## **PORT CAPTAINS GUIDE**

## Follow the tournament rules

Notify club members about a month in advance of tournament with follow up notice

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 the day of the tournament

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

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