



Georgia Bass Federation, Inc.

(GBF)

HANDBOOK

Updated January 21, 2022

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MEMO FOR: GBF CLUB PRESIDENT/SECRETARY

SUBJECT: GBF 2022 HANDBOOK

This GBF Handbook is Provided for your use and is intended to be a single source ready reference for chapter officers. Considerable time and thought have gone into its preparation.

One of the purposes for compiling this handbook is to reduce postage expenses. Master copies of forms and other information are provided. These master copies require only photocopying or downloading, eliminating the need for repeated mailings from the GBF staff.

This handbook contains copies of the GBF Constitution and By Laws. These should be carefully read by all chapter officers both elected and appointed. There are also thoughts offered on chapter organization and officer function. These are a collection of “Lessons Learned” which we believe to be a valuable compilation of ideas.

The section on required reports provides a useful list of who, what, when, where and why. In this same section is a master copy of the report format that can be photocopied or downloaded when needed.

This handbook also provides each chapter with the basic information needed to operate a bass club. This information will be supplemented at times by information posted on the Georgia Bass Federation Web Site (<http://www.gabassfed.org>), and by occasional meetings or information memos.

The GBF Board of Directors, believes that this handbook is very important to the successful operation of your club. We suggest that any change of leadership of your club be symbolized by having the Outgoing President hand the New President a copy of this Handbook.

Jerry A. Adams
President, Georgia Bass Federation, Inc.



GBF OFFICERS AND DIRECTORS (2021-2022)

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VACANT

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North 3 Area Director and Board Member

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Georgia Bass Federation

Treasurer Address
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Media Director and Asst. Secretary

VACANT



Georgia Bass Federation, Inc.

CONSTITUTION

ARTICLE I – Name, Purpose and Composition

Section 1: Name

This Federation shall be called the Georgia Bass Federation, Inc. (GBF)

Section 2: Purpose

The primary purpose of the Georgia Bass Federation (GBF) shall be to preserve and further enhance the sport of Bass Angling.

Section 3: Composition

The Federation shall be composed of affiliated chapters of The Bass Federation, Inc. (TBF). The TBF is 100% owned by the membership. The GBF owns a share of TBF as an affiliated chapter of TBF.

ARTICLE II – Membership

Section 1: Number of Chapters

The Federation shall consist of all chapters who qualify for membership. Total membership shall not be limited.

Section 2: Active Membership Requirements.

Chapters shall comply with the following to attain/maintain active membership. See Page 13.

- A. Affiliate with TBF, Inc.
- B. All club chapter members must be a minimum of 16 years old, members of TBF and FLW Outdoors.
- C. Provide the GBF Officer Administrative Form from GBF Website upon affiliation and within 30 days of any club elections or changes for other reasons. See page 13.
- D. Pay annual club dues to GBF upon affiliation and annually no later than 31 December for the following year to qualify for club participation in GBF functions.

ARTICLE III – Finance

Funds for the support and maintenance of the GBF shall be derived from an original grant from TBF and from special projects to be sponsored by GBF. There shall also be annual dues required of clubs affiliated with the federation. Under no circumstances shall the GBF accept monetary assistance from individuals, business, corporations, or governmental agencies if there is prima facie evidence that the goals of these entities are contrary to the primary goal/purpose of the GBF.



ARTICLE IV – Organization

Section 1: Geographical Divisions

The GBF shall be organized into a Northern Division and a Southern Division.

Section 2: Governing Body

The GBF shall be governed by a six (6) member Board of Directors, President, Secretary, and Assistant Secretary. The six (6) member Board of Directors shall consist of three (3) Directors from the Southern Division and three (3) Directors from the Northern Division. The six (6) members of the Board of Directors will elect a President, Secretary and Assistant Secretary each election year. The President and Secretary, Assistant Secretary, do not have to be an elected Division Director. The President shall appoint a Director during the election cycle (2 year) from any area in which the election of the President, Secretary and Assistant Secretary created a vacancy in order to maintain a balance of six (6) directors. That is three (3) Directors from each Division.

Section 3: Officers and Duties

The GBF shall elect/appoint the following officers who shall perform the general duties listed:

- A. **President** – The President shall preside at all Board and/or membership meetings and direct all official business. Appoint, Direct, and provide guidance to all committees. Supervise all GBF functions.
- B. **Secretary** – The Secretary shall act as the “Chief of Staff” for the President and shall assume the duties of the President in his absence. Maintain accurate minutes of GBF meetings; conduct the general correspondence of the Federation. Is the “Office of Record” for all GBF correspondence, contacts, and other communications for all Federation Activities. Be the Official Liaison between the Federation and TBF, Inc. To Direct and coordinate the activities of the Conservation Chairman, the Tournament Chairman, the Youth Chairman, the Communications Chairman, the Treasurer and Area Directors.
- C. **Assistant Secretary** - The Assistant Secretary also fills a vital role within the Georgia Bass Federation. The Assistant Secretary shall assist the Secretary in all activities of the Secretary. The Assistant Secretary shall assume the regular duties of the Secretary in his or her absence. Additional duties include working with the President and Secretary as primary communications director, to maintain and to expand annual sponsorship opportunities and outreach. This shall include but must not be limited to regular validation that all ongoing sponsorship agreements are being upheld and that GBF clubs are aware of how individuals can make best use of the opportunities offered by sponsors and how they can prepare and present ongoing outreach programs related to TBF and GBF sponsors. Additionally, the Assistant Secretary will be in contact with the Host Chamber of an upcoming Georgia Bass Federation event at least three (3) months prior to determine requirements for and then to promote that upcoming event on social media, the GBF website and other available platforms and through all GBF publications.



- D. **Treasurer** – The Treasurer shall prepare an annual budget, collect and deposit all monies associated with GBF activities, maintain a checking account in the name of GBF at an appropriate banking facility, sign checks for approved expenditures, render financial reports and account and provide for the security of all property which shall come into possession of the Federation.
- E. **Division (Area) Directors** – Shall serve as the members of the Board of Directors in directing the general business of the GBF. They shall also be responsible for the supervision of specific chapter clubs assigned by the GBF Secretary. In this supervisory capacity they shall provide guidance/assistance to their assigned clubs. Act as official liaison between the Clubs and the GBF Secretary. Perform special duties assigned by the GBF President or Secretary.

