

Duties of the HUNTMASTER

Chapter 2



Huntmaster

1. **General:** The Huntmaster plays a critical role in the success or failure of a planned activity. They are the conductor of the orchestra and must insure all of the participants remain on the same sheet of music. The Huntmaster must clearly understand their role and the role of the volunteers in providing a safe and enjoyable experience for the novice hunter.

2. **Getting started:** Each activity begins with a concept, and then moves into planning the activity. The Huntmaster must decide on the type of hunt they wish to sponsor. To determine the type of hunt, the Huntmaster should look at several things:
 - a. What are your own personal hunting skills?
 - b. What are your potential resources?
 - c. What level of commitment can you make to the hunt in terms of time and resources?
 - d. How big or small should this hunt be?

The Huntmaster must review several considerations while building the concept and beginning the planning process.

- Identify resources
 - ◆ Landowners
 - ◆ Volunteers (Cooks, guides, sponsors)
 - ◆ Participants
 - Where do I get my youth/novice participants?
 - What other organizations can supply them
 - How many can I support (Remember for each youth participant, a sponsor must accompany them)
 - ◆ Budget
- Determine the length of the activity (i.e. one day or several days)
- How much time do I have between concept and the day of the event?

3. **Planning:** Once you have considered the above, now it is detailed planning time for the event. Several items you should consider in your plan are:

- ◆ Support staff
- ◆ Meeting place
- ◆ Forms and applications
- ◆ Public Relations
- ◆ Equipment needs
- ◆ Lodging and meals
- ◆ Volunteer training
- ◆ Risk assessment
- ◆ Emergency actions

The plan at Appendix A is an example of a planning methodology. The Huntmaster Planning Form at Appendix B can be reproduced as an aid in your planning process.

4. **Approval:** Once you have your plan developed, contact the CDOW Hunter Outreach Coordinator (303-291-7248) to discuss the plan and obtain approval for budget and equipment needed to run your activity.

5. **Conducting the Hunt.** You have received approval for your hunt plan and a budget. Now you are ready to begin the process of actually conducting the hunt. Generally we use the following procedures for the hunt.
 - a. **The Application Process.** The Hunter Outreach Coordinator receives applications from hunters between the period April to August each year. After the deadline date, hunter applications are divided into groups by species preference and a drawing is held to select hunters for each hunt. A copy of the application is included in Chapter 10. Selected hunters are then booked against a hunt and sent an acceptance letter. They must accept the hunt offered and return a reservation fee with the acceptance letter.
 - b. **The Booking Process.** Once a hunter has accepted a hunt and returned the reservation fee. The hunt roster is completed and a Huntmaster package is mailed to the Huntmaster which contains a Hunt Roster and the reservation checks.
 - c. **Huntmaster Contact.** After the Huntmaster has received a hunt roster, he/she should send them a contact letter with information concerning the hunt (Figure A-1). The letter should provide as

much information about the hunt as possible, to include times and places and a map for initial meetings. The Huntmaster will call the hunters and cover information about the hunt and answer any questions concerning the hunt. An example contact checklist is provided at Figure A-2).

- d. **Initial Meeting.** Generally, the first meeting with the hunter and their sponsor is on the day of the hunt at a meeting point selected by the Huntmaster and provided in the letter sent to the hunter. This meeting is very important and must be properly conducted by the Huntmaster. The initial meeting will cover the following items:
 - i. **Registration.** The Huntmaster must personally review the registration forms of each hunter and insure all are complete. The waivers **MUST** be signed before departure from the meeting point. The Huntmaster will interview each hunter and parent individually during the registration process to insure forms are complete, note any medical issues on the health forms and offer to return the registration fees.
 - ii. The registration fees are provided by the hunter at the time of acceptance to encourage them to attend the hunt. We do not charge for the hunt. At the time of registration, the Huntmaster **must** offer to return the registration fee to the hunter and state that they may donate it to the program if they so desire. If the hunter wishes to donate the fee to the program, the Huntmaster will insure the parent or sponsor writes the word “donation” in the lower left hand corner of the check. If the hunter wishes the reservation fee back, annotate on the Hunt roster that the funds were returned to the hunter.
 - iii. **Safety Orientation Briefing.** The Huntmaster will conduct the safety orientation briefing at the initial meeting. The briefing will cover all of the safety aspects of the hunt. A copy of the briefing checklist is included in Chapter 10 of this manual. The briefing must be conducted prior to departure from the meeting point.
- e. **The Hunt.** Huntmasters will conduct the hunt according to the hunt plan provided to the Hunter Outreach Coordinator. It is

