

QUEENSLAND GAME FISHING ASSOCIATION INC.

HANDBOOK

Guidelines for QGFA Executive and Member Club Executive

First Issued - August 1995
Updated – August 2021

Contents

	<u>Page Number</u>
History of the Q.G.F.A	3
Objectives of Q.G.F.A	4
QGFA Council	5
QGFA Executive Committee	6-7
Executive Officers to G.F.A.A.	8
Zone Executive Officers (Reps)	9
Conservation Officer – Roles & Responsibility	10
Conservation Sub-Committee	11
QGFA Secretary	12
QGFA Treasurer	13
QGFA Member Clubs	14
Member Club Secretary	15-16
Guidelines Regarding Club Membership	17
Member Club Register	18-21
Tournament Dates & Sanctioning	22-24
R.E.D. Fund	25-26
Q.G.F.A All Ports Interclub Championship Overview	27
Q.G.F.A All Ports Interclub Championship Rules	28-29
Q.G.F.A Perpetual Trophies Overview	30
Q.G.F.A Tag & Release Rules & Point Score	31-32
Q.G.F.A By-Laws	33-35
Record Application Guidelines	36-37
Procedure for Record Claims	38-39
Weigh-master Procedures	40
Gamebase Club Management System	41
Billfish Tag Card Procedures	42
Entering Activity Sheets for QGFA Points	43-45
QGFA Procedures and Protocol	46-48
Communication Protocols	49-50
QGFA Social Media Policy	51
Requirements for Hosting a QGFA AGM	52-53

History of Q.G.F.A.

The Queensland Game Fishing Association was formed at the Inaugural Meeting on the 23rd August 1937, out of the Amateur Anglers Association in the early 1930's. Mr. Andy B. Carrodus was the first President (1937 to 1947), and Mr. Norman Gow became President after World War II (1947 to 1953). The Association grew with branches, including weigh stations, at Hamilton in Brisbane, Amity Point on Stradbroke, Combyuro Point, Heron Island, Lady Musgrave Island, Hayman Island and Lindeman Island.

Anglers were very active in the pursuit of game fish from the early 30's and the Game Fishing Association of Australia arose out of the Commonwealth Government requesting a Tournament for the 1938 Sesquie Centenary. The Australian Game Fishing Council was formed shortly after and Mr. Clive Firth became the first President. We now know this council as the Game Fishing Association of Australia (GFAA).

Of particular interest is that the Queensland Game Fishing Association was probably one of the first associations of its type in the world. The International Game Fish Association was formed several years after the Queensland G.F.A. (1937) and the Game Fishing Association of Australia (1938) as a result of American anglers participating in Australia.

The Queensland Association continued to grow with Mr. F.C.D. Henderson becoming President for part of 1953 and then handed over to Mr. George Lambert, who remained President from 1953 to 1959. Mr. Tom Fanning became President in 1959, with his son Mr. Tuck Fanning as Secretary. Tuck became President in 1965 and remained president until 1970 when Mr. Patrick Gay (1970-1975) was elected to that position. Since that time the following Presidents have held office;

Mr. Jock Izatt (1976-1979)	Mr. Michael Leahy (1979-1980)
Mr. Terry Russell (1980-1982)	Mr. Mal Ramsay (1982-1984)
Mr. Calvin Tilley (1984-1986)	Mr. Bob Johnson (1986-1988)
Mr. John Hesselwood (1988-1990)	Mr. Brian Kirkby (1990-1992)
Mr. David Painter (1992)	Mr. Kevin Byrne (1993-1994)
Mr. Colin Earle (1994-1998)	Mr. Sam Pagano (1998-1999)
Mr. Ian Bladin (1999-2002)	Mr. Rodney March (2002)
Mr. Ian Bladin (2002-2006)	Mr. Gary Smith (2006-08)
Mr. Graeme Devin (2008-17)	Ms Dianne Hance (2017-20)
Mr Joshua Cox (2020-	

The Association is responsible for the Administration of Game Fishing in Queensland, working directly with the Game Fishing Association of Australia. The Affairs of the Papua New Guinea Game Fish Association were also administered by the Queensland Game Fishing Association for many years.

The Association Objectives are to further the interest of the sport of Game Fishing, and we fully support Tag and Release for the furtherance of Scientific knowledge. By practicing Tag and Release, we ensure that stocks are not depleted, thus ensuring availability of this resource for our children and grandchildren for time infinitum.

The Association has nine Honorary Life Members as follows;

Mr Tuck Fanning (Deceased)	Mr Patrick K Gay	Mr Michael Leahy (Deceased)
Mr Mal Ramsay (Deceased)	Mr Colin A Earle (Deceased)	Mr Brian Kirkby (Deceased)
Mr Alan Turnbull (Deceased)	Mrs J Dawn Earle (2004)	Mr Ian Bladin (2006)

Objectives of Q.G.F.A.

- (a) To Govern and co-ordinate the sport of game fishing in the State of Queensland.
- (b) To affiliate with the Game Fishing Association of Australia and with the International Game Fish Association.
- (c) To conserve the game fish and food fish resources of Queensland waters for the recreational and economic use of present and future generations.
- (d) To encourage and further the study of game fish angling, the related species and the habitat requirements of such species and to assist in the maintenance of the ecological balance of waters.
- (e) To formulate and support fair and ethical angling rules and Tournaments.
- (f) To compile and maintain State records for the heaviest angling catches for men, women and juniors in all line divisions approved by the Association as a game fish and game shark and fished for by a substantial number of anglers or distributed over a wide area of waters, and to adjudicate such record claims.
- (g) To represent the interests of recreational and game fishermen within the Association's capacity for the time being at any meeting at which the future of the game fish population is being discussed or otherwise determined.
- (h) To assist and participate in domestic and international game fish seminars and symposiums where the expertise data and purposes of the Association may be helpful in assisting other organizations with similar objectives.
- (i) To analyse the pressure of recreational fishing and commercial fishing for the various game fish species.
- (j) To act as a data accumulation centre for fishing results and make such information available to governments and others for the furtherance of education in the wise use of conservation of species.
- (k) To accumulate and maintain a history of game fishing for the use and benefit of present and future generations and to develop and support fish tagging programs and other specific data collection evidence.
- (l) To disseminate information and knowledge of scientific studies of commercial and game fish to Member Associations and Clubs and other parties in Australia or elsewhere.

The Council of Q.G.F.A.

The Council of the Q.G.F.A. consists of the Executive Committee and Delegates who are nominated by the Members Clubs to represent them at General and Annual General Meetings.

The meetings of the Council are meetings of the Association.

The Council shall be able to decide the following; **Rule 4.02(a)**.

- (i) The election of the Executive Committee
- (ii) Acceptance of new members whether ordinary or honorary.
- (iii) Appeals in respect of the suspension, fining or expulsion of members.
- (iv) Joining fees, affiliation fees, levies or subscriptions.
- (v) Changes to the Rules or By-Laws.

Member Clubs are entitled to appoint 1 delegate for every 50 financial members or part of 50 financial members of their club, up to a maximum of 3 delegates from a Member Club.

Rule 4.01(c).

If a Member Club cannot send a Delegate to represent their Club then they may, by notifying the Secretary in writing before the meeting, appoint a substitute delegate (Proxy). Substitute delegates must be a financial member / Life Member of any Member Club. **Rule 4.14**

No delegate or substitute delegate may vote at Council Meetings on behalf of more than one Member Club. **Rule 4.01(f)**

At all Council Meetings each delegate present shall be entitled to cast one vote, except that if a Member Club is represented by fewer delegates than is their entitlement under clause 4.01(c), the delegate/s representing that Member Club shall cast the same number of votes as is the entitlement of their Member Club under Sub-clause 4.01(c). **Rule 4.01(h)**

The President does not have a deliberative vote, but when he/she is the Chairperson of any meeting, in the event of an equality of votes he/she shall have a casting vote. **Rule 4.01(i)**

No Delegate/s will be allowed to vote unless all Affiliation Fees and levies are paid at least seven (7) days prior to the holding of the Annual General Meeting. See Rule 3.05(i)

Executive Committee of Q.G.F.A.

The management of the Association between Council Meetings shall be vested in the Executive Committee which shall consist of the following; **Rule 4.02(b)**

- (i) The President
- (ii) The Immediate Past President
- (iii) The Vice-President
- (iv) The Honorary Treasurer
- (v) An Executive Officer representing each of the 4 Zones (Zone Representatives)
- (vi) G.F.A.A. Executive Officers from North and South Queensland.

