The descriptions and regulations held within this manual are guidelines. They are subject to change at any time, per order of the current Company Commander and/or Company Officer.

Original Author: Lieutenant Wayne Magee, 2008
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Approved by: Lieutenant Wayne Magee, 2015
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1-100: General

101 One has chosen to become a member of the Regimental Band, Honor Guard and Drill Team-Seventh Company. The growth and success of Seventh Company is reflective of the support that the Massachusetts Maritime Academy administration, the surrounding community and the academy alumni have given over the years. The academy believes that the many benefits one will receive from this experience will make the time and effort worthwhile. This manual is written to help cadets better understand the Regimental Band, Honor Guard and Drill Team (Seventh Company) at Massachusetts Maritime Academy. It will make one aware of the benefits of being a part of the pride of the regiment of cadets, Seventh Company. This manual will also elaborate on band, honor guard and drill team as well as explain the rules and regulations for all Seventh Company personnel. Thus, this document will ensure the continued growth and success of the Seventh Company. This manual is supplementary to the Massachusetts Maritime Academy’s Regimental Manual.

1-200: THE REGIMENTAL BAND, HONOR GUARD AND DRILL TEAM -SEVENTH COMPANY

201 The Massachusetts Maritime Academy Band, Honor Guard and Drill Team is a vital part of the Massachusetts Maritime Academy. The Seventh Company is the most highly visible, audible and disciplined representative of the Massachusetts Maritime Academy’s regiment of cadets. Seventh Company’s purpose is to be strong ambassadors of the Academy, United States Merchant Marines Service, U.S. Armed Forces and the American people.

1-300: MISSION STATEMENT

301 The Massachusetts Maritime Academy Regimental Band, Honor Guard and Drill Team (Seventh Company) mission is to provide music, military customs and tradition to enhance the Regiment of Cadets’ cohesion and cadet morale. The Regimental Band, Honor Guard and Drill Team promotes the Massachusetts Maritime Academy mission by showcasing leadership, discipline and knowledge through music, military protocol, drill and ceremony performances at public and academy venues to recruit, retain, and inspire the Regiment of Cadets.
1-400: Honor Guard

401 The Regimental Honor Guard is one of the three subdivisions of Seventh Company. Lead by the Honor Guard Operations Officer, the Honor Guard focuses on military drill and ceremonies that require deep respect and appreciation of those who made the ultimate sacrifice defending the United States of America.

Honor Guard duties consist of:
1. Raising the Ensign and service flags at morning formation.
2. Retiring the Flags at sunset
3. March in parades
4. Color Guards for special events
5. Wakes and Funerals

The Honor Guard is called upon to represent the Academy in special ways. One day it may be a “color guard” for an alumnus’ funeral, the next week a parade in Washington D.C. The Honor Guard is depended on to represent the academy with precision and class.

1-500: Band

501 The Regimental Band is the most visible and audible part of Seventh Company. Lead by the Band Operations Officer, the Band focuses on entertainment and inspiration through music. The Band is divided into 5 subsections:
1. The Marching/Concert Band (All members)
2. The Jazz Band (Select Members)
3. The Rock Band (Select Members)
4. The Choir (Select Members)
5. The Bluegrass Band (Select Members)

All five subsections perform at various events across the country. The Band holds two concerts, one in the winter and one in the spring, to showcase their talents to the local community.

1-600: Drill Team

601 The mission of the Regimental Drill Team is to represent Seventh Company and the regiment of cadets of the Massachusetts Maritime Academy through precision, discipline, and military bearing at drill competitions, parades, and other events nationwide. Members of the Drill Team are the embodiment of Seventh Company’s motto, “Strive for Perfection, Settle for Excellence.”

The Drill Team performs at various locations including:
1. Cornell University Invitational Drill and Military Excellence Competition
2. Washington D.C. Memorial Day Parade
3. New York City’s Veterans’ Day Parade

Members of the Drill Team will be held to the highest standard of personal conduct and appearance. Members should maintain outstanding uniform standards as if they were about to compete in a competition.
1-700: COMPANY CADET OFFICER AND FIRST CLASS POSITIONS

701 The Following positions have been designated as First Class and Cadet Officer positions. Descriptions of the sleeve markings and collar devices appropriated for each position are also included.