understood that events on a hunt do not occur exactly as planned in the original hunt plan but Huntmasters are responsible for making prudent decisions that are always based on safety and standards of the program.

- f. **Post Hunt.** After the hunt is completed, the Huntmaster will complete the post hunt report, expense record and return all the checks and registration forms to the Hunter Outreach Coordinator or Regional Coordinator within 10 days of the hunt. A telephonic post hunt report is required within 24 hours of the hunt to confirm the hunt was completed safely.

6. Checklist of Essential Volunteers

- HUNTMASTER
- COOK
- GUIDE COORDINATOR
- GUIDES
- PHOTOGRAPHER
- RANGE COORDINATOR

Finding the Key Personnel

Chapter 2 COOK

If an overnight activity, this is a key position on your staff. A good meal is a key ingredient to an enjoyable experience. Experience in cooking for a large group, cooking in the outdoors and an imagination are key talents for this person.

GUIDE COORDINATOR

The guide coordinator is responsible for assigning guides to hunters, coordinating their movement and accountability of all hunters on departure and return. The guide coordinator should be familiar with the property you are using, restrictions and boundaries.

GUIDES

Guides may come from a variety of sources. The ranch or property owner may hire them during the hunting season if the property is a RFW or outfitter operation. They may be club members of a private club or conservation group member if working with a conservation group. In all cases, the guide coordinator must explain the program rules to the guides, work to insure they understand our expectations and expectations of the landowner.

PHOTOGRAPHER

Assigning someone to be a photographer for the activity early is essential. If you attempt to do this yourself, you will have only one or two pictures and that is it. In most cases, the Huntmaster can budget for purchase of the film and processing.

RANGE COORDINATOR

This position may not be a full time job but it is essential if you are going to have the hunters shoot before the hunt activity or if you are going to incorporate shooting into your education plan for the hunt. If used in conjunction with a hunt and the range is located at the camp location, the range coordinator can be working with small groups of hunters at the same time other camp setup activities are being accomplished.

Appendix A

COLORADO DIVISION OF WILDLIFE HUNTER OUTREACH PROGRAM HUNT PLAN

HUNT PLAN NAME: Kim Turkey Hunt

Date of Hunt: 16 –18 May 2003

Huntmaster: Daniel Boone

Guides: Fess Parker
Davey Crocket
Jim Bowie

Hunt Location: SE Kim Colorado

1. **OBJECTIVE:** The CDOW Hunter Outreach Program will provide a unique opportunity for four hunters with sponsors to hunt turkeys in SE Colorado at property belonging to Bruce Nittler, east of Kim Colorado on 16 – 18 May 2003. The hunt was coordinated through DWM Davey Crocket.
2. **DIRECTIONS TO HUNT LOCATION:** Need to obtain from Landowner
3. **PLAN DETAILS:**

3A. CONCEPT

- (1) Huntmaster with three volunteers will take four hunters and sponsors to hunt location on 16 May 2003. Daniel Boone and Fess Parker will meet two hunters at the CDOW Headquarters office at noon on 16 May. Group will travel by DOW and personal vehicle to the Colorado Springs Office to meet two hunters at the CS office. Daniel Boone will drive a DOW Suburban with trailer. Hunt party will depart CS office NLT 1:30 PM and travel to Kim Colorado to meet property owner, Bruce Nittler at his property.

- (2) Upon arrival, group will prepare camp area using DOW equipment. Once camp is established, group will have a safety orientation, receive landowner orientation and depart for late afternoon bird roosting trip.
- (3) Group will plan two hunts on Saturday, early morning and late afternoon. Midday, hunters and sponsors will participate in performing chores for the landowner. If necessary, group will participate in one morning hunt on Sunday morning. Group will depart for CS and Denver NLT 11:00 am on Sunday 18 May 2003.