Member Clubs shall have no more than two (2) of their financial members elected/appointed to voting positions on the Executive Committee. **Rule 4.02(c)**

There shall be no limitation on the term of office held by any person on the Executive Committee. **Rule 4.02(d)**

Candidates for election to the Executive Committee must be a current financial member or Life member of a Member Club and have either held the position of Delegate to the QGFA on behalf of a Member Club or previously held or currently hold a position on the Executive of a Member Club for a period of 12 months or more. The member club must have all fees and levies paid by the 30th July for any candidate/s nomination to be accepted. **Rule 4.03(a)**

Nominations of any candidate to the Executive Committee must be in writing on the form provided by the Secretary, signed by at least two (2) current financial members of a Member Club and must be in the hands of the Secretary by 5.00pm on the date set by the Secretary for nominations to close before the Annual General Meeting. **Rule 4.03(b)**

Nominees for the Executive Committee positions must signify their acceptance of the nomination in writing, and must be in the hands of the Secretary by 5.00pm on the date set by the Secretary for nominations to close before the Annual General Meeting. **Rule 4.03(c)**

No nomination for the office of President of the Association shall be accepted unless and until the confirmation and election of the person last holding office of Vice President as President of the Association has been put to the Annual General Meeting of delegates. **Rule 4.03(d)**

Election of the Executive Committee shall be by a majority of votes of the delegates by secret ballot. **Rule 4.03(f)**

A candidate who is defeated in a ballot for any position shall have the right to contest further positions provided that candidate has been nominated for such further positions in accordance with the constitution sub-clauses 4.03 (b) & (c). **Rule 4.03(g)**

Election of nominees for appointment as G.F.A.A. Executive Officers from North and South Queensland shall be held every year in accordance with the Election for Executive Committee. **(See Rule 4.04)**

The Executive of the association meets at least twice a year. **Rule 4.11(a)**

Additional meetings may be convened by the President or any member of the Committee. **Rule 4.11(b)**

Executive Committee of Q.G.F.A.

The Executive Committee at present consists of the following people;

- President:** Mr. Joshua Cox, 1 Daisy Place, Bokarina Q 4575
Mob: 0403- 431 480
Email: president@qgfa.com.au
- IP President:** Ms. Di Hance, 30 Maree Street, Freshwater Q 4870
Mob: 0408-471 114 Ah: 07-4055 2110
Email: ipp@qgfa.com.au
- Vice President:** Mr. Craig Breadsell, 137 Kennys Road, Marian Q 4753
Mob: 0400-320 321
Email: vicepresident@qgfa.com.au
- Treasurer:** Mrs. Shari Newton, 50 Walter Raleigh Crescent, Hollywell Q 4216
Mob: 0415- 910 060
Email: treasurer@qgfa.com.au
- Zone 1 Rep:** Mr. Darryl French, PO Box 664, Weipa Q 4874
Mob: 0447- 453 972
Email: zone1@qgfa.com.au
- Zone 2 Rep:** Mr. Stav Bogiatzis, 16 Gilby Court, Kirwan Q 4817
Mob: 0418-599 389
Email: zone2@qgfa.com.au
- Zone 3 Rep:** Mr. David Trask, 30 Mariner Court, Newport Qld 4020
Mob: 0412-886 077
Email: david.trask@traskland.com.au
- Zone 4 Rep:** Ms. Alisa Schofield, 30 Costa Del Sol Ave, Coombabah Q 4216
Mob: 0420-848 592
Email: zone4@qgfa.com.au
- N.Q. Exec Officer:** Mr. Mick Meiers, 25 Allendale Drive, Alligator Creek Qld 4816
Mob: 0427 804 719 - Ah: 4780 4719
Email: cathy.mick@bigpond.com
- S.Q. Exec Officer:** Mr. Joshua Cox, 1 Daisy Place, Bokarina Q 4575
Mob: 0403- 431 480
Email: president@qgfa.com.au
- QGFA Recorder:** Mr. Ian Meads
34 Amhurst Street, Slade Point Q 4740
Mob: 0429 068 296
Email: recorder@qgfa.com.au

Executive Officers to G.F.A.A.

The Queensland Game Fishing Association has two Executive Officers to G.F.A.A. One is elected to represent North Queensland and the other to represent South Queensland.

These Officers are elected every year at the Annual General Meeting of the Q.G.F.A., and they are then endorsed by the QGFA for the respective positions at the G.F.A.A. Annual General Meeting.

The responsibility of these two Officers is to attend the Executive Meetings of the G.F.A.A. where they must represent and support the policies of the Queensland Game Fishing Association Inc. as determined by the Council in General Meetings and the Executive in Committee Meetings, and report to the Q.G.F.A. on the outcome of these G.F.A.A. meetings.

The current Executive Officers to G.F.A.A. are as follows;

N.Q. Exec Officer: Mr Mick Meiers, 25 Allendale Drive, Alligator Creek Qld 4816
Mob: 0427 804 719 - Ah: 4780 4719
Email: cathy.mick@bigpond.com

S.Q. Exec Officer: Mr. Joshua Cox, 1 Daisy Place, Bokarina Q 4575
Mob: 0403- 431 480
Email: president@ggfa.com.au

Zone Executive Officers (Reps)

The Queensland Game Fishing Association elects Zone Executive Officers (or Reps as they are sometimes called) to the Executive Committee. At Executive Committee Meetings they become the voice for all the Member Clubs within their Zone. Q.G.F.A. has four (4) Zones, and the Clubs within each particular Zone are as follows;

ZONE 1. - From Cape York south to Tully River
Ribbons Ladies G.F.C.
Innisfail G.F.C.
Mission Beach G.F.C.
Cairns Bluewater G.F.C.
Weipa Billfish Club Inc.
Port Douglas Fishing Club
Yorkeys Knob SFC

ZONE 2. - From Tully River south to Burnett River
Townsville G.F.C.
Mackay G.F.C.
Ingham Rod & Reel Club
Whitsunday G.F.C.

ZONE 3. - From Burnett River south to Brisbane River
Sunshine Coast G.F.C.
Bribie Island G.F.C.
Mooloolaba G.F.C.
Hervey Bay G.F.C.
Redcliffe Peninsula G.& S.C.
Newport Game Fish Club

ZONE 4. - From Brisbane River south to NSW/QLD Border (Tweed River)
Moreton Bay G.F.C.
Little Ship G.F.C.
Gold Coast G.F.C.

The Zone Executive Officers duties are to liaise with the Member Clubs within his/her Zone to ensure any problems or difficulties they may be having, either internally or with other Clubs within the Zone, can be sorted out to the satisfaction of all. To Report to the Q.G.F.A. the dealings they have had with the Clubs, and to keep the Clubs updated on the happenings of the Q.G.F.A.

Zone Executive Officers are elected at the Annual General Meeting each year. The current Zone Executive Officers are as follows;

Zone 1 Rep: Mr. Darryl French, PO Box 664, Weipa Q 4874
Mob: 0447- 453 972
Email: zone1@ggfa.com.au

Zone 2 Rep: Mr. Stav Bogiatzis, 16 Gilby Court, Kirwan Q 4817
Mob: 0418-599 389
Email: zone2@ggfa.com.au

Zone 3 Rep: Mr. David Trask, 30 Mariner Court, Newport Qld 4020
Mob: 0412-886 077
Email: david.trask@traskland.com.au

Zone 4 Rep: Ms Alisa Schofield, 30 Costa Del Sol Ave, Coombabah Q 4216
Mob: 0420-848 592
Email: zone4@ggfa.com.au

Hon. Conservation Officer

This is an Honorary position that is appointed by the QGFA Executive from time to time. The Conservation Officer carries out the directives of the Executive Committee and reports back to them.

Conservation Officer Roles and Responsibilities

Game Fishing associations have been instrumental in advocating for many years the wise use and sensible management of Fisheries resources both in Australia and overseas.

Implicit in the future of our sport is the need for sustainable healthy fish resources, and the protection of the habitat in which those fish breed, swim and grow.

The role of a conservation officer working within a game fishing association is to assist the executive in the development, education and implementation of policies, programs and procedures within the Game fish association which promote those principles of sustainable use of Fisheries resources and the habitat on which they depend.

This may involve

- Development of education strategies for association members, government and the general public
- Development of campaigns to highlight and inform regarding relevant issues and policies
- Acting as a conduit for information regarding conservation issues
- Facilitating co-operative research on Game fish and their habitats
- Advocating for and fostering Game fish members opportunities to participate in responsible fisheries management
- Promoting the need for conservation of fisheries resources and ethical angling
- Involvement in critical debate in various forums to advocate for sensible fisheries management and conservation of fisheries resources
- Development of member education in correct fish capture, handling, and release practices
- Fostering community engagement and a strong positive image of Game Fishing
- Using fishing as a tool to educate both children and adults about their environment and the need for its responsible use
- Identify funding and partnership opportunities and foster good relations and communication with like- minded organizations
- Assist the executive in developing a sound science-based approach on conservation issues that sets objectives and fosters a sustainable vision for the future

Conservation Sub-committee:

Should the Executive decide to appoint a Conservation Sub Committee, ideally it will consist of 3 people if possible – 1 from North Qld (Cairns –Weipa), 1 from Mid Qld (Townsville – Whitsunday – Mackay) and 1 from South Qld (from Z3 or Z4).

