1st Company Richmond Howitzers

and

Battery I

1st United States Artillery

Handbook

of

Operations & Presentations

March 2006

TABLE OF CONTENTS

By clicking on the section title you will be taken to that section.

Mission Statement		3
<u>Organization</u>		3
Meetings		3
Dues and Fees		4
Discipline	<u>2</u>	4
Corporate	<u>Officers</u>	5
Field Presentation		5
Membership		6
Advancement		6
Civilians		7
Attached Personnel		8
Cadets Guidelines		8
Field Operations		9
Duties and Responsibilities		10
Encampment Guidelines		12
Individual Equipment		13
	[To be added as they are produced.]	
	Recruitment	
(1)		
(2) (3)	Application Sponsor	
(4)	Mentor	
(5)	Indoctrination and Training	
(6)	"School of the Piece"	
(7)	Misfire Procedures	
(8)	Pistol Procedures	
(9)	Gun Maintenance	
` ,	Ammo Procedures	
, ,	Cannon License Procedures	
	Camp Layout	
	Company Web site	
(14)	Forms and Records	

MISSION STATEMENT

The purpose of this unit is to offer an authentic portrayal of a nineteenth century Confederate Artillery unit. Organized to preserve the history and military tradition of the American Civil War era, we will achieve our mission by participating in Living History Displays, Reenactments, Lectures and Educational Demonstrations, Parades, Civil Ceremonies and other sundry occasions to so educate and entertain the public and our membership.

Organized as a volunteer unit, all members partake in the responsibilities of education and presentation. As such, our members are encouraged to participate as often as possible, improving their education and ensuring the overall safety of the group.

ORGANIZATION

The 1st Company Richmond Howitzers is organized as an educational, non-profit private corporation with a set of regulations as necessitated by same. There are two separate and distinct governing organizations, a corporate Board of Officers and a Military Company. The Board of Officers is responsible for the administration and financial functions of the organization. The Military Company is responsible for an accurate portrayal of that military company and the safe conduct of operations at events. The field presentation may be Confederate as the 1st Company Richmond Howitzers, circa 1863 or Union as Battery I, 1st United States Artillery. Position in the corporate organization does not directly translate into positions in the military organization.

MEETINGS

All official Company business shall be formally conducted at meetings throughout the year, beginning in January.

All meetings related to this organization will be conducted in an efficient, progressive manner and shall be governed by the pretenses found within Robert's Rules of Meeting.

Regular Meetings will be scheduled periodically during the year. These meetings can be conducted, as feasible, in conjunction with scheduled events.

An Annual Meeting shall also be conducted as scheduled by the Board of Officers.

The Annual Meeting shall address certain affairs including, but not limited to, Annual Reports by the Officers, the election of corporate and company Officers, and the Provisional Schedule of Events.

The Treasurer will provide an Annual and periodical reports in order to keep the membership informed of the financial status of the Company funds. The Annual Report will be submitted to the Trustee's for their review.

The Provisional schedule for the following year shall be determined at the annual meeting with input coming from the membership as a collective whole. Should several events fall on the same day and only one can be chosen, the choice shall be determined by a majority vote of those members present being eligible to do so.

Company members will advise leadership of the best method to communicate with them and will be apprised in that manner, of the date, location and time of any such meetings at least two weeks prior to their being convened.

The Order of Meeting governing the direction of all business conducted is listed below;

Call to Order
Roll Call
Reading of the Minutes of the Last Meeting
Treasurer's Report
Report of Sick Members

Provisional Schedule Approved Old Business New Business Reports of Committees For the Good of the Company Adjournment

Any member may participate in the discussions related to the business of the Company. However, only "Members in Good Standing" are eligible to decide matters by vote. "Members in Good Standing" shall mean that they are current in their membership participation and financial obligations and have indicated, by declaring an active status, to remain so, all being validated by the Company Records and the Treasurer's Ledger.

Cadet members shall not be permitted to vote in such business matters, but are encouraged to participate in open discussion related to any issue.

DUES AND FEES

The money collected from dues is required to allow the company to purchase needed supplies for maintaining the company in the field and include but are not limited to: gun powder, primers, implements, and gun and trailer maintenance. Therefore, dues are a necessary requirement for the Company's members.

