

Hunt Planning Guide and Worksheets

Chapter 7



Chapter 7

Huntmaster Checklist

Call Landowner

- ◆ Schedule initial meeting
- ◆ Review your manual and your hunt plan concept
- ◆ Have landowner sign Landowner Agreement

Visit the hunt site

- ◆ Provide landowner with his packet
- ◆ Explain your hunt concept to the landowner and ask about any rules, desires or constraints the landowner may have
- ◆ Determine lodging, cooking facilities, food storage and serving area availability
- ◆ Survey hunting areas
- ◆ Complete your initial risk assessment form
- ◆ Identify any concerns or problems with the landowner
- ◆ Provide the landowner with complete plan and follow-up with contacts as you move toward the hunt dates
- ◆ Obtain maps and phone numbers
- ◆ Submit hunt plan to the CDOW Hunter Outreach Coordinator for review and approval

Confirm the plan with the Hunter Outreach Coordinator

- ◆ Call if there are changes or questions
- ◆ Get a budget for food, equipment, etc
- ◆ Provide equipment request form with your hunt plan

Plan the Hunt in detail

- ◆ Determine meeting points
- ◆ Determine all meals and support requirements
- ◆ Determine volunteer requirements
- ◆ Develop a support plan to include all lodging, meals and equipment. Ask another Huntmaster to review your plan and help fill in any ideas you may have forgotten

Recruit your staff

- ◆ You do not need to do this alone, get volunteers
 - Cooks
 - Guides
 - General assistant
 - First aid/medical
 - Sponsors for food, equipment, ammunition, etc
 - Ask for DOW personnel at least 60 days prior to the hunt; biologist, wildlife officer, etc

Prehunt Preparation

- ◆ Gather supplies and equipment
 - Food, firearms, ammunition, goodies, safety equipment, other supplies: **THINK THROUGH THIS. DEVELOP YOUR OWN EQUIPMENT LIST.**
 - Check final contacts with hunters and parents. Remind all of the things they need to bring
 - Check all paperwork and needed forms

Final departure check

- ◆ Call landowner and verify arrival time
- ◆ Call volunteers
- ◆ Contact CDOW Hunter Outreach and verify hunt information
- ◆ Finalize plans

Upon arrival

- ◆ Arrive early
- ◆ Check facilities to be used
- ◆ Unload and check supplies
- ◆ Set up camp
- ◆ Brief Volunteers
- ◆ Identify jobs for reception of hunters
- ◆ Coordinate with local authorities
- ◆ Test and validate emergency action system
- ◆ Put out signs if required

- ◆ Set up registration area and be prepared to receive hunters

Participant Arrival

- ◆ Give specific instructions on what they are to do
- ◆ Register each participant properly
- ◆ Verify HE card, licenses, all forms
- ◆ Resolve missing forms and documents
- ◆ Give initial briefing as soon as all participants have arrived
- ◆ Verify each hunter has a legal guardian or sponsor with them
- ◆ Control the flow and safety of the hunt from the start

Initial Meeting

- ◆ Introduce the landowner, volunteers and support people
- ◆ Have hunters introduce themselves and their parent/sponsor
- ◆ Provide Huntmaster Orientation
 - Be professional and start right away with the right standards
 - Address Landowner rules
 - Outline the hunt
 - Discuss emergency and safety procedures
 - Discuss applicable game laws
 - Check all tags and licenses
 - Allow hunters to ask questions. Get them all answered now

Getting started

- ◆ Have a list of chores and requirements posted for the hunters
 - Kitchen duties
 - Clean up duties
 - Tent monitor
 - Firewood stackers
 - ETC.

Hunters and sponsors are responsible participants. Give them work to do that supports the group. Have them experience all aspects of the hunt.

