



## **WHHC Adventure Standard Operating Procedure (SOP)**

### **Objective:**

To ensure each and every Hero that is attending a WHHC Adventure is aware of WHHC Policy and understands how their trip will be conducted. WHHC normally provides all-expense paid trips to Combat Disabled Veterans and this document will explain how that works and what needs to be done by the Hero while on his/her outdoor adventure.

### **Lodging:**

Normally Lodging has been reserved a month in advance for the planned trip. These rooms have either been donated by a WHHC sponsor or WHHC has paid for the rooms in advance for you to attend. The rooms will be reserved by WHHC, but each Hero will need to provide a valid credit card to the hotel when checking in for incidentals and extra charges (Pay-Per View, room service, etc.). For Heroes that bring a service dog, you will be responsible for your service animal throughout the stay. Please ensure we have received permission from the hotel for your service animal to stay in the room with you and please bring all identification showing your dog is a service animal. These hotel rooms have been provided by WHHC so you have adequate lodging while on your trip. If you have an issue with accommodations and wish to not stay in the WHHC selected hotel, you are welcome to find lodging that better suits your needs; however, this will be an expense not covered by WHHC unless a written request has been stating a reasonable concern and the request is made within a reasonable amount of time for a WHHC Representative to make the accommodation changes. Any hotels booked on your own will not be covered by WHHC unless given written authorization before the trip begins.

### **Travel Costs:**

If you are traveling from outside the local area (>75 miles), WHHC will cover your fuel costs to and from the event, if needed. If a fuel reimbursement is needed, please let the WHHC Guide who organizes your trip know that you need assistance PRIOR to the event in order to get this expense authorized. WHHC will reimburse your fuel post-event as long as you provide receipts for the fuel purchased. The receipt dates must fall within your dates of travel to and from the trip.

### **Any Reimbursed Expenses:**

Typically WHHC tries to pay for all expenses upfront; however, there will be events where this is not always the case. You must receive written pre-authorization for ALL reimbursable expenses before the trip begins. Written authorization will be given by email and the email must be from a WHHC representative with an @whhc.org email address. For any expenses reimbursed, a copy of the receipt must be given to WHHC. A WHHC representative is



typically only a phone call away and can email you authorization within minutes if any unexpected expenses come up.

**WHHC Apparel:**

If WHHC apparel is available at the time of your event, then each Hero will be provided with a WHHC Shirt. We are a 100% All-Volunteer non-profit and rely on donor and sponsor funding. WHHC Guides will be taking multiple photos and videos capturing your experience and will be using these photos through social media to spread awareness and ultimately gain more financial assistance to continue taking more Combat Disabled Veterans on All Expense Paid Adventures. We would greatly appreciate it if all of the Heroes attending attempt to wear WHHC Apparel throughout the trip. It not only makes for a better photo, but makes everyone look uniform.

**Video and Photography:**

All video and photography from your event is the property of the Wounded Heroes Hunting Camp. We may, but are not limited to, use this material for marketing and promotional purposes on our website, social media, literature, etc. We will be more than happy to send you digital copies of any video and photographs from your event.

**Donated Hunting & Fishing Gear:**

You may receive donated hunting and fishing gear in addition to the WHHC apparel. These items are donated by manufactures for your personal use. These are companies seeking to support Veterans. Please do not give these items away to anyone or attempt to return them to a retail store for money or a store credit. If you feel you have no need for the gear after the trip you attend, please give it back to WHHC to give to another Wounded Hero in need. We will even pay for the shipping if you elect to return the gear to us after your trip is complete. The items are specially marked by the manufacture to identify them as donated goods with voided warranties. If you attempt to return these products, this could severely jeopardize the possibility of future donations that would be enjoyed by other Wounded Heroes.

By signing, you agree to all of the terms and conditions described above.

Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_



**RELEASE, HOLD HARMLESS & INDEMNIFICATION**

In exchange for the right to hunt/fish on the property of the owner (hereafter referred to as Land Possessor), in conjunction with the Wounded Heroes Hunting Camp, the Participant agrees to the following:

Participant waives for his or her executors, administrators, assignees or heirs, any and all rights and claims for damages, losses, demands and any other actions whatsoever, which he or she, individually or in solido, may have or which may arise against the Wounded Heroes Hunting Camp and the Land Possessor, to include any of his or her heirs, employees, directors, officers or agents, including but not limited to any and all injuries, damages or illnesses suffered by Participant and/or Participant 's property, which may, in any way whatsoever, arise out of, be related to or be connected with hunting/fishing or in any way connected with his or her presence on the property of Land Possessor. Participant on behalf of himself or herself and his or her executors, administrators, assignees or heirs, hereby expressly release the Wounded Heroes Hunting Camp and the Land Possessor, to include any of his or her heirs, employees, directors, officers or agents from any and all such claims.