3B. COORDINATING INSTRUCTIONS

(1) Huntmaster will:

- a. Select youth hunter participants
 - Daniel Boone obtain two from Denver Metro and obtain two from CS area
 - Coordinate purchase of OTC licenses for GMU
- b. Coordinate all transportation requirements
- c. Plan driving route and disseminate to other drivers
- d. Plan and provide food for meals
- e. Obtain hunt equipment needed by guides
 - Each guide will be given one hen decoy flex and one ground blind screen
 - Guides will supply their own turkey calls
 - Huntmaster will provide head nets for hunters
- f. Serve as cook for all meals
- g. Provide 'How to Hunt' brochures to hunters
- h. Provide one mouth call per hunter for instruction

(2) Guides will:

- a. Provide one on one instruction for each hunter
- b. Provide personal equipment as necessary
- c. Coach hunters during turkey hunting class on Friday evening
- d. Provide camp support as necessary

3C. RISK ASSESSMENT: See attached form

4. LOGISTICS SUPPORT:

◆ Camp equipment:

- One 12 x 15 Outfitter Wall Tent
- One wood stove
- Two camp cook stoves

- Cook box with equipment
- Camp box with equipment
- Outreach Trailer with component equipment
- Lamps/lanterns
- 200 ft power cords
- ◆ Food
 - Meals prepared: Two Supper, Two Breakfast and two Lunch
 - Number of meals each: 15 servings
 - Water for 15 people for two days
 - See meal plan attached
- ◆ Vehicle support
 - One Suburban
 - One Outreach Trailer

5. POINTS OF CONTACT:

Daniel Boone CDOW HQ

303-291-xxxx

Huntmaster Planning Outline

HUNT PLAN NAME: _____

Date of Hunt: _____

Huntmaster: _____

Volunteers: _____

Landowner Name _____

1. OBJECTIVE.

2. LOCATION OF HUNT

3. PLAN DETAILS

3a. CONCEPT

3b. COORDINATING INSTRUCTIONS

3c. RISK ASSESSMENT

4. SUPPORT REQUIREMENTS

5. POINTS OF CONTACT

Colorado Division of Wildlife
 Hunter Outreach Program
 Risk Assessment Worksheet

		<i>HAZARD PROBABILITY</i>			
SEVERITY	FREQUENT 5	LIKELY 4	OCCASIONAL 3	SELDOM 2	UNLIKELY 1
CATASTROPHIC 5	EXTREMELY HIGH	EXTREMELY HIGH	HIGH	HIGH	MODERATE
CRITICAL 4	EXTREMELY HIGH	HIGH	HIGH	MODERATE	LOW
MODERATE 3	HIGH	MODERATE	MODERATE	LOW	LOW
NEGLIGIBLE 1/2	MODERATE	LOW	LOW	LOW	LOW

RISK ASSESSMENT CODE MATRIX

RISK ASSESSMENT CODE: The Hunting Outreach Program is designed to provide a safe and educational experience for novice hunters participating in each hunt. The Huntmaster will develop an initial risk assessment of the planned hunt and update the risk assessment matrix as changes occur before and during the hunt. The following information will help the Huntmaster complete his/her risk assessment plan.

a. Standard definitions to assist in determining the severity and hazard probability.

(1) **RISK LEVELS**

- (a) **EXTREMELY HIGH RISK** – Dangerous activities associated with the hunt. DOW will not participate in this level of hunt risk.
- (b) **HIGH RISK** – Significant risk factors in the planned hunt. DOW will not participate in this level of hunt risk.
- (c) **MODERATE RISK** – Some risk factors exist but they can be managed by Huntmasters and guides to provide a safe environment for the hunt.
- (d) **LOW RISK** - Little or no impact on the hunt

(2) SEVERITY

- (a) CATASTROPHIC - Possible Death or permanent total disability
- (b) CRITICAL - Possible injury requiring immediate medical evacuation
- (c) MODERATE - Possible minor injury to hunt party.
- (d) NEGLIGIBLE - First aid only

(3) PROBABILITY

- (a) FREQUENT - Occurs often, continuously experienced.
- (b) LIKELY; occurs several times.
- (c) OCCASIONAL; Occurs sporadically.
- (d) SELDOM; Unlikely, but could occur at some time.
- (e) UNLIKELY; Can assume it will not occur.