Dues shall be determined during the annual meeting with a recommendation of ten dollars per month. The Dues may be remitted to the organization in the form of regular or multiple monthly installments or paid-in-full for the following year on the date of the related 1st Regular business meeting. On an "as needed basis" other arrangements can be made.

Dues shall not be levied successively amongst the dependents of the same household - a family will only be required to pay ten-dollars for all of its dependents resident within the household. Families are believed to be the strength of this organization. This activity, the President and members of the Board of Officers will work to restrict the membership's financial requirements to a minimum.

Members are required to pay for the necessary liability insurance for themselves and family members.

The Treasurer shall keep a record of the Dues schedule within a Ledger, with said Ledger being reviewed immediately before the Annual and Regular meetings.

DISCIPLINE

In order to promote and preserve a family-friendly atmosphere, any member in a leadership position, to include Corporate Officers, field officers/NCO and the Company's Civilian Coordinator may, at any time, discipline or remove any member if "Due Cause" is demonstrated or the action is justly petitioned or sanctioned by the membership. Conditions that may initiate such actions include, but are not limited to, drunkenness, the unnecessary use of vulgar or profane language and otherwise abusive behavior, malfeasance and malevolence.

Any member found to be, or to have been, using any substance controlled by law in an illegal manner, upon confirmation of such action by the Board of Officers, shall be immediately dismissed from the Company.

Any member found to have stolen, or to have been stealing, from members of this Company or any other command, shall be immediately dismissed from the Company by the President.

Any member departing the Company, under any circumstances, is obliged to return all borrowed equipment to the Company and/or the members who may have lent same.

CORPORATE OFFICERS

The Corporate Officers of the 1st Company, Richmond Howitzers are as follows:

President

Vice President

Secretary

Treasurer

Member at Large (Optional)

The Corporate Officers of the Company shall be elected yearly by a majority vote during the annual meeting from a pool of members in good standing.

They will guide the 1st Company, Richmond Howitzers in matters related to the review and development of general business and operations.

One additional member (Member at Large) may be appointed by the President as required.

At least one Board member shall be a member of all committees, standing or otherwise, and shall be kept appraised of all matters conducted outside of the Regular Meeting process.

There shall be a Board of Trustee's appointed by the President that shall review the Company's business ledgers and report annually as to the Integrity and Validity of same, ensuring that the Company's financial interests are sound and responsibilities are current.

Other offices of the 1st Company Richmond Howitzers may be created as the Company, its resources and operational requirements increase with the passage of time. These offices shall be elective and strictly based upon merit, participation and the ability to lead and support others. Those desirous of such an office may make their application known to any of the Corporate Officers prior to the annual meeting.

Most issues regarding the varied business of the company or its operations, membership and public service are be open for discussion and action by the general members present at any meeting.

FIELD PRESENTATION

The membership of 1st Company, Richmond Howitzers is organized in the following fashion:

- Captain
- 1st Sergeant
- Sergeant
- Corporals (2)
- Clerk
- Cannoneers (Privates)
- Non-combatant members
- Civilian living historians
- Attached personnel

Additional positions will be created by the Corporate Board as needed and voted upon by membership during the annual meeting.

MEMBERSHIP

Membership in the 1st Company Richmond Howitzers is open to anyone, regardless of creed, gender or race. One simply need express an informed desire to participate and submit an application for membership to the Company.

Upon receipt of any application, the Company President shall designate, from the membership body, a sponsor to assist in the introductions of the prospect to company procedures and reenactment in general. The prospect shall serve with the membership and shall be considered as probationary for the attendance of the Company's next three scheduled events in the campaign season initially following the prospect's application. During this probationary period the corporate officers will seek out and encourage the current membership to share any concerns regarding the prospect's progress and participation. At the end of the probationary period (normally at the third event attended) the prospect will meet with the corporate officers and review the individual's application and current service. The records being without harm or hardship, the prospect will be recommended for vote to the membership at the same event. To ensure members who may not be present at this event have an opportunity to provide their comments and vote, the Company's event coordinator shall include in their notification announcing and asking for who will be attending a specific event, that the probationary member will be satisfying their requirement of attending three events at this event. All members are encouraged to vote, and, if you are not attending, to please contact the President or his designee with your comments and vote. If the majority votes for acceptance, the prospect shall be inducted before an assembled body of the membership prior to the event's conclusion. If the prospect is unaccepted by the membership, the sponsor from the unit will contact the individual, followed by a letter from the Company.