Article V – Elections

Section 1: General

Beginning September, 1977 and continuing every other year, affiliated Clubs shall be asked to nominate prospective members for the GBF Board of Directors. Those nominated shall be placed on Area Specific ballots and returned to the chapters for a “VOTE”. Each club will vote only in their respective area. Those receiving the majority of the votes shall be installed in office at the first meeting in January of the following year. In the event that an insufficient number of nominations are received the Board will select a sufficient number of Directors to maintain the required balance from the membership at large.

Section 2: Eligibility

- A. **GBF Officer:** must be a member of an affiliated GBF/TBF club for one year and that club must have been a member of the GBF for one year.
- B. **Area Director:** must be a member of an affiliated GBF/TBF club for one year and that chapter must have been a member of the GBF for one year.
- C. **Committee Member:** must be a member of an affiliated GBF/TBF club for one year and that chapter must have been a member of the GBF for one year. Only in special circumstances should a committee member not be a member of an affiliated GBF/TBF club.

Section 3: Terms of Office

All Officers shall serve a two-year term beginning in January of the first year. The President, Secretary, or any member of the Board of Directors may be removed by a two-thirds majority vote of the Board of Directors.

Section 4: Vacancies

Any office, other than the President, vacated before the expiration of their term may be filled by Presidential appointment contingent upon the approval of the Board of Directors. The appointee shall serve the unexpired term of the individual vacating the office. Should the office of President be vacated, the Board of Directors shall conduct a special election, chaired by the Secretary to fill that office.



Section 5: Voting

In general, elections each Club is entitled to one vote. In other elections conducted by the Board of Directors, each Director is entitled to one vote. The Secretary shall have one vote. The President shall only vote in case of a tie. Election of officers shall be by secret ballot. All decisions by the Board of Directors shall be by majority vote of those Directors present at any regular scheduled or emergency meeting. When Directors have previous notification or discussion of specific issues, written proxies shall be honored.

ARTICLE VI – Meetings

Section 1: Board of Directors Meetings

The Board of Directors shall meet during the month of January, unless otherwise stipulated by a majority of the board. The President may, at his discretion, call a special meeting at any time. Locations of the meetings shall be determined by the President.

Section 2: Conduct of Meetings

Election of the State President and the Secretary shall be the first order of business at the first regular board meeting of the election year which in no case is to be held later than 31 January. The Board of Directors shall be responsible for the orderly conduct of all business of the GBF including but not limited to: The appointment of standing committees and their chairpersons: Special Committees and their chairperson; establishment of procedures and qualifications for the affiliation of TBF Chapters within the GBF; procedures and standards for severance of TBF Clubs from the GBF; adherence to such goals as may be established by GBF and TBF.

Section 3: Procedural Rules for Meetings

The rules set forth in Robert’s Rules of Order shall govern the Federation in all meetings in which they are applicable and not in conflict with the provisions of The Constitution and By Laws.

ARTICLE VII – Appointments

Section 1: Offices

The President of the GBF shall appoint a Treasurer subject to the approval of a majority of the Board of Directors. This appointment shall be completed no later than 31 January of each year in which the President is elected. This appointment shall not exceed two years. The Treasurer should not be a Director as this requires more work than is deemed fair for one individual.

Section 2: Standing Committees

The Board, by simple plurality vote, shall appoint the three following standing committees. Terms of appointment to standing committees shall be two (2) years or fewer, expiring on the second December 31st after appointment. To be eligible for appointment a Committee Candidate must be a member of TBF National Federation, a TBF affiliated Chapter and the GBF.

- A. **Tournament Committee** – The number of members to serve on this committee shall be determined by the Board. The purpose of the committee shall be to plan, organize and operate State Championship Tournaments which shall determine eligibility to enter the Southern District National Semi Finals; to select tournament sites, determine eligibility of contestants, collect fees, set an award lists, on the proper conduct, procedures and qualifications and other matters properly relating to the orderly conduct of all GBF Tournaments.



B. **Youth Activities Committee** – The number of members to serve on this committee shall be determined by the Board. The purpose of this committee shall be to plan, organize and implement an annual statewide youth activities program; to introduce young fishermen to the goals of TBF and the GBF; to give them a better basis for respect of our natural heritage, an appreciation of the basic rules of honesty, integrity, fair play and good sportsmanship; and to give them an introduction to (the sheer joy) of bass fishing.

C. **Communication Committee** – Headed by a Communications Director, the Communication Committee reports directly to the Assistant Secretary and assists in making sure that all sponsors images and information are portrayed correctly and adequately by the GBF. Promote all sponsors and upcoming events on social media, the GBF website and other available platforms and through all GBF publications. Help the Assistant Secretary to reach out to current GBF sponsors and to identify and secure new potential non-competing GBF sponsors.

Section 3: Special Committees

Special Committees may be formed by the Board but only for closely defined purposes, and in no case may the tenure of a special committee exceed two (2) years from the date of appointment. Special committees may not supersede or otherwise infringe upon the duties and responsibilities of standing committees.

ARTICLE VIII – Method of Amending the Constitution and By-Laws

Any chapter, officer, or member of the Board of Directors of the GBF may recommend an amendment to the Constitution and By Laws. All amendments shall be presented to the Board of Directors in writing, E-mail, or Fax, 3 days prior to the vote of the amendment”

ARTICLE IX – Adoption

This Constitution and By Laws shall become effective upon adoption by a two-thirds vote of the Board of Directors present or by Voting taken On-Line or Computer Vote.

ARTICLE X – Dissolution

In the event of the dissolution of the GBF, all liabilities of the Federation shall be satisfied. The remaining assets if any shall be disposed of in accordance with the decisions made by the Board of Directors of the GBF.