Ideal qualities:

- Enthusiastic Club Member keen on helping to keep our sport alive
- Experience and knowledge of game fishing
- Network of fishermen that can provide information
- Good communication and computer skills
- Have the spare time to carry out research when necessary
- Be proactive and able to work with other members
- Have contacts within Govt. Departments such as Qld Fisheries, GBRMPA etc. would be beneficial

Expectations:

Keep your ear to the ground for anything to do with fishing that may have a detrimental effect on our fishing rights, fishing grounds, upcoming changes to legislation etc.

Permissions:

Answerable to the Committee Chairman and reporting anything that may require urgent attention or additional assistance

Meetings will be via teleconference or videoconference with one face to face per year – more if required.

Out of pocket expenses reimbursed if travel / accommodation / incidentals etc. are required.

Secretary of Q.G.F.A.

The position of Secretary to Q.G.F.A. is not an elected position but is appointed by the President/ Executive of the time and has no voting rights at Executive Committee Meetings or Council Meetings unless they are a nominated or substitute delegate for a Member Club. The Secretary is also the Public Officer of the Association.

The Secretary is responsible for the accurate recording of minutes for every Executive Committee Meeting and Council Meeting of the Association. These minutes are to be kept in a book that is open for inspection at all reasonable times by any financial member who previously applies to the Secretary for such inspection. **Rule 4.06(d), (e) and (f)**

The Secretary must also maintain a register of Member Clubs (members) of the Association specifying the name and address of each member together with the date on which that member became a member of the Association. **Rule 3.04**

The Secretary must advise Member Clubs at least sixty (60) days prior to 30th June each year of the closing dates for written notices of motion and Special Resolutions for the Annual General Meeting and Nominations for the Executive Committee. **Rule 4.06(g)**

The Secretary shall send a notice to all Members at least sixty (60) days prior to the holding of the Annual General Meeting requesting notices of motion. Notices of motion must be in the hands of the Secretary at least thirty (30) days prior to the holding of the A.G.M. **Rule 5.04(a)**

The Secretary must advise the Executive Committee at least seven (7) days prior, either orally or in writing, to the holding of an Executive Committee Meeting. **Rule 4.11(c)**

The Secretary must prepare the Agenda for all meetings, ensuring that all notices of motions are included. **Rule 4.11(d)**

The Secretary must ensure that Member Clubs and Executive Committee Members are advised of all matters of correspondence received, and are notified of all matters which require a response, in ample time for them to forward a reply.

The Secretary must also ensure that the Annual Subscription Fees to G.F.A.A. are paid on or before 30th July in each year, and notify the G.F.A.A. of the changes to the President, Secretary, Executive Officers North and South and State Recorder each time there is a change.

The current Secretary to Q.G.F.A. is as follows;

POSITION VACANT AT PRESENT – CONTACT PRESIDENT

Email: qgfa@bigpond.com

Treasurer of Q.G.F.A.

The Treasurer of the Association is an elected position to the Executive Committee. This entitles that person to a vote at Executive Committee Meetings. The Treasurer is elected every year at the Annual General Meeting by a majority of votes.

Nominations for position of Treasurer must be in the hands of the Secretary by 5pm sixteen (16) days prior to the Annual General Meeting.

The duties of the Treasurer of the Association are to ensure that: - **Rule 6.03**

- (a) all money due to the Association is collected and received and that all payments authorised by the Association are made; and
- (b) to keep correct books and accounts showing the financial affairs of the Association including full details of all receipts and expenditure connected with the activities of the Association.
- (c) "a Balance Sheet is prepared at the close of each financial year, and after Audit by the Associations Honorary Auditor, submit it to the Annual General Meeting of the Association."

The Association Treasurer must also ensure that all monies received by him/her are deposited into the Association Account/s as soon as possible after receipts are written.

The current Treasurer of Q.G.F.A. is as follows;

Mrs. Shari Newton
50 Wlater Raleigh Crescent,
Hollywell Q 4216
Mob: 0415- 910 060
Email: treasurer@qgfa.com.au

Member Clubs of Q.G.F.A.

Any bona fide game fishing club in Queensland whose principal activity is substantially in accordance with the objectives of the Association shall be eligible for membership as a Member Club. **Rule 3.01(c)**

This means that it is the **Club** that is the Member of the Q.G.F.A., not its' members. Your members are affiliated with the Q.G.F.A.

When you pay your fees to the Q.G.F.A., it has a threefold effect. It makes your Club a Member of the QGFA and affiliates the club to the GFAA. It affiliates your members with the QGFA and also the Game Fishing Association of Australia (G.F.A.A.)

Member Clubs must have all of their fees and levies paid to the Association by 30th July each year to remain financial members of the QGFA and affiliates of the GFAA. Rule 3.05(g) & (h)

These fees are calculated on the number of financial members of the Member Club as at the 30th June of that year. **Rule 3.05(b)**

Member Clubs must keep their QGFA approved membership management system (Gamebase) updated with new/renewed membership details by the 7th of each month in order for Affiliation Cards to be produced. Rule 3.05 (d)

Each member Club is entitled to appoint one (1) delegate for every 50 financial members or part of 50 financial members of that Member Club up to a maximum of three (3) delegates from a Member Club, for the purpose of attending Council (QGFA) Meetings. **Rule 4.01(c)**

Each Member Club shall in writing advise the Secretary of the Association on or before the date required by the Secretary before the Annual General Meeting each year as to the name/s and address/es of its delegate/s for the ensuing year. If such delegate is elected President of the Association then that Member Club may appoint one further delegate. **Rule 4.01(d)**

No delegate or substitute delegate may vote at a Council meeting on behalf of more than one Member Club. **Rule 4.01(f)**

At all Council (QGFA) Meetings each delegate present may cast one vote, except in the event the Member Club has fewer delegates than their entitlement, in which case the delegate/s present may cast the number of votes as is the entitlement of that Member Club. **Rule 4.01(h)**

Delegate Responsibilities:

It is the responsibility of all Club Delegates to the Q.G.F.A. Annual and General Meetings to keep their Club informed of the business attended to at these meetings immediately after they are held, and to pass on to the Club Secretary all documents received from Q.G.F.A. prior to, during and after the meetings so that they may be kept in the Club files for future reference.

Member Club Secretary

A Member Club Secretary has many and varied duties to perform on behalf of their Club, but also has a responsibility to the Queensland Game Fishing Association Inc. It is a requirement that club secretaries respond, in a timely manner, to all correspondence they receive from the QGFA Executive.

It is their responsibility to ensure Executive and Club Members are advised of all correspondence that is received from Q.G.F.A., and within a time frame which will allow those Members to have their say on the matters forwarded on by the Association.

The QGFA now produces an “Affiliation Card” for each of your financial members and mails it out directly to that member. **In order for these cards to be sent to your members, you must enter new members and/or update the financial status of existing members into the Gamebase as soon as you receive their payments, or at the latest, by the 7th day of each month. Rule 3.05(d)** If your members are not entered or updated then they will not receive a card. **Note - Juniors must also have their date of birth recorded in Gamebase.**

Other duties that a Club Secretary must perform as a requirement of membership to Q.G.F.A. are as follows;

1. **On or before the 30th July each year**, pay to the Q.G.F.A. the prescribed Annual Membership Fees as Invoiced to your Club by the QGFA Treasurer. **Rule 3.05(g)**
2. **Advise the QGFA Secretary at least 7 days** after each club tournament of the number of ADULT only anglers that were registered to fish for the purpose of receiving a RED Levy Invoice. **Rule 3.05 (c)**
3. **When requested by the Association Secretary** before the Annual General Meeting of the Association each year advise them as to the name/s and contact details (on the form provided by the QGFA), and by the due date, of its delegate/s for the ensuing year. **Rule 4.01(d)**
4. **By the due date required by the Secretary** of the Association, forward any Notices of Motion or Special Resolutions the Club wishes to have placed on the Agenda for the Annual General Meeting.
5. **By the due date required by the Secretary** of the Association Secretary, forward any written nominations (on the form provided) for the Executive Committee Positions for the Annual General Meeting. These nominations must bear the signature of at least two (2) current financial club members, and must also bear the signature of the nominee verifying their acceptance of the nomination. **Rule 4.03(b)**
6. Lodge all claims for Records (Queensland, Australian and World) through the Q.G.F.A. Recorder (See Record Application Guidelines). You must fully check all applications (including forms and photographs and measure doubles and leaders) to make sure they comply with the requirements of the GFAA before lodging the claims.
7. Send all fully completed and checked Record Claims to the QGFA Recorder, Mr Ian Meads, 34 Amhurst St, Slade Point Qld 4740 by Certified Mail, ensuring that a copy

of all correspondence and forms etc. are kept on the Club Files for future reference.
NOTE: Claims must reach the QGFA Recorder within 60 days of Capture or a \$110.00 late lodgement fee will apply.

