

PROCEDURE FOR CONDUCTING STATE DRYCASTING CHAMPIONSHIPS



**AUSTRALIAN ANGLERS ASSOCIATION
(W. A. Division Inc.)**

INTRODUCTION

The State Dry Casting Championships is one of four major events conducted by the Australian Anglers Association (WA Division) Inc., during its competition year. Each event is coordinated by a sub-committee under the direction of the Delegates Council of the Association.

The State Dry Casting Sub-Committee shall be responsible for the planning, preparation and conduction of the State Dry Casting Championships, for and on behalf of the Australian Anglers Association (WA Division) Inc.

The Committee shall comprise of one or more representatives from all AAA (WA Division) Inc. affiliated clubs interested in dry casting. Only one member per club may vote upon resolution put before the sub-committee.

It shall be the responsibility of this Sub-Committee to plan and prepare for the State Championships which shall be conducted in October or November in every calendar year.

The Dry Casting Sub Committee shall present a report on the conduct of the Championships at the next General Meeting of the Delegates Council of the AAA (WA Division) Inc., following the State Dry Casting Championships.

At this meeting the Dry Casting Sub Committee shall recommend a preferred date for the conducting of the next State Dry Casting Championship. This recommendation is to be approved by the General Meeting of the Delegates Council, after which it shall be entered into the Association Calendar of Events.

Once this date is approved by the General Meeting, the Secretary shall promptly make the necessary arrangements to secure a booking for the hire of a suitable venue to conduct the next State Championships.

The preferred venue is the Perth Polo Club ground, Meadow Street, Guildford

**AUSTRALIAN ANGLERS ASSOCIATION
STATE DRY CASTING CHAMPIONSHIPS
HOSTED BY THE AAA DRY CASTING SUB COMMITTEE**

The following work sheet is an allocation of duties to assist in the smooth operation in the AAA State Dry Casting Championships. As these titles are run by the AAA Dry Casting sub Committee, assistance is required in many areas.

Clubs are requested to assist by nominating what areas of expertise or assistance they may provide and providing volunteers to assist in carrying out the required tasks.

PRIOR TO THE EVENT:

The Organising Committee and / or host club shall prepare all nomination forms and Information booklets (as required) and distribute to all clubs affiliated with the WA Division of the AAA (WA Division) Inc., at least two months prior to the event ensuring that there is sufficient time for all clubs to prepare team lists and return them to the Coordinator / Competition Officer.

The following information shall be provided in the information pack;

- A covering letter detailing the date, venue of the State Championships, commencement time, coordinating committee / Competition Officer contact, cost of entry, competition divisions and their age limits, closing date for applications and
- Individual Application Forms,
- Team Application Forms

All outgoing correspondence or email from the organising Committee must go through the Association Secretary. (At a minimum ALL correspondence is to be copied to the Association Secretary for recording purposes)

All incoming correspondence must be sent to the Association's Post Office Box address, not to any private residential or business address. Originals (or copies) of all correspondence received shall be promptly passed to the chairperson of the competition Sub-Committee.

It shall be the responsibility of the Organising Committee to ensure that;

- A Competition Officer, a Deputy Competition Officer and Scorer are appointed prior to the event.
- A suitable venue is booked and confirmed following the completion of the Annual State Championship,
- Ensure contact is made with the appropriate Shire or Local Government Authority seeking approval for the event and associated activities (e.g. BBQ facilities, refuse collection etc.).
- To seek, coordinate and agree event sponsorship.
- To prepare and document Competition Risk Management Plan.
- To ensure that a Protest and Disputes Committee comprising of all participating Team Captains is appointed on the day.
- To obtain appropriate trophies for all Individual and Team Events.
- Ensure all equipment required for the smooth running of the event is available to successfully run the event.

This shall include, but not be limited to:

“V” court lane ropes, base line ropes, targets, radios, measuring equipment (laser equipment and measuring tapes), safety vests for marshals and scorers, safety helmets for scorers and marshals, scorecards, call up sheets, adequate safety signage, banners, adequate and sufficient marker pegs etc.), adequate tables and chairs (as appropriate) for Scorers / Call Up Marshal's, Foot Marshals in addition to computer and printer and adequate office supplies

(folders, pens, marker pens, printer paper, etc., Also, if required have tea and coffee making facilities available for participants and event volunteers.)

