**BITTERROOT VALLEY MILITARY PROGRAM**

**ORGANIZATIONAL POLICIES & OPERATIONS PROCEDURES**

**NAME (Last, First) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: / /**

**MM/DD/YY**

**Equal opportunity:** The BVMP will not discriminate based on race, color, religion, biological sex, national origin, political affiliation, or family status. The BVMP does not celebrate diversity. We foster comradery, focusing on what we have in common to build a stronger community and promote unity amongst all members.

**Physical Abuse**: Physical abuse of participants in any manner will not be tolerated. Physical abuse means an intentional act, an intentional omission, or gross negligence resulting in substantial skin bruising, internal bleeding, substantial injury to the skin, subdural hematoma, burns, bone fractures, extreme pain, permanent or temporary disfigurement, impairment of any bodily organ or function, or death. Physical abuse does not include corrective movements (for example, adjusting a cover, uniform item, a hand placement during drill, or a handshake etc.) self-defense, defense of others, or action taken to prevent self-harm by a child.

**Hazing/Bullying:** Will not be tolerated. Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group. Bullying is defined as aggressive behavior that intends to hurt, threaten, or frighten another person.

**Verbal Abuse:** Verbal abuse will not be tolerated. Verbal abuse is defined as threatening significant physical harm or emotional harm to an individual. Staff may be loud to motivate and incentivize cadets to achieve positive results. That is not verbal abuse or bullying.

**Corrective Training:** Cadets may be told to do physical exercise (additional push-ups or other physical training not part of planned unit exercise) to correct minor mistakes or to incentivize them. Corrective training will be limited to correcting minor group or individual infractions with "brief forms of exercise “not to exceed 20 repetitions of any one exercise per infraction.

**Fighting:** Fighting will not be tolerated amongst Cadets or Cadre. If required, parents will be called to pick up their Cadet(s). If warranted or after repeated instances, dismissal from the program may be necessary.

**Battle Buddies:** At every function, for many reasons — safety being the most important — the "Battle Buddy" system will be enforced. Battle Buddies are assigned or selected based on the situation. If a Cadet is spotted alone, away from the group, they will be counseled, and appropriate action will be taken.

**Social Media Policy:** BVMP Cadets will not post photos, videos, or recordings of functions without approval from the BVMP. Participants will not post photos that discredit the United States, their community, or themselves, or their families (in or out of uniform). Cadets are authorized to use/post pictures on their private social media using photos downloaded from the BVMP website if they are not deliberately used to negatively reflect on the BVMP or other cadets.

**Electronic Devices:** Use of electronic devices during functions is not authorized. If a parent needs to contact their child, they can contact the attending staff member and contact will be facilitated. Electronic devices will be surrendered at the beginning of each meeting and returned upon completion. Cadre may authorize electronic devices to be retained on a case-by-case basis.

**Participation in Public Functions:** When practicable, the BVMP shall cooperate in connection with civic or other public gatherings that are of a nonpartisan, nonpolitical character, or divisive community matter. These events will be conducted in a way that provides an opportunity to render service with respect to their training versus merely taking part in events in their uniforms. Participation in political campaigns, partisan community events (town halls or debate functions) is not authorized. Care will be taken to ensure that participation in any event does not promote a business or person associated with activities counter to the mission of the BVMP.

**Bathroom/Locker Room/clothing/grooming:** BVMP Cadets will use the facilities associated with their biological sex, as well as wear clothing and adhere to the grooming standards associated with the sex of their birth.

**Uniform:** BVMP cadets will properly wear the uniform for unit functions when directed. The BVMP uniform is authorized for wear only at designated functions. The wearing of the uniform for personal use (hunting, paintball, airsoft, etc.) at political functions or divided community events (town halls or debate functions) is not authorized.

**Two-person integrity:** Adult BVMP staff with youth participants shall always observe “two-person integrity” to ensure that no adult is left alone with youth participants. In unavoidable circumstances where only one adult is present, the door must be opened or in a space where they can be observed. It is never appropriate for an adult to be alone with a cadet. Every attempt will be made to have a female adult present with female Cadets during counselling.

