

MHHF CLINIC PROCEDURE MANUAL

THIRD EDITION JULY, 2018



MISSOURI HUNTING HERITAGE FEDERATION

INTRODUCING YOUTH TO HUNTING

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Introduction

The Missouri Hunting Heritage Federation (MHHF) was founded by a handful of Missouri hunter education instructors who were concerned that too few of the graduating youngsters actually experienced a hunt. The MHHF hunter education clinic was created to provide:

- The required knowledge necessary for a youth to earn their hunter education certification.
- The appropriate hands-on follow-up to the class in a safe and encouraging environment.
- A positive first hunting experience.

This third edition of the Missouri Hunting Heritage Federation (MHHF) Procedure Manual provides step-by-step instruction on how to conduct the MHHF Clinic. Our clinic model is based on years of experience in helping youth discover the outdoor way of life that includes hunting and trapping. Every detail, from what we do to the way we do it, is designed to serve a specific purpose.

This manual serves as an ongoing reference for active clinic volunteers and is intended to introduce new volunteers to the MHHF clinic model. As such, we hope you will review it often as you hone your teaching and mentoring skills. The activities outlined in this manual represent many years of hunter education experience and is the only approved method of conducting an MHHF Clinic.

Follow this guide carefully and you can be assured of a successful hunter education clinic.

Remember muzzle control is always number one and a student holding a firearm is never more than at your arm's length.

Be vigilant. Be safe and have fun!

Lee Vogel
Co-Founder & President

Note for third edition: Throughout this manual, there are references to the position of Executive Director (E.D.). At the time of this printing, the responsibilities of the E.D. are shared by our volunteers and Board of Directors. In instances such as this, all matters referred to the E.D. should be sent to the Director, Clinic Operations and Board President. For the latest information on the structure of the Federation, refer to mhhf.us/leadership.

Message from the President...

A note to new MHHF Members regarding Culture and Reputation

People's feelings about organizations are usually driven by the values they represent....

Co-Founder and first Executive Director, Allan Hoover and I spent many hours envisioning the various aspects of the Missouri Hunting Heritage Federation. There were certain values we wanted to be associated with how the organization and its members would be perceived. Our stated values are listed as Safety, Consistency, Integrity and Ethics but we also were looking beyond these concepts to what our "culture" *felt* like.

Within (internally) we wanted our members to operate with the common agreement that we would always continue to improve our personal teaching abilities and methods, engender a culture that appreciated ongoing continuous improvement. We felt the notion that "We can always get better" would deter any potential complacency and generate a sense of excitement. We want to be the best at teaching, mentoring and instilling a sense of appreciation for Missouri's outdoors in the young people we have the opportunity to engage. And at the same time always strive to get even better at it.

Externally, we want to achieve results in such a way that the perception of MHHF by others outside of the organization was one of excellence, that we would become known by our accomplishments as being "the best of the best." We felt this was really important to garner support of our efforts by the Missouri Department of Conservation, Conservation Federation of Missouri, other conservation organizations, and individuals.

We knew this "reputation" would also be of great importance in gaining the trust of the parents of our clinic participants. We also hoped it would impress and inspire future members.

To support these efforts, we wrote this procedure manual and update it frequently. We created the New Mentor Orientation to fully explain not just what we do, but why we do, to new volunteers and created the annual Instructor/Mentor Rendezvous to review our clinics procedures in the spirit of continuous improvement.

As you join us, I hope you will embrace these ideas and share in our pursuit of excellence. I believe you will find it truly rewarding!

Lee Vogel

Co-Founder and President

History of MHHF Hunter Education Clinic Program

The Federation's roots can be traced back to the spring of 2006 when a group of volunteer hunter education instructors in the Kansas City area decided to organize a youth hunt. The first youth hunt included an orientation session, a youth season turkey hunt and a camp lunch. Five students participated in the two-day hunt.

Each of the participants, their parent/chaperones and mentors experienced the sights and sounds of nature in the springtime, and one turkey was harvested. The volunteers' efforts proved to be so rewarding that a squirrel hunt, an archery deer hunt and a trapping clinic were also organized in the first year.

Along the way the volunteers made adjustments to their youth hunt program. By the spring of 2007 the program that began as a multi-weekend event, consisting of an orientation session and a hunt, had evolved into a single weekend format.

This new model was called a "hunter education clinic" and it included the hunter education classroom course, a supervised Live-Fire session and a mentored hunt. Each student must be accompanied by a parent/chaperone throughout the clinic. On the final day of the clinic the volunteers mentor each of the students on the hunt.

In 2007, the volunteers conducted three clinics: a spring hunter education clinic that included a turkey hunt; a fall hunter education clinic that included either a deer hunt or a pheasant/chukar hunt; and a trapping clinic.

After completing the trapping clinic the volunteer instructors began the process of forming a non-profit group that could provide organizational support for statewide expansion of the hunter education clinic program. The Missouri Hunting Heritage Federation was incorporated in accordance with Missouri Nonprofit Corporation Law effective February 1, 2008.

MHHF Hunter Education Clinic Program: Goals, Objectives and Strategies

Goals

- Introduce youth and their families to the hunting experience.
- Propagate safe hunting practices, the ethics of fair chase, and a respect for and the appreciation of wildlife.
- Perpetuate the hunting heritage in Missouri.

Objectives

- Foster a lifetime awareness of the value to man and nature in an outdoor way of life that features hunting and the shooting sports.
- Provide for participants (future voters) a positive first-hand experience of hunting and the shooting sports.
- Emphasize the value of mentoring youth in the hunter education program.
- Increase volunteer instructor participation in mentoring programs.

Strategies

- Adopt a process to ensure consistent execution of the MHHF Clinic model and enable its expansion throughout Missouri.
- Move incrementally towards statewide coverage of the MHHF Clinic program.
- Expand by training “local experts” to clone the clinic model in new areas rather than managing program from a central location.
- Achieve and maintain membership and funding levels that enable statewide expansion.
- Work in concert with similar minded entities to enhance the Missouri hunter education program by striving to ensure the continuation of the hunting tradition.

Role of the Federation Member

Your primary role is to facilitate a safe and ethical introduction to an outdoor way of life that features hunting and the shooting sports. You must ensure the observance of proven techniques for conducting hunter education clinics as outlined in this manual. By following a standardized clinic model we can make a difference in the lives of participants, the future of hunting and the shooting sports, and the future of conservation in Missouri.

Mentoring a young person is a tremendous responsibility. Volunteer members receive no direct monetary compensation. A volunteer member's primary compensation is the knowledge that he or she has introduced an outdoor lifestyle that will influence behavior, save lives, continue the hunting tradition and promote conservation.

Your role is also one of continual learning. Social issues affecting conservation, hunters and hunting are evolving. Changing demographics and a migration towards indoor activities are evident. That's why teaching techniques are constantly being improved. To effectively connect with youth, we trust you will embrace improved teaching techniques.

While conducting a hunter education clinic, you serve as public agents acting on behalf of the Missouri Hunting Heritage Federation. As representatives of the Federation, you are expected to conduct yourself according to the highest legal, moral and ethical standards at all Federation functions and elsewhere. When acting as Federation representatives, you are required to comply with Federation policies as set forth in the current and any future versions of this manual and the Constitution and Bylaws.

Program Policy

The following are statements of policy adopted by the board of directors of the Missouri Hunting Heritage Federation. These policies are effective July 19, 2018 and shall remain in effect until modified in writing. MHHF members will be provided written copies of any policy change.

1. MHHF Clinic Model

1.1 Policies and Procedures

The board of directors of the Missouri Hunting Heritage Federation has established the following policies and procedures as a minimum standard for everyone involved in the MHHF Hunter Education Clinic Program. It is further understood that all safety rules, legal considerations and guidelines for ethical behavior will be followed at all times.

