

CFFU FISHMEISTER GUIDELINES -- Updated January 26, 2017

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 me, David Tevlin, Outings Director, via e-mail at dwtevlin@att.net

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](#) (currently Laurie Banks at laurie@creekchick.com) 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. **Promotion in the CFFU Newsletter.** Not all members are able to attend our meetings. You should prepare a brief article for *On the Fly* at least one month in advance (deadline to newsletter editor is 25th of each month) and send it to the newsletter editor (currently Chris Weiland, cjweiland@comcast.net). For example: If your outing is scheduled for July 12, you should send an article no later than June 25th but preferably by May 25th. (Your fact sheet and any special comments or information should have already been sent to the webmaster when you scheduled your outing and an outing page already created.) This pre-outing article should include highlights from the information listed in your fact sheet. If you would like to see a sample article, please refer to the *On the Fly* newsletter.
4. **Brief Presentation to the Club.** You or the outings director should make a brief presentation at two CFFU meetings preceding the outing. The presentation should include the specifics of the outing, such as the date, time, place, and an explanation of why the club members should attend this outing.
5. **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.
6. **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.
7. **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.

8. **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.
9. **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. They should be sent to both the Webmaster (currently Laurie Banks laurie@creekchick.com, and to the newsletter editor (currently Chris Weiland, cjweiland@comcast.net). Please send only a few to both the newsletter and to Laurie Photos may be sent via a single e-mail to both addressees.
10. **Meeting Location.** When appropriate, select a meeting place at or near the outing location.
11. **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@yahoogroups.com. If you are not, let me know and I will send the information for you.
12. **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 do not have an assistant, let me know and I will help you recruit one.
13. **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.

Again, if you have any questions or problems, please contact Dave Tevlin, Outing Director, via e-mail at dwtevlin@att.net cell phone # (916) 202-8269

Thank you again for volunteering to be a Fishmeister.



California Fly Fishers Unlimited
P.O. Box 162997
Sacramento, CA 95816

Outing Sign-Up Sheet

PLACE:

DATE:

FISHMEISTER:

WAIVER, IMPORTANT, READ CAREFULLY: I acknowledge that participating in a California Fly Fishers Unlimited outing entails known and unanticipated risks which could result in physical or emotional injury, paralysis, and/or death. * Therefore, I expressly release and forever discharge and agree to indemnify and hold harmless California Fly Fishers Unlimited and all of its members and Board of Directors from any and all claims, demands, or causes of action which are in any way connected with this activity. * Should California Fly Fishers Unlimited or anyone acting in their behalf, be required to incur attorney fees and costs to enforce this agreement, I expressly agree to indemnify and hold California Fly Fishers Unlimited harmless for all such fees and costs. * In the event that I file a lawsuit against California Fly Fishers Unlimited, I agree to do so solely in the state of California and that the substance of law of the state shall apply in that action without regard to the conflict of law rules of that state. * I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portion shall remain in full force and affect. * In consideration of being permitted by California Fly Fishers Unlimited to participate in its activities and to use its equipment and facilities, I further agree to indemnify and hold harmless California Fly Fishers Unlimited from any and all claims which are brought by or on my behalf.

	Name	Signature acknowledging waiver above	Phone number
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OUTING FACT SHEET

EVENT:

DATE:

FISHMEISTER, ASSISTANT FISHMEISTER, AND CONTACT INFORMATION:

SUMMARY:

MEETING LOCATION (MEAL AND/OR FISHING):

MEETING TIME:

FISHING FEES:

DIRECTION/MAP:

EQUIPMENT RECOMMENDATION:

MEAL INFORMATION:

FISHING NOTES:

ADDITIONAL RESOURCE REQUIREMENTS: