

## **POLICY AND PROCEDURE**

### **Policy #04 Training**

**Created 1-15**

**Revision date 10-22**

**Reviewed History 1-15, 7-18, 10-22**

**Effective date 1/1/2023**

It will be the responsibility of all the members of the Honor Guard to make their required annual training as set forth by the By-Laws of the MNEMSHG.

The Training Officer will provide six (6) training sessions per year. The Training Officer with permission from the Commanding Officer may hold an additional drill if he/she deems it necessary.

Training sessions will be no longer than 3 hours. However, there may be an occasion to have a longer session if a special event is coming up, and only if the Training Officer has given at least 10-day notice to all members. The training sessions will be divided up in morning and afternoon sessions. Morning session will be from 9 am until 12 pm. The afternoon session will be from 1pm until 4pm. Each session counts as 1 drill. If a member stays for the whole day they will get credit for 2 drills.

All members need to maintain attendance of 4 drills per year and pass an annual skills evaluation as per Article 4 Section 3 of the MNEMSHG Bylaws.

The Training Officer will make sure that he/she has a current roster of all members and their email addresses from the Operations Officer.

The Training Officer will email ALL members a minimum of 30 days prior to drill with date and location. Each member will be responsible to email the Training Officer within 10 days of the date of the email sent from the Training Officer. All members will be required to respond to that email one way or the other as to their being able to attend. Failure to respond to the email, and not making it to drill will be considered an unexcused absence.

The Training Officer after each drill will send a list of all who attended, and how much prep time it took to prepare the drill to the Executive Officer along with travel times, so an accurate account of total man hours can be kept.