Georgia Bass Federation, Inc.

BY LAWS

Section 1: Behavior

All members/clubs of the GBF shall exercise rational and acceptable behavior at all GBF functions. Firearms shall not be allowed at any function/activity of the GBF. Alcoholic beverages shall not be allowed at Board meetings unless alcohol is served with a meal and a formal meeting conducted after the meal. All GBF members shall practice moderation in the consumption of alcoholic beverages during all GBF functions/activities. No alcoholic beverages shall be allowed in boats during the conduct of GBF Tournaments.

Section 2: Water Safety, Conservation and Pollution

All members shall abide by the established rules of the GBF, the “Rules of the Road” and shall comply with all applicable state practice fish conservation at all times by abiding by all GBF and site regulations concerning creel and possession limits. Members should practice “Don’t kill your catch”. All members shall refrain from littering or polluting the waterways and contiguous areas. It is the responsibility of all members to report any members found deliberately not practicing good habits regarding pollution.

Section 3: Punishment

Punishment (other than suspension or expulsion) of members for violation of the provisions of the Constitution and By Laws and other rules and regulations of the GBF shall be determined and imposed by the Board of Directors.

Section 4: Suspension and Expulsions

In the event of any infraction or violation by a member/club of the provisions of the Constitution and By Laws or other rules and regulations of the GBF, or any other conduct on the part of a member/club which may tend to jeopardize and endanger the good order of the Federation, such member/club may be expelled or suspended by majority vote of the Board of Directors. In the event of suspension, the period thereof shall be specifically defined and the suspended member/club shall be notified in writing. In the event of a charge which warrants expulsion the member/club will be notified by written notice at least three (3) days prior to the vote thereon.

Section 5: Charges

In the event any member/chapter shall present to the Board of Directors a charge against any member/club of a violation or infraction as set forth in these By Laws, the following procedures shall govern:

- a. All charges shall be presented to the Board of Directors in writing. A reasonable investigation concerning the charges shall be conducted by the Board of Directors prior to consideration.
- b. Prior to consideration of such charges against a member/club by the Board, an opportunity shall be given to the charged party in question to be present/represented at the meeting of the Board at which such charges against the party are considered. The charged party may submit written consideration in lieu of appearing.
- c. Prior to vote on the charges by the Board the charged party may make such defense against the charges as he desires provided it is lawful and reasonable.



Section 6: Expenditures

All GBF expenditures must have Board of Directors approval except normal operating costs which will be incurred and paid by the Treasurer. The minutes of the regular/special Board Meetings will reflect approval of anticipated expenditures. All Major expense checks (\$1000 or more) shall be signed by two (2) officers of the Federation.

Section 7: Records

1. Historical files of the following records shall be maintained by the Secretary of the GBF:
 - a. Constitution and By Laws of the Federation.
 - b. Records of approval of the Constitution and By Laws of the Federation.
 - c. Records of all proceedings of all meetings of the Federation Board of Directors.
 - d. Results of all GBF State Chapter Championship Tournaments. This requirement may be delegated to the Tournament Committee Chairman during his tenure.
2. Historical files of all financial transactions and reports shall be maintained by the Treasurer of the GBF. If property is owned by the Federation, an historical file of records which provide for property accountability shall be maintained excluding that property classified as “expendable”. Financial reports will not be mailed or emailed to any club. These reports will be available for viewing by appointment only and at the convenience of the Board of Directors.

Section 8: Georgia State Championship Tournament (TSC Championship)

The GBF shall conduct a Georgia State Championship Tournament each year, which will be open to all affiliated chapter clubs. Each chapter may enter as many two (2) person teams, plus two (2) alternates, as deemed appropriate. A team will consist of one boater and one co-angler. Any club entering a team(s) in the state tournament must have a minimum of six (6) active members to be eligible. The chapter(s) must also meet the requirements of Article II, Section 2 of the GBF constitution, in addition too, club dues and membership in TBF, FLW and due dates specified by the tournament.

The “Top 20” individuals from the Georgia State Championship, top ten (10) boaters and top ten (10) co-anglers, shall continue on to the National Semi Finals and represent the State of Georgia in the TBF GA-FL National Semi Finals event. In addition, each chapter that enters a minimum of one team to fish the state championship will be allowed to send additional Boater and Co-Angler teams at their own expense to fish the TBF GA-FL National Semi Finals, per TBF guidelines.



GBF Bass Club Organization and Functions

Is it a genuine pleasure to attend and participate in your bass club's meetings, tournaments and other functions? If your answer to this question is "no" or "not as enjoyable as it could be", your club may have some organizational problems. Such problems are common in too many clubs, but they can be easily prevented ---read on.

From experience a simple, common sense approach to the organization of a bass club has been developed. The approach is not unique but combines some tried and proven techniques which should result in a more effective and more harmonious operation of your club.

First, let's look at the organization. This should be specified by the club's constitution and by-laws. The club should only have three or four elected officers --President, Vice-President, and Secretary/Treasurer or both a Secretary and Treasurer. Basically, their responsibilities are the same as like officers in any club. However, two important points need to be stressed. One, elect responsible, dedicated officers (the best fishermen don't necessarily make the best officer) and two; insure that the Secretary is the strongest of the strong. He is the key to the successful operation and administration of the bass club. He is the chief operating officer of the club and without his time, talent and dedication the club will founder. The other key officials of the club such as the tournament chairman, the social chairman, the ecology chairman, the program chairman, etc., and their committees should be appointed by the president with the consent of the Board of Directors. Appointments allow more flexibility than elected officials with respect to changes required when an official isn't doing his job, quits, etc.

The last, but most important fact in the organization should be the Board of Directors. This board should be comprised of the elected officers and no more than two (three if the club has both a Secretary and Treasurer) members appointed or elected from the membership at large. This will provide a board of five or seven members. The odd number is necessary because the President will only vote if there is a tie on an issue. This completes the organization.