A. Company First Class Cadet Officer Positions
   1. Seventh Company Commander 4 Stripes
   2. Seventh Company Executive Officer 3 Stripes
   3. Training and Retention Officer 3 Stripes
   4. Discipline Officer 3 Stripes
   5. Adjutant 2 Stripes
   6. Events Adjutant/Com. Service 2 Stripes
   7. Fourth Class Platoon Leader 2 Stripes
   8. Third Class Platoon Leader 2 Stripes
   9. Upper Class Platoon Leader 2 Stripes
  10. Band Operations Officer 2 Stripes and Officer Cord*
  11. Honor Guard Operations Officer 2 Stripes and Officer Cord*
  12. Drill Team Operations Officer 2 Stripes and Officer Cord*

B. Company Squad Leader Positions (Second Class Position)
   1. Assistant Adjutant Squad Leader Chevron
   2. Community Service Squad Leader Squad Leader Chevron
   3. Training Retention Assistant (4)** Squad Leader Chevron
   4. Intramural and Morale Assistant Squad Leader Chevron
   5. Sophomore Squad Leader (4) Squad Leader Chevron
   6. Assistant Discipline Officer (4) Squad Leader Chevron
   7. Damage Control Assistant (2) Squad Leader Chevron
   8. Band Ops Squad Leader (2)* Squad Leader Chevron*
   9. Honor Guard Ops Squad Leader (2)* Squad Leader Chevron*
  10. Drill Ops Squad Leader (1)* Squad Leader Chevron*

*The Band, Honor Guard and Drill Team Squad Leaders are authorized to wear their respective Squad Leader Cords.
   Band: Blue and Gold
   Honor Guard: Black and Gold
   Drill Team: Black and Red

Band, Honor Guard and Drill Team personnel are authorized to wear their respective command cords even after their tenure. Example: Seventh Company Commander was Assistant Band Operations Squad Leader, therefore he/she is still entitled to wear his/her Band Operations Squad Leader command cord.

**The number of Squad Leaders enlisted is decided at the discretion of the Company Commander and Senior Staff.
C. Band, Honor Guard and Drill Team Petty Officer Positions (Third Class Position)
   1. Company Petty Officer  Petty Officer Chevron

   The Band, Honor Guard and Drill Team are authorized to enlist Third Class (sophomores) as Petty Officers for the academic year. This is a separate program from the Regimental Petty Officer Program that starts during the spring semester. Band and Honor Guard Petty Officers are enlisted to aid the Band, Honor Guard and Drill Team staff during events, practice and other administrative duties. These duties are assigned at the discretion of the Band, Honor Guard and Drill Team staff members.

1-800 CADET OFFICER AND SQUAD LEADER RESPONSIBILITIES

801 Seventh Company Commander

   The Seventh Company Commander will implement and shall carry out the policies of the regiment and the academy as established by the President, Commandant of Cadets and the Regimental Commander. The following are the Duties of the Seventh Company Commander:

   A. The Seventh Company Commander is responsible for the proper organization and administration of the company with particular emphasis upon matters of assignment.

   B. The Company Commander will be responsible for the overall appearance of the company and will insist that the high standards established for the regiment of cadets are upheld. He/She will ensure that daily inspections of platoons and common spaces are conducted.

   C. He/She will ensure effective communication throughout the company by means of meetings, bulletin boards, electronic messaging and/or contact via mobile/cellular phone.

   D. He/She will supervise the activities of the Company in the Admiral’s Award Competition during Orientation and Honor Company competition during the semester.

   E. Assist the Seventh Company Officer in coordinating all movements of the Regimental Band, Honor Guard and Drill Team. This may include but is not limited to heading up logistics for Seventh Company travel and performance schedule, personnel inspections before performances and enforcement of uniform standards.

802 Seventh Company Executive Officer

   A. The Seventh Company Executive Officer is second in command of the company and is the assistant to the Company Commander. In the absence of the Company Commander, he/she will perform the duties of the
Company Commander and will maintain company policy.

B. He/She will ensure that all staff functions in the company are carried out properly.
C. He/She will ensure an accurate muster of all personnel is taken daily following morning formation and produce a copy to the Seventh Company Officer.
D. He/She along with the Fourth Class Platoon Leader will be responsible for the assignment of cadet quarters within the Seventh Company building.

