



# Arkansas B.A.S.S. State Federation

AFFILIATED WITH



To: Federation Board of Directors

Subject: **Standard Operating Procedures to Host State Team Championship**

The following are rules, procedures, and expectations which must be followed and met by any club who wishes to host an Arkansas B.A.S.S. State Federation Team Tournament Championship.

An information packet or presentation must be submitted to the Vice President of Planning and Operations no later than **November 1<sup>st</sup>** in the year prior to hosting such tournament. The following information must be contained within this document:

- 1) Lake or River selected for tournament
- 2) List of Clubs assisting in conducting tournament.
- 3) A designated on-site Tournament Coordinator to serve as a liaison between the Federation Tournament Committee and local club volunteers. This individual must not be fishing the tournament.
  - a. This individual must not be participating in the tournament.
  - b. This individual must be available on Monday through Thursday evenings from 5:00pm to 10:00pm for planning meeting, registration, and pairings meeting.
  - c. This individual must also be available at the tournament site from 5:00am until the completion of weigh in each tournament day.
  - d. This individual will be responsible for making sure all volunteers are at the tournament site when scheduled and that they are capable of complete they're assigned responsibility.
  - e. See section 7 for list of necessary volunteers.
- 4) Primary and an alternate date (must be after the third week in September) in which the tournament will be held.
- 5) Launch and weigh in site information.
  - a. The host club is responsible for all permit applications and fees.
  - b. This location must be able to accommodate approximately 240 boats in both launching and parking. The selected ramp must allow at least two boats at a time to be launched and/or loaded.
  - c. There must be adequate space available for 75 to 100 boats to beach during weigh-in.
  - d. It is imperative that the weigh in site have electricity available to power computers and other equipment necessary to conduct the tournament.
  - e. Weigh in site must also have some type of shelter to protect tournament equipment during inclement weather. If permanent shelter is not at the weigh in site, the hosting club is responsible for providing temporary cover in the form of a commercial or banquet type tent.
  - f. The launch site must possess a suitable area in which up to 240 boats may be staged and taken off in the morning.
  - g. The staging area must have either a dock or pontoon boat available to allow for boat checks in the morning and boat check in in the afternoon.
  - h. A minimum of two holding tanks must be provided to maintain fish weighting to be weighed.
  - i. A suitable location to place Federation weigh-in scoreboards.
- 6) Two (2) calibrated weigh scales must be provided to conduct weigh in.



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- 7) Volunteer assignments and the number of personnel needed are as follows:
  - a. Two (2) volunteers to assist with registration and prizes from 4:30pm to 8:30pm on the Tuesday and Wednesday evening the week of the tournament.
  - b. Two (2) volunteers to assist with banners and scoreboards on Thursday afternoon.
  - c. An adequate number of individuals to handle traffic flow during the morning launch and afternoon take out.
  - d. Two (2) volunteers to handle writing scores on the Federation Scoreboards Friday and Saturday during weigh in hours. Must be present at least one hour before weigh in starts.
  - e. Two (2) volunteer to assist Federation Tournament Official with Boat check Friday and Saturday morning. Must be present by 5:00am.
  - f. Three (3) volunteers to conduct boat check in Friday and Saturday afternoon. Must be at weigh in site one hour prior to the return of the first flight.
  - g. Two (2) volunteers to check and measure fish before weigh in. Must be at weigh in site one hour prior to the return of the first flight.
  - h. Two (2) volunteers to handle distribution of weigh slips to anglers during weigh in. Must be at weigh in site one hour prior to the return of the first flight.
  - i. Either have two (2) fish runners or some type of automated fish return insure fish are returned to the water or catch and release boat promptly. Must be at weigh in site one hour prior to the return of the first flight.
  - j. Two (2) volunteers to key weights into the Federation computer. These individuals **MUST** be detailed oriented and experienced in using a computer to enter numbers. Must be at weigh in site one hour prior to the return of the first flight.
- 8) The hosting club must provide a suitable location to conduct registration on Tuesday evening from 5:00pm to 8:00pm and Wednesday afternoon from 12:00 noon to 4:00pm. This location must have suitable space to set up Federation computers as well as a secure space to hold tournament prizes.
- 9) The hosting club must secure a location able to hold up to 500 people comfortably for the pre-tournament meeting and pairings on the Thursday before the tournament.
- 10) Up to 240 boat number tags, chips, paddles, or flags must be provided the night of the tournament meeting / pairings to give one to each boat entered.
- 11) A hotel near the tournament site to serve as Federation Headquarters. The hosting club must provide the Federation with at least two (2) complimentary rooms for Federation officers from the Monday before the tournament through the Sunday (the day after) the tournament.
- 12) Local TV Media, Radio, and Newspaper contact should be provided to the Federation Via President of Public Relations at the August meeting prior to the tournament.
- 13) Enough information (presentation) packets must be available during the December meeting (the year prior) for each club director and each Federation Officer. This packet should be approved by the Vice President of Planning and Operations before being copied and distributed at the December meeting. The packet should contain the information listed above in sections 1 through 5 as well as sections 8 through 11. In addition, the following information must be included:
  - a. List of local hotels and phone numbers
  - b. General map of hosting city
  - c. Map to launch and weigh in site
  - d. Map to registration location
  - e. Map to tournament / pairings meeting
  - f. List of any sporting goods stores and marinas (boat mechanics) with phone numbers.
  - g. Map showing local emergency services (i.e. hospitals or clinics)