Now let's look at the functions of the officers and appointed officials and discuss a few time-proven techniques which they can use in the operation and administration of the club. As previously mentioned, the elected officers function generally as in any other club, e.g., the President presides over the general membership meetings and other official functions and most importantly over the meetings of the Board of Directors; the Vice-President functions similarly in the absence of the President by performing special functions as directed. The Secretary (Secretary/Treasurer) accounts for the membership, formulates the agenda for meetings, prepares correspondence, handles mail, and is the club recorder/minutes keeper. In addition, he is the official keeper of the constitution and by-laws and is responsible for the fiscal bookkeeping and is the general manager of the club's monetary assets and liabilities. If property is owned, he is also normally responsible for that accounting and security.

The Board of Directors functions as the directive body which guides the general membership. The Board discusses and decides the club's courses of action on all business and other items which require decisions and do not require a vote of the general membership by the constitution and by-laws. Decisions of the Board are presented to the membership and are final unless challenged by a member. If challenged, a vote of the membership decides the issue. Use of the Board avoids long, heated membership arguments during regular meetings, thus allowing more time for pleasurable things like movies, guest speakers, etc. A word of caution for members of the Board ---considerable time and effort are required to do the job of the Board properly. If the Board doesn't conscientiously



guide the club, then you're back to attempting to run the club during general membership meetings where frustration reigns.

Some other techniques to be considered by the officers of the club are as follows:

1. Provide a solid, all-encompassing Constitution and By-Laws for your club; it will save a lot of argument and confusion. Provide each member a copy.
2. Provide a full program for your club; don't just meet to draw for partners for the next tournament. Involve all members in your activities, including member's families when possible. Include an ecology program and stress good public relations.
3. Prepare an agenda for each meeting and follow it. Check in advance to see that those on the agenda are knowledgeable and prepared to provide their portion of the program.
4. Plan your club's activities on a calendar year basis and provide a fiscal plan to accommodate the planned activities. Block certain monies for specific purpose, e.g., set aside a specific percentage of the monthly tournament fees to support the "State Championship" entry fees and costs.
5. Provide a good orientation program for new members; take time to officially welcome them in meetings, provide those copies of the club's constitution and by-laws, tournament rules, etc. and explain to them the current and planned activities of the club.
6. Prepare a standard, detailed and common-sense set of rules for all club tournaments. Provide each member a copy. **Stress ooze offs (no blast off) starts, wearing of PFD, use of kill switches and aerated live wells, don't kill your catch, limits of fish less than that authorized by the state, etc.** Remember that your tournaments play an important role in your public relations. Suggestion---model your rules after the GBF rules.
7. Don't price yourself out of business. Take a close look at your costs---membership dues, tournament fees, club uniforms (hats and jackets), etc. The price of joining and maintaining membership can easily become unreasonable and out of the reach of many desiring membership. Again, stress the importance of providing a sound fiscal plan mentioned in (4) above.
8. Appoint special committees to research, report on and offer recommendations on actions which require special attention and are beyond the capability, in a short period of time, of the Board or the membership to reach a valid decision.

The key to a good bass club are proper organization and dedicated performance by officials. If your club has the right keys, membership will be an enjoyable experience for everyone.



GBF ANNUAL CHAPTER REQUIREMENTS

ITEM DUE	PAGE REFERENCE	DUE DATE	MAIL TO
OFFICER ROSTER AND CONTACT INFORMATION	GO TO GBF WEBSITE (www.gabassfed.org) CLICK "OFFICER ADMINISTRATION FORM" FILL IN INFORMATION AND CLICK "SUBMIT" BUTTON	UPON AFFILIATION OR 30 DAYS AFTER AN ELECTION OR EMAIL, PHONE OR ADDRESS CHANGE	SUBMIT FROM GBF WEBSITE www.gabassfed.org
GBF ANNUAL DUES \$100.00 PER YEAR DEC 31 TO DEC 31	UPON AFFILIATION OR ONE TIME PER YEAR.	DUE NO LATER THAN DECEMBER 31 OF EACH YEAR. SEND CHECK PAYABLE TO GBF.	GBF TREASURER (SEE PAGE 3 OF GBF HANDBOOK FOR ADDRESS)
ANNUAL (Optional) YOUTH PROJECT	MAKE COPY OF PAGE 15 FOR ALL OTHER PROJECTS	DUE NO LATER THAN DECEMBER 31 EACH YEAR This is no longer a Requirement. This is now optional, but encouraged.	GBF Secretary (SEE PAGE 3 OF GBF HANDBOOK FOR ADDRESS)
TBF NATIONAL MEMBERSHIP DUES	CLUB ROSTERS ARE TO BE UPDATED VIA THE "ON-LINE" SYSTEM. THE CLUB ROSTERS ARE TO BE UPDATED BY DEC 31 EACH YEAR	DUE NO LATER THAN DECEMBER 31 EACH YEAR PAY BY CHECK, PER ROSTER INVOICE. MAKE CHECK PAYABLE TO TBF (CLUB INSURANCE, ETC.)	MAIL TO: ADDRESS SHOWN IN TOP RIGHT CORNER OF ROSTER INVOICE
GBF NOMINATION FORM DUE EVERY 2 YEARS	SEE PAGE 19 OF GBF HANDBOOK, Secretary will send out nomination form by Email.	GBF SECRETARY WILL SEND TO EACH CLUB EVERY TWO (2) YEARS	GBF, INC. F. DENNIS SMITH dvsmith@blanchardandcalhoun.com 706-306-4748
STATE CHAMPIONSHIP ENTRY FORM	GO TO GBF WEBSITE (www.gabassfed.org) AND SEE INSTRUCTIONS PAGE 21 GBF HANDBOOK	TOURNAMENT DIRECTOR WILL PUT ALL REQUIRED INSTRUCTIONS ON WEBSITE	SEE GBF WEBSITE for STATE CHAMPIONSHIP MEMO



**GBF YOUTH PROJECT REPORT
(FISHING RODEO/VOLUNTEER FUNDRAISING EFFORT/OTHER)**

Required Report

Date _____

TO: GBF Secretary, (SEE PAGE 1)

FROM: _____
(CLUB NAME) (CLUB NUMBER)

SUBJECT: COMPLETED YOUTH PROJECT

*ARTICLE II, SECTION 2, PARAGRAPH G

COMPLETE A PROGRAM INVOLVING SIX (6) OR MORE YOUTHS LEARNING FISHING AND/OR BOATING SKILLS, OR THE PRESERVATION OF THE SPORT THRU GOOD CONSERVATION PRACTICES.