Note: MHHF Clinics must comply with the policies set forth in this manual. No exceptions. Each clinic must be uniformly conducted to ensure consistency throughout the state.

MHHF Hunter Education Clinic Model

- Clinics are conducted in a single weekend.
- Each student, parent and chaperone (if other than parent) must sign the “Parent Consent/Permission Form” as a condition of their participation.
- Clinics are structured to be a safe and ethical introduction to an outdoor way of life that features hunting and the shooting sports.
- Each hunter education and bowhunter education clinic will include Missouri’s classroom course, a Live-Fire session and a mentored hunt. Trapper education clinics will substitute demonstrations of setting traps for the Live-Fire session.
- Clinics are intended to provide opportunities for first-time hunters, or hunters who are new to the particular species being hunted.
- **Students must be age eleven (11) to nineteen (19).** Some clinics may be limited to older students in the interest of safety.
- Each student must be accompanied by their adult chaperone during the entire clinic.
- Each student, along with their adult chaperone, must be accompanied by a mentor during the hunt portion of the clinic.
- Only MHHF Members in good standing are eligible to assist with the Live-Fire session and mentored hunt portion of clinics.
- Students must successfully complete the classroom course and pass the final exam (regardless of age or prior state certification) as a condition of advancing in the clinic. ***Note: only students age eleven (11) and older are eligible for state certification.***

- Students advancing from the classroom course must participate in the Live-Fire session and demonstrate their ability to safely handle, load, fire and unload the firearm or bow being used on the hunt as a condition of advancing to the mentored hunt portion of the clinic.

Organizing an MHHF Clinic

- Only MHHF Members in good standing will be allowed to organize clinics.
- Each member must have the signed “Memorandum of Understanding” on file with the Executive Director prior to organizing or assisting in clinics.
- Clinics must be approved in advance by the MHHF Board of Directors, Executive Director or regional coordinator.
- Limit the size of hunter education and bowhunter education clinics to only five or six youth participants. (*The size of trapping clinics is at organizer’s discretion*)
- Participants’ family members are encouraged to register for the classroom course portion of clinics.
- Conduct the hunt portion of clinics on private property when possible.
- Submit classroom course records online or send to the appropriate local Missouri Department of Conservation (MDC) representative.
- Mail originals of all clinic records to the Executive Director at: MHHF, 38512 E Gunn City Road, Garden City, MO 64747 or email clinic records to execdir@mhhf.us Please include Participant Registrations, Parent Consent/Permission Forms, Staff Report, Clinic Exit Surveys, Classroom Course Registration, Photos and Volunteer Hours/Miles.

Advertising MHHF Clinics/Recruiting Members

- Contact the Executive Director for assistance in preparing any news releases, mailers or advertisements.
- MHHF membership is subject to background check and board approval. Member recruitment efforts should be ongoing and conducted well in advance of clinics where additional help might be needed.
- Another good source of prospects are past clinic participants or their parents. A personal email with the flyer or a phone call can be very beneficial.
- New Mentors will be required to attend a New Mentor Orientation.

Expanding the MHHF Clinic Program

- Expansion efforts will take place by cloning the MHHF Clinic model in new areas of Missouri.
- MHHF will conduct hands-on training and provide a policy manual and DVD.
- MHHF Members interested in organizing a clinic must first “learn the system”.
- Each MHHF Clinic must be approved in advance and comply with the program policies set forth in the current and any future versions of this manual.

1.2 Classroom Course

✓ **REMEMBER: *Maintain a zero tolerance policy for unsafe behavior***

1. The foundation of the MHHF Clinic is Missouri's Hunter Education certification class; this can start with the Knowledge portion Friday evening or the Skills Portion Saturday. Materials provided by the MDC will be utilized by instructor/members of MHHF who are certified by MDC to teach the classroom course.
2. Participants must attend the classroom course portion of the clinic. All participants, regardless of age or prior state certification, must complete and pass the classroom course as a condition of continuing the clinic.
Note: only students age eleven (11) and older are eligible for state certification.
3. Family members of clinic participants are welcome and encouraged to register for the classroom course; however, the classroom course should not be open to the public or conducted in conjunction with a public class, which might create unnecessary delays in starting the Live-Fire session of the clinic.

1.3 Live-Fire Session

1. The second phase of the MHHF Clinic is a supervised Live-Fire session, which typically follows the classroom course Saturday afternoon. Clinic organizers will provide the following as needed for use by participants: firearms, ammunition, targets, eye and ear protection and any additional equipment or gear necessary.
2. Each participant must demonstrate their ability to safely handle, load, fire and unload the firearm or bow being used on the hunt as a condition of advancing to the mentored hunt portion of the clinic.
3. Parents are encouraged to observe from a position of safety, but should not be recruited to supervise Live-Fire activities. Parents can be invited to join the Live-Fire activities at the end of the session, if time permits.
4. Live-Fire sessions are tailored for the type of firearm utilized during the mentored hunt, but should also include trap shooting whenever possible. Live-Fire session of bowhunter education clinics is restricted to archery equipment only.
5. MHHF Members mentoring the hunt portion of clinics are expected to also supervise the Live-Fire session. This is necessary to ensure sufficient help to properly supervise the session. This is also a good opportunity to meet participants and begin the process of becoming familiar with their abilities and any special needs.

1.4 Mentored Hunt

1. The third phase of the MHHF Clinic is a mentored hunt that takes place Sunday morning. Hunts begin at a time appropriate for the species pursued and can last until midday. ***Note: Hunts for squirrel are limited to using shotguns only – no rifles allowed.***
2. Each participant must be accompanied by their parent/chaperone and by a mentor/member of MHHF.
3. Mentors may be asked to furnish any necessary gear and equipment for the hunt and have sufficient knowledge of species being hunted to provide a positive experience to the participant.
4. All game harvested must be properly tagged and checked. Mentors are expected to field dress game and make ready for transporting from clinics by the participants.

1.5 Group Meal

1. The fourth phase of the MHHF Clinic is a group meal that takes place immediately after the hunt.
2. All participants, chaperones, mentors and staff should gather for the group meal to share the tales of the hunt in a hunting camp atmosphere. This is also a good time for photographs and video. Participants are encouraged to write of their experiences and share photographs with the organizer for the purpose of promoting future clinics.

1.6 Passing Along

We welcome hunting organizations like Ducks Unlimited, National Wild Turkey Federation and Pheasants Forever to partner with us. As a sponsor, they provide MHHF a \$250 donation to assist in offsetting our hard costs of running our clinics, things like eye and ear protection, shells, targets and hot dogs. Additionally, we encourage a representative from one of those organizations to join us the day of the hunt. In some cases, that person is one of our mentors. During the camp lunch, we recognize this individual for their service, and their organization as an association that supports youth and Missouri's hunting heritage. He or she is given a few minutes to share the value of becoming a member of their organization. Collateral material and contact information is provided. We conclude with inviting our participants to consider joining these organizations in an effort to continue their pursuit of hunting.

2. Eligibility Requirements

2.1 Clinic Staff

1. Each staff member assisting with the Live-Fire session and the mentored hunt portion of the clinic must be a member in good standing of the Federation (*MHHF Bylaws; Article IV, Section 1*), which includes having a signed Memorandum of Understanding (MOU) on file with the MHHF Executive Director prior to the event. It is the responsibility of the Clinic Organizer to confirm the status of the member.
2. Staff members mentoring the hunt portion of a clinic must also be properly licensed for the hunt, familiar with the firearm/ammunition utilized by the participant, knowledgeable in safe, legal and ethical hunting practices (preferably with the species being hunted) and capable of facilitating a safe, enjoyable and informative outdoor experience.
3. Classroom course instructors must also be certified by MDC in order to teach the hunter education, bowhunter education and/or general trapper education class portion of clinics.
4. Individuals who are interested in assisting with the clinic can provide indirect support such as meals or logistics; however, they are not eligible to work directly with participants during Live-Fire sessions or mentored hunts unless they are also members of the Federation.

