

Duties of the Guide Coordinator and Guides

Chapter 3



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The Guide Coordinator and Guides are key people on the Huntmaster Team. They will take a great deal of the daily burden of running an event off of your shoulders. The guide coordinator, generally also serves as the Assistant Huntmaster. You should insure the GC knows the entire hunt plan and is able to take over the hunt in your absence. The list below is not all inclusive of the duties of the GC and the guides but it is a start. Each Huntmaster should modify the duties of the team to suit the individual hunt requirement.

Guide Coordinator Duties

- Recruit guides
- Screen guides
- Securing firearms and ammunition
 - ◆ Safe and properly matched ammunition
 - ◆ Personally check each firearm prior to and upon return from a hunt
 - ◆ Give a firearm safety briefing prior to each hunt
 - ◆ Bring extra firearms and ammunition to the hunt
 - ◆ Secure each firearm when hunters are in camp
- Orienting guides
 - ◆ Review hunt rules and safety procedures
 - ◆ Discuss unsafe acts and actions to prevent
 - ◆ Assist in educating the hunter on all aspects of the hunt
 - ◆ Discuss handling of after harvest remorse
- Plan and coordinate transportation requirements

Guide Duties

- Coach, teach and mentor
- Maintain a safe environment
- Provide extra equipment
- Check all licenses and tags prior to departure for the hunt
- Confirm target, shot distance and species prior to allowing the hunter to shoot
- Involve the sponsor in the activity as much as possible
- Remember it is not the harvest but the whole hunt experience that is important

Guide Orientation

1. A guide orientation should be held before the hunters arrive.
2. Discuss the actual hunt in detail, departure and return times, legal hunting hours, emergency procedures and location of the Huntmaster and other support staff.
3. Review all safety rules.
4. Guides are responsible for all safety actions
5. Guides should have an area map and boundaries of their specific hunting area.
6. Perform a time check before departure of hunters
7. Review game that may be hunted: sex, species and any special restrictions
8. Review game identification procedures
9. Review key property rules
10. Guides should allow the hunter to determine whether to harvest the animal or not. If a hunter decides not to take an animal life, support the decision and do not press.
11. Guides should teach, coach and mentor throughout the hunt. Assist the hunter in understanding all facets of the hunt
12. Guides should make the entire experience educational, meaningful, and pleasurable for both the hunter and the sponsor. If the weather becomes miserable, consider terminating the hunt until it clears, take a walk to warm up or move to a better location.

Recruiting Guides

1. Locating Volunteers

- ◆ Conservation group members
- ◆ Hunting Club members
- ◆ NRA Instructors
- ◆ Hunter Education Instructors
- ◆ Local Wildlife Officers
- ◆ Other Huntmasters

2. **Screening Guides-** As often as possible, use the CDOW certified Huntmasters or Outreach Volunteers for your team. The CDOW has screened them. If you choose not to use the Huntmasters/Outreach

Volunteers or there are not enough available, use people you know personally from the community, friends or family. Remember that an adult sponsor must be with the guide and youth at all times.

3. Qualities to look for in a guide

- ◆ Good communication skills
- ◆ Neat appearance
- ◆ Positive attitude
- ◆ Safety knowledge
- ◆ Good reputation in the Community
- ◆ Patience
- ◆ Integrity
- ◆ Friendly

4. Landowners as Guides- Often, landowners who host our events wish to serve as guides for the hunters or they may have guides in their employment they wish to use for the hunt. This is the prerogative of the landowner but the Huntmaster must still insure they understand the program rules and policies before they are used to guide the hunters. You must take the time to cover our rules and policies with the landowner/guides before the hunt. If at all possible, have one of your team accompany them, but it is not mandatory as long as the parent accompanies the youth hunter.

GUIDES CHECKLIST

_____ You are in charge while in the field. Let them know what you expect from them.

_____ Ask to see their license and hunters safety card.

_____ Make sure they have their blaze orange caps and vest before leaving camp.

_____ Ask them what they are shooting and check ammo - must be factory loads. Look at the ammunition yourself.

_____ Limit shots to 150 yards.

_____ Make sure the hunter does not load their gun until you tell them to and they unload it before getting into a vehicle.

_____ Make sure the hunter knows when legal shooting time begins and ends.

_____ Make sure that you and the hunter are looking at the same animal before you ok the shot.

_____ No difficult shots - open, broadside, standing still,... remember these are not experienced hunters

_____ Show the hunter how to track and field dress the animal - let the hunter do as much as reasonable and safe. Stress being careful with knife when field dressing..

_____ Make sure to validate tag after the kill.

_____ Have fun, teach the hunter (reading sign - not just elk, wind, what are they feeding on, ...) and encourage them to ask questions.

_____ Talk to them about what a scenario might look like when you get in close to elk.

____Notify the Huntmaster if there are 'ANY' problems - hunters and guides.