8. Apply to the Q.G.F.A. for approval of dates for your Tournament, at least three (3) months prior to the holding of such tournament. Do this via Gamebase. **By Laws 5(d)**
9. Apply to the Q.G.F.A. for Sanctioning of your Tournament at least two (2) months prior to the holding of the event, uploading the tournament rules and a list of prize categories (any CASH prize amounts must be listed). Do this via Gamebase! **By-Laws 5(c).**
10. Pay all RED Fund Tournament Levies immediately after the Tournament has been held. **Rule 3.05 (c)**
11. Enter all club Boat/Angler Activity Sheets into you Gamebase as soon as possible after you have received them from your members.
12. **Before the 28th of each month** forward the original copies of the Boat/Angler Activity Sheets, **as well as the completed Tag and Release Cards**, to QGFA Recorder, Ian Meads, 34 Amhurst St, Slade Point Qld 4740. Remember June Sheets must be in by July 14th not the 28th.
13. **At the end of each month** forward to the Association Secretary a list, on the prescribed form, of all '*Billfish Only*' tags distributed to your members, setting out the number of tags, their tag numbers, the anglers name and the boat name. **NOTE: The QGFA will not send replacement Billfish tags to your club unless the Tag Register is submitted with your request.**
14. **The QGFA does not keep stocks of the "Other Species Tags". Your Club will have to get them from NSW Fisheries direct.**

NOTE:

THIS HANDBOOK REMAINS THE PROPERTY OF THE Q.G.F.A. Inc. AND MUST BE PASSED ON TO THE INCOMING SECRETARY WHEN YOU RETIRE FROM THE POSITION.

Guidelines Regarding Club Membership

Rule 3.05(b) of the Q.G.F.A. Constitution reads as follows;

“Member Clubs shall in each year pay an annual membership fee. Member Clubs shall keep updated the names and mailing addresses of their enrolled members who are involved in fishing or activities associated with the furtherance of the objectives of QGFA on the clubs QGFA approved membership management system in accordance with Clause 3.05(d). This number shall be that upon which the annual membership fee for the Member Clubs is determined by the Council for each financial year to 30th June.”

After some years of discussion in regard to this rule, and its effect on social or non-fishing related members and whether or not there was a requirement for affiliations to be paid, legal advice was sought.

The legal opinion advised, “Clubs need only pay for those members directly involved in Fishing. Social or other non-fishing classes of members would be exempt from affiliation fees if their membership does not provide voting rights on any fishing matters.”

IT WAS ALSO ADVISED THAT:

“Any member of a Club who is entitled to vote on issues regarding matters pertaining to the QGFA, including motions for our AGM etc., must be affiliated with QGFA in order to vote. All members of a Club who are associated with fishing must also be affiliated with QGFA.”

NOTE!

No Club is permitted to offer an option for fishing members to join their Club as anglers, without them being affiliated with the Q.G.F.A. By-Law 5(g)

Member Clubs are responsible for the actions/behaviour of their members and must ensure that any member that brings disrepute to the GFAA, QGFA or our Member Clubs by their actions/behaviour is dealt with by taking immediate and appropriate disciplinary action. Clause 3.01(c)(vii)

Member Club Register

ZONE 1

Cairns Bluewater Game Fishing Club Inc:

P O Box 4741, Cairns Q 4870

Email: secretary@cairnsbluewatergfc.com.au

Innisfail Game Fishing Club:

C/- 4 Hickey Street, Innisfail Q 4860

Email: contact@igfc.com.au

Mission Beach Game Fishing Club:

P O Box 90, Mission Beach Q 4852

Email: mbgfc@live.com.au

Port Douglas Fishing Club Inc:

P. O. Box 1062, Port Douglas Qld 4877

Email: jls@ozemail.com.au

Ribbons Ladies Game Fishing Club Inc:

P O Box 5251, Cairns Qld 4870

Email: info@ribbons.org.au

Weipa Billfish Club Inc:

P.O. Box 627, Weipa Qld 4874

Email: weipabillfishclub@gmail.com

Yorkeys Knob Sport Fishing Club:

P. O. Box 100, Yorkeys Knob Qld 4878

Email: marina@ykbc.com.au

Member Club Register

ZONE 2

Townsville Game Fishing Club Inc:

P O Box 5981, Townsville Q 4810

Email: tgfcinfo@gmail.com

Whitsunday Game Fishing Club Inc:

P O Box 621, Airlie Beach Q 4802

Email: whitsundaygamefishclub@gmail.com

Mackay Game Fishing Club:

P O Box 8171, Mt Pleasant Q 4740

Email: mackaygamefishclub@gmail.com

Ingham Rod & Reel Club:

P O Box 1256, Ingham Q 4850

Email: irrc@outlook.com

Member Club Register

ZONE 3

Sunshine Coast Game Fishing Club:

P O Box 998, Buddina Qld 4575

Email: secretary@scgfc.com.au

Bribie Island Game Fishing Club:

P O Box 100, Bribie Island Q 4507

Email: bazz_meredith@yahoo.com

Mooloolaba Game Fishing Club:

P O Box 298, Moffat Beach Q 4551

Email: secretary@mgfc.com.au

Redcliffe Peninsula Game & Sport Fishing Club:

P O Box 96, Redcliffe Q 4020

Email: secretary@rpgsc.com.au

Hervey Bay Game Fishing Club

P. O. Box 31, Hervey Bay Qld 4655

Email: kilohana206@gmail.com

Newport Game Fish Club:

P.O. Box 3013, Clontarf DC, Qld 4019

Email: newportgamefish@gmail.com

Member Club Register

ZONE 4

Moreton Bay Game Fish Club:
P O Box 371, Capalaba Q 4157
Email: admin@mbgfc.com.au

Little Ship Game Fish Club:
P O Box 1313, Cleveland Q 4163
Email: scarroll@powerup.com.au

Gold Coast Game Fish Club:
P. O. Box 972, Paradise Point Q 4216
Email: gcgfc@yahoo.com

Tournament Dates and Sanctioning

Club Tournaments:

Member Clubs must apply to the Q.G.F.A., via the Club Gamebase, for approval of dates they have selected to hold Club Tournaments, in accordance with Clause 5(d) of the By-Laws of the Association.

No Club is permitted to conduct an Open or Invitation Tournament without the event being Sanctioned and approved in accordance with Clauses 5(c), (d) and (e) of the By-Laws of the Association. Sanctioning is applied for via the Club's Gamebase.

The Q.G.F.A. has, under Clause 5 (c), (d), (e), (f), (g), (h) and (i) - Tournaments of the By Laws, ruled the following;

- (c) Member Clubs wishing to conduct Open or Invitational Tournaments shall provide a basic set of rules, prizes and award categories to the Secretary of the Q.G.F.A. at least one month prior to their printing or the printing of promotional brochures, or, two months prior to the Tournament, whichever is earlier for the purpose of sanctioning the tournament.*
- (d) The Executive of the Association must be consulted by Member Clubs wishing to conduct Open or Invitational Tournaments to gain approval dates, in writing, at least three (3) months prior to the proposed dates of the Tournament.*
- (e) No Club is permitted to conduct an Open or Invitation Tournament without the event being sanctioned and approved in accordance with Clauses 5(c) and (d).*
- (f) All QGFA sanctioned Open and Invitation tournaments must be fished under the G.F.A.A. Angling Rules and Equipment Regulations.*
- (g) No Member Club is permitted to offer temporary memberships to anglers for the purpose of fishing a QGFA sanctioned tournament.*
- (h) All Australian anglers/residents wishing to fish a QGFA Sanctioned Tournament must be a current financial fishing member of a QGFA Member Club or a current financial fishing member of another GFAA Member States' Club. Foreign anglers/residents not wishing to join a QGFA Member Club to fish a tournament must provide proof of being a current financial fishing member of a bone fide Game Fishing Club from their country of origin, or an individual member of the IGFA.*
- (i) The Executive is not permitted to sanction any Open or Invitational Tournament where substantial angling Cash/Prizes are being offered, unless the sanctioning application complies with the following Sanctioning Guidelines;*
 - 1. "Substantial" means a value greater than \$20,000.00 per Category Tag & Release (e.g. Angler, Team, Boat), and greater than \$10,000.00 for the Heaviest Fish.*
 - 2. The value for Heaviest Fish must not be greater than the value of any*

other category as applied for under sub-clause 1 above.

3. *Sanctioning applications must be made in accordance with Clause 5(c).*
4. *GFAA Rules must apply in accordance with Clause 5(f).*
5. *Angler eligibility must apply in accordance with Clause 5(h).*
6. *Cash/Prizes must not be insured or unlikely to be obtained.*
7. *The total value of Cash/Prizes on offer for each Category must be stated on the list attached to the application.*
8. *Member Clubs must be able to guarantee to the QGFA, at the time of application, that they have the capacity to award the total value of the Cash/Prizes that are listed.*
9. *Member Clubs must publish in their brochures the full list of Cash/Prize values for each Category, so that the anglers know what they are fishing for.*
10. *Member Clubs are not permitted to Jackpot any Cash Prize if it is not won during the tournament.*
11. *In exceptional circumstances, a Member Club may apply to the Executive to have “substantial” prize values raised. An application for this must include the reasons for the exemption.*

It is the responsibility of the Member Clubs to make application to the Q.G.F.A. for approval of the dates on which they wish to hold their Open or Invitation Tournaments, at least three months prior to the event. Club Rally Days and similar social events held within the Club only, do not require sanctioning. **Clubs must apply for dates through their Gamebase program.**

It is also the responsibility of the Member Clubs to make application for the Sanctioning of all tournaments that are Open (to others) or Invitation, prior to printing brochures or two (2) months prior to the running of the Tournament, whichever is earlier. **Clubs must apply for Sanctioning of tournaments through their Gamebase program.** Make sure you upload a copy of your Rules etc. or it will not accept it.