2.2 Participants

1. Each youth participant and their parent/legal guardian, plus the adult chaperone (if other than a parent), must sign the Parent Consent/Permission Form provided by MHHF as a condition of participating in the clinic. Additional release forms might be required by facilities hosting classroom course and Live-Fire session of the clinic.
2. MHHF Clinics are designed to introduce youth ages eleven to 19 (through high school) to a safe and ethical outdoor experience featuring hunting and the shooting sports. Some clinics may have additional age restrictions in the interest of safety or special youth-only season requirements.
 - a) Youth with prior hunting experience and/or hunter education certification are eligible to participate in clinics with the understanding that all participants must successfully complete each phase of the clinic, including

classroom course and Live-Fire session, before being allowed to participate in the mentored hunt portion of the clinic.

- b) Participants without prior experience or hunter education certification should be given preference when registering for clinics.
3. Participants must be accompanied throughout the clinic by a parent/chaperone who is 21 years of age or older. At the discretion of the clinic organizer, and on a case-by-case basis, one parent/chaperone can be allowed to accompany two siblings during the classroom course and Live-Fire session; however, **each participant must be accompanied by a parent/chaperone during the mentored hunt.**

3. Organizing a Clinic

3.1 Clinic Approval

1. Each clinic must be approved in advance by the MHHF Board of Directors, Executive Director, or regional coordinator. In each case, any determination by the MHHF Board of Directors will be considered final.
2. Clinic organizers must submit an application to conduct a clinic to the Executive Director.
3. Applications provided by MHHF will include the following:
 - location
 - dates and times
 - type of clinic
 - species hunted
 - sponsors/partners
 - number of participants
4. Upon receiving written approval (including email) clinic organizers will be provided a check-list to assist in preparing for the clinic. Utilizing the check-list provided by MHHF as a step-by-step reminder of each component, will help ensure a safe and successful event. **Contact the Executive Director for electronic copies of these forms (execdir@mhhf.us)

Please refer to the Sample Checklist at the back of this manual.

5. MHHF Clinics are rarely cancelled. After participants begin registering, every effort should be made to overcome all challenges and proceed with the clinic.

- a) Clinics are small by design so any opening, whether created by not filling available spots or by last-minute cancellations, can create an unwanted void.
- b) Place a higher priority on not disappointing the remaining participants than on whether or not it is “worth it” to conduct the clinic for a reduced number of participants. *(The smallest clinic on record was conducted for only two participants after extreme circumstances resulted in four last-minute cancellations. The classroom course consisted of four students [two participants plus their parents] with only the two participants taking part in the mentored hunt. And, yes...it was worth it.)*

3.2 Selecting Dates

Avoid scheduling clinics on observed holidays.

1. MHF Clinics include a mentored hunt and in most cases require scheduling during open hunting seasons. Utilize youth-only hunting seasons when possible, and schedule clinic dates to coincide with legal hunting seasons for desired species.
2. Clinic hunts conducted on properly licensed game preserves can create additional scheduling opportunities outside the established hunting season dates for a desired species.

3.3 Selecting Locations

1. Limit as much as possible the distance traveled between locations of classroom course, Live-Fire session and mentored hunt. Conducting classroom course and Live-Fire session at the same location is preferred.
2. Classroom course can be conducted at any suitable location, either indoors or outdoors (weather permitting). Local gun clubs are a good option if Live-Fire session can be conducted on site. Private meeting rooms are preferred over main areas that are open for business to the public. Reserve training rooms at MDC offices as early as possible. These facilities can fill up quickly with other Hunter Education classes.
3. Public or private shooting ranges are best suited for conducting Live-Fire sessions. Arrange for a separate area restricted to clinic use only. Live-Fire sessions can also be conducted on private land utilizing personal equipment.
4. Conducting mentored hunts on private land is preferred when possible. Individual hunting sites should be predetermined and selected primarily based on the opportunity to hunt safely.

5. Request exclusive use of the property for the hunt date. Frequently check-in with landowners to firm up arrangements and expectations.

3.4 Recruiting Staff

Recruiting new members to assist with clinics is the responsibility of each clinic organizer and should be an ongoing effort. Clinic staff must, at minimum, be equal to the number of participants. It is best if you have one or more additional staff members. Ideally, the clinic organizer will coordinate all phases of the event while delegating individual responsibilities to staff.

1. Only MHHF Members in good standing are eligible to assist with Live-Fire session and mentored hunt portion of the clinic.
 - a) Members scheduled to teach classroom course must also be certified by MDC. Additional “guest” instructors can be utilized at the organizer’s discretion. Guest instructors should be recruited as members.
 - b) Members scheduled to mentor participants on the hunt should also assist during the Live-Fire session. Scheduling one or more additional staff members for the Live-Fire session is recommended. Include someone with range safety officer training when possible. It is advisable to recruit at least one alternate mentor for the hunt.
2. Staff in supporting roles, in addition to mentors, should participate when possible to provide indirect assistance throughout clinics.
 - a) A Base Camp Coordinator can act as assistant managers Sunday morning; overseeing set-up, placement and pickup of signage, monitoring weather conditions, pre-hunt mentor meeting, the safety talk, maintaining communication with mentors in the field, overseeing clean-up and packing up.
 - b) Assign someone responsibility for taking photographs and/or video during each phase of the clinic. These are valuable for future promotional efforts.
 - c) Preparing group meals is another area where additional staff members can provide valuable assistance during the clinic.
 - d) Many hands make light work. Staging a clinic can be more fun if volunteers aren’t overburdened with too many roles. New or prospective members can lighten the load and learn the ropes by assisting with review questions and set-up/pack up during the hand’s-on portion of class, set-up/pack up of the Live-Fire and post-hunt lunch. Taking pictures, handing out and collecting paperwork are helpful “getting acquainted” roles.
3. County conservation agents should be notified of clinics in their jurisdiction as a matter of courtesy and for assistance. Agents are great candidates for membership in MHHF. They typically have training and experience that qualifies them to provide valuable assistance with the clinic.

3.5 Recruiting Participants

Recruiting participants locally is preferred in order to reduce their expenses for transportation and/or lodging. Also, local participants are more likely to be familiar with clinic staff and locations, which can help prevent last-minute drop outs.

1. Begin clinic advertising at least **three months** in advance to properly prepare and get the word out. Advertising should also occur in multiple formats.
 - a) MHHF Website Calendar of Events: Information must be submitted to the Executive Director before the **15th** of each month in order to be included in updates for the following month.
 - b) MHHF Facebook Page: Information can be submitted to the Executive Director anytime to be listed on Facebook.
 - c) Local Media: Contact Executive Director for assistance in preparing news releases, articles and announcements.
 - d) Community Education Calendar of Events: Contact local school districts and parks & recreation departments who routinely advertise community and outdoor education activities.
 - e) Booths: Trade shows and fairs are a good time to promote MHHF and advertise clinics. Contact Executive Director at least one month in advance for brochures and flyers.
 - f) Flyers: Contact Executive Director for materials suitable to display at local schools, businesses, shooting ranges and club locations.
 - g) MDC Website: Classroom course portion of the clinic can be listed with the online registration. These listings must be carefully worded to adequately convey that this program is a MHHF sponsored clinic, which includes an MDC certification. This class is open to registered participants only.
 - h) Local MDC office; County Conservation Agent, Regional Outdoor Skills Supervisor, Office Administrator.
2. MHHF Clinics are conducted free of charge to participants. A refundable registration fee of twenty dollars (\$20) is collected from each participant to secure their spot in the clinic. The refundable registration fee is charged in an attempt to reduce the number of participants who drop out at the last minute.
 - a) Registration fees must be collected by clinic organizers at the time of pre-registration and before participants can reserve a spot in the clinic.
 - I. Make payment to MHHF.
 - II. Cash, personal check or money orders are acceptable when remitting fee.
 - III. Personal checks are preferred and can be returned by the Executive Director without depositing when a refund is requested.
 - b) Record fees on the registration form and send fees and registration form to the Executive Director.
 - c) Receipts should be given upon request. Copies of any receipts are to be sent to Executive Director along with registration forms and fees.

