

## PRE-EVENT PLANNING

- Invite a certified Hunter Safety Instructor to deliver a hunter safety "refresher" to the Apprentices.
  Develop an emergency plan and ensure that all volunteers understand the procedures should there be an accident involving a participant or dog.
- Develop an application form that requires Apprentices to identify their Mentor at the time of registration.
- Designate a Safety Officer to ensure all safety procedures for the day are being followed and to be the first line of contact should someone get hurt.
- Assign a Field Marshal to each group of Apprentices and Mentors to ensure safe gun handling and other safety rules are followed at each of the stations.
- Provide Field Marshals authority to remove an Apprentice-Mentor group from the site should a serious safety infraction occur.
- Limit the number of Apprentices and size of Apprentice-Mentor groups based on the areas that can be safely hunted and the comfort level of the planning team.
- Develop an information package for Field Marshals including a site map and safety rules list to share with their group of Apprentices and Mentors on the event day.
- Send a confirmation letter to all volunteers and participants outlining the days' activities and expectations from them for the event to be fun and safe.