- ◆ Brief volunteers and parents
- ◆ Assign guides and hunting areas

- ◆ Establish lights out time
- ◆ Be a manager of the hunt, allow others to do what needs to be done and YOU supervise and direct

End the Hunt

- ◆ Assign clean up and leave the area better than when you arrived
- ◆ Collect all thank you letters
- ◆ Clean all equipment possible
- ◆ Talk to all participants and ask for feedback
- ◆ Insure group photo has been done
- ◆ Give travel safety briefing

After the hunt

- ◆ Call in your hunt report to the CDOW Hunter Outreach Coordinator. Call 303-291-7545 and read the post hunt report
- ◆ Return borrowed supplies as soon as possible
- ◆ Return film, forms and short narrative about the hunt
- ◆ Identify any problems or concerns

**HUNTMASTER
BIG GAME HUNT
CONTACT GUIDELINES**

Introduction:

1. Ask to speak to Parent/Guardian first
2. Cover dates of the hunt
3. Confirm able to participate
4. Confirm received hunt package
5. Confirm form completion and mail-in confirmation
6. Confirm they understand the documents to be fully completed to bring for check-in including Photo Release, Waiver, Health history (hunter and guardian)), Hunter Education card, License and social security number

General Items:

1. Discuss hunters - special medications (administering of any medication will be done by Sponsor), physical limitations, allergies, hunting background.
2. Stress that parent/guardian will be with the hunter at all times.
3. Discuss firearm - type, model, caliber, use factory ammunition (no reloads – soft nosed bullets), must have bi-pod or shooting stick, amount of practice, hunter's overall shooting ability.
4. Discuss what to bring – suggested equipment list provided by Hunter Outreach Coordinator (make sure they bring rubber gloves for field dressing), any special needs items (inhaler, medications, etc.)
5. Explain how and where the hunting license will be obtained (**\$10.75 for big game - \$11.00 for Turkey**). Youths will need ID, DOB, social security #, HE Card. NOTE: Youth hunters do NOT need habitat stamp.
6. Discuss meals and accommodations – determine if hunt party unable to eat certain things (ie. Pork, milk products, wheat, eggs), what they like for snacks, types of drinks (diet, sugar free, regular, decaf or

- regular coffee, tea, juices, etc.) describe sleeping facilities, bathroom facilities, cooking facilities, camp chores.
7. Discuss transportation – determine their means of transportation, vehicle type, make, color, exchange cell phone numbers, meeting place, time to meet, directions to meeting place.
 8. Make sure they understand that all hunting parties remain for the full length of the hunt regardless of when the hunter harvests an animal. The hunt is not over until the Huntmaster dismisses them. Explain why – thank you note to write, gift signing, group picture taking, camp cleanup, and the final thank you ceremony with the owner/manager
 9. Make sure they have your phone number (and email address) in case of questions or concerns.
 10. Emphasize that if something happens where they need to cancel, early notification could provide another youth hunter the opportunity to take their place. Obviously last minute emergencies are understood.

Hunt Details:

1. Discuss location of hunt and land owner/manager's name. **Ensure they understand that they are not to do any scouting or contact the landowners in any way (all landowner contact will be done by the huntmaster).**
2. Discuss introductory expectations – Huntmaster introduces hunter (firm handshake with owner/manager) who in turn introduces their sponsor/Guardian.
3. Discuss physical level of the hunt, type of terrain, amount of walking, climbing, overall amount of physical exertion to expect.
4. Discuss your emergency procedures – how you will contact emergency medical personnel, nearest emergency facilities in case of an accident or other emergency; how to contact police; number for highway conditions, phone number their family may use to contact them in case of a family emergency.
5. Describe form of hunt – culling bucks, does only, cows only, culling bulls, whichever applies.
6. Emphasize the Guide is in charge while hunt party is in the field and the hunt party will obey the guides instructions, the guide will designate which animal the hunter will attempt to harvest (they may see several larger bucks, bulls, small or large herds).
7. Make sure they understand that if an animal is wounded all efforts to recover that wounded animal will be attempted until the animal

is located and harvested. Whether the retrieval is successful or unsuccessful, the hunt is over for that hunting party.