- Organize a specific area for the Scorer, (i.e. a room that has power for a computer and printer with appropriate space which will include an area to display results as collated.)
- Competition Officer, his Deputy and the Scorer are to brief all team captains and marshals in regard to their duties at a Team Captains Meeting to be held prior to the commencement of the event.

ON THE DAY OF COMPETITION:

On the day of competition the coordinating Committee shall ensure that;

- The distance lanes and accuracy targets for dry casting events are set out in accordance with the current Dry Casting Rules.
- Warning signs, equipment and barriers as required to warn the public of danger, and to limit entry into danger areas are set up prior to the event.
- All members and visitors observe the required safety precautions on dry casting days and take action if and as required, and report to the Competition Officer if necessary.
- Remind all participants to protect themselves from excessive exposure to the sun.
- Shall arrange to have photographs taken during the event for inclusion in final report. (Select photos to be placed on the web site.)
- Arrange for the Association Patron to assist with trophy presentation.
- Coordinating Committee to arrange for all raffles and associated prizes and to be drawn at the presentation.
- Coordinating Committee to prepare a Trophy Presentation check list indicating order of presentation of trophies.
- Arrange to have all prizes placed on a table or stand in presentation area

ON COMPLETION OF THE EVENT:

At the conclusion of the event the Coordinating Committee shall organize a a debriefing meeting and advise all members of the time, date, and location of the meeting.

This meeting shall be held before the next General Meeting of the Delegates Council so that its findings can be included in the report presented to the Delegates Council by the Chairman of the Dry Casting Sub Committee.

Points to be discussed shall include, but not be limited to;

Any problems arising during the day, and resolution of those problems;

Determine actions to be undertaken to prevent further occurrence;

Refer decisions (if any) to the Delegates Council for final resolution;

Certificates of Appreciation are to be organized for sponsors to be sent to all sponsors and supporters.

Arrange for Letters of Appreciation to be sent to volunteers on the day and participating clubs.

DRY CASTING COMPETITION OFFICER'S DUTIES

Be present at all planning meetings throughout the year.

Assist in the perusal of rule changes and adjustments to suit Competition.

Understand **ALL** of the competition rules governing the event.

Safety Vest for Competition Officer (to distinguish from other marshals' etc.)

Resolve any queries or disputes at the Captains Meeting in the morning prior to commencement of competition, or refer them to a P & D Committee for resolution on the day.

Coordinate Start, (Competition to commence at set time or as close as possible).

End of Day be present at the presentation of trophies.

Receive and resolve if possible any protests or disputes, otherwise convene a meeting with Protest and Disputes Committee.

No competitor is to be disqualified unless the Competition Officer has checked on and has confirmed all discrepancies.

At the conclusion of the days' casting, wait a minimum of 15 minutes following notification of results at end of the day in case there are any disputes.

In conjunction with the Scorer and Team Captains, approve results and finalize trophy presentation list.

SCORER'S DUTIES:

One person is required to carry out the duties associated with this function and may use an assistant to cross check entries into the database. The Scorer must be proficient in the use of Microsoft Access database.

The Scorer's role is to prepare & collate and enter all data to establish a result for the competition. This data includes individual & team competition scores. The Scorer is only to process the information from the score-sheets.

Prior to the event the Scorer shall collect and collate all entry forms received into separate clubs / teams, then into divisions e.g. Men's, Ladies, Veterans, Juniors and Mini-Juniors within Club groups and prepare appropriate score sheets. Where required the scorer shall allocate AAA Competition Numbers to competitors who have not been allocated a number.

In conjunction with the Competition Officer conduct a draw to establish the casting order.

Prior to the event the Scorer shall prepare a set of Call-Up Sheets from the database containing the names of competitors as prepared and presented by the clubs on their Nomination Forms.

PRIOR TO THE EVENT – THE SCORER TO COMPLETE.

For each new competition, before data can be entered into the scoring system, an exclusive Microsoft Access data base file shall be set-up. This file is identified by the year in which the competition takes place.