BRIEF DESCRIPTION OF PROGRAM: (WHO, WHAT, WHERE, WHEN)

Important to detail the aggregate number of Club Members involved in preparation, planning and conducting the event.

*INCLUDE PICTURES, NEWS PAPER CLIPS, ETC.

WHERE YOUTH EVENT WAS HELD: _____

OF CLUB MEMBERS INVOLVED: _____ MANHOURS: _____

YOUTH EVENT HOURS: _____ (example 8:00am – 1:00pm)

NUMBER OF YOUTH INVOLVED: _____ # OF PARENTS INVOLVED: _____

OF CLUB MEMBERS INVOLVED: _____

MEDIA COVERAGE: _____

(TV, RADIO, NEWSPAPER, ETC COVERING EVENT)

(SIGNATURE OF CLUB OFFICER)

INSTRUCTIONS

1. USE THIS FORM AS A MASTER TO PRODUCE REQUIRED COPIES.
2. COMPLETE AND SUBMIT ONE COPY TO THE GBF PRESIDENT AND YOUTH DIRECTOR, ANYTIME DURING THE YEAR, BUT NLT 31 DECEMBER.



GBF CLUB OFFICER ADMINISTRATIVE REPORT Example
(SUBMIT FROM TBF WEB SERVICES WEBSITE ONLY)

TBF Chapter Number _____

Club Name _____

President

Secretary

Name _____

Name _____

Address _____

Address _____

Home Phone () _____

Home Phone () _____

Bus Phone () _____

Bus Phone () _____

FAX Phone () _____

FAX Phone () _____

Email Address _____

Email Address _____

Chapter Annual Election Date (Month): _____

Meeting Day / Place / Time: _____

Chapter Mailing Address: _____

INSTRUCTIONS

1. **Club Secretary must go to the TBF website(<https://tbfwebservices.com/app.php>) and click on Club Information and complete the form.**
2. Complete and submit one copy to the GBF Secretary upon affiliation and within 30 days following ANY election, or CHANGE of Officer (President or Secretary), or Change of the Club Mailing Address.
3. Provide your AREA DIRECTOR with a minimum of one E-Mail Address for your chapter. This is for purposes of timely communications with the GBF clubs.
4. Club Rosters received from GBF in the OCT/NOV time-frame each year should be corrected and returned to GBF Secretary prior to 31 December each year with the \$50.00 TBF Federation and FLW Membership Dues for each member.
5. **READ NEW DUES COLLECTION PROCEDURE ON THE GBF WEBSITE.**
www.gabassfed.org

CREEL CENSUS REPORT
SUBMIT FROM GEORGIA DNR WEBSITE ONLY
(<https://georgiawildlife.com/fishing/tournaments>)

After each club event record the information from that event on the Georgia DNR Wildlife Resources Division website. Be sure to only enter each event ONCE.

ENTER BASS TOURNAMENT REPORTS

CLICK HERE!

The following variables were tracked and analyzed for each water body:

- Bass caught per angler hour
- Weight of bass caught per angler hour (in pounds)
- Average weight of bass caught (in pounds)
- Average largest bass for tournament
- Percent of anglers with limit catch
- Percent of anglers with zero bass
- Percent of bass that were largemouth (as opposed to spotted bass)
- Number of angler hours
- Number of tournaments included in each analysis
- Number of bass caught that were 5 lbs or larger (from 2004 forward)

The data entered will feed directly into a publicly available dashboard. This dashboard will allow anglers to interact with the data and see how fishing looks at different waterbodies or during different seasons.

This Georgia DNR Wildlife Resources Division Creel Census Dashboard is available for use at:
<https://gadnrwr.dmaps.arcgis.com/apps/dashboards/afec4b62b8f243e58a85a4b6a7e396ca>

GBF BORROWED BOAT LETTER

A “Borrowed Boat” presents a special problem because of the difficulty to provide Liability Insurance coverage for the boat! Most liability insurance policies do NOT provide coverage on the boat if it is loaned to someone else! Also, the borrower’s boat liability policy normally does NOT provide coverage on the Borrowed boat. Therefore, to enter a “borrowed boat” in the STATE CHAMPIONSHIP CLASSIC or QUALIFIER, the borrower must obtain boat liability insurance for himself on the borrowed boat. Normally the best source for this short-term policy is from the insurance company which provides the coverage on the borrower’s own boat. This policy must describe the borrowed boat, the period and the amount of coverage. The borrower must also provide a letter (Sample Below) from the boat owner (Individual or Company) describing the boat and stating the borrower has permission to use the referenced boat for a given period of time. It is imperative that all boats used in the TSC have liability coverage. If a “borrowed boat” is to be entered the procedure outlined above must be followed. Contact the Tournament Committee with any questions.



SAMPLE PERMISSION -TO-USE LETTER
(FROM BOAT OWNER)

ATTN: GBF Tournament Committee

RE: Loan of my Bass Boat: OWNERS FULL NAME _____

MAKE: _____ MODEL: _____

GA. REG. NR: _____ ENGINE: _____ HP _____

I, (Boat owners Name), am the owner of the referenced bass boat and have given my full and **complete** consent to _____ (Borrowers Name)

Complete Address _____, to use this boat on _____ (Dates)

*Attached is a photocopy of my boat liability policy specification page and a letter from my insurance agent stating that _____ (Borrower Name) will have \$300,000 boat liability coverage while using my boat.

*OR

* _____ (Borrower Name), the borrower will have to provide his/her own \$300,000 of boat liability insurance.

The tournament committee may contact me at _____ (Cell Number), with any questions concerning this matter.