803 Honor Guard Operations Officer

A. The Honor Guard Operations Officer is the highest ranking senior cadet in the Regimental Honor Guard and commands the unit under the auspices of the Seventh Company Commander and Seventh Company Officer.
B. His/Her primary duty is to ensure that the Honor Guard is outstanding in its appearance and performance.
C. The Honor Guard Operations Officer along with the Honor Guard Operations Squad Leader(s) will personally make a sight inventory of all weapons and other equipment at least once a semester and will submit a signed inventory report to the Seventh Company Officer upon completion of this inventory.
D. He/She will ensure that Honor Guard practice schedules, events and performances are effectively communicated, published, and that the schedule is smoothly executed.
E. He/She is tasked with the daily logistical operations of the Regimental Honor. This may include but is not limited to taking muster at morning formation, appointing and training cadet event operators (PIC).
F. He/She will maintain a database of honor guard events and personnel participation.
G. He/She is in charge of training the Fourth Class on the various details and ceremonies that are performed by the Honor Guard.

804 Drill Team Operations Officer

A. The Drill Team Operations Officer is the highest ranking senior cadet in charge of the Drill Team and commands the team under the auspices of the Company Commander and the Company Officer.
B. His/Her primary duty is management and training of the Drill Team. To ensure that the Drill Team is outstanding in appearance and performance.
C. He/She is responsible for training new cadets in the areas of:
   a. Precision Rifle Movements
   b. Regulation Basic Squad Drill
   c. Military Bearing
   d. Basic Rifle Trick/ Exhibition Drill
D. He/She is responsible for organizing the Trick Platoon, “Alpha Platoon” and training them on a Trick drill routine of their own design.
Band Operations Officer

A. The Band Operations Officer is the highest ranking senior in charge of the Regimental Band. He/She is the senior cadet in the Regimental Band and commands the band under the leadership of the Seventh Company Commander and the Seventh Company Officer.

B. The Band Operations Officer will ensure that members using academy instruments execute proper custody receipts ensuring the accountability of the equipment and that the instruments are maintained in proper condition when in the member’s custody. He along with the Band Squad Leaders will be responsible for making a sight inventory of all instruments and other equipment at least once a semester and will submit a signed copy of the inventory report to the Seventh Company Officer.

C. He/She will be responsible for the maintenance of the academy music library, for keeping the music filed properly and for having the music available and in good order to turn over to his/her successor.

D. He/She ensures that practice schedules, events and performances for all musical ensembles are effectively communicated, published, and that the schedule is smoothly executed.

E. He/She or the Band Squad Leader may serve as field band conductor or drum major.

F. He/She is tasked with the daily logistical operations of the Regimental Band. This may include but is not limited to taking muster at morning formation, appointing and training cadet event operators (PIC).

G. He/She will establish a daily bugler’s duty rotation for “Reveille”, “Morning Calls” and “TAPS”.

H. He/She will maintain a database of all musical ensembles events and personnel participation.

Seventh Company Adjutant

The Company Adjutant is the cadet officer assigned to establish and administer the watch billets. The Adjutant must do the following:

A. He/She will prepare and post all watch billets. All watch billets are to be posted in company housing quarters within 14 days prior to the watch and to be electronically mailed to all involved personnel.

B. He/She will ensure that all watch responsibilities are carried out.

C. He/She will ensure that a muster of all those having watch duty is taking on the night before or the day of the watch duty at 0645 within the company area. This muster is to be signed or initialed by all involved personnel.

D. He/She will ensure that the Cleaning Station Watch billet is posted.

E. He/She is responsible for making the Squad Leader bill each week.

F. He/She is responsible for posting paper copies as well as electronic copies of all duty billets.
G. He/She may also be called upon to keep notes of Company meetings.

807 Seventh Company Discipline Officer

A. The Company Discipline Officer is the Cadet Officer assigned in each company to administer, oversee, coordinate and process the Cadet Disciplinary System at the company level.
B. He/She will schedule the weekly meetings of the Company Class III Mast Board and will ensure that the regulations regarding composition and procedure of the Mast Board, as outlined in the regimental manual, are carried out.
C. He/She will maintain records of the results of all Class III Mast Boards.
D. He/She will be responsible for supervising the extra duty assignments performed in the Company and other extra duty assignments as directed by the Regimental Operations Officer.

