

# OCBA TOURNAMENT COMMITTEE RESPONSIBILITIES

PRE-TOURNAMENT TASKS	
<b>RULES / INTERPRETATION / PROTESTS</b> - responsibilities include final decision and resolution according to bylaws	<b>Mark R. / Tourn. committee</b>
<b>BOAT PAIRINGS</b> - Determining who rides with whom	<b>Mark R.</b>
<b>BLAST-OFF POSITIONS</b> - Determining the order of blast-offs	<b>Mark R.</b>
<b>COMMUNICATIONS</b> - Communicate tournament schedules, boat pairings, blast-off order and who is on the tournament committee itself	<b>Mark R.</b>
<b>TRANSPORT (SCALE)</b> - Responsible for bringing the digital scale to the tournaments, and keeping the battery fully charged	<b>John V.</b>
<b>TRANSPORT (BACK-UP SCALE)</b> - Responsible for bringing the back-up, hanging scale to the tournaments	<b>Louie K.</b>
<b>TRANSPORT (SCOREBOARD)</b> - Responsible for bringing the back-up, hanging scale to the tournaments	<b>Dave D.</b>
<b>TRANSPORT (TUBS)</b> - Transport tubs to tournaments,	<b>Jeff B.</b>
<b>TRANSPORT (TRAILER)</b> - Responsible for towing the weigh-in trailers to the tournaments, determining best location for weigh-in, transporting the trailer to the weigh-in location within 10 minutes of tournament ending time	<b>(as needed)</b>
<b>MONEY POTS</b> - Keep track of and disseminate the money pot money	<b>Derrek</b>
<b>BOAT CHECKS</b> - Pre-blast off check for each boat - Items that may be checked (TBD) - working/empty live wells, lights, live vests, kill switch attached, floatation cushion, flares, whistle, throwable device, distress flag, first aid kit	<b>Mark B.</b>
<b>PRE-TOURNAMENT MEETING</b> - Review lake hazards, navigation, rules, off-limits areas, rider fees, start time, end time, check-in process, etc.	<b>Mark R.</b>
<b>PASS OUT BLAST-OFF CARDS</b> - with blast-off number, instructions for the time of the tournament, tournament rules	<b>Mark R.</b>
WEIGH-IN TASKS	
<b>SET-UP / TEAR DOWN (TUBS)</b> - Set-up / tear down and fill the fish holding tub(s)	<b>Jeff B.</b>
<b>SET-UP / TEAR DOWN (SCALE)</b> - Determine scale location, zero-out the scale, set-up / tear down the scale, tripod	<b>John V.</b>

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<b>DISTRIBUTE / RE-COLLECT (BAGS)</b> - Prepare weigh-in bags, pass out bags according to agreed upon procedure (i.e. pass out six-eight bags at a time, in blast-off order), collect all bags at end of tournament	Mike S.
<b>SET-UP / TEAR DOWN (SCOREBOARD)</b> - Setting up and tearing down the scoreboard, put names correct on the scoreboard (alphabetical order) and take them down / pack them after tournament	Dave D.
<b>PHOTOGRAPHER</b> - Take fish pictures after weigh-in, photos during and before tournament, including final shot of scoreboard after weigh-in is complete, etc.	Ken R. / Greg T. / Jamal C.
<b>WEIGH MASTER</b> - Place measured fish on scale, read scale, call out official weight, give fish to angler for release	Mark R.
<b>OFFICIAL MEASURER</b> - Keep track of the location of the official measuring device, do pre-weigh-in courtesy bumps, decide / rule on dead fish, make sure length is legal, bag fish	Brian B. / Louie K.
<b>SCOREBOARD SCORER</b> - Write down scores, calculate points, track 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> place, document big fish for possible ties, notate ties, determine tie breaker	Dave D.
<b>HARDCOPY SCORER</b> - Write down all scores from the scoreboard on paper as the official copy and backup copy, provide paper or email copy of results to the electronic scorer within 24 hours of end of the tournament day	Jamal C.
<b>PATCH DISTRIBUTION</b> - Distribute the patches for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> place	Mark R.
<b>WEIGH-IN TEAR-DOWN</b> - Tear down, pack up weigh-in equip., trailer (if needed), dispose of dead fish, help transport equipment to trucks, etc.	Dan H.

## POST WEIGH-IN TASKS

<b>ELECTRONIC SCORER</b> - This involves entering the tournament results into the spreadsheets within 48 hours of a tournament and emailing the spreadsheet to the tournament director.	Dave D.
<b>FISH RELEASE</b> - Transport fish from weigh-in site to release boats, take boats to deep/clear water, fizz fish as necessary, release fish. This is done as needed, usually on St. Clair. Need two boats, four total volunteers.	Mark B. / John V. / ???? / ???? (Need Boat Owners)
<b>RESULTS DISTRIBUTION</b> - Making sure the webmaster gets a copy of the electronic tournament results and club records spreadsheets so he / she can update the website	Mark R.

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<b>WEBSITE UPDATES</b> - Update the website with the tournament results, club records as necessary within 48 hours of receipt of the results / records	<b>Greg T.</b>
<b>BANQUET PREPARATION TASKS</b>	
<b>TOURNAMENT RESULTS / RECORDS</b> - Provide tournament results, club for trophies and patches	<b>Mark R.</b>
<b>ANGLER OF THE YEAR</b> - Determining Angler of the Year	<b>Bylaws</b>
<b>MOST IMPROVED ANGLER</b> - Determining Most Improved Angler	<b>Bylaws</b>
<b>TROPHIES</b> - Organize, order, request engraving, proof engraving, bring trophies to club banquet	<b>????</b>

*Alternates if needed: Pat G., Greg T., Jeff R.*