Sincerely,

Boat Owners Signature: _____

Date: _____



GBF NOMINATION FORM

TO: Secretary, GBF

FROM: (Club Name) _____ TBF Club # _____

SUBJECT: Club Nominations for Officer & Area Director, **READ** the following rules that apply to each nomination.

OFFICER NOMINATION

President: _____

Secretary: _____

Assistant Secretary: _____

AREA DIRECTOR NOMINATION

NAME: _____ CLUB _____

Note: The person nominated as Area Director must be a member of an affiliated GBF/TBF Club for one year and that Club must have been a member of the GBF for one year. The person should be someone that you would want to represent your Club at GBF functions and follow outlined duties in the GBF Constitution, Article V, Section 2, paragraph "B".

(Signature of Club President or Secretary)

AFTER NOMINATIONS ARE RECEIVED, AN AREA SPECIFIC BALLOT WILL BE MAILED OUT TO THE CHAPTERS TO "VOTE" IN NOVEMBER.



**INSTRUCTIONS FOR COMPLETING THE GEORGIA FEDERATION
TOURNAMENTS ENTRY FORM**

NOTE: Please go to the GBF Website (www.gabassfed.org) and click on “STATE CHAMPIONSHIP ENTRY FORM”. Fill in the blanks and click “SAVE”. Entries can be SUBMITTED AS PER INSTRUCTIONS IN STATE CHAMPIONSHIP MEMO.

- A. PLEASE TYPE OR PRINT [ALL CAPITAL LETTERS] ALL INFORMATION.
- B. LIST CORRECT NAMES AS PER EACH PERSONS TBF FEDERATION CARDS
- C. **Appoint** a TEAM CAPTAIN.
- D. Furnish a complete mailing address with zip code.
- E. Include the area code with the Cell Phone Number.
- F. List the FLW card number as this is the only means for cross checking information.
- G. List the three personnel who are furnishing boats in the first three blocks marked “Boats – GRN, GOLD, and RED”. List the three personnel who are to be designated non-boater in the second three blocks marked “NO BOAT – GRN, GOLD, and RED”. If a designated non-boater or alternate will have a “legal” boat available for use at the tournament site annotate the individuals name by marking the correct box. Each club may slot its personnel into which ever flight it desires. Changes will be made by flight.
- H. **Alternates.** Many clubs are faced with the problem of penning down which six individuals will be able to fish. List minimum of two alternates in the blocks indicated. Additional alternates may be listed on the back.
- I. **Make checks or money orders payable** to the Georgia Bass Federation or GBF. Please mark the check as to the funds purpose(s), entry fee, big fish pot, Hats, etc....
- J. Submit Application to:
SEE INSTRUCTIONS “STATE CHAMPIONSHIP MEMO” ON GBF WEB SITE
[HTTP://WWW.GABASSFED.ORG](http://www.gabassfed.org)
- K. CHANGES TO THE TEAM: GO TO WEBSITE AND RE-SUBMIT ENTRY FORM.**
- L. REQUIREMENTS to REGISTER:
 - a. Valid fishing License
 - b. TBF/FLW Membership Card
 - c. Boat Registration Card
 - d. PROOF of 300,000 Watercraft Liability Insurance
 - e. “Borrowed Boats” require special coordination in advance with the Tournament Director, submit the Borrowed Boat Letter (Page 19)



Georgia Bass Federation, Inc.

TOURNAMENT RULES and REGULATIONS

- Safety:** Safe boating conduct **WILL** be observed at all times by all tournament competitors. Each competitor is required to wear a Coast Guard approved Chest-type life preserver (PFD). This Personal Floatation Device must be worn ANY time the combustion engine is operating. The PFD must be strapped, snapped or zippered securely and maintained in that condition until the competitor reaches her/his fishing location and the combustion engine is shut off. **The use of “Fanny Pack” type PFD’s are prohibited.** The boat operator must have the “kill” switch attached to her/his person when the combustion engine is running. Boats shall be operated in a safe and sane manner. The non-boater has the right to demand safe and sane boat operation. Violations of this rule shall be reason for immediate disqualification. **REMEMBER: The key phrase for all GBF events is “SAFETY-SAFETY-SAFETY.”**
- Rules:** Great effort, study and research have gone into the formulation of these rules. The rules of this tournament are not subject to protest or change. Interpretation of these rules shall be left exclusively to the Tournament Committee and the Board of Directors of the Georgia Bass Federation Inc. and their decision shall be final in all matters. **These rules apply during the pre-practice period, as well as, the actual tournament event.**
- Participants and Eligibility:** Participation in this Tournament is open only to members of the GBF and TBF/FLW who are at least **16 years of age** and members of a club in good standing with the GBF. Any person under **18 years of age** entering the tourney must also have the signature of a parent or legal guardian on the entry form/release. Participation by anyone in any GBF tournament is at the sole discretion of GBF. Proof of age to the satisfaction of tournament officials is the responsibility of prospective competitors. Each participant is required to present at registration a valid Georgia fishing license, a current TBF and FLW Federation Membership card, and if furnishing a boat, her/his boat registration and proof of \$300,000 of Watercraft Liability Insurance [WLI] or \$100,000 of WLI backed by a \$1 million “Umbrella” Liability Policy covering the boat and the designated operator. Only properly designated alternates shall be eligible to take the place of a participant during the tournament.
- Entry Fee:** The entry fee for Boaters is \$125.00 and \$75.00 for Co-Anglers. Payback is 100% to the participants in each separate group of Boaters and Co-Anglers. Each entry will have \$10.00 (\$5.00 per day) allocated for a Big Fish payback each day. No refunds will be made nor will credit be extended, except in dire cases approved by GBF. Disqualification from this or any tournament for any reason could result in forfeiture of entry fee.
- Tournament Format:** The format will be Boater and Co-Angler paired each day by random draw. Boaters will keep the same boat number each day and draw a new Co-Angler each day. Flights will be reversed for the second day. Additionally, Boaters will compete against Boaters and Co-Anglers will compete against Co-anglers.
- Registration and Drawing:** Registration is to be accomplished by online registration only, prior to the event. This must be completed prior to the posted registration cutoff date. After the cutoff date Club Captains should see the tournament memo instructions for additional details.