8. Explain that upon successful harvest the Guide and Huntmaster will instruct the correct and safe methods to field dress, skin, quarter or bone the carcass (when applicable), and care for the meat but it is the responsibility of the hunting party to do these things (field dressing, skinning, transporting the meat, getting it processed, CWD tested, etc)
9. Emphasize any abnormal occurrences or problems with the hunt should be brought to the Huntmasters immediate attention. The Huntmaster is responsible for getting things corrected.

Waterfowl Hunt Briefings (Example)

Morning Briefing.

1. Acknowledge and applaud the outfitter for their role in allowing the youth to hunt on their properties.
2. Discuss that they are hunting on private property and cannot return to these properties unless they are with the outfitter or are on another DOW sponsored hunt. Tell them they will be charged with trespassing and will be removed from the program if this occurs. This is also on their policies sheet.
3. Discuss the travel arrangements, and split groups between Huntmasters and their prospective pits. Ensure everyone has 4-wheel drive. If not arrange for them to travel with other party. Huntmaster in lead with assistant in rear with telephone in case party gets split up.
4. Discuss importance that vehicles stay **DIRECTLY** behind lead vehicle to keep people from driving into ditches or into the pit.
5. Tell attendee's that once they are stopped in the field to leave all gear except jackets, hats and gloves in their vehicle until asked otherwise by the Huntmaster, and to meet behind the decoy trailer for further instructions.

Decoy and pit arrival briefing:

1. Once everyone is gathered at the trailer discuss the location of the pit and to advise steering clear of it. At this time (or earlier) I would have the Assistant start removing the lids on all holes so that the holes are obvious.
2. Discuss decoy placement and direct the attendee's on how and where you want the decoy's placed. If there is time, discuss why you are putting them out in this fashion.
3. Begin decoy placement.

Equipment check:

1. Once decoys are out have attendee's get gear out of their vehicles and to the pit. Make sure to tell them to leave gun cases in car and have actions open.
2. Do gun check for safety. Gun in good condition. Action clean and clear. Barrel clear of FOD. Ask for size choke installed, and if they know how to properly operate the gun. If attendee is using division gun, explain safety features and proper use of that firearm.
3. Once all gear is at pit side, move vehicles to parking spot. ALL kids must stay with their parents! They cannot be left at pit.

Pit Safety Talk:

1. Discuss zones of fire and reason for decoys between pit holes
2. Discuss gun safety in pit, and how to be ready once they are told to be "ready"
3. Discuss pit communications. Front, Back, Flag, Take Em. Inform attendee's they must be silent when guides are calling and working geese.
4. Practice firing drill for worst-case scenario. Parents to throw lids and add support to kids as necessary.
5. Discuss that no shots are fired by anyone except the Huntmasters once the dogs have been let out of the pit.
6. Discuss any rules you may have with your dog with the attendee's.
7. Discuss the three B's: Butt. Beak. BANG! Tell them to pick out **one** bird!
8. Load up and HUNT!

Be sure to take group pictures in middle of day so that there is plenty of light.

Be sure to discuss cleaning and proper care of the birds.

Take TON'S of pictures during the hunt!

Ensure DOW guns and equipment accounted for before anyone leaves

End of day thank them for coming. Have everyone participate in retrieving decoys and cleaning the pit to show good stewardship of the land they got to hunt. Be sure Huntmaster is last to leave the field.

Parent contact checklist for youth goose hunts (Example)

1. Age of youth.
2. Type and gauge of firearm
3. Choke selection. Recommend Improved Cylinder to Modified. Let parents know they cannot have anything tighter than Modified. If gun is fixed choke above modified, make arrangements for DOW loaner gun. Single shot guns are also not preferred. 20 gauge is minimum
4. Discuss ammo selection. No smaller than number 2 or larger than BB size pellets in any form of non toxic shot. **FACTORY AMMO ONLY! NO RELOADS!** It is the responsibility of the parents / sponsor to supply the ammo unless other arrangements are made. Have parents verify guns gauge and shell size on barrel.
5. Discuss license requirements for the youth. Kids until they are over 17 can have a youth license, but 16 and 17 YO kids must have waterfowl stamps for state and federal. Remind them about HIP numbers. Use extra emphasis when calling about 2008 hunts that they need a 2008 license but do not need new stamps.
6. Discuss clothing needs for the youth **and** the parents. Camo not required, but earth tones are a must. Dark green, tans, and brown colors. Discuss layering, and warm footwear.
7. Suggest drinks and snacks for the pit
8. If the mother is the sponsor attending the hunt, advise them not to drink heavily before the hunt due to lack of facilities in the field.
9. Remind them of meeting time, and possible travel time from their general location. 1-hour Denver. 2.5 hours CO springs. Ect