808 Seventh Company Fourth Class, Third Class and Upper Class Platoon Leaders

A. A Seventh Company Platoon Leader’s primary responsibility is to utilize effective leadership techniques in promoting efficient operation and fair administration of the Fourth Class, Third Class and Upper Class platoon.
B. The Platoon Leader is responsible for the overall appearance, discipline and performance of the personnel within their platoons as well as for the overall order of their living quarters. Platoon Leaders are responsible for the following:
   a. Maintaining order while in formation.
   b. Verifying accuracy of musters.
   c. Maintaining order within the dormitory.
   d. Inspecting platoons daily.
   e. Thoroughly investigating incidents of dormitory damage.
   f. Ensure accuracy of Third Class liberty expiration accountability muster. (Third Class Platoon Leader)
   g. Marching the Platoon daily at Morning Formation.
C. He/She will ensure that company spaces and areas are kept clean and kept free of trash and other fire hazard material (including band and honor guard rooms). He will ensure that the Cleaning Station Watch Billet is posted and that the duties are carried out.
D. He/She will conduct frequent safety inspections of public areas of the company dormitory and collect reports from the Damage Control Assistants referring to damage occurring within the dormitory.

809 Seventh Company Training and Retention Officer

Seventh Company shall have assigned Training and Retention Officers whose primary responsibility is the administration and leadership of the student retention and
recruitment program. This position reports to the Company Officer and to the Dean of Enrollment.

A. The Training and Retention Officer will supervise the Training and Retention Assistant Squad Leaders. The Training and Retention Officer is responsible for the following:
   a. Coordinate the Peer Tutoring Program.
   b. Support the Admissions Open House Program.
   c. Coordinate campus tours with the Admissions Office.
   d. Coordinate Admissions overnight guest program.
   e. Oversee and meet with Training Retention Assistants and Intramurals/Morale Assistants.

810 Events Adjutant/Community Service

A. The Events Adjutant is responsible for making the Events List for each semester.
B. He/She is responsible for creating muster sheets for each event.
C. He/She is responsible for creating a room sign up spreadsheet for events that require an overnight stay in a hotel.
D. He/She is responsible for tracking how many events the personnel of Seventh Company participate in.
E. He/She is responsible for finding community service activities within the surrounding community.
F. He/She is responsible for tracking how many events the personnel of Seventh Company participate in.

811 Seventh Company Squadron Leader (Second Class)

A. Each platoon shall have assigned Squadron Leaders who will be responsible for providing a positive example in instilling high standards of appearance and performance. As the backbone of the organization, the Squadron Leader must be thoroughly familiar with all members of the platoon and must maintain an accurate accountability of their whereabouts and actions.
B. Squadron Leaders are also charged with maintaining discipline of the personnel within their squads. In this endeavor they will do the following:
   i. Ensure compliance with Academy regulations and directives as well as company and regimental policies.
   ii. Conduct inspections of personnel and their living quarters.
   iii. Ensure accuracy of musters and oversee underclass “sign-ins”.
   iv. Report damage of quarters to the Platoon Commander (Leader).
C. Squad Leaders serve under the guidance of the cadet officer and are assigned assistantship positions of with they are a subordinate of that corresponding position (i.e. Assistant Adjutant-Adjutant; Training Retention Assistants and Intramurals/Morale Assistants- Training and Retention Officer).
Cadets involved in the leadership of Seventh Company are twofold having the structured responsibilities homogeneous with the other six companies and added leadership responsibility related to the Band, Honor Guard and Drill Team activities. The following is the chain of command:
UNIFORMS

2-100 GENERAL

101 Each cadet is required to be in the complete Uniform of the Day (UOD) whenever he/she is reporting to an event or muster of an event. The uniform of the day (UOD) must be worn with the utmost respect for the many graduates of Massachusetts Maritime Academy and the men and women of the United States Navy who have and are currently wearing this uniform. The uniform also represents the level of professionalism required to work as an officer in the United States Merchant Marine.

A. Seventh Company personnel are required to maintain all uniforms and have all uniforms ready for service at all times. Seventh Company personnel are held to a higher standard in regards to the uniform. Seventh Company is the “Face” of the Academy and will represent Regiment of Cadets near and far. Uniforms must be in excellent condition.