**Program Goals:** The (BVMP) is focused on turning our community’s youth into tomorrow’s leaders, community service, self-discipline, living a healthy drug-free lifestyle, and making a well-rounded citizen who serves his or her community and country. The BVMP involves a combination of practical and fundamental skill training to achieve those objectives.

**Participation in the BVMP:** All participants must be a volunteer, be physically and mentally capable of participation and complete a school sports physical. The BVMP is not a scared straight, or juvenile discipline program.Participation does not constitute or require a military service commitment upon graduation from high school.

**Teaching Method:** The Bitterroot Valley Military Program will utilize the EDIP (learn by doing) method. EDIP stands for Explain, Demonstrate, Imitate, and Practice and employs a combination of informal lectures, demonstrations, and practical application.

**Adult Instructors:** The BVMP should always maintain at least one Adult Volunteer for every ten youth participants present and, when possible, a combination of both male and female staff. Every effort should be made to recruit dedicated adult volunteers that keep in mind the goals of the program. Staff members must be willing to lead by example by wearing the BVMP uniform. Staff must, to the best of their ability, refrain from using any profane or foul language.

**Vetting Adult Instructors:** In addition to the background check, staff must meet at least one the following criteria:

* + Be honorably discharged, separated medically, or retired from a component of the Armed Forces
  + Have a background check performed by a Montana Law Enforcement Organization or possess a Current Concealed Weapons Permit (Proof of background check) from the county of their residence and provide a copy of the background check to the BVMP.

**Staff Billets:** Billets needed to hold a function minimum of 3. A ratio of ten cadets to one staff member is set as the minimum Cadet to Staff ratio. Staff members must follow the Two Person Integrity.

* OOD – Officer Of the Day responsible for carrying out the training plan of the day, dismissed the Cadets, via the NCOD at the end of the day.
* NCOD – Non-Commissioned Officer Of the Day assists the OOD in carrying out the plan of the day.
* Safety – Not involved directly in instruction but present, providing an overwatch of the area for safety issues. Along with all staff, addresses environmental issues and can stop training at any time if required.

Staff should not interfere with, interrupt, or disturb classes unless agreed by the class instructor, or necessary because of an emergency. Classes taught will support the program goals.

**Three Hat Atmosphere.** To ensure that the BVMP maintains not becoming a juvenile discipline, or a scared straight program, cadre need to adopt the “Three Hats Atmosphere”. The “Three Hats” atmosphere is used to maintain a disciplined program balanced with positive and fun that keeps our Cadets engaged and makes the program something to look forward to.

The Three Hats:

1. Drill Instructor. During drill we are strict. This is where the individual learns to work with a team and develops self-confidence and discipline despite a strict atmosphere.
2. Coach. During physical activity, BVMP Cadre will encourage, motivate, do not berate, or criticize. Cadets are measured against themselves, not each other.
3. Teacher. During class, relax the atmosphere so Cadets will learn. Encourage cadets to ask why and to discuss the subject as long the conversation does not become disruptive or detract from the lesson.

**Safety Protocols:** In the event of an emergency, BVMP staff will follow these steps:

1. Assess the situation, determine if immediate medical attention is needed or if parents need to be notified.
2. If immediate emergency services are required, one staff member will call 911, OR assess if they will be transported to an Emergency Room.
3. Another staff member pulls the emergency medical record card and calls parents with the following information.
4. Name of injured cadet
5. Injuries (do not speculate – only what is known)
6. 911 Called/Or Emergency Room the cadet was taken to.
7. Who traveled with the injured.
8. If ambulance services are needed, a staff member will be on the roadside to ensure medical teams can quickly get to the injured person.
9. One staff member separates the uninjured Cadets from the situation and tends to them, keeping calm among the cadets.

**Medications**: If a Cadet requires over-the counter or prescription medication during a meeting medication, pre-coordination should be made by the parent or guardian. If over the counter medication is needed, a staff member will call the parents or guardian of the cadet before any medication is administered.