Ask if they have any other questions

GEAR CHECKLIST

HUNTING GEAR

___ Hunting knives	___ Knife sharpener	___ First Aid Kit
___ Short ropes		
___ Day Pack	___ Hunting blind	___ Whistle
___ Map(s)		
___ Binoculars	___ Range finder	___ Game calls
___ Compass		
___ Game bags	___ Poncho	___ Canteen
___ Bipod		
___ Wyoming saw	___ Wind bottle	___ GPS/batteries
___ Gloves		
___ Rifle/shotgun	___ Ammo	___ Cleaning kit
___ Walkie talkies		
___ Camo hats	___ Camo Face mask	___ Rubber boots
___ Leather boots		
___ Camo clothes	___ Blaze orange	___ Extra socks
___ Camera/batteries		
___ Flashlight/batteries/extra bulb		

CAMP GEAR

___ Tarps	___ Ropes	___ Tents
___ Shovel		
___ Hammers	___ Axe	___ Bow saw
___ Cook Stove/fuel		
___ Griddle	___ Cooking pots	___ Lighters/matches
___ Coffee pot		
___ Cooking Utensils	___ Pot holders	___ First Aid Kit
___ Trash bags		
___ Coolers	___ Water jugs	___ Folding
Chairs/buckets		
___ Lanterns/fuel	___ Table(s)	___ Dish pan

- | | | |
|-----------------------------|------------------|------------------|
| ___ Porta-potty/accessories | | |
| ___ Fire Extinguisher | ___ Paper plates | ___ Plastic ware |
| ___ Hot/cold drink cups | | |
| ___ Paper towels | ___ Napkins | ___ Toilet paper |
| ___ Handy wipes | | |
| ___ Dish soap | ___ Dish towels | ___ Sponges |

FOOD ITEMS

- | | | |
|----------------------|-----------------|----------------|
| ___ Cooking oil | ___ Spices | ___ Snack bars |
| ___ Bottled water | | |
| ___ Main dishes | ___ Desserts | ___ Fruit |
| ___ Sandwich fixings | | |
| ___ Condiments | ___ Soft drinks | ___ Chips |
| ___ Coffee/Tea/Cocoa | | |

PERSONAL GEAR

- | | | |
|----------------------|------------------------------------|--------------------|
| ___ Toilet paper | ___ Flashlight/batteries/extrabulb | |
| ___ Alarm clock | | |
| ___ Sleeping Bag | ___ Sleeping hat | ___ Thermarest/Cot |
| ___ Folding knife | | |
| ___ Leatherman tool | ___ Camp shoes | ___ Wickaway socks |
| ___ Boot socks | | |
| ___ Camp socks | ___ T-shirts | ___ Underwear |
| ___ Long Johns | | |
| ___ Jeans | ___ Flannel shirt | ___ Wool sweater |
| ___ Gore Tex | | |
| ___ Sweats | ___ Light jacket | ___ Heavy Jacket |
| ___ Work gloves | | |
| ___ Wash cloth/towel | ___ soap | ___ toothpaste |
| ___ toothbrush | | |
| ___ Deodorant | ___ Chap stick | ___ Cough drops |
| ___ Hair brush/comb | | |

____ Floss
____ Reading glasses
____ Sewing kit
____ Gum

____ Medication
____ Sun Glasses

____ Book
____ Baseball cap