

## PORT CAPTAINS GUIDE

Follow the tournament rules

Notify club members about a month in advance of tournament with location/start time/weigh in time/weigh in location.

follow up notice about 10 days in advance of tournament

Inform club members of forms to be filled out and include forms

**Liability forms must be filled out prior to the start of tournament**

Have working radio on boat

Fill out tournament accounting form

Resolve any issues on the day of the tournament

**Take a photo or scan weigh-in forms and send them to Henry Nabors.**

**TAKE A PHOTO OR SCAN WAIVER FORMS AND SEND TO ROBERT GRECH.**