- d) Clinic information is available on the MHHF website under “Clinics.”
 - e) Upon completion of the clinic, participants can request a refund of their registration fee, or donate the fee.
 - I. All refund requests must be forwarded to the Executive Director.
 - II. All refunds must be issued by the Executive Director, paid directly to participants, in order to insure proper record keeping.
 - f) No refunds will be given to participants who fail to attend the clinic. Refunds will be considered on a case-by-case basis for participants who attend, but fail to complete the clinic.
3. Use clinic registration forms supplied by MHHF to pre-register participants and alternates. Record all contact information, clinic details and personal information that will be needed for classroom course registration.
- a) Participants who pre-register too far in advance of the clinic tend to have a higher rate of dropping out at the last-minute. Be certain to stress that registration fees are not refunded if participants drop out.
 - b) Exercise caution in registering multiple siblings. Any last-minute drop out creates a huge hole in the clinic — multiple last-minute drop outs devastate the clinic.
 - c) Be certain parents understand that each participant must have an adult chaperone throughout the clinic. Some parents who suddenly realize this is not a babysitting service for the weekend tend to change their minds about participating.
 - d) Pre-register alternates for clinics when possible in order to attempt filling any last-minute vacancies due to drop outs.
 - I. Do not collect the twenty dollar (\$20) registration fee when registering alternates for the clinic.
 - II. Alternate lists are a stand-by calling list for the organizers’ convenience if last-minute vacancies occur.
 - III. Twenty dollar (\$20) registration fees are only collected from alternates when they are registered to fill vacated spots in the clinic.

3.6 Equipment/Supplies

MHHF Clinics include providing the equipment and supplies participants need to experience their first hunt. Clinic organizers are expected to begin preparing in advance to secure local donations of equipment and supplies needed for clinics. All donations become the property of the Federation to be used exclusively for MHHF Clinics. Any cash donations received toward the purchase of equipment/supplies should be for the amount of purchases only. Cash donations exceeding the amount of purchases must be submitted to the Federation’s Executive Director to be included in general fundraising receipts. All donations must be reported to the Executive Director for proper record keeping and recognition.

1. The type of shooting/hunting planned, plus participants' information obtained during registration, will determine the number, size and type of firearms and ammunition needed for the clinic.
 - a) Participants can furnish their firearms and ammunition that are in compliance with MHHF Clinic policies, if organizers consider them to be safe and suitable for use in the clinic. Personal firearms should be inspected at the Supervised Live-Fire.
 - b) Additional firearms and ammunition can be provided by mentors, the local MDC Outdoor Skills Specialists (OSS), gun clubs, sporting goods or firearms and ammunition manufacturers.

Note: All firearms and ammunition provided for participants' use are to remain in the possession of clinic organizers or individual mentors providing them except while in use during clinic activities. Participants are not allowed to take home or transport between locations any firearms or ammunition provided for their use by MHHF or its representatives.
 - c) Sufficient quantities of target ammunition are needed for participants to demonstrate their ability to safely handle and shoot firearms, and to enjoy a shooting sports experience during the Live-Fire session of clinics.
 - d) Hunting ammunition is needed for the mentored hunt portion and, perhaps, to demonstrate proper shotgun patterning technique during the live-fire session of clinics.
 - e) Some MDC-operated ranges require special use permits.
2. The type of shooting/hunting planned will determine the type of targets needed. Plan multiple shooting stations and types of shooting when possible. Trapshooting should be included in all firearms Live-Fire sessions if possible.
 - a) Local shooting ranges and gun clubs hosting clinics will sometimes donate clay targets and the use of patterning boards or rifle targets.
 - b) Suitable patterning boards can be made using a 4' X 4' sheet of plywood covered with a large sheet of paper.
 - c) Rifle targets can be obtained from ammunition manufacturers, online or by contacting the Federation's Executive Director.
3. Eye and ear protection must be worn during Live-Fire session of clinics. Eye protection must be worn during mentored hunt portion of clinics.
 - a) Encourage staff, participants and parents/chaperones to use their eye and ear protection when possible.
 - b) Ear protection is optional during the mentored hunt portion of clinics, with the exception of waterfowl hunts.

4. Depending on the type of Live-Fire and mentored hunt planned, gear needed for clinics can include:
 - a) Live-Fire Session:
 - Trap machine
 - Gun rack
 - Guns and ammunition
 - Eye and ear protection
 - Shooting bench/shooting bags
 - Target stand/targets
 - Patterning board/paper/marker
 - Blind/stools/shooting stick (simulate hunt while patterning or sighting-in)
 - b) Mentored Hunt:
 - Guns and ammunition
 - Camo blinds/chairs/shooting sticks
 - Game calls/decoys
 - Eye protection
 - Hunter orange clothing (caps & vests)
 - Game care kits
 - Hunter safety banners
 - Hunt-In-Progress Signs
5. MHHF Clinics include each participant receiving an MHHF T-shirt.
 - a) Contact Executive Director in advance with quantities and sizes of T-shirts needed. Allow time for shipping.
 - b) Give shirts to participants during the group lunch following the hunt to ensure that only those participants completing the clinic receive a free shirt.
 - c) Additional shirts can be purchased.
 - d) Additional memorabilia (calls, decoys, etc.) can be given to participants as it becomes available.
6. MHHF Clinics include a group meal following the mentored hunt. This provides participants a hunting camp experience, and it is a great time to get photos, video and encourage sharing the tales of the hunt.
 - a) Keep meals simple and relatively inexpensive. Grilled burgers and hot dogs or a pot of chili with simple side dishes are sufficient.
 - b) Plan enough for everyone. A typical clinic with five youth will result in fifteen to twenty hungry guests at the meal when including all participants, their chaperones, mentors and any additional staff.
 - c) Approach local grocers in advance for donations of food, condiments and any table service needed.
 - d) Don't forget collateral materials from clinic sponsor to hand out to graduates.

3.7 Emergency Preparedness

The MHF Clinic model is designed and proven effective to significantly reduce the risk of accident or injury. In addition, clinic organizers should be prepared for unexpected medical emergencies.

1. Assemble a basic first-aid kit to have on hand during each phase of the clinic: classroom course, Live-Fire session and mentored hunt. In addition, hunt mentors should be prepared with a simple first-aid kit in the field.
2. Make certain everyone involved is provided a list of emergency contact numbers including local hospitals or medical clinics.
3. Communication between staff members can be very valuable, especially in an emergency situation. Create a list of cell phone numbers of all staff members involved in the clinic and provide a copy to each staff member.

4. Conducting a Clinic

4.1 Communication

Organizers are expected to personally supervise each phase of the clinic. Adequate communication is the key to organizing a successful event. Organizers who contact someone only once will likely be disappointed when the time comes for their contribution to the clinic.