7. **Sportsmanship**: Competitors in all Georgia Bass Federation tournaments are expected to follow high standards of sportsmanship, courtesy, safety and conservation. Any infraction of these fundamental sporting principles may be deemed cause for disqualification. The possession or consumption of alcoholic beverages or a “drunken” condition exhibited by any competitor due to previous consumption of drugs or alcoholic beverages during the tournament will not be tolerated and shall be cause for automatic disqualification from this and all future GBF tournaments. Maximum courtesy must be practiced at all times, especially with regard to boating and angling in the vicinity of non-competitors who are on the tournament waters. Any act of a competitor which reflects unfavorably upon the GBF’s effort to promote fisheries conservation, clean waters, and sportsmanship shall be reason for immediate disqualification.
8. **Pairing of Contestants**: The format will be Boater and Co-Angler paired each day by random draw. Boaters will keep the same boat number each day and draw a new Co-Angler each day. Flights will be reversed for the second day. Two (2) contestants will be assigned to each boat. No contestants from the same Club shall be paired. Announcement of your Day 1 partner shall be made at the drawing. Your Day 2 partner will be drawn immediately after Day 1 pairings are complete. It shall be the responsibility of each partner to appear at a mutually-agreed upon location in time to check out through the official check point/inspection station and be started from the release point on time. Tournament officials shall have no responsibility for finding missing partners. It is suggested that a minimum of thirty (30) minutes be allowed for preparation, boat and equipment inspection and departure to the check-out/start point.
9. **Pre-Tournament Practice**: There will be No “Off-Limits” before the Pre-Practice period. During the Official Practice period, a Contestant will only be allowed to fish alone, or with another contestant, alternate, member of His/Her family, except a guide. Do NOT fish a “Draw” Tournament during this period, example would be a BFL, ABA, or open tournament. You do not have control of who you “Draw”. Contestants cannot solicit/receive fishing information from any person other than another contestant during the Official Practice and Tournament.
10. **Tackle and Equipment**: Only artificial lures may be used. No live bait or prepared bait will be permitted with the exception of pork strips, rinds, etc. Only casting, spin casting or spinning rods, not in excess of 8 feet in length, with appropriate reels may be used. All other types are prohibited. Only one rod and reel is permitted in use at any given time, however, other rigs as specified may be in the boat ready for use. Nets may be used to land fish but NOT gaffs or “grippers”. **Underwater TV cameras may NOT be used during competition.**
11. **Boat and Motor**: All boats offered for use in a GBF Tournament must meet the standards of the U S Coast Guard and the state of Georgia. All boats must be equipped with some type of Ignition “kill” Switch. **All tournament boats must be 16 feet or more in length. Horsepower of the principal power source shall be within the USCG rating as designated on the manufacturer’s rating plate (Not to exceed 250 HP) and shall not be less than 75 horsepower.** Boats with “Stick Steering”, “barges” or similar cumbersome craft shall not be permitted in the tournament. Gas must be stored only in factory-installed tanks. Trolling as a method of fishing is prohibited. A competitor furnishing a boat and motor shall be expected to make that boat and motor available for tournament use by him/herself and his/her daily partner. Tournament boats must be equipped with a chair-type seat on the rear deck and a large empty clean compartment for the use of the Co-Angler each day.
12. **Basic Boat Equipment**: Every boat must have all required Coast Guard safety equipment. In addition, each must have a functional bilge pump and live well space, properly aerated, to adequately maintain alive a limit of bass by both fishermen using the boat. Tournament officials shall have the sole responsibility for determining whether the aeration and capacity are “proper and adequate”.



13. **Boat Identification:** Each boat shall have a numbered and colored placard affixed, to one side of the engine cowling to be announced at the pairing meeting. The color identifies the flight and the number identifies the sequence within the flight.
14. **Boat Inspection:** The Co-Angler will assure her/himself that the boat meets USCG and Georgia safety requirements, knows the location of the fire extinguisher and the bilge pump switch. The tournament committee shall inspect each boat for functional navigation lights, aeration/live-well system and an ignition “kill” switch. The partners must be wearing USCG chest type PFD’s that fit and are properly fastened.
15. **Boat Operation:** Boaters will fish from the front deck of the boat only. Co-Anglers will fish from the back deck or seating area of the boat only. Boaters will have complete control of boat operation and waters to be fished. For safety concerns in rough water or swift current, in the event of an outboard or trolling motor breakdown or during an emergency, Co-Anglers may operate the trolling motor or the outboard but may not fish anytime from the front deck. Boaters may NOT request that the Co-Angler not fish. Any Boater that, in the judgment of the tournament director, operates the boat in such a manner that unfairly handicaps his/her Co-Angler and any Co-Angler who unfairly handicaps his/her Boater may be disqualified. Co-Anglers are not allowed to record GPS waypoints or use any type of handheld GPS during any competition day nor share information about their Boater’s location or tactics with any other Boater. The boat must remain in the tournament waters during the tournament day. Contestants must leave and return to the official checkpoint by boat. Both competitors must remain in the boat at all times except in case of dire emergency. In such an emergency, competitors may be removed from their boat to a boat operated by other competitors or to a rescue boat so designated by tournament officials. Partners must remain together at all times, in sight of each other and each other’s catch, under the conditions cited above, in order for their catch of the day to be scored in the tournament. The momentary condition of being out of sight for restroom break is permitted, however ALL FISHING MUST CEASE, until partners are back together. If a competitor must violate any of the above conditions due to an emergency or any other reason, his/her catch of the day shall not be counted in the tournament. Trailing of boats during tournament hours is prohibited.
16. **Permitted Fishing Locations:** Fishing on the tournament waters is permitted anywhere **Except in designated off-limits areas or within 50 yards of a marina gas docks or within 50 yards of another competitors boat, regardless if the competitors’ boat is anchored or maneuvering.** All angling must be done from the boat. Competitors wishing to change fish habitat by placing any object in the tournament waters may do so if such action does not violate state or federal regulations. Contestants must not leave the boat to land a fish. All bass must be caught live and in a conventional sporting manner.
17. **Official Checkpoints:** **Morning** - Each contestant must be in the water with his/her partner thirty (30) minutes prior to the scheduled inspection time for their flight. **Evening** - The boater pair must check in with the tournament committee check-in boat no later than the check-in time announced for their flight. After proper recognition at the check-in point, competitors will proceed to the weigh-in site at a slow idle. Remain in your boat with the aerators running until you are handed an official weigh bag by a tournament official; then place your fish in the bag and proceed to the weigh-in station.