Any Club that runs an Open or invitation Tournament that is not Sanctioned by the Q.G.F.A. is liable to be disciplined according to Clause 3.07 of the QGFA Constitution.

Anglers fishing tournaments that are not Sanctioned are not eligible for the claiming of records from GFAA or QGFA, so it is important for your participants to ensure that your tournament is sanctioned.

Date Approval and Sanctioning Guidelines

All tournaments must be fished in accordance with the GFAA Fishing Rules and Regulations that are published in the GFAA Journal every year.

Clubs are permitted to add “Local Rules”, provided they are within the overall intent of the GFAA Rules and Regulations and do not fall outside those Rules. For example: It is possible to run a “Lures Only” tournament, but not one with a variation to the rigging of the lures or rod lengths that exceed those printed in the GFAA Rules and Regulations.

Line Class limits and points allocated etc. are at the discretion of the Club, not QGFA.

In view of the potential adverse publicity, it is preferable that “Kill/Weigh Sections” be limited to edible species only.

Sanctioning will be refused if;

- (a) There is any clear breach of the Rules and Regulations of Fishing as published by GFAA.*
- (b) Any prize offered is covered by an insurance policy.*
- (c) Any prize is offered that is judged to be virtually impossible to be won.*
- (d) Limits to eligibility are imposed that may be potentially discriminatory.*

Where tournaments are long established and the Dates, Rules and Prizes do not vary much from one year to the next, it should not be a major task to complete these, and approval and sanctioning will be relatively quick.

A copy of the **rules, entry fees and prize categories (listing any CASH beside each category)** must accompany each sanctioning application. **By Laws 5 (c) & (d)**

New Tournaments may require longer periods, especially if rules need to be altered, so allow plenty of time for sanctioning.

All Date and Sanctioning Applications must now be completed through your Club Gamebase.

NOTE:

Clubs are reminded that a R.E.D. Levy of \$5.00 per participating SENIOR angler is due and payable seven (7) days after the running of an Open or Invitation Tournament, regardless of whether it is sanctioned or not. JUNIORS ARE EXEMPT FROM THE LEVY. Rule 3.05(c)

Research, Education and Development Fund

At the 1997 Annual General Meeting (Full Council) of the Q.G.F.A. Inc., the QGFA Research Education and Development Fund was established by the passing of the following motion; “That all Clubs be levied \$5.00 per angler fishing that Club’s Open or Invitation Tournaments.” This has since been amended to apply to “Senior Members Only”. **Juniors do not have to pay the RED Levy.**

These fees must be paid to the QGFA RE&D Fund as soon as possible after the tournament has been held. As the QGFA does not know how many adult anglers fish your tournaments, you must advise the Secretary of these numbers within seven (7) days of the tournament having been run in order for an Invoice to be generated for your club. (Rule 3.05 (c))

It was the general consensus of the Council, that the R.E.D. Fund be primarily reserved to fund the expenditure involved in campaigns to protect our fishing rights and resources. Consideration may also be given to fund worthwhile Research, Education and Development projects that exist from time to time.

The following guidelines have been developed by the Executive Committee to assist with the Administration of the Fund.

ADMINISTRATION:

1. The R.E.D. Fund will be administered by the Executive Committee of the Q.G.F.A.
2. The Executive Committee will meet, as soon as practicable after the receipt of an Application for Funding. This may be arranged via telephone conferencing to keep costs down.
3. The most important criteria for assessing the fund is that a project must be for the good of the Association and its Members, and not for the advancement of the aims or agenda of a Club or the advancement of a single member.
4. Zone Executive Officers (Reps) will liaise between the Executive and the applicant Club throughout the entire process.
5. When the Executive approves funding for a project, the Secretary will inform all Member Clubs, in writing, giving brief details of the project and the funds provided.
6. In the event of an application being rejected, the final decision will be advised, in writing by the Secretary, to the Member Club as soon as practicable after the decision has been made.
7. Full and accurate accounts of the fund will be provided by the Treasurer each year at the Annual General Meeting of the Association.
8. Clubs will be required to submit a short report, for inclusion in the A.G.M. Agenda, detailing the project, its total cost, source of funds and the outcome or benefit.

APPLICATION FOR FUNDING:

1. Any Club wishing to apply for funding must do so through their Zone Executive Officer (Rep).
2. The initial application from the Club must briefly state the reasons for funding, the aims of the project, where and with whom the funds will be spent and the expected level of Club Member, Q.G.F.A. and outsider involvement with the project.
3. If the Executive considers it an appropriate project, then the application would be referred back to the Club calling for a more detailed submission.
4. **The final submission must contain a timetable for completion, a budget, projected cash flow and fund draw-downs and include the likely outcome of the project.**

Q.G.F.A. All Ports Interclub Championship

The Queensland Game Fishing Association holds a Tournament each year that has been called the All Ports Interclub Championships. It was instigated to gather information on what fish (species & quantities) were about for the entire Coast of Queensland at a particular time of the year.

Today, the All Ports Tournament is run in two rounds with each club nominating the weekend that they will fish in each round. This information must be supplied to the QGFA Secretary on the Nomination Form provided, by 10pm on the Friday the club intends to fish, and must include the details of boats and anglers competing.

The two rounds are as follows:

Round 1 and **Round 2** may be fished any time between 1 July and 15 June of the following year.

There must be a minimum period of ONE calendar month between rounds.

Each Club will choose the weekend/s that they fish their All Ports competition. Clubs are encouraged to fish their second round prior to the second last weekend in June to facilitate timely processing of All Ports trophies.

Clubs can choose to fish Round 1 only, Round 2 only or both rounds – separate nominations and payments must be submitted for each round

Scoring is done by an accumulation of points over both rounds.

The All Ports tournament base must be within the club's own zone - for example a Gold Coast GFC (Z4) boat cannot fish the All Ports weekend for their club out of the Cairns port (Z1).

A small fee of \$11.00 (Incl. GST) per adult angler and \$5.50 (Incl. GST) per junior angler is charged to help offset the costs of running the Tournament.

Nomination Forms and Result Forms are sent out to all clubs prior to the commencement of each round of the tournament and are available on the website qgfa.com.au.

The rules are very simple and are set out on the following pages.

Q.G.F.A. All Ports Interclub Championship Rules

FISHING TIMES

Commence: **Friday Midnight** to
Finish: **Sunday 6pm** (1800hrs)
Fishing can be carried out at any time between the hours of Midnight Friday to 6pm Sunday on the weekend/s chosen by the individual clubs

ROUNDS

Clubs will be invited to fish TWO rounds for the All Ports Championship
The overall championship will be awarded to the club / male / female / junior angler with the highest aggregated result over both rounds.

- **Rounds 1 and 2 may be held between 1 July and 15 June**

(Clubs are encouraged have fished their second round prior to the second last weekend in June to facilitate timely processing of All Ports trophies)

Each Club will choose the weekend/s that they fish their All Ports competition

Clubs can choose to fish Round 1 only, Round 2 only or both rounds – separate nominations and payments must be submitted for each round

There must be a MINIMUM period of ONE calendar month between rounds

ELIGIBILITY

Open to all QGFA Member Clubs Q.G.F.A. Anglers will fish under G.F.A.A. rules.

Teams must be from two (2) to five (5) anglers

There are NO limitations on changing teams between rounds one and rounds two

The All Ports tournament base must be within the club's own zone - for example a Gold Coast GFC (Z4) boat cannot fish the All Ports weekend for their club out of Cairns (Z1).

NOMINATION

Fees - **\$11.00 per Senior Angler - \$5.50 per Junior Angler** (Incl. GST)
Fees must be done via Direct Deposit to Bank of Qld or via Electronic Funds Transfer (EFT) to the QGFA – BSB 124-001; Account 10342767

Nominations – **must be received on the form provided** - to Q.G.F.A. Secretary **by 10pm on the Friday evening**. **Nominations to clearly show Anglers Surname then the Christian name in the respective Male, Female, or Junior Category**

Nominations are to be emailed the Secretary of QGFA at QGFA@bigpond.com, **but payment must be made via EFT or Direct Deposit the next day.**

RESULTS:

RESULTS must be emailed to the Secretary within 7 days of the tournament, even if no fish have been caught. Activity sheets with tag card included must be entered into Gamebase and then sent to the Secretary within 14 days.

WEIGH INS

Each Club is to arrange their Weigh-In on Sunday from 1600 hours.