B. Seventh Company personnel are required to acquire and maintain additional non-general issued uniform articles. The following is a list of those additional articles:

1. White Gloves
2. White Trousers
3. White Shoes
4. White Belt
5. Garment Bag
6. Black Corfam Shoe (Optional)

2-200 WEARING OF THE UNIFORM

201 Manner of Wearing

A. The prescribed uniform shall be worn at all times in a strictly military manner. Jackets, coats and shirts shall be worn fully buttoned. Covers shall be worn squarely on the head parallel to the deck. Hair shall not protrude from beneath the forward part of the cover. The forward edge of the cover shall be worn two fingers above the bridge of the nose. Ripped, torn, frayed, or un-hemmed uniforms will not be tolerated at any time. Ties will be in a Double Windsor, shirt tails tucked in, nothing protruding from pockets and hands not thrust into pockets. Tie clasps shall be centered between the third and the fourth buttons. Shoes must be tied and black socks must be above the ankle.

B. Cadets shall dress neatly and smartly at all times, with uniforms scrupulously clean and pressed. Gold lace, devices and insignia shall be bright and free from tarnish.

C. Cadets shall wear the uniform of the day (UOD at all times in its’ entirety at all
Seventh Company’s events and functions.

D. Cadets shall wear only those uniform devices, ribbons, or medals authorized by the Commandant of Cadets. Cadets with prior military service are encouraged to wear decorations or ribbons earned while on active duty.

E. Cadets shall remain covered at all times except when indoors, on the bus or during religious services or when authorized to sit in a formal setting. (EXCEPTION: When a cadet is armed or carrying the Ensign that cadet is to remain covered when INDOORS. Once the Ensign or rifle has been properly stowed then the cadet can remove their cover.)

F. While in uniform cadets are to keep smoking to a minimum. Cadets should not smoke cigarettes while walking or in formation.

G. Cadets are not permitted to chew gum while in uniform.

H. Skirts of the prescribed uniforms for female cadets shall be worn even with the crease in the back of the knee.

I. The MMA travel suit and/or sea term uniform (trousers or shorts) are authorized to wear on the bus when overnight or distance travel is exercised for an event or function. Per order of the Person in Charge (PIC) of that event (i.e. Company Commander, Drill Ops)

202 Accoutrements

A. Neck chains with or without medals or crosses, watch chains, fobs, pins, or other similar articles of jewelry shall not be worn exposed upon the uniform or person. Earrings are not authorized for male cadets at any time on campus. Body piercing (nose, eyebrows, tongues, lips, etc.) is not authorized and shall not be tolerated on campus. The display of pens, pencils, and other articles in outs shall be worn in the hair except for bobby pins, neatly and inconspicuously arranged, and/or black “scrunches” or barrettes which approximate the color of the hair and are not conspicuous. Plain, small, stud type pierced earrings only may be worn by female cadets in uniform. When in uniform, female cadets may wear a maximum of one earring per ear to be situated on the ear lobe. Fourth Class (freshman) Females are not allowed to wear earrings.
2-300 : Seventh Company Awards, Ribbons and Honors

301 Honor Guard

A. Honor Guardsman: awarded to personnel of the Honor Guard or Seventh Company after a full semester of active participation, as determined by the Honor Guard Operations Officer. All active participants are further authorized to wear an Honor Guardsman ribbon. The following is list of requirement to be obtained:

1. Properly demonstrate proper standards for holding, presenting, raising, lowering, and folding the flag and the American Ensign.
2. Demonstrate proper etiquette for all of the following color guard positions (Rifleman, Flag and Ensign) and situations:
   A. Presentation of the Colors
   B. Pass and Review
   C. Morning Formation
   D. Left and Right Wheel(s)
   E. Left About
3. Properly identify military ranks (Officer and Enlisted).
4. Demonstrate a working knowledge of military customs and traditions.

After a year of service an Honor Guard member is authorized to wear the Honor Guard pin above their ribbons at the discretion of the Honor Guard Operations Officer.

302 Band

A. Bandsman: awarded to any personnel of the Band or Seventh Company after a full semester of active participation, as determined by the Band Operations Officer. All active participants are further authorized to wear a Bandsman ribbon. The following is list of requirement to be obtained:

   a. Properly identify whether a service member is an Officer or Enlisted.
   b. Demonstrate a working knowledge of military customs and traditions.
   c. Successful memorization of the “National Anthem”, “Anchors Aweigh” and “Pirates”.

After a year of service a Band member is authorized to wear a lyre at the discretion of the Band Operations Officer.
303 **Drill Team**

A. The Drill Team Member ribbon is awarded to personnel of Seventh Company after a full year of active participation with the Drill Team, as determined by the Drill Team Operations Officer. To be eligible, members must have participated in at least two major Drill Team Events as determined by the Drill Team Operations Officer.