1. Contact the Executive Director for assistance or advice.
 - a) Following application and confirmation of conducting a clinic provide a progress report to the Executive Director or Regional Coordinator thirty days in advance of the clinic.
 - b) Provide a second progress report just prior to the clinic. *(This is the time when last-minute difficulties will likely occur if they are going to — and they will. Don't panic! Even if it seems the wheels are coming off the cart, you can work through it. Communication is the key!)*
 - c) Determine lunch for Saturday. If the participants need to bring their own lunch, please give them plenty of notice.
2. Make follow up calls to all hosts at least one week in advance of clinic dates. Leave enough time to implement alternate plans if difficulties arise.
 - a) Confirm classroom course and Live-Fire locations to ensure hosts haven't double-booked their facilities.
 - b) Contact landowners to confirm their involvement and to get up-to-date reports on game movement.

- c) Coordinate with donors or sponsors who've pledged support in providing equipment or supplies to confirm their involvement. Make arrangements to pick up their contributions, if necessary.
3. Touch base with staff one week in advance of the clinic either by phone or email to confirm their involvement and to coordinate responsibilities. Be clear about what you're asking them to do or provide.
- a) Classroom Course:
 - Recruit a chief instructor.
 - Give chapter assignments.
 - Provide class materials or training aids.
 - Confirm location, dates and times.
 - b) Live-Fire Session:
 - Recruit a range supervisor.
 - Assign individual responsibilities: firearm/ammunition inspection, trapshooting, patterning, sighting-in, target shooting, etc.
 - Provide firearms or equipment.
 - Confirm location, date and time.
 - c) Mentored Hunt:
 - Recruit a Base Camp Coordinator
 - Mentors must be properly licensed for species hunted.
 - Provide transportation between meeting location and hunt location.
 - Provide necessary gear: blind, 3 chairs, calls, decoys, first-aid, two-way radios (if applicable), etc.
 - Set up blind in advance if desired.
 - Provide game care and insure proper tagging.
 - Proper care and timely return of any borrowed equipment/gear.
 - Confirm locations (meeting and hunt), date and time and provide cell numbers.
 - d) Group Meal:
 - Assign responsibilities for hunting camp style meal: food preparation, photographs/video, etc.
 - Distribute memorabilia items (MHF T-shirt).
 - Distribute and collect Clinic Evaluation/Exit Surveys
 - Solicit written accounts of clinic experience from participants and parent/chaperones; or post their experience on our Facebook page.
 - Confirm location, date and time.
 - Confirm Sponsor representative or obtain collateral material to present.

4. Multiple contacts with participants are recommended to “hype” clinics, keep their interest and confirm involvement. Be excited about clinics when communicating with participants. Don’t assume their plans remain unchanged between registration and the clinic. Remind participants of importance of participation to receive refund of registration fee.
 - a) Contact participants within the **first week** of their registering for the clinic. Thank them for registering. Tell them how excited you are for the opportunity to share the MHF Clinic experience with them.
 - b) Contact participants **two to three weeks in advance** of the clinic. Tell them a little about the “super-exciting” event you have planned for them, and how much you look forward to their participation.
 - c) Contact participants **one week** in advance of the clinic.
 - I. Confirm clinic dates, locations and times.
 - II. Give detailed directions.
 - III. For clinics that don’t include the Knowledge Portion, remind parents that students must come prepared with online certificate or workbook for self-study.
 - IV. Discuss when food and beverages are provided, and when participants might need to bring them.
 - V. Review all necessary information.
 - VI. Inquire if parents intend to bring any of their own equipment, i.e. firearms, camo, waders
 - VII. Review pertinent weather info or other hunting conditions. This is a good time to suggest suitable clothing for the weather conditions.
 - VIII. Answer any questions.

4.2 Registration

Final registration for the clinic occurs at the beginning of the classroom course. There are two parts to the registration.

1. Each youth participant and their parent or legal guardian must sign the MHF “Parent Consent/Permission Form” as a condition of participation. In addition, each chaperone, if other than the parent or legal guardian, must also sign the Parent Consent/Permission Form.
 - a) Parent Consent/Permission Forms can be mailed or emailed in advance if necessary to obtain parent’s signature prior to clinic.
 - b) Participants can take Parent Consent/Permission Form home at start of class if necessary to get a parent’s signature; however, all forms must be signed and returned to class the next day.
 - c) Under no circumstance is any youth participant or their parent/chaperone allowed to advance to the Live-Fire session without first signing the Parent Consent/Permission Form and returning signed form to clinic organizer.

2. Classroom course instructors will need to complete the MDC online registration for participants age 11 and older who are not currently state certified.
 - a) Encourage participants' family members to also take the classroom course.
 - b) Each youth participant must successfully complete the classroom course regardless of age or prior state certification; however, students with prior state certification and students under the age of 11 are not included in online registration.

4.3 Classroom Course

In accordance with MDC guidelines, the Knowledge Portion (Friday Night) cannot exceed 4 hours, nor can the Skills Portion (Saturday morning) exceed 4 hrs. Clinic organizers have the option to omit the Friday Night Knowledge Portion and begin the clinic Saturday with the Skills Portion. Students must be given plenty of notice that they are responsible for studying the Knowledge Portion on their own either on line or by obtaining a student manual from the local MDC office.

The classroom course should not be open to public participation or included as part of a public course. Unnecessary delays in starting the Live-Fire session will likely result from opening classroom course to public participation. There isn't sufficient time to wrap up the larger-sized class before moving on to the Live-Fire session, nor is it safe to conduct a Live-Fire session with the distractions that can be caused by additional students.

1. A typical schedule for the classroom course is Friday evening (Knowledge Portion) from 6:00 to 10:00 PM, and Saturday (Skills Portion and test) beginning at 8:00 AM. Classroom course, including final exam, should conclude around noon Saturday afternoon to allow sufficient time for the Live-Fire session immediately following.

Note: Live-Fire session is included in the total time reported to MDC for classroom course. Clinic organizers can also report to MDC for additional "green sheet" credit, all time contributed to mentored hunt portion of clinics by members who are also certified instructors. (Contact your local MDC representative for details.)

- a) Any clinic involving a hunt that does not require an early morning start (such as hunts for upland birds on game preserves), the Live-Fire session can be conducted Sunday morning preceding the hunt.

Note: This schedule can be physically exhausting to students and is not recommended unless special circumstances warrant its consideration.

Be certain youth participants are physically capable of such a schedule without compromising their ability to safely handle firearms.



- b) Clinics involving archery hunts can be conducted with the classroom course and Live-Fire session in a single day (Saturday) and the hunt on Sunday.
 - c) Clinics involving trapping can be conducted with the classroom course and trap demonstrations in a single day (Saturday). Skinning demonstrations should be included. Clinic organizers can include in the clinic experience, setting live traps in the field, leaving them overnight and checking them on Sunday.
2. Instructors must be certified by MDC to teach hunter education, bowhunter education or trapper education classroom course portion of clinics.
- a) Designate a “chief instructor” who is responsible for facilitating the classroom course and completing all paperwork.
 - b) Scheduling two or more instructors is recommended by MDC and MHHF. Utilizing multiple instructors will allow time for clinic organizers to also supervise setting up Live-Fire session.
 - c) At least one MHHF member must remain in attendance at all times if utilizing guest instructors during the classroom course (*certified instructors who are not members of MHHF*). While the classroom course is an official MDC certification class, it is primarily the first phase of an MHHF Clinic that can only be conducted by Federation members.
3. All participants regardless of age or prior state certification must successfully complete the classroom course portion of the clinic they attend.
- Note: Successfully completing the classroom course includes attending the entire course and passing the final exam.***
- a) Participants’ parent/chaperones and siblings age 11 and older are encouraged to attend the classroom course to obtain state certification together.
 - b) Participants under age 11 and participants with prior state certification are not included in the online registration and class reports sent to MDC.
 - c) Participants with prior state certification who fail to successfully complete the classroom course do not adversely affect their existing state certification; however, they are not allowed to advance in the clinic.
4. Each participant, regardless of age or prior state certification, is required to successfully complete the classroom course portion as a condition of advancing in the clinic. Prior state certification from another classroom course does not fulfill this requirement.
- a) Live-Fire sessions are included in total classroom course hours reported to MDC; however, students who are unable to pass the final exam are dismissed from clinics without being allowed to participate in Live-Fire exercises. Participants who are unable to pass the final exam are not allowed to shoot.
 - b) When requested by participants; a refund of their registration fee will be considered on a case-by-case basis when failing to advance beyond the classroom course of the clinic. Clinic organizers can make their recommendations

to the Executive Director regarding any requests for refund, but organizers are not allowed to issue any refunds.