Once set-up for the new competition year is completed, maintenance recognizing the relevant year, the current scoring system and any new clubs shall be completed.

NOMINATIONS:

Nominations shall be received prior to the competition

Once received, nomination forms shall be checked for completion & accuracy of the following details:

- Surname
- Given name
- Club name
- Angler division
- Nomination Payment Reconciliation

Nominations shall be accompanied by the appropriate payment. Payments are reconciled to the attached nominations to ensure correct payment has been received for all nominated entrants.

An Excel spreadsheet shall be established to summarize / reconcile nominations to payments.

Club captains shall be advised of any un-reconciled payment issues which are to be resolved prior to competition day.

As at the morning of the competition, any unresolved payment issues will result in the caster's nomination being declared ineligible.

If payment has not been received prior to the commencement of the competition the relevant angler/anglers will not be entitled to compete.

TEAM NOMINATION FORM:

The State Dry Casting Championships are both an individual and a club team event.

Each club shall be entitled to enter up to three teams in each Division.

Each Men's team shall consist of up to 7 members, including a team captain and up to 6 team members. Each Ladies, Veterans, Juniors & Mini-Juniors teams shall consist of a team captain & up to 3 team members.

Prior to the day of the competition, all clubs are required to provide the Competition Officer or Scorer with their respective Team and Individual nomination forms. This date shall be determined by the Coordinating Committee and advised to the Delegates Council at least three (3) months prior to the event. It shall be noted on the Individual and Team Nomination Forms.

Any nomination forms received on the day of the competition shall not be accepted.

CLUB TEAMS REPORT

The club teams report details information entered in the team nomination entry.

Once team nomination entry is completed, the club teams report shall be printed out and given to the Team Captain to check and confirm that all details as presented are correct.

This shall be presented to the Club Captains at the commencement of the Captains' Meeting on the day of competition.

The Team Captain shall check and confirm that all team members entered are from the same club and that team members listed in each division team are entitled to cast in that division.

The Team Captain shall confirm that all team members listed are present and ready to commence competition.

The sheets shall be signed off and returned to the Scorer indicating that all details are correct prior to the commencement of the competition.

END OF DAY CAPTAINS MEETING:

At the end of the day and after the competition has concluded the Team Captains shall meet and check their club's results detailed on the Interim Results posted.

Once satisfied that results are correct the Team Captain shall sign the Interim Result Sheet indicating that the report is a true & accurate record of the days casting results for that club.

This shall be done before the expiration of the pre-determined time limit.

The Team Captain shall bring to the Competition Officer or the Scorer's notice any discrepancy prior to the expiration of the time limit set. Anomalies shall be corrected and notified to all Team Captains.

INDIVIDUAL RESULTS REPORT

The Interim Individual Results Report sheet details individual results for each division, from first to last.

The Team Captain shall sign off on the report indicating that they are happy with the results as presented by the Scorer.

The Team Captain shall bring to the Competition Officer or the Scorer's notice any discrepancy prior to the expiration of the time limit set. Anomalies shall be corrected and notified to all Team Captains.

This shall be done before the expiration of the pre-determined time limit.

TEAM RESULTS REPORT:

The Interim Team Results Report details team results for each Division's teams, from first to last.

The Team Captain shall sign off on the report indicating that they are happy with the results as presented by the Scorer.

The Team Captain shall bring to the Competition Officer or the Scorer's notice any discrepancy prior to the expiration of the time limit set. Anomalies shall be corrected and notified to all Team Captains.

This shall be done before the expiration of the pre-determined time limit.

CALCULATION OF THE CHAMPION CLUB:

The Scorer shall;

Record best Mens' team score from each Club (regardless of what team they are in)

Record best Ladies team score from each Club (regardless of what team they are in)

Record best Veterans team score from each Club (regardless of what team they are in)

Record best Juniors team score from each Club (regardless of what team they are in)

Record best Mini-Juniors team score from each Club (regardless of what team they are in)

Total all the scores listed above for each Club

The highest score is awarded the Champion Club as the best participating club

Note that the team scores for each club for Mens', Ladies, Veterans Juniors and Mini-Juniors can be taken from any of their club teams and in any combination.

