										
0900	F	F	F	E	D	C	B									
0915	F	F	F	F	E	D	C	B								
0930	F	F	F	F	F	E	D	C	B							
0945		F	F	F	F	F	E	D	C	B						
1000			F	F	F	F	F	E	D	C	B					
1015	G			F	F	F	F	F	E	D	C	B				
1030		G			F	F	F	F	F	E	D	C	B			
1045			G			F	F	F	F	F	E	D	C	B		
1100				G			F	F	F	F	F	E	D	C	B	
1115					G			F	F	F	F	F	E	D	C	B
1130						G			F	F	F	F	F	E	D	C
1145							G			F	F	F	F	F	E	D
1200								G			F	F	F	F	F	E
1215									G			F	F	F	F	F
1230										G			F	F	F	F
1245											G			F	F	F
1300												G			F	F
1315													G			F
1330														G		
1345															G	
1400																G
1415	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
1430																
1445																

A) IN-BRIEF
B) PERSONNEL INSPECTION
C) UNARMED REGULATION
D) ARMED REGULATION
E) COLOR GUARD
F) ACADEMIC TESTING
G) SIT-UPS & PUSH-UPS
H) AWARDS CEREMONY

CONTACT INFORMATION FOR LOCAL LODGING

1. Listed below are several hotels in the Baton Rouge area that offer good accommodations at reasonable rates, although it is by no means an exhaustive list. Hotel/motel phone numbers are provided.

2. Also, please note that Harding Boulevard enters directly onto the campus, and that A. W. Mumford Football Stadium is in plain view from the top of the overpass coming onto campus.

Location	Phone Number
Candlewood Suites Baton Rouge - College Drive	(225) 925-3353
Comfort Inn	(623) 207-7627
Comfort Inn & Suites	(225) 356-6500
Comfort Suites University	(225) 923-3377
Extended Stay America - Baton Rouge - Citiplace	(225) 201-0330
Hilton Garden Inn Baton Rouge Airport	(225) 357-6177
Microtel Inn & Suites by Wyndham Baton Rouge Airport	(225) 356-9191
SpringHill Suites by Marriott Baton Rouge North/Airport	(225) 356-6705

PARTICIPATION LETTER

Date: _____

From: Senior Naval Science Instructor, NJROTC Unit _____
High School
To: Commanding Officer, NROTC Unit, Southern University and A&M College

Subj: PARTICIPATION IN THE 2018 AREA 8 REGIONAL FIELD MEET

1. This letter is to inform you that we will participate in the NJROTC Field Meet competition hosted by your unit.

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

3. Berthing accommodations have been reserved at:

_____
_____.

Their telephone number is _____. We plan to arrive at approximately _____ hours on _____.

Additional assistance is requested as follows:

_____
_____
_____
_____.

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

_____ Personnel Inspection
_____ Unarmed Regulation
_____ Unarmed Exhibition
_____ Color Guard
_____ Armed Exhibition
_____ Armed Regulation
_____ Academic Testing
_____ Sit-ups
_____ Push-ups
_____ 16×100 yd. Relay
_____ 8×200 m. Relay
_____ Tug of War

_____
(Signature of SNSI or NSI)

Copy to:
NJROTC Area Manager, Area Eight

DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS
SOUTHERN UNIVERSITY AND A&M COLLEGE
BATON ROUGE, LA 70813
(225) 771-3646

AGREEMENT OF INDEMNITY

WHEREAS the Southern University NROTC Unit, Southern University and A&M College, and the United States Navy, herein after called indemnities, have agreed to sponsor the Area 8 JROTC Regional Drill Meet to be held on 24FEB2018 at Southern University and permit _____

Printed Name of Team Member

to participate in the said Drill Meet, and to use various buildings, messing facilities, transportation equipment, athletic fields, gymnasiums, health and physical fitness facilities, and training devices, etc. at Southern University and A&M College.

_____	_____	_____
Printed Name of Parent or Guardian	JROTC Unit	Printed Name of NSI or Team Advisor

is desirous of holding indemnities free from any and all claims whatsoever arising out of the above detailed facilities, events, or any other facilities at Southern University.

Now, therefore, in consideration of the aforementioned action by Indemnities, the Southern University NROTC Unit indemnifies Indemnities and holds them, their agents, and instrumentalities, employees and successors harmless from any and all sorts of claims, or liability, arising in connection with the said facilities or events from any loss, damage, injury, or any other casualty, whatsoever to the above named JROTC Unit or to any other party, person or property, caused or occasioned by the use of any such facilities, whether due to imperfection in said facilities or equipment, negligence of Indemnity, or other person or party, or for any other causes.

It is also certifies that the above mentioned team member is fully covered by a valid school insurance program for any and all injuries which could result from these activities and these events of this Drill Meet.

_____	_____
Parent or Guardian Signature	NSI or Team Advisor Signature

2018 AREA 8 REGIONAL FIELD MEET GUIDANCE LETTER

Team Roster Format

1. Please create your team rosters in an Excel spreadsheet formatted like the example below. The following evolutions require a roster:

(a) Personnel inspection
(b) Academic testing
(c) Male push-ups
(d) Female push-ups
(e) Male curl-ups
(f) Female curl-ups
(g) Male 16x100-yd. relay
(h) Female 16x100-yd. relay
(i) Male 8x200-m. relay
(j) Female 8x200-m. relay

AREA 08 FIELD MEET SCHOOL MASTER ROSTER

Place an "X" in the column to indicate which events the cadet will participate in.

	Enter SCHOOL NAME in the space below. Zach Morris High School	All cadets must stand personnel inspection. No roster is required for drill or color guard.	Academic Exam	Male push ups	Female push ups	Male Curlupsps	Female Curlups	1600 yd relay (males)	1600 yd relay (females)	1 Mile relay (males)	1 Mile relay (females)
	Cadets Last Name	First Name									
1	Doe	John	x	x		x		x		x	
2	Smith	Jane	x		x		x		x		x
3	Apple	William	x								
4	Orange	Sally			x		x				
5	ETC.										
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											

Master Roster | Academic Team | Push-Ups Data Sheet | Curl-Ups Data Sheet

Meal Deal Order Form

School: _____

Number of meal tickets _____ × $6.00 = $_____ (amount on check)

** Please include everyone interested in purchasing food, including competitors, instructors, spectators, family, etc., into your total. **

Meal deal will consist of:

Two (2) hamburgers/ hot dogs/ one of each

Bag of chips

Beverage (water or sports drink)