4.4 Live-Fire Session

Live-Fire sessions are a bridge between the classroom course and the mentored hunt. Each participant must demonstrate their ability to safely handle, load, fire and unload the type of firearm or archery equipment being used during the mentored hunt. Live-Fire sessions with firearms are also intended to be an introduction to the shooting sports. *These steps have proven to keep this important activity safe. Please follow them carefully.*



1. Begin each Live-Fire session by reviewing the safety rules. Gather all participants, parents and staff in one place for introductions and instructions.
 - a) This is a great opportunity to assign/introduce mentors to participants.
 - b) Check for eye and ear protection and provide them to participants and staff as needed. Parents should be encouraged to observe from a safe distance when shooting begins.
 - c) Designate a range supervisor to coordinate all activities — preferably someone with range safety officer training when possible.
 - I. Use clear, concise and consistent range commands.
 - II. Explain all commands to shooters and staff.
 - III. Range supervisor is also responsible for following the rules of any established facilities where Live-Fire sessions are conducted.
 - d) Safety is the top priority during Live-Fire sessions. If an unsafe condition is observed; anyone can give the “Cease Firing” command. When a “Cease Firing” command is given, everyone immediately stops shooting and awaits instructions from the range supervisor.
 - e) Use only paper targets and wooden frames, or frames provided by established ranges, when patterning shotguns and sighting-in rifles. Do not use metal targets or targets made from other materials that might cause a projectile to ricochet.
 - f) **Mentors must remain within arm’s length of participants while participants are in possession of a firearm. Mentors should be prepared to take control of**



firearm or prevent participants from swinging firearm out of safe zone-of-fire, if necessary.

- g) Staff members will maintain possession of all ammunition until it is loaded in the firearms at each station. Participants are not allowed to possess ammunition or carry loaded firearms between stations.
 - h) All firearms should be unloaded with action open and cased except when being fired or stored in suitable gun racks at each station.
2. Clinic organizers will determine the type and number of shooting stations based on safety, available space and number of staff, and the mentored hunt to follow. Each Live-Fire session must include the type of firearm or archery equipment utilized on the mentored hunt. ***Note: Watch for signs of dehydration during outdoor activities and provide water, if necessary.***
- a) Each Live-Fire session must include inspecting equipment (firearms and ammunition, bows and arrows or traps) to ensure they are legal, safe and in good working condition. This includes personal firearms brought by the students. Assign one qualified staff member the task of inspecting all firearms and ammunition.
 - I. Make certain firearms are legal for the hunt: proper gauge/caliber, magazines plugged, etc.
 - II. Correctly match participants and firearms. Youth model firearms will be the norm. Watch for the “smallish” participant that shows up with a firearm that exceeds their ability. Enhance their experience by providing a firearm that fits, rather than have them suffer through attempting to shoot the wrong firearm.
 - III. Correctly match firearm and ammunition. For example – watch for shotguns chambered for only 2¾” ammunition, etc.
 - IV. Check barrels for the presence of a choke tube. Correct type for shooting steel shot, discuss proper choke selection for the shoot or hunt, etc.
 - b) Multiple stations are preferred, with limits. Two to three stations are useful and manageable. Greater than three stations are difficult to organize safely. Assign multiple staff members to each station.
 - c) Trap shooting should be included in each firearm Live-Fire session as an introduction to the shooting sports — and because it’s fun.
 - I. Keep it simple. You want the students to experience success.
 - II. Hand-throwers can be utilized if trap machines are not available.
 - III. End on a good note after connecting with the target.
 - IV. Participants should enjoy shooting several rounds, but don’t over-do it.



- V. Unless preparing for upland bird hunting, one or two properly choked firearms remaining at the station for all participants to use is preferable to each participant carrying a firearm to the station. Participants preparing for an upland bird hunt should shoot trap with the firearms they will use on the hunt.
- d) Patterning a shotgun can include shooting from a blind to simulate the hunt. Remind participants to hold firearms tight against their shoulder to avoid the pain and unpleasant memory of excessive kick from hunting loads.
 - I. Set up two targets at a proper distance. 4' X 4' plywood covered with paper at a distance of about 25 yards works well. Most participants are likely to use 20 gauge shotguns.
 - II. Provide two samples of ammunition. Participants will pattern one of each. Your goal is to demonstrate proper patterning technique and illustrate the difference between loads, not necessarily to find the perfect load for their firearm.
 - III. Utilize a shooting stick or other suitable rest to fire one round at each target. Draw a 30" circle centered on the densest part of the pattern and compare the two loads. Participants can use the better of the two loads for the hunt. ***Note: patterning can be demonstrated with target loads if participant is leery of shooting heavier hunting loads. The extra kick of hunting loads will not be noticed later during the hunt.***
- e) Sighting-in a rifle should utilize a shooting bench and bags. Set suitable targets at close range to start and move to a moderate range if desired. Long-range shooting is not appropriate for the average clinic participant.
 - I. Once sighting-in is complete, participants should move from the bench to continue Live-Fire practice.
 - II. Shooting while seated in a blind and utilizing a shooting stick is good practice for the mentored hunt.
- f) A mix of shooting stations for shotgun, rifle, muzzleloader or pistol can be incorporated when practical.
- g) Live-Fire session of clinics specific to the bowhunter education classroom course and an archery hunt are restricted to archery equipment only.
 - I. Participants must provide their archery equipment suitable (legal) for hunting, including broadheads, and be able to shoot effectively.
 - II. Archery targets are provided by clinic organizers or shooting ranges where the Live-Fire session is conducted.
 - III. Using field points during the Live-Fire session is acceptable and can prevent unnecessary damage to targets.



3. Only MHHF Members in good standing are allowed to assist with Live-Fire sessions and work directly with participants. Each member must have a signed MOU on file with the Executive Director prior to the clinic.
 - a) Each hunt mentor should also assist with the Live-Fire session to ensure there is adequate staff present. This is a great opportunity to meet participants and learn their abilities.
 - b) Additional staff members are recommended to assist with supervising participants, changing targets, etc.
4. All participants advancing from the classroom course must participate in the Live-Fire session.
 - a) Live-Fire sessions are a great opportunity for participants to continue learning through hands-on instruction.
 - I. Muzzle control must be closely monitored.
 - II. Station supervisors should facilitate learning to properly handle, load, fire and unload the firearm or archery equipment being utilized.
 - III. The approach should be one where participants demonstrate their abilities upon departing the station, rather than entering a station in a pass/fail test situation.
 - IV. Mentors must stay an arm's length from the barrel of the firearm the student is using.
 - b) Parent/chaperones can be invited to shoot at the end of Live-Fire sessions if time permits. This will be their first time shooting a firearm for some parent/chaperones. Take advantage of this opportunity to introduce someone new to the shooting sports.
5. Participants are required to successfully complete the Live-Fire session as a condition of advancing in the clinic.
 - a) Participants are required to demonstrate their ability to safely handle, load, fire and unload the firearm or archery equipment being utilized during the mentored hunt to follow.
 - b) When requested by participants; a refund of their registration fee will be considered on a case-by-case basis when failing to advance beyond the Live-Fire session of the clinic. Clinic organizers can make their recommendations to the Executive Director regarding any requests for refund, but organizers are not allowed to issue any refunds.