Members of the Company are obliged to attend fifty percent (50%) of the Regular Business meetings and the Annual Meeting. Members are also required to attend a minimum of three (3) Liberty Greys events or thirty percent (30%) of all the events in which the Company participates. The Company shall endeavor to accommodate the membership by attending two field events per month and leaving any other occasions for assembly to the discussion and decision of the collective group.

Members are directed to acquire their uniforms and equipment in the most expedient manner that is possible, to so make available any resources available for subsequent applicants. The Company's reserve equipment resources may be limited and it is prudent to return lent gear in a timely fashion.

Members of all ranks are encouraged to assist in the inductive process of any prospect and may be approached by the Board of Officers and requested to provide their instructive talent.

ADVANCEMENT

Advancement is the process by which those members whom serve as the Company's military body are promoted to positions of greater responsibility and station. Recognized for their knowledge, participation, effort and cooperation, these members are recommended by any member and voted upon by the general membership at the annual meeting.

Prospective members of the Company's military body will initially be addressed as "Soldier". Upon a vote by the Company in favor of the prospect's acceptance, the prospect shall no longer be addressed as "Soldier", having earned the rank and respects of "Cannoneer". Upon attaining the rank of "Cannoneer", the member shall become eligible to participate in any voting that may take place in the course of the business of the Company. The rank of "Cannoneer" is the 1st step in the promotion process and confers the initial responsibilities of membership.

Individuals that have advanced to the non-commissioned officers' ranks are required to attend at least three-quarters of the Regular Business meetings and the Annual Meeting. Additionally, due to their greater responsibilities to the membership as a whole, they shall be expected to participate in the Company's field events in the following manner:

Corporals, Gunners and Chiefs of Caisson - fifty percent (50%) attendance. Sergeant and Chiefs of the Piece - seventy-five percent (75%) attendance. 1st Sergeant - eighty percent (80%) attendance.

Officers - eighty percent (80%) attendance.

Those members serving in Staff positions are asked to attend as often as possible with a minimum participation of five field events and half of any other so-called meetings and drills.

As the Company's membership as a whole shall come to support the efforts of its personnel in leadership positions, it is incumbent upon those in positions of responsibility to return those courtesies and considerations.

The membership will be advised of the results of the election at the annual meeting. The membership is encouraged to submit the name of any individual that may serve the greater interests and goals of the unit, thereby becoming part of the process in its earliest stage.

Once an individual is elected, the decision shall be regarded as conditional for a period of three months. During this time the individual may elect to continue at the new rank or ask to be returned to the former standing and another individual be considered.

Individuals may request that they be removed from any rank, position, or active membership at any time that they shall choose when the greater responsibilities of home, family, community and employment may require their increased attentions. Upon their resumption of service they may not necessarily be able to assume their former duties and may be asked to serve in a different capacity.

Individuals resigning their membership with the Company may seek reinstatement through the application, probationary period, and membership acceptance vote processes as described above.

CIVILIANS

Civilian presentations are an integral part of the structure of The Company. Historical records provide more than enough information regarding the participation of civilians in the Civil War and their significant contributions to the armies of the Federal and Confederate forces. The civilians are instrumental in the success of our presentation and their active participation infield and ceremony presentations further improve the versatility of the unit.

The armies in the field were supported by all manner of civilian activity. Any civilian presentation, with approval of the company membership, is welcomed. Participation, presentations and equipment shall be at the discretion of the Commanding Officer and Civilian Coordinator.

Persons and presentations addressed in this section shall be responsible for their own equipment. Tentage will be available only as outlined previously in the Equipment section. The company currently has limited resources and we must all endeavor to be as self reliant as practicable.

Civilians and attached personnel should take care to develop a character profile so that they may more effectively integrate their presentations with that of the artillery company. Research and interaction with other members should provide many avenues and possibilities in this area.