EVENT PHOTOGRAPHER who will not be required to attend to any other duties unless specifically requested to by the Competition Officer.

One person required and shall provide;

- A digital camera, (preferred).or a film camera with sufficient film, and flash,
- Be available on the day for Winners and Runner Up photographs.
- Take photos of action during the day.
- Photos of Presentation Area and signage.
- Photo of Individual Divisional Winners.
- Photo of Winners of Teams Events
- Photo of State Champion Winner
- Photo of any other items of significance.
- If more than one photographer is present, AAA photographer to ensure all of them know about the rest of the photographers, cooperate with each other, check with other photographers before arranging the group or person, and not let people leave or move away until all photos have been taken.
- Brief the person presenting the prizes on requirements for the photos, numbers of photos, timing required, layout, etc.

TROPHY OFFICER

One person required who will not be required to attend to any other duties unless specifically requested to by the Competition Officer.

- Will be required to procure the trophies as per the list below, at least one month prior to the event.
- Perpetual Trophies to be collected from previous winners / Clubs.

Trophies will be required for;

- Individual State Dry Casting Mens' Champion and Runner Up
- Individual State Dry Casting Ladies Champion and Runner Up
- Individual State Dry Casting Veteran's Champion and Runner Up
- Individual State Dry Casting Junior Champion and Runner Up
- Individual State Dry Casting Mini Junior Champion and Runner Up

Total of ten trophies / medallions

- State Dry Casting Champion Men's Team (Total 7)
- State Dry Casting Champion Ladies Team (Total 4)
- State Dry Casting Champion Veteran's Team (Total 4)
- State Dry Casting Champion Junior Team (Total 4)
- State Dry Casting Champion Mini Junior Team (Total 4)

Total of twenty three trophies / medallions

Small Replica trophies for:

- AAA State Dry Casting Men's Champion
- AAA State Dry Casting Men's Runner Up
- AAA State Dry Casting Ladies Champion
- AAA State Dry Casting Ladies Runner Up
- AAA State Dry Casting Veteran's Champion
- AAA State Dry Casting Veteran's Runner Up
- AAA State Dry Casting Junior Champion
- AAA State Dry Casting Junior Runner Up
- AAA State Dry Casting Mini-Junior Champion
- AAA State Dry Casting Mini-Junior Champion Runner Up

Individual trophies for;

- AAA State Dry Casting Men's Champion Team (7 medallions)
- AAA State Dry Casting Men's Runners Up Team (7 medallions)
- AAA State Dry Casting Ladies Champion Team (4 medallions)
- AAA State Dry Casting Ladies Runners Up Team (4 medallions)
- AAA State Dry Casting Veterans Champion Team (4 medallions)
- AAA State Dry Casting Veterans Runners Up Team (4 medallions)
- AAA State Dry Casting Juniors Champion Team (4 medallions)
- AAA State Dry Casting Juniors Runners Up Team (4 medallions)
- AAA State Dry Casting Mini-Juniors Champion Team (4 medallions)
- AAA State Dry Casting Mini-Juniors Runners Up Team (4 medallions)

Please Note: AAA Preferred Trophy supplier is Trophy Choice. 6/6 Roper St O'Connor Phone 9331 5455 Kim

TROPHY PRESENTATION

Introduction and welcome by MC

Introduction and brief address by AAA Patron

PRESENTATION OF TROPHIES:

Trophies shall be set out in the following order on the Presentation Tables and presented in the following order;

Teams

2nd and 1st Mini-Juniors

2nd and 1st Juniors

2nd and 1st Veterans

2nd and 1st Ladies

2nd and 1st Men's

Individual

2nd and 1st Mini-Juniors

2nd and 1st Juniors

2nd and 1st Veterans

2nd and 1st Ladies

2nd and 1st Men's

Longest Cast on the Day.

Presentation to Overall State Dry Casting Champion. (Highest Point Scorer on day)

Final speech - Chairman Dry Casting Sub Committee

Thank coordinating committee.

Thank volunteers on the day

Special mention to Sponsor/s

Reminder relating to review meeting