4.5 Hunt Preparation

After completing the Live-Fire session, gather all participants, parent/chaperones, and mentors to provide instruction for the mentored hunt. Check current regulations for license requirements.

1. Participants must be properly licensed as a condition of participating in the mentored hunt.
 - a) Youth licenses are an inexpensive option to consider. Point out possible differences in youth license versus full-priced license: bag limits, harvest requirements, season dates, etc.
 - b) License requirements can be different when hunting on properly licensed game preserves.
2. Mentors must be properly licensed for the hunt.
 - a) License must be for species hunted and can be either filled or unfilled.
 - b) License requirements can be different when hunting on properly licensed game preserves.
 - c) MHHF Member/mentors who are not residents of Missouri can incur the added expense of a non-resident license. In some cases, one day non-resident licenses may be available.
3. Parent/chaperones who assist in any way during the hunt (includes calling) are also required to be properly licensed.
 - a) In most cases, mentors will provide assistance to participants eliminating the need for parent/chaperones to purchase a license.
 - b) Check with local conservation agents in advance to confirm their interpretation and enforcement of this requirement.
4. Everyone should be advised of proper clothing choices for comfort and safety, including requirements for hunter orange clothing. The night before the hunt provides a good opportunity for parents to shop for gloves, hats, hand warmers, footwear, raingear, etc.
5. Participants should be advised they are required to arrange transportation of the harvested game from clinics. Transportation, processing, mounting fees, storage and consumption of the meat are the responsibilities of participants.
6. Provide detailed directions and maps to meeting and hunt locations. Keep in mind the fallibility of GPS devices. They are not always accurate in rural areas. Be certain to include meeting times. Remind them again to bring hunting licenses.
7. At the close of Live-Fire gather mentors to cover any last minute items regarding assignments, terrain, blinds, weather, etc.

4.6 Mentored Hunt

Providing participants a safe, ethical and memorable hunting experience is the pinnacle of each clinic. Introducing new families to hunting, witnessing youth experience the thrill of their first hunt, perpetuating the hunting heritage — each are the special reward only a mentor can fully appreciate.



1. Participants in mentored hunts must first successfully complete the classroom course and Live-Fire session of the clinic, must be properly licensed and must be accompanied by a parent/chaperone in addition to the mentor/member of MHHF.
 - a) This is their first hunt experience for many participants and for some parent/chaperones. Expect and encourage questions.
 - b) Novices are prone to being under-dressed and unprepared for outdoor activities. For example: wearing tennis shoes, single layer or all cotton clothes, unsafe colors, no hunter orange, etc. Be prepared to work with them before and during the hunt to insure their comfort and safety.
 - c) Parents may need camo, blaze orange and eye/ear protection.
 - d) Participants are expected to stay through the camp-style meal immediately following the hunt regardless of how early their individual hunt ended.
2. Prior to the hunt, organizers should gather all mentors, participants and parent/chaperones at a designated location for final review and instructions.
 - a) Visually inspect participants' license and proof of hunter education certification.
 - I. Have an ink pen handy for anyone forgetting to sign the license.
 - II. Participants are not allowed to begin the hunt until properly licensed.
 - b) Confirm mentors are properly licensed before beginning hunt.
 - c) Remind mentors that if a game animal is taken, the shooters tag must be properly "notched" with the correct month and date, these are on the edge of each tag. The game animal should then be called in to get the confirmation number. This number must be written on the tag.
 - d) Confirm compliance with hunter orange clothing requirements, if applicable.
 - e) Distribute firearms and ammunition provided for use during the hunt.
3. Review the hunt plan with all participants.
 - a) Legal species plus special instructions: bearded turkey, antlerless deer, four point antler rule, etc.
 - b) Designate hunt locations and safe zones-of-fire. Hunt locations should be scouted, established and prepared in advance.

- I. In the interest of safety, the preferred strategy is hunting from designated locations with entrance and exit routes planned in advance and provided to all mentors.
 - II. Confirming the direction of shooting and distances between hunting parties makes it impossible for shots to fall in the vicinity of another party.
 - III. Hunting strategies involving still hunting, stalking, posting or driving can increase risk factors for the participant's group and others, and should not be allowed.
 - IV. The exception to this practice can occur when hunting with dogs for rabbit or upland birds, when members of the hunting party are all together in a group and in sight of each other.
 - V. Hunting from elevated stands is discouraged due to the difficulty of ensuring compliance with all safety rules and the policies outlined in this manual.
- c) Transport firearms unloaded with the action open and cased. When possible leave firearms cased until reaching blind or hunt location.
 - d) Necessary equipment: blind, chairs, decoys, calls, game care, first aid, adequate drinking water, communication, transportation, etc.
 - e) Hunt closing time and location of camp lunch that follows. Hunts are scheduled as half-day events to allow mentors some time with their families on Sunday afternoon.
4. Only MHHF Members in good standing are allowed to mentor participants on the hunt. Members must have a signed MOU on file with the Executive Director prior to assisting with clinics.
- a) Each mentor and participant must be accompanied by a third person during the hunt regardless of participant's age or gender.
 - b) Mentors are expected to furnish any necessary gear and equipment for the hunt, and have sufficient knowledge of species being hunted to provide a positive experience to participants.
 - c) **Mentors must remain within arm's reach of participants while participants are in possession of a loaded firearm. Mentors should be prepared to take control of firearm or prevent participants from swinging firearm out of safe zone-of-fire, if necessary.**
 - I. "Observing" from beyond arm's reach is not necessarily mentoring. For example: stay close enough to participant to call off a shot at a low-flying bird, or even to physically lift the firearm, if necessary, to prevent a shot that might be unsafe due to the presence of your hunting dog.
 - II. Be certain to maintain control of the situation and firearm after a shot is fired. For example: don't rush out of the blind after a turkey leaving



behind the participant and a loaded firearm. Secure firearms prior to retrieving game.

- d) Share your knowledge.
 - I. Setting up and taking down decoys and other last minute jobs provide another teaching opportunity.
 - II. Offer instruction on calling and allow participants to give it a try.
 - III. Don't expect participants to sit motionless and silent the entire morning. Utilize these distracted times to point out other wildlife species and habitat encountered on the hunt.
 - IV. Explain the little details such as walking by picking up their feet and softly placing them down for stealth and to prevent tripping.
 - V. Utilize conversations to connect the dots between hunting, wildlife and habitat management, funding sources and the future of conservation.
 - e) Allow participants to determine if hunt lasts until closing time. Better to come in a little early than to sour them on the experience by hunting beyond their limits.
 - f) Taking charge of a situation in the interest of safety is the responsibility of the mentors. Final say regarding what is safe, ethical and legal is reserved for the mentors. Participants and their parent/chaperones who disagree have the option of discontinuing the hunt.
 - g) Be prepared to field-dress game and transport back to meeting location.
 - I. Proper game care is part of the learning experience and should be demonstrated rather than simply performed.
 - II. Make certain all game harvested is properly cared for, tagged and reported via Tele-Check before parting company with your participant.
5. Additional staff members are very beneficial during mentored hunts and should be utilized when available. Staff can provide assistance distributing gear, taking photographs or video, coordinating with hunters, preparing group meal, etc.



4.7 Post Hunt

The post hunt activities are an important component of the MHHF Clinic experience. Caring for the harvest, enjoying a camp meal with family and friends, gathering around the campfire to share stories from the day's hunt — all create fond memories we cherish the rest of our lives.