Civilians will be permitted to participate for three scheduled events, at which time those individuals will be asked to officially become part of the Company. Their acceptance into the Company will be conducted in like manner to the method described above for prospective military members.

Civilians, in general, shall not be armed in their day-to-day activities and will be so only in certain scenarios. This is necessary if the unit's civilian members wish to participate in many of the reenactment events. The majority of event coordinators ask this of all units, citing safety concerns for all participants. There will be appropriate times and scenarios that will permit, if not encourage, civilians and attached personnel to be armed and participate accordingly. Any ideas regarding the development of scenarios involving armed civilians shall be brought forward to the Company Commander and Civilian Coordinator.

Children will be accepted into the presentations of the Company provided that their parents or other suitable approved guardians are members of the unit and that at least one guardian/parent will be able to watch over the children while the company is in action for drill, parade or field action. Children, under the age of sixteen, wishing to join the unit may do so providing that at least one parent also enlists. Children need to be protected from the hazards of our activity. On the field or within certain scenarios a child may not be seen or heard due to their stature and voices. While safety of the group is the concern of everyone, responsibility for the children and their well-being must be largely shouldered by the parents. The parents or guardians, collectively, may work out such arrangements amongst themselves and/or with the assistance of Company members who are able to help.

ATTACHED PERSONNEL

Attached personnel should take care to develop a character profile so that they may more effectively integrate their presentations with that of the artillery battery. Research and interaction with other members should provide many avenues and possibilities in this area.

Attached military personnel, not related in any way to the Unit or its members, will be permitted to participate for one campaign season or fraction thereof. Upon completion of the current season those individuals will be asked to officially become part of The Company. Before offering such an invitation for membership, the Company may wish to discuss or review the participation of any individuals, their contributions to and merits within the unit. The Company will have provided some degree of support to the efforts and development of an individual during the 1st season and it is not unreasonable to ask that anyone, in kind, offer some form of commitment to the unit in return. Attached military personnel not serving as enlisted or commissioned (read, "trained and experienced") artillerists may be armed according to their rank and due station in service. When the artillery Company is deployed for drill or action, only trained, functional members shall serve to give field and combat instructions. Any interference or undue influence to the integrity of the gun drill can endanger a gun, its entire crew and all personnel in the immediate vicinity. Attached personnel may, when directed by the effective battery commander, enjoin action employing small arms when the engagement range has closed within the artillery "no fire" limits. Attached personnel may also serve as subalterns to the Company Officer, at the discretion of the Artillery Unit's Officer and NCO's, when the unit is understaffed. The Artillery officers and NCOs shall be cognizant of the unit's members in skirmishes and any other small arms actions.

CADETS GUIDELINES

Mission Statement:

The Richmond Howitzers' Cadet Program shall serve to prepare young members for the responsibilities of adulthood, provide a forum for historical education and foster a respect for the basic ethics of military tradition. Cadets, as functional members of the Company, will be afforded interaction with their peers and adults of similar interests and pursuits. The Cadet will learn the value of being a part of a collective effort and the Company will encourage the fundamental development of confidence, responsibility, perseverance, self-reliance and personal initiative. The Company regards the development of younger interests as a necessary investment in the future of our Organization, City, State and Nation. The Company also recognizes that the promotion of the values and objectives of the Cadet Program, today, furthers the development of our young people into the citizens of tomorrow.

General Provisions:

- **1.** The Richmond Howitzers will augment and integrate as much as possible its cadet program with that offered by the Liberty Greys.
- **2.** Unless specifically stated otherwise, Cadets shall be subject to all conditions of membership and enjoying all privileges thereof, as are those members above the age of majority. (18)
- **3.** A designated member of the Company shall be appointed to administer the Cadet program and shall serve as proctor for their activities.
- **4.** Ages of Applicants to the Cadet program shall be those from 11 to 17 years of age.
- **5.** Applicants must secure the permission of their parent or guardian prior to enlistment.
- **6.** Applicants must have paid their required insurance fees
- **7.** Applicants may enlist provided that a parent or guardian enlists with them or is currently a "member in good standing" of the Company.
- **8.** Applicants under the age of 11, being related to a Member in Good Standing of the Company, may serve as a "Company Orderly" subject to the approval of the majority of the membership.
- **9.** Upon the receipt of said application, an appointment shall be scheduled so as to permit the parents to meet with the Board of Officers and review the provisions and conditions of the Cadet

Program, asking any questions and becoming more informed about 1st Company Richmond Howitzers activities.