A. Hunt		B.Date Begin: End:		C. Date Prepared	
D. Prepared By:					
E. Activity	F. Hazards	G. Initial Risk	H. Measures Taken	I. Final Assessment	J. Planned Actions
1. Transportation DOW Vehicle Private Vehicle Landowner Vehicle 2. Weather Sun Rain Snow Wind Heat Index Lightning 3. Terrain Flat Open Flat wooded Mountain <8000 ft Mountain > 8000 ft Marsh or Water 4. Hunter Age < 10 years > 10 years 5. Firearms Rifle Shotgun 6. Game Animal Big Game Small Game Upland/Waterfowl	Vehicle accident				
K. Overall Risk level after controls are implemented (circle one): Approval: _____					L.
Low Moderate High Contact DOW Extremely High: Cancel hunt					
Emergency Preparedness: Directions to Medical facility					
Phone number for EMS/Law Enforcement					

Emergency Preparedness (Use in conjunction with the Risk Assessment Plan)

1. Local Considerations- examples: An old mine or well on the land, an area infested with snakes, unsafe road, etc.
2. Prior planning and preparation:
 - ◆ Obtain the 911 address for the hunt site
 - ◆ Develop an emergency evacuation plan before the hunt
 - ◆ Notify local authorities of the hunt
 - ◆ Develop an emergency signal between the hunter/guides and hunt camp (three shots, horn, cell phone, etc)
 - ◆ Have a emergency first aid kit at the camp
 - ◆ Provide all guides/Huntmasters with combinations to any access gates
2. Hazards
 - ◆ Stinging insects
 - ◆ Snakes/reptiles
 - ◆ Asthmatic or allergic shock
 - ◆ Disease from animals
 - ◆ Weather changes
 - ◆ Flash floods
 - ◆ Heat or cold
3. All injuries should be reported to the Huntmaster as soon as possible
4. Provide emergency numbers and evacuation plan to all members of the group. Place copies of maps to nearest emergency facility at central location and brief all participants on the route to the facility.
5. Use the Risk Management worksheet to assess risk to the hunt and develop measures to reduce risk.
6. Talk safety at every meal, break and before each departure.

Landowner Risk Assessment Plan

General Categories

- ◆ **Hunting Safety, Compliance, and Policies**
 - Follow all rules and regulations outlined in the DOW Hunter Education course
 - Follow all local, state, and federal game laws
 - Require blaze/hunter orange for all youth hunters except for turkey, waterfowl, dove, and bow hunts
 - Inform CDOW Hunter Outreach Coordinator of any special rules or regulations youth hunters, accompanying adults and volunteers must follow
 - No alcohol or drugs permitted. Violation will mean immediate dismissal of youth hunter and accompanying adult or volunteer from youth hunt
- ◆ **Transportation Safety**
 - Automobile liability insurance
 - Vehicle condition- make sure vehicles are in good working condition; an automotive checklist has been included for your convenience
 - Transportation to and from youth hunts is provided by landowner
 - Transportation to and from hunt locations provided by landowner
 - Current weather and road conditions relayed to Huntmaster
- ◆ **Known Defects or Dangerous Conditions (make aware of)**
 - Ranch/farm equipment- marked or roped off, warning signs posted
 - Structures- marked or roped off
 - Blinds
 - Prefer ground blinds
 - Check to make sure that the blind is structurally sound
 - Check blinds for wasps and animals
 - If the blind is a tower blind, brief a youth hunter and accompanying adult on climbing safety and to be aware of the hauling line
 - In a tree stand, a safety belt is required for all youth hunters
 - Landowner livestock