RESULTS

No Provisional results will be issued

SCORING

All individual angler scores are to be sent in

There is no limit on the number of billfish that can be tagged, but a limit of 10 fish, per other species, per boat, per day applies.

NOTE: Once an attempt has been made to gaff a fish, **NO** tag points will apply.

GILLED AND GUTTED FISH

All edible fish may be gilled and gutted on capture but must be kept on ice. additional 10% is to be added to the weight of the fish so treated before calculating points.

SPECIES:

Only fish eligible to be tagged and released to count for T & R points; otherwise weigh points only will count. Fish released without Tags do not qualify for Tag Points.

LINE CLASSES

Light Tackle 1kg to 10kg Zones 1 & 2 – All waters Zones 3 & 4 - All waters	Mid Zone N/A 15kg & 24kg	Heavy Tackle 15kg to 60 kg Zones 1 & 2 – outside Reef Zones 3 & 4 -outside 150 meters
---	---------------------------------------	--

TAG POINTS

NOTE: No points will be awarded for fishing heavy tackle inside the Reef (Z1 & 2). (Weipa BC excluded – See points score on Page)
No points will be awarded for fishing heavy tackle in under 80 metres (Z3 & 4).
Reduced points will be awarded for fishing 15kg & 24kg from 80 – 150 metres (Mid-zone) Z3 & Z4

NOTE: Half Points only for Other Species & Tunas not going better than line class.

WEIGH POINTS

All game fish weighed must be equal to or above line class

GAME FISH

Fish Weight x 100 divided by Line Class

SHARKS

No longer a capture species for All Ports

WEATHER

No allowance is made for weather and it is the responsibility of each Skipper to decide if

& RADIO

conditions are safe for their craft and crew. **CLUBS ARE TO ARRANGE THEIR OWN SCHEDULES.**

CATEGORIES

1. Champion Club Overall
2. Champion Angler Overall
3. Champion Club - Zone 1
4. Champion Club - Zone 2
5. Champion Club - Zone 3
6. Champion Club - Zone 4
7. Champion Boat Overall
8. Champion Male Angler
9. Champion Lady Angler
10. Champion Junior Angler – Round 1
11. Champion Junior Angler – Round 2

Q.G.F.A. Perpetual Trophies

The Queensland Game Fishing Association has a number of Perpetual Trophies which have been donated to the Association and **remain the property of the Association**. These Perpetual Trophies are as listed below;

1. All Ports Champion Club Trophy: - Donated by Mr. Brian Kirkby (1992)
QGFA Life Member (Deceased)
2. Junior Encouragement Award: - Donated by Mr. Brian Kirkby (1996)
QGFA Life Member (Deceased)
3. Champion Club Tag & Release: - Donated by Mr. Colin Earle (1994)
QGFA Life Member (Deceased)
4. Champion Angler Tag & Release: - Donated by Mrs. Dawn Earle (1994)
All Species – Ex Shark QGFA Life Member
5. Champion Angler Other Species: - The Colin Earle Perpetual Trophy
Tag & Release Donated by Mrs. Dawn Earle (2007)
QGFA Life Member
6. Champion Junior Tag & Release: - Donated by Peter & Johanna Pakula.
(1997)
7. Champion Boat Tag & Release: - Donated by Mrs Dawn Earle (2015)
QGFA Life Member

The criteria for winning the trophies is set down by the Q.G.F.A. Executive and is as follows;

1. All Ports Interclub Champion Club Trophy.

This Perpetual Trophy is fished for over the 2 Rounds of the All Ports Tournament and is won by an accumulation of the total Club points over the two rounds. All Ports Trophies are presented at the Q.G.F.A. Annual General Meeting Presentation Dinner in August each year.

2. Junior Encouragement Award.

This Perpetual Trophy is awarded to a junior/small fry who has been nominated by their Club to encourage further fishing effort, not to reward fishing achievements. Nominations for this Award are called for by the Secretary each year. Clubs wishing to nominate one or any number of juniors in their Club may do so by writing a short statement for each nominee to the Q.G.F.A. Secretary stating why they believe that they should be awarded the trophy. The winner is chosen by the Q.G.F.A. President after nominations close, and the Award is presented at the Q.G.F.A. Annual General Meeting Presentation Dinner in August each year.

3. Champion Club, Anglers (All Species & Other Species), Boat and Junior Tag & Release.

These four trophies are fished for over the entire 12 months period from 1st July to 30th June each year. Clubs must submit to the Q.G.F.A. the original copies from the Q.G.F.A. Boat/Angler Activity Books which are provided to Clubs free of charge. Further information on the Rules and Point Scoring appears on the following pages of this Handbook. **Juniors are not eligible to win the Champion Angler/Boat Tag & Release Trophies.**

Rules & Point Scoring

Q.G.F.A. Champion Club – Tag & Release

Q.G.F.A. Champion Anglers – Tag & Release

Q.G.F.A. Champion Junior – Tag & Release

QGFA Champion Boat – Tag & Release

RULES:

1. All Clubs must be current financial members of the Q.G.F.A. Inc. to be eligible to participate.
2. All anglers must be current financial members of the Club at the time of the Tag and Release.
3. All tag & release must be done in accordance with the G.F.A.A. Angling Rules and Equipment Regulations of the day.
4. All G.F.A.A. eligible species (excluding Sharks) will be eligible for points.
5. **Only fish tagged and released in Queensland waters are eligible.** Fish tagged outside your own fishing Zone are still eligible but must be submitted by your own Club, not a Club within the Zone in which they were tagged.
6. Information must be completed and lodged by the Club Secretary or Club Captain on the Boat/Angler Activity Sheets supplied by the Q.G.F.A. Inc. (**Original copy to be sent**).
7. Boat/Angler Activity Sheets must be in the hands of the Treasurer of the Q.G.F.A. Inc. **by 5pm on the 28th day of the following month**, with the exception of June each year in which case they must be in by **14th July**, for points to be awarded.
8. Fishing areas for scoring points on heavy tackle (15kg to 60kg) will be as follows for the individual Zones;

Zone 1	-	Outside the outer line of the Great Barrier Reef
Zone 2	-	Outside the outer line of the Great Barrier Reef
Zone 3	-	See Mid-Zone Points on Page 34
Zone 4	-	See Mid Zone Points on Page 34
9. Interim scores will not be advised during the year.
10. Winners will be announced at the Annual General Meeting Presentation Dinner of the Association each year where the presentation of trophies will be made by the President of the Association.
11. The Perpetual Trophies are to remain the property of the Queensland Game Fishing Association Inc. at all times.
12. Juniors are not eligible to win the Champion Angler Tag & Release or Champion Boat Trophies.

Zones 1&2 Point Scoring

Q.G.F.A. Champion Club – Tag & Release
Q.G.F.A. Champion Anglers– Tag & Release
Q.G.F.A. Champion Junior – Tag & Release
Q.G.F.A. Champion Boat – Tag & Release
QGFA All Ports

POINTS.

Billfish:

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
1500	1350	1200	1050	900	750	650	1500	1300	1000	800

Yellowfin and Bluefin Tuna:

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
800	700	600	500	400	300	200	800	600	300	100

Other Species: (Excluding Sharks)

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
500	450	400	350	300	250	200	300	200	100	50

(Half points only for Other Species and Tuna not going better than line class)

NO POINTS WILL BE AWARDED FOR FISH TAGGED WHEN USING HEAVY TACKLE (15kg & over) IN WATERS INSIDE THE OUTER REEF (ZONES 1 & 2).

Weipa Point Scoring

Q.G.F.A. Champion Club – Tag & Release
Q.G.F.A. Champion Anglers– Tag & Release
Q.G.F.A. Champion Junior – Tag & Release
Q.G.F.A. Champion Boat – Tag & Release
QGFA All Ports

POINTS.

Billfish:

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
1500	1350	1200	1050	900	750	650	450	350	250	150

Yellowfin and Longtail & Dog Tooth Tuna:

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
800	700	600	500	400	300	200	100	75	50	25

Other Species: (Excluding Sharks)

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
500	450	400	350	300	250	200	100	50	25	12

(Half points only for Other Species and Tuna not going better than line class)

Zones 3 & 4 Mid Zone Point Scoring

Q.G.F.A. Champion Club – Tag & Release
Q.G.F.A. Champion Anglers– Tag & Release
Q.G.F.A. Champion Junior – Tag & Release
Q.G.F.A. Champion Boat – Tag & Release
QGFA All Ports

MID ZONE EXTENDS FROM 80 METRES TO 150 METRES

POINTS.

Billfish:

<u>Light Tackle</u>							<u>Heavy Tackle</u>	
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>
1500	1350	1200	1050	900	750	650	500	400

Yellowfin and Bluefin Tuna:

<u>Light Tackle</u>							<u>Heavy Tackle</u>	
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>
800	700	600	500	400	300	200	100	75

Other Species: (Excluding Sharks)

<u>Light Tackle</u>							<u>Heavy Tackle</u>	
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>
500	450	400	350	300	250	200	100	50

(Half points only for Other Species and Tuna not going better than line class)

NOTE: Exact Lat's and Long's must be completed on the tag cards. Activity Sheets must indicate depth of water for each tag and release (Eg. Under 80m - <80, Over 80 Meters - >80, Under 150m but Over 80m - <150 - >80 or Over 150m - >150.)