- **10.** Cadets will be expected to apply themselves toward completing the requisites placed upon Privates on Probation, as preparation for advancement toward the grade of Cannoneer.
- **11.** Cadets are prohibited from directly serving any artillery piece. They may serve cartridges or in other related functions during gun drills.
- **12.** Cadets may employ weapons only when superintended by a senior NCO, with each instance being explicitly approved by the Company Senior NCO or Commanding Officer.
- **13.** Cadets shall meet the same uniform requirements observed by the Regular membership, the Company being more supportive in the issuance of equipment.
- **14.** Cadets and their parents shall be accountable for any company equipment such as may be entrusted into their care or issued to them for use.
- **15.** Cadets shall be held responsible for military and proper social courtesy while in uniform whether at the field or at any Company assembly.
- **16.** Cadets shall be welcome, as an integral part of the organization, to any Company assembly.
- 17. The academic performance of Company Cadets is considered a requisite responsibility of the individual Cadets, their parents and their sponsors. They shall ensure that Company activity does not interfere with courses of study, assigned works or other related requirements. The Company shall further encourage the scholastic efforts of all its members by acknowledging conspicuous academic achievement in an expedient and appropriate manner.
- **18.** Any Cadet whose academic performance is found to be unsatisfactory shall be directed to suspend attendance to Company activities until the conclusion of the next marking period, or such time as appropriate, determined by the parents, Senior NCO and the Company Commander.
- **19.** Any Cadet found to be involved in any illicit behavior shall be removed from the Company, immediately returning any issued equipment to the Quartermaster or the senior NCO.
- **20.** Any Cadet found to have become involved in brawls, outside of the company, shall have the details of the incident forwarded to the Company Commander and the Senior NCO for review. Being understood to be and found innocent of any moral wrong doing the Cadet shall continue to be considered in Good Standing. Cadets being found to have been behaving in an encroaching or combative manner, outside of the company, or misleading the Staff while reviewing the details of such an incident shall, with the parents, be referred to the Company Commander and the Senior NCO for further action as they deem appropriate.
- **21.** Any Cadet being abusive in behavior or manner at any function while representing the Company shall be subject to dismissal. The recommendations of the Company Commander-and the Senior NCO shall be forwarded to the to the Company membership-for review and endorsement. The Cadet not being dismissed by a decision of the majority of membership shall be remanded to the Company Commander and the Senior NCO for actions as they deem appropriate.
- **22.** Upon a Cadet's eighteenth birthday, having served in Good Standing, shall be removed from the Cadet Program and placed upon the Roll Call with the balance of the Company membership.
- **23.** Any Cadet upon being moved to the Regular Membership and having been found to have completed the requisites for advancement to Cannoneer shall be advanced to said rank, forthwith.

FIELD OPERATIONS

The Richmond Howitzers will operate in the field "en brigade" as a member unit of the Liberty Greys, a regimental organization supporting the Army of Northern Virginia. Operating as such, this composite organization will be recognized as part of a combined arms element regarded in local circles as the "6th Regiment, 1st Division, Army of Northern Virginia."

The Richmond Howitzers, as an organization, is organized as an integral part of the Liberty Greys. Certain circumstances may, from time to time, prevent the combatant members of this organization from participating at a given event as an artillery crew. Should such a situation arise, those members shall directly support the Liberty Greys as light infantry or in other capacities that the

Commander of the Liberty Greys, 6th Regiment and ranking member of this organization shall determine to be safe and appropriate.