B. Drill Team Advanced Rifleman is awarded to active participants of the Drill Team who meet the following requirements:

1. Participation in at least two Drill/Military challenge meets. (Not to include athletics or Color Guards)

2. Properly demonstrate knowledge of rifle safety and sixteen count manual of arms for M-1 rifle.

3. Properly demonstrate the following advanced rifle tricks:
   - A. Spin out
   - B. Wrist Breaker
   - C. The “Boucher”
   - D. A self-taught trick not learned at practice*

*Tricks can be found on YouTube or Independentdrill.com

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**3-100 RESPONSIBILITY TO THE UNIT, SEVENTH COMPANY, ACADEMY AND SHIPMATES**

101 The nature of Seventh Company is such that each cadet must share all tasks equally. In any situation where the company is given a task, true success is gained only when all cadets put forth equal effort. Attendance is one of the major responsibilities of all Seventh Company personnel. If you are not involved, you as cadets are not contributing to the mission of the unit.

102 One’s responsibility to the Regiment of Cadets is perfection. However, No one is perfect. This may not be an excuse for Seventh Company personnel to settle for mediocrity. In an effort to make the Band, Honor Guard and Drill team personnel into better cadets, musicians and citizens; Seventh company personnel will all strive for perfection and settle only for excellence.

103 **Responsibilities to Massachusetts Maritime Academy**

A. The academy’s administration, Board of Trustees, and the Commandant of Cadets and his staff provide the necessary moral and financial support for Seventh Company to do our duties for the Academy and surrounding community. Seventh Company owes it to these parties to provide quality performance of our duties and to represent them professionally whenever Seventh Company has the opportunity to serve or perform for others. Whenever we perform or travel as a unit, people will notice us and make judgments about Massachusetts Maritime Academy, the Regimental Band, Honor Guard and Drill Team, the Regiment of Cadets, the community, your parents, and you.
Do not be a misrepresentation of those before you. It is your responsibility to act professionally and be respectful anytime you are representing the Massachusetts Maritime Academy, the United States Armed Forces and the United States Merchant Marine, whether you are in or out of uniform.

104 Responsibilities to your Shipmates

A. Getting along with others in our daily lives can be a challenge. By the nature of Seventh Company, its cadets will spend a considerable amount of time together, which makes Seventh Company like a large family unit. Because Seventh Company personnel spend so much time together, this can compound that challenge. Seventh Company personnel then have the responsibility to respect the rights, and belongings of others and try to get along with one another. Anti-social behavior will only evoke the same from others; And that leads to more problems. Such problems will take time and energy away from our efforts to work toward a common goal. Even if you do not get along with another shipmate(s), you still need to be civil and are expected to treat one another with respect coupled with professionalism.

105 Specific Responsibilities of Seventh Company Personnel

A. Attend rehearsals, practices and performances and account for any absences. If you will be absent, notification of such to the Band, Honor Guard or Drill Team Operations Officer is expected in a timely manner, whenever possible either via electronic mail or in person with physical proof confirming your reason for absence.

B. Be prompt to all rehearsals, practices and performances. To be on time is to be late, to be early is to be on time.

C. Be prepared for all rehearsals, practices and performances by having your equipment, proper uniform, instrument, music, pencil, be properly groomed, etc.

D. Regular attendance is crucial to the success of the Regimental Band and Honor Guard. Absences from rehearsals and performances should be kept to a minimum and should follow protocol as set by the Band, Honor Guard and Drill Team Operations Officers.

E. Inform coaches, advisors, and Seventh Company respective Operations Officers (Band, Honor Guard or Drill Team) of any conflicts with rehearsals or performances well in advance of the event in question.

F. Professionalism and respect for the code of conduct of a cadet at Massachusetts Maritime Academy as expressed by the Regiment of Cadets in accordance with the Regimental Manual will always be observed.

G. Always strive for perfection and settle for nothing less than excellence.

106 Responsibilities of Seventh Company Officer and Seventh Company Staff

A. Provide cadets with proper facilities, equipment, materials, and resources conductive to a quality music, drill and honor guard training program.
B. Broaden and heighten cadets’ musical, military drill and ceremony experience through rehearsal, performance, teaching, evaluation, and listening.