Zones 3&4 Point Scoring

Q.G.F.A. Champion Club – Tag & Release
Q.G.F.A. Champion Anglers– Tag & Release
Q.G.F.A. Champion Junior – Tag & Release
Q.G.F.A. Champion Boat – Tag & Release
QGFA All Ports

FOR ALL FISH TAGGED IN OVER 150 METRES

POINTS.

Billfish:

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
1500	1350	1200	1050	900	750	650	1500	1300	1000	800

Yellowfin and Bluefin Tuna:

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
800	700	600	500	400	300	200	800	600	300	100

Other Species: (Excluding Sharks)

<u>Light Tackle</u>							<u>Heavy Tackle</u>			
<u>1kg</u>	<u>2kg</u>	<u>3kg</u>	<u>4kg</u>	<u>6kg</u>	<u>8kg</u>	<u>10kg</u>	<u>15kg</u>	<u>24kg</u>	<u>37kg</u>	<u>60kg</u>
500	450	400	350	300	250	200	300	200	100	50

(Half points only for Other Species and Tuna not going better than line class)

NOTE: Exact Lat's and Long's must be completed on the tag cards. Activity Sheets must indicate depth of water for each tag and release (Eg. Under 80m - <80, Over 80 Meters - >80, Under 150m but Over 80m - <150 - >80 or Over 150m - >150.)

By-Laws

The Queensland Game Fishing Association Incorporated

1. INSIGNIA

- (a) A design approved by the Executive Committee shall be the insignia of the Association. Such insignia may be reproduced on the Association's stationery and certificates and generally where considered suitable. Also this insignia may be produced as a metal badge and incorporated into the Association's trophies where considered appropriate by the Committee.
- (b) A President's insignia shall be struck and flown at the masthead of a vessel when the President is on board such vessel.
- (c) The Association's insignia shall only be used by members representing the Association with the permission and approval of the Council or the Committee.

2. RECORDS

- (a) The Association shall maintain State Records as laid down in the Objects of the Association (Object (g)), for men, ladies and juniors and shall issue suitable Queensland Record Certificates where appropriate.
- (b) All applications for Queensland Records must be accompanied by full substantiative certification (as required by the Game Fishing Association of Australia for Australian Records) and, such claims must be forwarded by the angler's club to Queensland Office within two (2) months of the date of the capture. Claims received after two (2) months will only be considered at the discretion of the Association when a suitable explanation for the delay is furnished.
- (c) Procedures for line testing and adjudication of Queensland Records Claims shall be the same as those set out and used by Game Fishing Association of Australia from time to time.
- (d) Records will not be awarded where the fish is captured by an angler while participating in an unsanctioned tournament as defined in By-Law 5 (b).
- (e) A fee, as set from time to time by the Council of the Association, shall be charged for Queensland Record claims and must be forwarded with the application for a record. (Currently set at \$16.50)

3. CAPTURE CERTIFICATES

The Association shall design and arrange for printing of Capture Certificates for Queensland Record captures to be available for the use of all Members Clubs at a nominal cost as part of the application fee stated in By-Law 2 (e).

4. POINT SCORE SYSTEM

- (a) The Association shall determine and publish from time to time line classes which may be used and a Point Score System for the use of all member clubs.

This Point Score System shall be designed to complement the methods and style of fishing (including Tag and Release) being practised by anglers in Queensland waters from time to time. Such point score is recommended to be used by member clubs for all tournaments, competitions and trophies.

- (b) The Point Score System recommended by the Association shall be that used for the Annual All Ports Competition.

5. TOURNAMENTS

- (a) The Association shall conduct annually an All Ports Competition to be fished between all member clubs. The All Ports Competition shall be fished from the home port of each Member Club with point scores to be tabulated by the Committee.
- (b) The Association may conduct other such tournaments as it sees fit subject to the same conditions which apply to Member Clubs.
- (c) Member Clubs wishing to conduct Open or Invitation Tournaments shall provide a basic set of rules, prizes and award categories to the Secretary of Q.G.F.A. at least one month prior to their printing or the printing of promotional brochures, or, two months prior to the Tournament, whichever is earlier for the purpose of sanctioning the tournament.
- (d) The Executive of the Association must be consulted by Member Clubs wishing to conduct Open or Invitation Tournaments to gain approval of dates, in writing, at least three (3) months prior to the proposed dates of the Tournament
- (e) No Club is permitted to conduct an Open or Invitation Tournament without the event being sanctioned and approved in accordance with Clauses 5(c) and (d).
- (f) All QGFA sanctioned Open and Invitation Tournaments must be fished under the G.F.A.A. Angling Rules and Equipment Regulations.
- (g) No Member Club is permitted to offer temporary memberships to anglers for the purpose of fishing a QGFA sanctioned tournament.
- (h) All Australian anglers/residents wishing to fish a QGFA Sanctioned Tournament must be a current financial fishing member of a QGFA Member Club or a current financial fishing member of another GFAA Member States' Club. Foreign anglers/residents not wishing to join a QGFA Member Club to fish a tournament must provide proof of being a current financial fishing member of a bone fide Game Fishing Club from their country of origin, or an individual member of the IGFA.
- (i) The Executive is not permitted to sanction any Open or Invitational Tournament where **substantial** angling Cash/Prizes are being offered, unless the sanctioning application complies with the following Sanctioning Guidelines;

1. “**Substantial**” means a value greater than \$20,000.00 per Category Tag & Release (e.g. Angler, Team, Boat), and greater than \$10,000.00 for the Heaviest Fish.
2. The value for Heaviest Fish must not be greater than the value of any other category as applied for under sub-clause 1 above.
3. Sanctioning applications must be made in accordance with Clause 5(c).
4. GFAA Rules must apply in accordance with Clause 5(f).
5. Angler eligibility must apply in accordance with Clause 5(h).
6. Cash/Prizes must not be insured or unlikely to be obtained.
7. The total value of Cash/Prizes on offer for each Category must be stated on the list attached to the application.
8. Member Clubs must be able to guarantee to the QGFA, at the time of application, that they have the capacity to award the total value of the Cash/Prizes that are listed.
9. Member Clubs must publish in their brochures the full list of Cash/Prize values for each Category, so that the anglers know what they are fishing for.
10. Member Clubs are not permitted to Jackpot any Cash Prize if it is not won during the tournament.
11. In exceptional circumstances, a Member Club may apply to the Executive to have “substantial” prize values raised. An application for this must include the reasons for the exemption.

Record Application Guidelines

CLAIMING A QUEENSLAND RECORD:

All Queensland record Claims should be lodged on the Q.G.F.A. Record Claim Form, but may be lodged on the G.F.A.A. Australian Record Claim Form only if the letters G.F.A.A. are crossed out and Q.G.F.A. written above them.

Claims should include the line or tippet samples complete with double, leader, lures and hooks, full length photographs of the angler and fish on the scales with the weight visible, photograph of the rod & reel configuration and the gaff used, and a current certification certificate for the scales on which the fish was weighed.

It is advisable that the Club Secretary keep copies of all forms, photographs and correspondence etc. which is being sent, and forward all originals on by Certified Mail or Express Post.

A Fee of \$16.50(Includes GST) is payable to Q.G.F.A either by Direct Deposit at a Bank of Qld Branch or via Electronic Funds Transfer and proof of payment is required for the claim to be processed. QGFA bank details **BSB: 124 001 – Account No: 10342767- use anglers name as Reference Eg: J Brown.** (Cash and Cheques/Money Orders will no longer be accepted.)

Claims must be lodged with the QGFA Recorder, Mr Ian Meads, 34 Amhurst St, Slade Point Qld 4740 no later than two (2) months after the capture for Records to be considered. Late claims will attract an additional penalty of \$110.00 (Includes GST).

Time allowance for a Queensland Record Claim to be processed is sixty (60) days.

CLAIMING A QUEENSLAND AND AUSTRALIAN RECORD:

When claiming a Queensland and Australian Record, the above procedures should be followed for the Queensland Record Claim (including the QGFA fee & extra photos) and the following applies to the Australian Record Claim.

All Australian Record Claims must be lodged on the G.F.A.A. Australian Record Application Form. This application must be accompanied by line or tippet samples complete with double, leader, lures and hooks, clear photographs as specified in the G.F.A.A. Record Requirements, current certification of the scale on which the fish was weighed and a filing fee of \$20.00(Includes GST) made payable to G.F.A.A. **via EFT to BSB: 035-304 – Account No: 294263 – use anglers name as Reference Eg: J Brown** (Cash and Cheques/Money Orders will no longer be accepted.)