18. **Scoring:** Tournament standings, auxiliary awards and final winners shall be determined by the pound and hundredths of pound of weight of each competitor's catch during the tournament. **Big Fish weight** will be penalized 0.25 lbs. if the big fish is determined to be deceased. Only Largemouth, Spotted, Red Eye, Shoal, or Smallmouth bass will be weighed. The limit shall be five (5) total of the above species. All competitors are bound by the prevailing statutes and regulations of the various states within which they fish. The Tournament Director will announce the length limits prior to the start of the tournament. At no time shall a competitor have in her/his possession more than the limit described above. **Culling of dead fish is NOT allowed.** In the event a competitor has more than five (5) fish in his/her possession at weigh-in the tournament officials shall cull the largest bass first down to the limit described. Fish shall be measured on a flat board on the longest straight line. Fish which fail to measure the minimum length shall accrue a penalty of one pound and all such fish shall be disallowed. This penalty shall be deducted from the total score of the competitor. Anyone attempting to alter a fish shall be subject to disqualification. Any bass that appears to have been mangled, mashed, mauled or otherwise altered shall be weighed and credited only at the discretion of weigh-in officials. Each competitor must present his/her catch to the weigh-in officials. Contestants must not allow any bass they catch to be counted on the score of another contestant. In such a case, both contestants shall be disqualified from this tournament. After the competitor has delivered his/her catch to the weigh master, he/she may not touch said catch until the weigh-in procedure is completed. The bass caught must not be put on any type of stringer, at any time. Individual identification markers are allowed. Competitors will transport their catch from the boat to the weigh-in line in a water filled plastic bag provided by the Dock master.

19. **Don't Kill Your Catch:** Each competitor is expected to keep their bass alive by use of a properly-aerated live well. You will receive a 0.25 lb. penalty for each deceased fish. **Do Not** clip fins or otherwise physically mark the fish for identification. The few bass that do not survive will be donated to a charitable cause.

20. **Late Penalty:** Any competitor who is not at the official check-in point as described in Rule 17 at the appointed time shall be penalized at the rate of one pound per minute late to be deducted from the total weight of her/his catch that day, including any weight to be counted toward a "lunker" award. Any competitor more than 15 minutes late shall lose all credit for the day's catch. There shall be no excuse for tardiness and in no case, shall a competitor be allowed to make up "lost time". All fishing must cease upon check-in. It is the responsibility of the Club to get you back in case of breakdown.

21. **Ties:** In the case of a tie for any place, the contestant with the greatest number of fish or if still tied, the greatest number of live fish shall win the place in question. If the tie is yet unbroken, the contestant with the largest weighed Bag of fish will win the place (Day 1 or Day 2). A cut of the cards will resolve any yet unbroken ties. The next place will go to the person so eliminated.

22. **Communications:** There will be no communications, visually, vocally or electronically between contestants and non-contestants or electronically between contestants, during the competition hours concerning the fishing.

23. **None of the above rules shall prohibit a properly designated tournament official from approaching or boarding any competitor's boat at any time.**

24. **Protests:** Any protest must be submitted to the tournament committee **in writing** no later than thirty (30) minutes after the protested person has weighed in his/her fish.



Georgia Bass Federation, Inc.
Tournament Committee
BOAT SAFETY INSPECTION

The Georgia Bass Federation relies on the Co-Angler to insure her/himself that the assigned Tournament Boat is safe for a day of fishing. The Co-Angler should determine the location and condition as a minimum of the following items:

- Fire Extinguisher**, Type B, C or A, B, C. Is it in the “Green”?
- Bilge Pump(s)**, is the sump free of litter? Turn pump ON - Is it running?
- Throwable**, Know the location!
- Sounding Device**, Is it operational?

Location of the Master Switch, Bilge Pump Switch and Navigation Light Switch.
Now the boat team may proceed to the dock by flight in numerical order for the GBF Tournament Committee to inspect the boat for the following:

- Navigational Lights**, installed and operational.
- Live Wells, open**, clean and the Aeration System is operational.
- PFD’s [Life Vests]**, USCG Approved - Type I, II or III Fit and must be zippered, hooked, and snapped secure.
- Kill Switch** [Electrical Interrupt], Functional and is attached to the operator. The Inspector will then ask the team for their flights time of return. The boat will then idle to the designated Release Point to begin the days fishing. **Safety:** The GBF is attracting many new anglers each year whose only tournament experience is weekend pick-up tournaments. We are certainly happy to see these new competitors. A few of these anglers seem unaware of our emphasis on safety. Unsafe or risky boat operation is unacceptable. **The Co Angler has RIGHTS in the safe operation of the boat during the TSC. A safety point of emphasis for all competitors is the Co Angler has the right and duty to tell the Boater to slow down if he/she is concerned about her/his safety. This is absolute! No exceptions, NONE! This will be a point of emphasis at all GBF Tournaments. See Rule 1.**

Boat - All boats offered for use in the competition will have a chair type seat in place on the back deck. This is an ADA requirement and the right thing to do. Exceptions may be granted in advance only by the Tournament Director. The boater will provide one large empty compartment for the use of the Co Angler. **ALL BOATS PRESENTED FOR USE IN THE TOURNAMENT SHALL BE CERTIFIED BY TEAM CAPTAINS AS TOURNAMENT READY.**