C. Help cadets develop positive practice, study, and listening habits, as well as a positive attitude.

D. Set an example of professionalism, responsibility, citizenship, musicianship, leadership, and respect.

E. Enforce academy and Seventh Company rules and policies

F. Maintain a safe and positive learning environment

G. Deny participation of any uncooperative Band, Honor Guard or Drill Team member as determined by the Commandant of Cadets or his staff. In extreme cases a cadet is subject to dismissal from Seventh Company.

H. Supervise the cadets at all performances and Band, Honor Guard and/or Drill Team events.

I. Provide the cadets with an up to date calendar of events

**4-100 BAND, HONOR GUARD AND DRILL TEAM-SEVENTH COMPANY ENROLLMENT**

101 Enrollment in the Band, Honor Guard and Drill Team is on a yearly commitment basis. Cadets must participate in Band, Honor Guard or Drill Team Attachment to become a member of Seventh Company. Cadets who are on varsity sports teams must make arrangements to meet participation standards of at least three events per semester. Cadet Candidates who would like to become a member of Seventh Company must demonstrate interest in musicianship, drill and/or commit to learn military protocol; procedure, customs and tradition surrounding the Honor Guard service. All musical ensembles are open to any cadet in good academic and disciplinary standing who is enrolled at the Massachusetts Maritime Academy.
EPILOGUE

You are destined to experience the same feelings that countless military Band, Honor Guard and Drill Team members everywhere have experienced. Among them are: great sense of pride and accomplishment, warmth and friendship, a bond with people who can do something most people cannot (i.e. play a musical instrument, drill with a rifle), strong emotions which only music and precise drill can evoke, and the feeling that these are the best times of your life. Many Band, Honor Guard and Drill Team-Seventh Company personnel will make good friends which last rest of your life.

These rewards do not become yours just for signing up to become a part of Seventh Company. You will find that what you get out of the Regimental Band, Honor Guard or Drill Team is directly proportional to what you put into it. If you approach your role in the regiment of cadets with a “no excuses” attitude toward hard work, dedication, cooperation, and spirit; You will be an asset to Seventh Company and to yourself.

It may seem odd that if someone comes asking, “What is in it for me?” You will find that the answer is, “Not much.” But if you are unselfish and committed to doing your part for the Regimental Band, Honor Guard and Drill Team (Seventh Company), you will be rewarded greatly. You will get out of the Seventh Company experience what you put into it. Too many people today settle for “good enough” in their lives. Those people often find out that “good enough” never is good enough. And remember to always strive for perfection. Though you may never achieve it, the worst you could end up is excellent.
## APPENDIX A

### Seventh Company: Regimental Band, Honor Guard & Drill Team

#### Equipment LOAN

## CONTRACT

<table>
<thead>
<tr>
<th>CADET</th>
<th>PARENT(S)</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The instrument will be loaned to the above cadet for the below described period:

FROM ____________ TO ____________, AT A FEE OF $________

<table>
<thead>
<tr>
<th>INSTRUMENT/EQUIPMENT</th>
<th>MAKE</th>
<th>SERIAL NUMBER</th>
<th>TAG NUMBER</th>
<th>VALUE</th>
<th>CONDITION</th>
<th>ACCESSORIES: CASE</th>
<th>MOUTHPIECE</th>
<th>STRAP</th>
<th>LYRE</th>
<th>BITS</th>
<th>MISC.</th>
<th>REPLACEMENT</th>
<th>COST</th>
<th>$</th>
</tr>
</thead>
</table>

I agree to see that the instrument/equipment loaned into my care is properly cared for and returned on the agreed date. I understand that general maintenance such as pad/cork replacement, oiling/greasing, broking mouthpieces, and minor adjustments is my responsibility. In case of loss, theft or damage to the instrument while in my possession, I agree to pay for replacement costs of the instrument or equipment item.

CADET’S SIGNATURE  ____________ DATE

PARENT’S SIGNATURE (IF UNDER 18)  ____________ DATE

OFFICE USE ONLY

ISSUE DATE  RETURN DATE

Seventh Company Officer SIGNATURE
APPENDIX B

CADET OFF-CAMPUS EVENTS AND TRAVEL ALCOHOL POLICY

From: Seventh Company Officer, Band, Honor Guard and Drill Team Director
To: All Hands
Subject: Off Campus Alcohol Policy

The following information constitutes the Alcoholic Beverage Policy for all cadet personnel of the Band, Honor Guard and Drill Team at the Massachusetts Maritime Academy.