Participant hereby expressly assumes the risk of entering the land of Land Possessor and of taking part in activities relating to hunting/fishing on the land/property of Land Possessor which include, but are not limited to, the discharge of firearms and the firing of live ammunition and use of and presence on the land of Land Possessor.

Participant agrees to indemnify, hold harmless and defend the Wounded Heroes Hunting Camp and the Land Possessor, to include any of his or her heirs, employees, directors, officers or agents from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with the discharge of firearms, use of and presence on land of the Land Possessor. And should any such claim, demand or lawsuit arise or be asserted in any way whatsoever related thereto, whether arising under the laws of the United States, any state, or under any theory of law or equity, Participant will indemnify, hold harmless and defend the Wounded Heroes Hunting Camp and the Land Possessor, to include any of his or her heirs, employees, directors, officers or agents, from any and all costs, expenses or liability including, but not limited to, the cost of any settlement or judgment made or rendered against the Wounded Heroes Hunting Camp and/or the Land Possessor, to include any of his or her heirs, employees, directors, officers or agents, whether individually, jointly, or in solido with Participant, together with all costs of court and other costs or expenses incurred in connection with any such claim, demand or lawsuit, including attorney's fees.

Participant agrees to follow the WHHC Operation Risk Management Plan found in Appendix A. It is also the responsibility of the participant to ensure he or she knows any local rules and regulations specific to the location.

Participant acknowledges that he or she accepts full responsibility for any minors under the age of 18 that he or she brings with him or her onto the property. The same guidelines stated above apply to any minors accompanying the participant.

Participant furthermore hereby acknowledges and agrees that he or she has read, understands and will at all times abide by this agreement. This instrument binds Participant and his or her executors, administrators, assignees or heirs.

PARTICIPANT:

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_

Names of Minors Accompanying (if any): \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix A: WHHC Operation Risk Management (ORM) Plan**

- 1. Everyone will possess the appropriate hunting or fishing licenses.**
- 2. A mandatory safety brief will be given before any loaded firearm handling.**
- 3. Any child under the age of 16 will be required to demonstrate proper firearm safety by properly displaying how to handle and discharge a firearm on an observed shooting range.**
- 4. Nobody will be permitted to transport a loaded firearm while traveling via a moving vehicle.**
- 5. No child under the age of 16 will be permitted to carry a loaded firearm until he or she has reached the destination he or she will be hunting from (child may carry unloaded firearm).**
- 6. No more than one child under the age of 16 in the same group will be permitted to have his or her firearm loaded (i.e. if two children are in the blind, only one may have his or her firearm loaded).**
- 7. All groups will have in possession either a radio or cell phone to communicate with other groups and the land owner.**
- 8. All groups will discuss the general hunting or fishing locations each group will be in before departing for the woods or waters. If a group wishes to move into another vicinity of the property, the guide will be responsible to ensuring all other groups know his or her group's new location.**
- 9. Each individual in a group will know the location of everyone in his or her group (i.e. if the guide sets up in a location behind the hunter, both are expected to know each other's location).**
- 10. If close to the road, be aware that vehicles may be traveling on the road (this includes gravel access roads).**
- 11. If any individuals get separated from the group, remain at your current location for 30 minutes as the guide will be looking for you. To assist the guide in finding you, either attempt to contact him or her via cellphone. If guide does not locate you within 30 minutes, head towards the road. In the event of an EMERGENCY and you cannot walk and need immediate assistance, the discharging of 3 shots may be used (be sure to discharge your firearm in a safe direction)**
- 12. Know your surroundings before discharging any firearm.**
- 13. If you shoot at an animal, the guide will accompany you at all times while you attempt to track and locate the animal.**
- 14. The four Marine Corps weapon safety rules apply at all times:**
  - a. Treat every weapon as if it were loaded.**
  - b. Never point a weapon at anything you do not intend to shoot.**
  - c. Keep finger straight and off the trigger until you are ready to fire.**
  - d. Keep weapon on safe until you intend to fire.**
- 15. Safety is paramount and always comes first!**