1. Organizers and mentors should make certain all game harvested is properly tagged and promptly reported using the Tele-Check system.

2. Proper care of any wild game harvested is a top priority following hunts; however, when possible, keep animals onsite and intact for group photos following the hunt.
- a) MHHF Clinics include all game harvested being properly field-dressed and ready for transport by participants.

- I. Check with participants to confirm whether or not animals are being mounted, and then field-dress accordingly.
- II. Small game, upland birds, and waterfowl can easily be skinned (as allowed by applicable hunting regulations) and bagged for transport in an ice chest.
- III. With large game such as deer, participants are expected to arrange transport for entire carcass.



- b) All additional processing fees, mounting fees, transportation and storage, and the proper use and disposal of harvested game are the responsibilities of clinic participants.

3. Immediately following the hunt, all participants, parent/chaperones, mentors and staff are expected to gather for a group meal reminiscent of the hunting camp meals that generate such fond memories.

- a) This is a great opportunity for photographs. Include a mix of random photos with posed photos of hunt threesomes (including game harvested) and the entire group. ***Note: When composing for photos, be mindful of the direction of the muzzle. Perfectly innocent positions can appear dangerous in two-dimensional pictures. Avoid distasteful or offensive photos. Clean away any blood on game animals or hunters, avoid angles exposing the inside of a carcass, don't leave animal's tongue exposed, etc.***

- b) As the meal progresses organizers should seize the opportunity to say a few words about the clinic and thank everyone for their involvement.
- I. Ask each participant to share their tale of the hunt, then each parent/chaperone and then each mentor. Continue going around the group until everyone has shared their experience.
 - II. Pass out Clinic Evaluation/Exit Surveys.
 - III. Request each participant and parent/chaperone to write a few words about their experience and send to the Executive Director.
 - IV. Remind everyone to visit the MHHF Facebook page and website to view entries of their clinic, and request they share them with their friends.
- c) Before concluding group meals, give an MHHF T-shirt to each participant as a reminder of their weekend and request they tell all their friends about their clinic experience.
- I. Advise everyone that additional shirts are available for purchase, if interested.
 - II. Contact Executive Director for current prices and to place orders.

4.8 After-Action Responsibilities

As they say — “no job is finished until the paperwork is done.” Timely completion of the following tasks is expected and necessary for proper record keeping and to maintain good relationships with clinic contributors.

1. Properly cleaning and caring for equipment and taking inventory of supplies should be a top priority immediately following clinics.
 - a) Organizers can ease this burden by asking mentors to properly care for any borrowed equipment upon returning from hunts.
 - I. Don't leave blinds or other gear in the field. Pack out all gear at the end of each hunt while there are three people to carry it.
 - II. Ask mentors to open blinds and other gear for cleaning as needed. Allow drying during the group meal and properly store clean dry gear before departing.
 - III. All borrowed firearms should be properly cleaned and returned quickly. Returning firearms in better condition than you receive them will help determine if you are allowed to use them again.
 - b) Conduct a quick inventory of equipment and supplies before anyone departs from group meal. It's easier than tracking down missing items and less expensive than replacing them.
 - I. Make certain all firearms, cases and ammunition provided for participants' use are returned and accounted for.
 - II. Safety glasses loaned to participants are frequently forgotten to be returned. Disposable ear protection should not be returned or reused.
 - III. Other items to check for include shooting sticks, game calls, decoys, articles of clothing, gloves, hunter orange caps or vests, etc.
2. Organizers are required to submit classroom course reports to MDC, and final reports of all clinics to the MHHF Executive Director in a timely fashion. Reports are expected within one week of completing clinics.
 - a) Submit classroom course records online or send to the appropriate local MDC representative.
 - b) Mail originals of all clinic records to the Executive Director at: MHHF, 38512 E Gunn City Road, Garden City, MO 64747 or email clinic records to execdir@mhhf.us Include the following:
 - Participant Registration
 - Parent Consent/Permission Form
 - Staff Report
 - Volunteer Hours/Miles



- Classroom Course Registration
 - Clinic Evaluation/Exit Survey
3. Every clinic provides an opportunity to learn and improve. An informal “after-action” meeting, in person or otherwise is a valuable opportunity to capture ideas for doing things better.
 4. Saying “Thank You” to everyone contributing to the clinic is an important final step that is necessary to continue good relationships and it is very much appreciated.
 - a) Start with a simple email or phone call to your staff thanking them for giving up their weekend to create such a memorable experience for participants.
 - I. Give credit for individual efforts and for being part of a grassroots program to continue the hunting heritage.
 - II. Request feedback of ideas for improvement.
 - b) Draft letters to individual landowners hosting the mentored hunt.
 - I. Briefly describe highlights of the hunt that took place on their land.
 - II. For a special added touch, copy and paste a photo of the hunt trio they hosted or of the entire group.
 - c) Send Thank You cards or letters to businesses and groups contributing goods and services.
 - I. Be certain to include shooting ranges or clubs hosting the classroom course and Live-Fire session. It is important they are able to report supporting such activities to their membership.
 - II. You’d be amazed to learn how often businesses are asked to support various functions without receiving any acknowledgement for their donation. Make sure MHF isn’t guilty of such a breach of common courtesy.
 - d) Follow up with an article and picture in the local paper to generate greater awareness of MHF. This also provides a ready-made human interest story for the paper.
 - e) Find opportunities to celebrate and savor your success with your staff. Perhaps a get-together to review pictures & video will enhance satisfaction, build “esprit de corps” and get them itching to do it again.
 - f) Remember – clinics are a significant expenditure of man-power. Don’t overload yourself and your resources. Quality, not quantity, is our goal.

5. Final Thoughts

Now that you've completed another successful MHHF Clinic — relax and take pride in being part of something this meaningful and rewarding.

Your efforts made a difference in the lives of participants. The future of conservation, hunting and the shooting sports is brighter today because of you. Several youth and their families now know the value of continued funding for conservation. They know the vital roles of hunting and hunters in wildlife management and habitat improvement. These future voters have a positive first-hand experience of an outdoor way of life featuring hunting and the shooting sports to reflect upon as they make important decisions throughout their lives.

Bask in the glow of personal satisfaction from a meaningful job done well...and return to page 8 of this manual when ready to do it all again.

**THANK YOU, FOR EVERYTHING YOU DO TO MAKE THIS
PROGRAM POSSIBLE!**

Allan Hoover

1955-2012

Allan Hoover, Co-Founder and first Executive Director of the Missouri Hunting Heritage Federation deserves credit for the lion's share of the development of the MHHF Clinic model and the content of this manual. While his first hunting experience was not a positive one, over the years he became an avid hunter. As his passion and daily commitment to Missouri's hunting heritage grew, so did his desire to see young people introduced to hunting in a safe and positive way. MHHF provided Allan a way to bring this dream to life.

Because of his work as a Missouri hunter education instructor, and his considerable role in the founding of MHHF, Allan was invited to serve on the Missouri Department of Conservation's committee responsible for revising the hunter education program. As the only member of the committee who was not an MDC employee, Allan represented all volunteer hunter education instructors. His passion for hunter education and commitment to mentoring youth helped mold key components of the new Missouri Hunter Education program. Allan's contributions have created a legacy that continues to benefit Missouri's hunters and hunting traditions.

Allan's considerable contributions were recognized during his life and afterward, most notably- the International Hunter Education Association (IHEA) Gladney Davidson Memorial Award and Conservation Federation of Missouri's 2012 Hunter Educator Instructor of the Year Award.

It is with gratitude, appreciation and respect that the Board of Directors and members of MHHF remember Allan Hoover.

