

# Guide Orientation

# 2025

What does this season have in store for you and the team, be prepared! Know your client, medical, dietary, and watch his/her physical condition! Learn what they can or think they can do and shoot!

## Guide outline

1. Documentation: Guide license, first aid everyone up to date (Pro First Aid), guide log book (daily- season: what you saw, clients and where, kill, location)
2. Camp register, daily log -where you hunt, what you saw or harvested-Client log books, photos before and after
3. What does the rifle season full, scheduled,
4. Don't assume your schedule. Make sure you know the schedule and when your expected to be working
5. Keep us in the loop, if you are sick even if you are struggling
6. Guiding does not stop when you get back to the lodge! Eat dinner with your clients
7. Your guide Vehicle When fueling get rid of garbage, clean windows, check oil 1 to twice a week. tools, tires, chains, shovels, update list, maintenance, tire schedule- check your assigned rig
8. Camps- setting up, breakdown, document, when, where, photos, clean up, more photos what camps!
9. Guide- personnel equipment- binoculars, spotting scopes, packs, inreach garmin, maps, pack supplies, first aid, fire kit, benadryl, aspirin, garbage bags, camera/phone- be prepared for anything.
10. Guide to guide and to client conduct, we can control the controllable, positive attitude, don't leave your client behind, don't talk about other clients or staff, knowledge of area or game, if you have a problem pull the individual off to the side talk!
11. Rifle elk and deer you and your client must wear orange. Have an extra orange in your truck!
12. Team - work as a team, help each other out, make sure everyone comes home at the end of the night.
13. Retrieval of game -If game is being left with our butcher called. How much time after the shot ? ask questions to clients what kind of hit,- what to do, tag, photos/videos, prepare game for transport, care of capes/ hides, antlers, gps location, photos of kill area and carcass, packers and wranglers, what to pack out /// Transfer possession form (Montana FWP) All animals hides and meat must be labeled with (Name of client, phone, what it is, and what they want done)
14. Who is working at what lodge.
15. Harvest Report/ client log sheets - every year is a pain- 2023 we need the photo of kills, name of client on group chat, camps, scouting, game cameras, Mountain lion/ Spring Black Bear kill photo plus clients name a guide log book, Gun, ranges, hearing protection, use your Montana long ranger at range as well to get familiar and clients to observe.

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16. Snow/Rainy/ windy days- we still have to be out there hunting, maybe cook lunch, fire, jet boil, coleman stoves, grills, mid day warm up! Gypsy camps - dos and don'ts photograph site before and after distance clean up! 100 yards off trails and 2 miles back in!
17. Big Hole- Twenty Odd/Canyon Peak- Deep Creek- Miller Creek -- Eddie Creek- plus other camps-
18. Tree stands (Harnesses), ground blinds, where do we have locations
19. Always think about safety for your clients crew and stock!
20. It is mandatory that all guides report any client and or staff incidents. Also any local or other guide situations are also mandatory.
21. It is imperative that all guides report any violations (forest service, gate, FWP, etc.)
22. Equipment check out list and description
23. Mandatory equipment each guide must possess (inreach, binos, range finder, camera, cell phone, rain gear)
24. Clean hygiene (clothing, boots etc) Don't be smelly
25. Make sure if you're doing your wash you change it in a timely fashion. Also switch over days might be reserved for switching over the lodge. Ask the cleaners if it's ok on this day!
26. No bad attitudes!
27. Think about what you say to staff and clientele! What comes out of your mouth may not reflect what they perceive you said. Listen to your clients
28. Also if a senior staff member (John, Shelby, Koliss, Jerry or Cody) asks you to do something. No questions asked please do it!
29. If someone pulls in with horses all staff must go help take care of stock. Help eachother out. Guides help cook and take out garbage. Does not hurt to help with dishes. This will be noticed by your clients and your Boss in a positive way.
30. If there is a problem with your vehicle write it down and report it to me asap.
31. Clean out your vehicle and check your fluids all throughout the week. No exceptions!
32. If you camp out spike camp. Camp location and pictures of during and after photos must be taken also dates must be written down and reported to john and cody!
33. Keep a note book of names of your clients, areas you hunted, game harvested. This is mandatory as we have to report this.
34. Take vitamins, get good sleep, if you're sick or your client is sick please let us know!
35. Please report all draws and missed work to Shelby before the end of the month for payroll!
36. All clients must be wearing a tree stand harness prior to getting in the tree. Check all tree stands prior to letting your client climb them.
37. You must have: a can do excited attitude / a plan for next day hunt / stay positive throughout the week / leave early / have empathy for your client (help them) / be prepared / check their gear and licenses
38. Brag every employee and staff up so that their clients are excited to have them as guides. Don't put anyone down, it looks bad for you and the whole camp!

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39. IF your client mortally wounds the game that is their tag. You must look for that animal the rest of the week. They may not harvest another animal of that species.
40. You cannot hunt while you have clientele
41. No blocking forest service gates.
42. All guides must help with orientation and prepare your client for the hunt on orientation day. NO being late to this. First impressions matter. You might get the last client picked that week!!!
43. There are many things that help an outfitting business out. If you notice one of the guides, cooks, apprentice guides, or packers did not get tipped let us know. It is common practice and received well to give them something. This goes a long ways
44. Do not show up late in the morning! This looks very bad!
45. Guide bonus's, commissions, awards!
46. Charging Gas and fuel signing must have name, vehicle etc. In trout creek you must fill up at night. (town pump in Plains) (atkins store in Trout Creek)

Employee

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