When the organization shall field aligned in a Federal manner, Battery I, 1st United States Artillery will deploy in direct support of the infantry as can be found in the article found at the following website: http://www.currensnet.com/cwcongrs/Mountain_hwtzers/mh_a_index.htm

When fielded with the identified units, the membership of this organization shall align itself in a manner that it is subordinate to and supportive of the related officers. As a supporting element to the identified units, this organization will maintain its internal organizational structure. During those occasions when this organization fields in support of other units, this organization will maintain its own organizational and command structure - the regulations of any event not to the contrary.

There may be certain instances, resulting from our artillery training and proficiency in the "school-of-the-piece", when the membership may be approached to participate in such actions that may involve our direct close-support or demonstrated over-run of another field artillery position. These scenarios will be evaluated for reasons of operational safety before any agreement regarding the commitment of our membership is made. Federal or Confederate in such actions, the membership of this organization will be operating under its own command structure during the execution of such a maneuver.

DUTIES AND RESPONSIBILITIES

The rules herein shall apply to Cadet and adult members equally, military and civilian alike. We are all expected to perform our duties in a responsible and orderly fashion.

We must all live and actively portray our respective part. Working together we can reach the goal of a responsible and safe historical presentation.

Officers, NCOs and enlisted alike must remember that we are all volunteers. There is a fine line between discipline and alienated troops. Our best discipline is to lead by the example of self-discipline.

As a military company, each member should actively utilize the chain of command and applicable military honors and ceremonies.

Unit Commander

- Ultimately responsible for the establishment of the Company's tone, deportment and military skill and bearing.
- Responsible for the Company operations or the direction thereof.
- Responsible for the Company administration and its direction.
- Responsible for the Company training schedule.
- Delegates responsibility and reasonable authority to appointed Company positions.
- Ultimately responsible for all Company equipment.
- Ultimately responsible for liaison with the Local, Public and Civil officials, organizations and activities, Commanders and representatives of other units, Liberty Greys (Confederate) and Brigade (Federal) Headquarters, and event coordinators.
- Ultimately responsible for the physical security of Company ordnance and property.

First Sergeants

- Responsible for executing the Company's tone, deportment, and military bearing.
- Reports to the Commander on condition and readiness of the Company and shall submit same in a written report every "event morning".
- Transmits Commander's orders to the unit NCOs.
- Trains Non Commissioned Officers in their duties.
- Assigns duties to cannoneers in a fair and efficient manner by creating and posting a duty roster.
- -Responsible for camp organization and function
- Responsible for the policing of the Battery encampments.

Sergeants

- Responsible for reinforcing the Company's tone, deportment and military bearing.
- Shall be the commander of each gun and its assigned crew.
- Gun's crews shall be assigned and maintained as determined by the Chief of Piece.
- Responsible for and to his duly assigned crew and shall report its status to the 1st Sergeant.
- Shall supervise details as directed by the 1st Sergeant.

Corporals

- Responsible for the example of the gun crew's tone, deportment and military bearing.
- Shall serve as the crews' gunner or chief-of-caisson.
- The Gunner shall assume the duties of the sergeant in his absence.
- In the absence of the Gunner, the Chief-of-Caisson shall assume his duty and position.
- The Chief-of-Caisson is responsible for the security and maintenance of the limber chest.
- Shall actively supervise and may assist tasked details as necessary.
- Shall assist sergeants in routine and squad activities.
- -Shall teach individual soldier skills to include but not limited to marching, manual of arms and military etiquette

Cannoneers and Privates

- Responsible for the integrity of the Company's tone and deportment.
- Follow the instructions of NCOs and Officers.
- Get permission from superiors before leaving any Artillery position or post.
- Carefully manage your time away from Artillery positions; you may become absent without leave, jeopardizing the integrity and safety of the unit.
- Refer complaints and suggestions through the Chain of Command while on duty. (this does not apply to non-public or "off duty" hours)
- Learn to work together as a team; the duty of our respective positions should come first, and problems resolved when we are not in the presence of the public or other units.
- Cadets are the future of the Artillery! Observe, listen and learn. These are the requisites for promotion.
- Military Courtesies are in full effect during duty hours. Be courteous, polite and well mannered when interacting with the public and members of this company and other units.
- Safety is the concern of everyone. Never hesitate to correct an unsafe situation, regardless of the ranks that may be so involved. We must all look out for each other! When in doubt during the Gun Drill, call CEASE FIRE!