- Cadets must be 21 years of age or older to purchase, transport or consume alcoholic beverages.
- Cadets may not purchase or procure alcoholic beverages for individuals who are not 21 years of age.
- Cadets who are not of legal drinking age may not purchase, transport, personally carry, store, or consume alcoholic beverages.

POLICY GUIDELINES

The mission of the Seventh Company is to represent the Massachusetts Maritime Academy wherever deployed. The consumption of alcoholic beverages while on liberty on an Academy sanction travel tour should be kept to a minimum and should not in any way inhibit one’s ability to serve, function or perform at any time.

Alcoholic beverages may not be present or brought to Hotels, Motels or Military Barracks by Seventh Company personnel.

To the extent authorized by law, alcoholic beverages presented to Seventh Company personnel may be offered and accepted by persons who are 21 years of age or older for consumption on a social or gratuitous basis. Alcoholic beverages may not be offered either gratuitously or otherwise to individuals who are under age 21. The following are examples where the above statement does not apply:

- When in formation or in the process of performing an official duty.
- When in uniform at event such as a parade, music concert or show.
- When one is appointed event operator (PIC).

SANCTIONS

Violations of this alcoholic policy will result in disciplinary actions in accordance with the Regulations and Standards for the Regiment of Cadets of the Massachusetts Maritime Academy with possible dismissal from Seventh Company.
APPENDIX C

Vehicle Policy

Massachusetts Maritime Academy recognizes its responsibilities to its cadets regarding the use of motor vehicles to conduct business. The academy's desire to eliminate, reduce and control personal injuries and property damage is not solely based upon reducing operating costs, but includes its attempt to protect its cadets and the general public at large.

UTILIZATION

Academy vehicles may only be utilized for the following purposes:

- Transportation of employees, cadets and seminarians for official business.

- Transportation to and from academy functions, events parades when such trips are appropriate and authorized by an Seventh Company Officer.

- Transportation for personal business is strictly prohibited.

- Vehicles with cargo space will be appropriately utilized as intended.

SCHEDULING

- Vehicles are scheduled through the Seventh Company Officer. This is due to protocol deeming all vehicles to be signed by an academy official.

- Vehicles will be retrieved and returned to the facilities transportation motor pool parking. Keys are to be returned to drop box located on the forward bulkhead adjacent the information commons upon return.

CADET DRIVERS’ QUALIFICATIONS

All employees and students wanting to be authorized to drive an Academy vehicle will be required to meet specific requirements:

- Possess a valid driver's license issued by the state in which he or she resides.

- Massachusetts Maritime Academy will require one to pass an online vehicle driver training and pass a driving record background check.
APPENDIX D

**Daily General Quarters Inspections Standards**

General quarter’s inspections may be conducted daily. This inspection is to insure a good, general and clean healthy living environment is maintained throughout cadets’ personal living spaces. The inspection may occur from the hours of 0900 to 1000 daily. Cadets may or may not be present and will be permitted to sleep. The following are inspection regulations and standards:

- Bedding neat

- Desk and workspace neatly organized (unless currently in use)

- No clothing articles about the deck, bed or desk

- No clutter, quarter should be well maintained and one should be able to enter and exit un-acciosted by any object or objects.

- Trash and recycling well maintain (no overflow)

- Decks clean (swept and swabbed as needed)

- Sinks clean and presentable

- All surfaces should be dusted
APPENDIX E

Drill Team Weapon Policy

All drill weapons, M-1 Garand used by drill team membership are the join property of the United States Navy and Massachusetts Maritime Academy. And it is the responsibility of the membership for its protection while in one’s personal procession and care. The following are policy guidelines:

- The use of M-1 Garand may be used for regulation drill only; not for spinning or exhibition drill practice.
- M-1 Garand is to be always handled properly with care and may never be placed on the deck or ground.
- Any damage that may occur to the weapon of which ones has been assigned or currently possesses- personal payment must be made for replacement cost (such as broken stock, etc.).
- Drill America Rifle must be purchased by all exhibition drill participant. This is to ensure the longevity of the M-1 Garand supply. Drill America Rifles can be purchased via the Glendale Parade Store website (www.paradestore.com).