- Any wildlife management practices
- Epizootic/ rabies epidemics
- Firearm equipment inspection
- ◆ Reporting/Log
 - Arrival/ departures of youth hunters and accompanying adults
 - Notify neighboring landowners
 - Knowledge of hunting operations
 - Trespassing
 - Agreement with neighbors if animal wounded and wanders onto their property
 - Land boundaries (description and map of property)
- ◆ Emergency Preparedness
 - Appropriate emergency phone numbers by phone
 - EMS/ police/ fire department/ poison control/ hospital
- ◆ Facilities
 - Lodging and meals
 - Meals provided by landowner
 - Equipment safety and anything associated with a kitchen
 - Department of Health Standards
 - If youth hunt duration is 3 days or less, CDOW not required to adhere to Youth Camp Safety Act
 - Storage

Equipment tips

One of the benefits of the program is that we help the young hunters with equipment that they may not be able to afford to buy when first trying out their interest in hunting. The Hunter Outreach Program has some equipment that can be loaned to the Huntmaster. Check with the Outreach coordinator to see if there is equipment in stock that you can borrow. We need more equipment all the time so as a Huntmaster, you can look to different sources for equipment that can be added to the area or regional stock.

Sources of Equipment:

- Industry Representatives
- Friends or family
- Local vendors

1. Selecting the right equipment for the hunt:

- Avoid over-gunning or under-gunning the youth hunter
- Make sure equipment fits the hunter
- Match the gear to the specific needs
- Use only factory loaded ammunition
- Check the equipment before the hunt begins

Example Huntmaster Contact Letter

April 16, 2008

Dear Youth Hunter,

This is your confirmation for the Division of Wildlife Hunter Outreach Program youth waterfowl hunt on December 15th 2007. A map and directions to the meeting place are enclosed. The hunt will be from 5:30 am till dark. We will meet at 5:30 am at our meeting point at Exit 60 off I 76. Take the exit and drive under the overpass, you will see the open parking area on the north side of the highway and my Division of Wildlife Truck at the parking area. **Please be on time.** Call my cell if you are running late or there is a problem. I will be your Huntmaster for this hunt. I will contact you the week before the hunt. We will provide lunch on the hunt but you should bring snacks and extra beverages.

You will have a guide during the hunt and your sponsor (Parent) will accompany you during the entire hunt. We will provide the decoys and other requirements for the hunt. You do not need to bring waders unless you wish to do so. You must use non-toxic shot for waterfowl. Number 3 or 4 shot size is fine. I encourage you to bring any additional items you may feel necessary for your comfort or safety. You must have a 2007 youth small game hunting license with the HIP number written on the license, and your hunter safety cards! If you are under sixteen years of age, you do not need waterfowl stamps but I encourage you to at least consider purchasing a state waterfowl stamp and get in the habit of supporting our waterfowl resources in Colorado. Please do not bring your dogs on this hunt. There will be enough dogs there to help us with recovery of game. You should read the waterfowl brochure before you come on the hunt so you are aware of the laws and regulations required for hunting waterfowl.

We sent you several forms with your hunt notification package. Please complete those forms and **bring them with you to the hunt.** We will collect the forms prior to the hunt.

If you need a firearm or have other special needs, please notify me immediately so arrangements can be made. If at anytime you realize you cannot make the hunt, please call me as soon as possible so that we can fill the vacancy with another hunter. These are very special opportunities and we would like to insure that as many applicants as possible can attend the hunt.

We look forward to hunting with you on this very special hunt. Study hard and get ready for a great experience.

Jim Bulger

Jim Bulger
Hunter Outreach Coordinator
303-291-7248
Cell: 303-916-0255

**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. Encourage form completion and mail-in confirmation ASAP
6. Confirm they understand the documents to be fully completed to bring for check-in including Hunter Education card, License and social security number

General Items:

1. Discuss with hunters special medications (administering of any medication will be done by Sponsor), physical limitations, allergies, and hunting background.
2. Stress that parent/guardian will be with the hunter at all times.
3. Discuss firearms- type, model, and 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.
6. Discuss meals and accommodations- determine if hunt party unable to eat certain things (i.e. 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.
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, and 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.