REFERENCES:

- "Customs of Service"
 "Artillery Tactics, 1864"
 "Hardee's Tactics"
 "Capt. August Kautz
 A Board of Officers
 "Gen. William Hardee
- 4. "U.S. Army Regulations, 1861/1863"
- 5. "Confederate Ordnance Manual"
- 6. Organizational Guidelines of The Liberty Greys, 6th Regiment, 1st Division, A.N.V.

ENCAMPMENT GUIDELINES

The main goal of an encampment presentation is to provide the members of the Artillery and the visiting public with an appreciation for what life could be like during the Civil War era. Learning from our past experiences, certain guidelines have been adopted to ensure an effective "living history" program.

- **1.** An authenticity committee shall be formed to discuss and provide guidance concerning all materials and equipment used by the Company. The goal is authenticity in all aspects whenever possible. This committee will be chosen by the Board and confirmed by the general membership.
- 2. Refer to the Plan of Encampment before the camp is established.
- **3.** Should a unit commissary be in effect, foodstuffs and provisions shall be stored in the designated commissary tent only. A dining fly may be used by the unit. When in use, the dining fly shall be the only place that the members shall gather for their meals.
- **4.** Food is to be prepared in the vicinity of the fire pit and the designated commissary tent(s).
- 5. Containers, food and beverages of modern times will not be permitted during public hours and shall be restricted from conspicuous display at all times. This includes but is not limited to items such as; modern sandwich and hotdogs, cans of soda and bags of chips, ketchup or muster bottles. Let us not spoil the "magic" of the events for others as well as ourselves.
- **6.** All members should remember to keep modern utensils out of the cook's chest and review its contents frequently to keep non-period items from being inadvertently taken into an encampment.
- 7. Members are responsible for the acquisition and maintenance of their mess gear. Modern pie tins and other such items shall not be used.
- **8.** The Company encampment commissary procedures will be developed and posted prior to all events. Food quantities so provisioned shall be based upon confirmed attendance. Members must commit to an event and contribute their portion of necessary provisioning funds at least three weeks prior to the week of the event. Effective planning will allow for ease of the marketing, preparation and proper storage of food required to feed the Company's members. Desserts, snack and other specialty sundries are to be provided by the members as extras, these are not the responsibility of the commissary.
- **9.** When provided, meals will be served in a timely fashion and scheduled so as not to conflict with the event/encampment timetable. The unit's Chief Cook, one NCO and one cook's assistant shall rise one hour before reveille to begin breakfast preparations. Members should be aware that they should eat lightly during the mid-day meal. Dinners may be somewhat more elaborate, however the Cook and necessary assistants should take care to return to the Artillery encampment early enough to ensure the evening meal is prepared and ready at the appointed hour.
- **10.** Cooking is the responsibility of all members of the Company. Commissary duties should be established for each event and adequately assisted by volunteers throughout the meals preparation and mess cleanup details.
- 11. The unit Commander, or his designee, shall be responsible for collecting any registration fees prior to the events. Members wishing to register with the unit Commander and Chief Cook early are encouraged to do so.
- **12.** There should be no smoking of modern cigarettes in the Period camp area. If you smoke in the Period camp, it should be a cigar or a Period looking pipe. If you want to smoke a cigarettes go outside the Period camp area. Like many of these rules, this only applies when the camp is open to visitors.
- **13.** Modern jewelry should not be worn especially modern wristwatches.

Note We must always remember why we have chosen to participate in "living history" events. We are primarily educating the public and ourselves. We must keep this responsibility in mind. A "hard-core" presentation is <u>not</u> our goal, however, we shall endeavor to live as closely as possible to the standards present during the timeframe 1861-1865.

- -- All comments, ideas and suggestions are desired, needed and encouraged.
- -- Everyone can contribute to the continual improvements of our efforts and presentation.

INDIVIDUAL EQUIPMENT

Prior to buying your clothing and equipment, it is best to ask your sponsor, the Company's Commanding Officer, or a member of the Company's Authenticity Committee for recommendations. This will ensure that any item or article of clothing you purchases will be allowed in the camp and/or in the field.

