

## **CFFU FISHMEISTER GUIDELINES -- Updated July 4th, 2019**

Thank you for agreeing to participate as a Fishmeister or an Assistant Fishmeister on a CFFU outing.

Below is a list of some guidelines to assist you in your duties as a Fishmeister/Assistant Fishmeister. Some of these will apply to your outing and some will not. If at any time you have a question or concern, please do not hesitate to contact our current outings director.

1. **Outing Fact Sheet.** A Fact Sheet should be prepared as soon as possible after you schedule your outing, or no later than two meetings in advance of the outing month to allow members to decide if they wish to attend. All scheduled outings are listed on the CFFU website at the beginning of the year and current outings are listed in the newsletter. Your fact sheet should be sent to the CFFU webmaster (at that time or as soon as possible.)
2. **Sign-Up Sheet.** A sign-up sheet should be prepared for at least two meeting in advance of the outing so people will have two months to decide whether they wish to attend. A blank sign-up sheet is provided with this packet.
3. **Food at the Outing.** Providing or arranging for food at outings is not a requirement. However, you may wish to do so. Certain locations make a group meal more convenient and others make it impossible. If food is to be part of your outing, don't feel that you have to put on a great feast. You may ask for donations to cover the cost of any food you provide. Pot luck meals may be appropriate. Catering is also possible with the attendees paying a proportional share of the cost. CFFU will not provide food or beverages for any club activity or project without prior approval of the Board. In some cases, you may want to meet at a restaurant prior to the outing for breakfast.
4. **Fishing Fees.** If there are fishing fees required, determine the cost per individual and provide information on the Fact Sheet. Collection of any fees and payment to the outing location is the responsibility of the Fishmeister. If payment to a vendor for an outing is required, the payment will be made directly to the fishmeister or to the vendor if so directed by the Fishmeister, not to CFFU.
5. **Carpools.** If possible, prepare a list of fishers in advance of the outing and share it with the attendees. This will enable attendees to car pool and save gas.
6. **Reporting on the Outing.** On the day of the outing, keep notes, record names of the attendees, who caught fish, who didn't, who fell in the water, and any other bits of information that will make interesting conversation that can be shared at the next club meeting. Also, prepare a report/article for the website and for the newsletter and submit to both after the outing, if possible before the 25th. Include photos if available. If you would like a sample article, please refer to the On the Fly newsletters.
7. **Photos.** It is desirable to have photos to send to the website webmaster and to the newsletter editor for inclusion with your article. If you are unable or cannot take the photos, ask some of the attendees to do so and have them e-mail them either to you to be forwarded, or have them e-mail direct. Please send only a few to both the webmaster.
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7. **Meeting Location.** When appropriate, select a meeting place at or near the outing location.
8. **Listserv.** The CFFU e-mail listserv is an effective way to contact members. If you are on the listserv, simply send an e-mail to [cffu@yahoogleroups.com](mailto:cffu@yahoogleroups.com). If you are not, let the outings director know and he will send the information for you.
9. **Mentor Assistant Fishmeisters.** The goal for each outing is to have an Assistant Fishmeister who can learn from a more experienced Fishmeister. This will provide a pool of experienced Fishmeisters for future outings. If you are not, let the outings director know and he will send the information for you.
10. **Clinics, Fishing Instruction, Guide Trips, Pay to Fish:** You are encouraged, but not required, to include help for members who may be new at using a float tube, casting, set up, etc. This can be a very simple meeting at the beginning of an outing, or a more formal clinic with a professional casting instructor, e.g., see Upper Sacramento Outing. Float trips may be set up with guides. Any fees must be advertised and may be charged to participating members. If payment to a vendor for an outing or clinic is required, the payment will be made directly to the fishmeister or to the vendor if so directed by the Fishmeister, not to CFFU.