

# **CLUB FISHING TRIP BOOKING-IN INSTRUCTIONS**

## **(TCB FISHING CLUB)**

Please refer to these instructions when booking in for a trip.

**PLEASE NOTE THAT THE FISHING TRIPS CO-ORDINATOR IS DEBBIE GEORGE SECRETARY. PH. 0437 242 171. OR EMAIL: [tcbfishingclub@bigpond.com](mailto:tcbfishingclub@bigpond.com).**

Make sure the Club Secretary has your contact details (email and/or phone number & **boat rego**). Make sure your email program (where applicable) is set up to receive emails from the club officers (spam settings).

Have a copy of the latest Club Activities Sheet. Make sure you read and are familiar with the **Club Fishing Trip Booking-In Instructions (TCB Fishing Club)**. A copy of this will be attached to the Club Activities sheet when it is emailed or given to you. It should also be part of the New Members Pack.

If you decide that you would like to go on a trip, wait until you receive the initial email from the Club Fishing Trips Co-ordinator regarding that trip. This will normally be sent out about seven days prior to the trip and include the basic information for the trip. (If you don't have email then contact the Trips Co-ordinator seven days or less prior to the trip to book in).

When you respond to the initial trip email from the Trips Co-ordinator include the following:

1. The **rego of the boat** and the names & contact numbers of all persons on board.
2. Whether you are willing to take passengers or want a lift yourself. (You may be contacted during the seven days prior to the trip should arrangements need to be made).

The day before the trip the Trips Co-ordinator will send out a second (reminder) email in the morning to confirm or postpone the trip. If you've already booked in then you don't need to do anything.

At about 5pm on that day the Trips Co-ordinator will send out a final email containing a list of those members going on the trip and the name of the member who has been nominated as the Trip Leader for that trip. **(If you decide that you want to go on the trip after you receive this email, contact the Club Secretary directly to book in).**

On the day of the trip turn up at the start point in plenty of time. Make sure you check in with the Trip Leader. Also let the Trip Leader know when you return from the trip.

A social will be held at the clubhouse after the trip if the members attending the trip ask for one.

### **Trip Leader**

One of the members taking part in the trip will be nominated as Trip Leader. His/her name will be given in the Trip List email as mentioned above. Make sure you log in with him/her at the start and end of the trip and also keep in regular contact during the trip. It is the Trip Leader's responsibility to contact the Club Trips Co-ordinator after the trip to let him know that everyone returned from the trip or if there were any problems. This can be done by phone, email or SMS.

**For those members with a marine radio the "Trip Chat Channel" is VHF ch77 and the Coastguard is on VHF ch80.**

**Dated 19/11/2021**