In addition, the following will help members, new and veteran, address the questions of "What do I need?", "How soon do I need it?" and "In what order should I acquire these items?" Members are also encouraged to read the uniform code as a reference before committing to purchasing equipment.

Upon enlisting you will need to begin acquiring the following equipment; starred items * are the "preferred choice".

UNIFORM AND BASICS:

- Shell Jacket, Richmond Type 1 w/red piping* or Fatigue ("sack") coat, of the approved pattern & color (use Confederate Grey at Blockade Runner as a guide- http://www.blockaderunner.com/). NOTE: You do not need to purchase from Blockade Runner. Artillery "A"* or Virginia buttons.
- Belt, black with 1 piece belt buckle. Virginia* or "CS"
- Trousers, mounted or foot pattern, with suspenders. Color: Sky Blue* or Confederate Grey.
- Suspenders should be of the style (and material as practical) that was worn during the 1860's.
- Kepi* (Confederate Grey w/red branch of service band) or Forage Cap. Large cannon and "1"
- Shirt (Muslin) of an appropriate pattern
- Shirt Fireman's Bib Red
- Brogans or other approved footwear
- Heavy Socks, grey
- Cup, Plate, Knife, fork and spoon. Stainless Steel* or Copper
- Canteen, a mandatory requirement at all events
- Haversack, for hauling all of your necessities

CAMP GEAR:

- Tent, Wedge type is the only type authorized, unless specifically addressed elsewhere or permission is given by the Company's Commanding Officer.
- Bed ticking and Blanket
- Lantern Candle type for company street

MISC. EQUIPMENT (Optional):

- Slouch hat, optional but very nice to have in the rain and direct sun, approved period straw hats may be used as well.
- Spare trousers
- Poncho or Gum Blanket
- Vest
- Extra shirt
- Gauntlets
- Boots, Artillery or Cavalry patterns
- Overcoat, mounted or foot pattern accepted

WEAPONS: (Optional)

- Model 1861 Springfield musket or British pattern 1853 Enfield* other long-arms permitted as appropriate.
- Pistol Remington or Colt. No .32 cal. Minimal brass
- Leather gear (cap pouch, cartridge box, slings, etc.) and requisite accouterments
- Artillery Saber or Sword
- Pistol Colt Army or Remington (both .44cal) and appropriate holster with flap

DRESS UNIFORM:

- The dress uniform will be proscribed for use at certain occasions as is proper.

NON-PERIOD ARTICLES

The wearing or display of non-period jewelry is discouraged, with wedding bands being the only standard exception. Any other items need the approval of the Authenticity Committee and/or the Company Commanding Officer.

Also, for those of us who wear glasses, period eyewear should be acquired as soon as possible. Those who have relatively weak prescriptions may simply opt to remove them during public hours.

Veteran members have been through the equipment selection process and will be of great value to you and your finances. In addition, there are some excellent books, e.g. <u>UNIFORMS</u>, <u>WEAPONS AND EQUIPMENT OF THE CIVIL WAR</u> or any of Don Troiani's books. There are some excellent sutlers out there that can also assist you. All have websites so you can comparison shop. The Liberty Greys website has some excellent recommendations. As time allows and finances permit, you may continually add to your uniform and equipment with personal touches and any number of "odd" items.

Women in the ranks allow for the greatest range of participation by living historians. However, acknowledging the physical differences, women who desire to participate as a combatant should endeavor to adjust their impression so that their gender is not obvious to the casual observer. All participants of either sex are encouraged to ensure their impression is accurate to the time period and area being recreated.

Good Luck and Welcome to the 1st Company, Richmond Howitzers!

NOTE:

Members in Good Standing as of the date of issue of these guidelines are "grandfathered" regarding uniform requirements, but for new purchases are asked to follow the above rules and guidelines.

HANDBOOK REVIEW:

"This document will be reviewed annually at a minimum and updated as required. This review will be done by the Board of Officers and submitted to the membership for approval. If changes are recommended by the Board, then as early as feasible this document should be sent to the membership for review and comments. This review process should be conducted after the election of the Board of Officers and be completed prior to the first drill in the spring. An approved document should be ready and in place by the start of the reenactment campaign season."