Claims must be lodged with the **Q.G.F.A Recorder** Ian Meads, 34 Amhurst St, Slade Point Qld 4740 prior to the expiry of two (2) months after the date of capture, or claims may be disallowed. Late claims will attract a penalty of \$110.00 (Includes GST).

Time allowance for an Australian Record Claim to be processed is sixty (60) days.

CLAIMING AN I.G.F.A. WORLD RECORD:

An IGFA world record claim **must** be made on the appropriate IGFA recognised claim form and in accordance with the IGFA guide-lines printed in the World Record Book, and sent to the Secretary of Q.G.F.A. for lodgement. Under no circumstances should you lodge the claim directly to I.G.F.A.

World Record Claims **must** be lodged with I.G.F.A. no later than sixty (60) days from the date of

the capture or claims will not be allowed. It is therefore imperative that the claim be sent to the Secretary of Q.G.F.A. as soon as possible after the capture.

If a Queensland/Australian record is being claimed in conjunction with the World Record claim, the angler must complete the appropriate Q.G.F.A. and G.F.A.A. claim forms as well and submit all three claims together with the appropriate cheques for all three Associations.

Claiming Procedures:

All record claims **must be submitted by the angler's Club Secretary**, who shall forward the claims to the Recorder of the State in which the Capture was made. Claims will not be accepted if they are sent in by the angler.

As all Associations, I.G.F.A., G.F.A.A. and Q.G.F.A. allow only sixty (60) days from the date of capture for a claim to be lodged, it is imperative to the claimant that the claims be lodged as soon as possible after the capture or the claim will be refused. This is even more important if you are claiming a World and/or an Australian Record, as it must come to the State Secretary first and then be forwarded on to the Australian G.F.A. before it goes on to I.G.F.A. This procedure in itself is time consuming, so be wary.

All Queensland Record Claims are to be lodged in accordance with the G.F.A.A. Australian Record Claim Requirements and incurs a fee of \$16.50(Includes GST).

All Australian Record Claims are to be lodged in accordance with the G.F.A.A. Australian Record Claim Requirements and also incurs a fee of \$20.00(Includes GST).

All World Record Claims are to be lodged in accordance with the I.G.F.A. World Record Record Requirements and on the form provided by them.

If claiming all three Records (ie. Qld, Australian and World) two cheques would be required to be lodged, one for GFAA and one for QGFA. The IGFA requires Credit Card details on their forms for world claims.

To ensure that record claims are delivered safely to the State Recorder, it is advisable to post them by certified mail and request a return receipt or via Express Post (retaining the Tracking Number).

Please be sure that all claims are filled out correctly, all line samples, photographs, scale certificate, cheque/s for each claim made etc. are all enclosed with the claim when lodged. There is a \$110.00 penalty imposed by GFAA and QGFA for any returns lodged that are late or incomplete, and it also slows down the claim process when all the information required is not enclosed. **(Cash and Cheques/Money Orders will no longer be accepted.)**

When a claim is made for a Queensland, Australian or World record, the Secretary of the Club from which the claim was sent will receive a letter from the Q.G.F.A. Recorder to acknowledge receipt of the claim. If this letter is not received within 14 days of the claim being sent, please contact the Q.G.F.A. Recorder on the number listed below;

SEND ALL CLAIMS TO: Mr Ian Meads
Q.G.F.A. Recorder
34 Amhurst Street
SLADE POINT QLD 4740
Ph: Mob - 0429 068 296
Email: recorder@qgfa.com.au

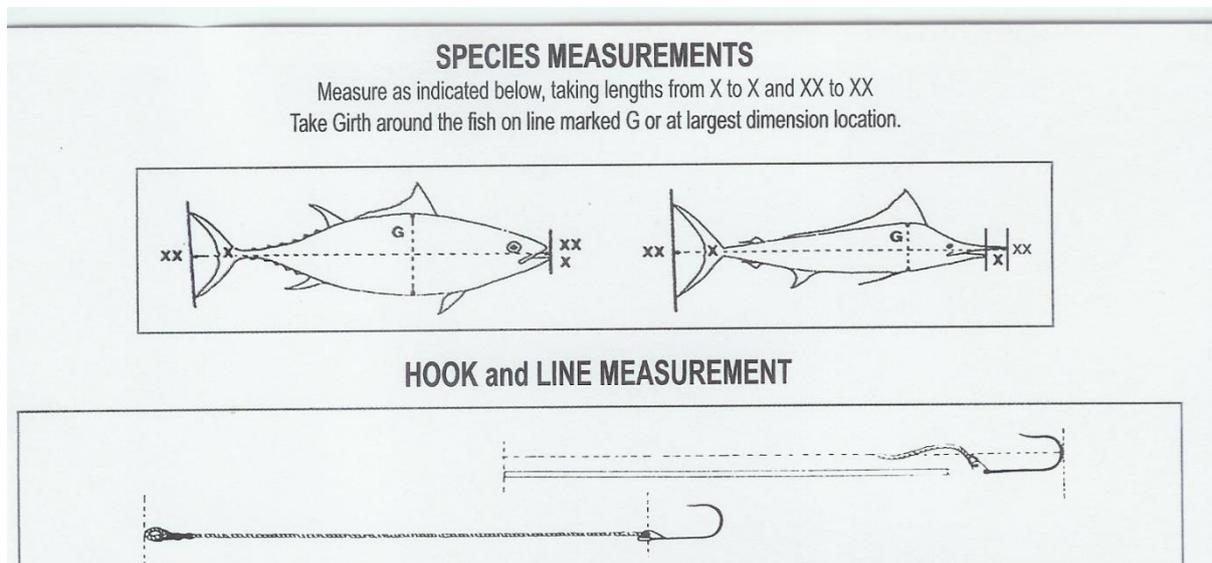
Procedure for Record Claims

Our aim is to grant your records, not find reasons to reject your claim. Please, become familiar with the procedure for submitting a record claim and comply with **all** relevant sections, as Q.G.F.A. does not like to see any potential record fail due to poorly submitted paperwork or claim procedures. Use the Q.G.F.A. Handbook as a guide and please forward the application through the State Branch in the waters in which the capture was made.

Recording of Fish:

At the time of weighing a fish, all items of the actual tackle and equipment used shall be submitted for examination, measuring, photographing or tracing of hook and lure, to an official weighmaster, along with an Application for a Record. The weighmaster must remove all line and tackle immediately after the measurements and weighing is completed. The form must be completed in full and include;

1. Name, address and signature of the angler.
2. Date and approximate location.
3. Weight of the fish.
4. The overall length of the fish, the short length of the fish and the maximum girth.



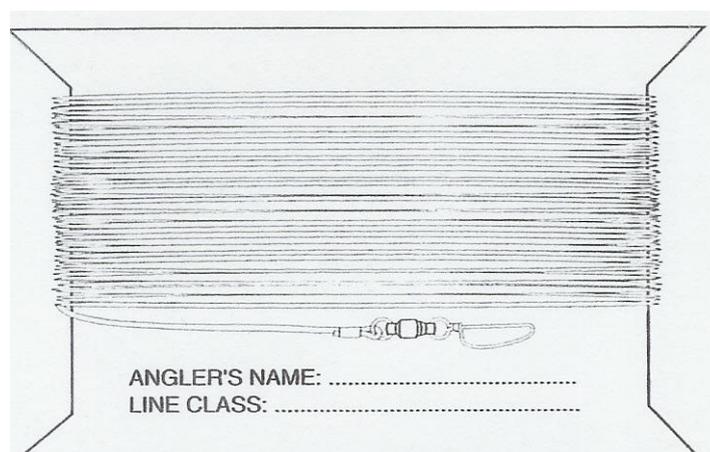
5. The line class, length of double line, length of trace, type of lure, number of hooks and the type of hook rig used in the capture.
6. The signature of the deckhand or fishing companion as witness that the fish was caught by the angler on the tackle described in the application, strictly in accordance with the G.F.A.A. Angling Rules and Equipment Regulations.
7. The signature of the weighmaster attesting to the correctness of all information contained in the claim form.

Making a Claim:

When making a claim, the angler must state the type of record (State, Australian or World) and indicate the specified strength of the line used to catch the fish. This will place the record claim in the line class category.

The entire leader, the double line and at least **16 meters** of the single line closest to the double line, leader or hook must be submitted. All line samples and the leader (if one is used) must be submitted in one piece with the hook attached. If a lure is to be removed then the leader should be **cut on an angle** at least 25mm above the eye of the hook so that both pieces of the leader can be re-joined to check the length. **The Weighmaster** should remove all of this tackle and line from the rod and reel once measurements are completed.

Each line sample must be in one piece. It must be submitted in a manner that can be easily unwound without damage to the line. Take a rectangular piece of stiff cardboard and cut two notches in opposite ends. Secure one end of the line, then wind the line around the cardboard **ending with the double**. The notches will hold the line in place tangle free when secured. Make sure your line sample is clearly labelled and of the required length. Any line that cannot be unwound will not be accepted.



Photographs will need to be submitted showing the full length of the fish, the rod and reel used to make the catch, the scales used to weigh the fish and a photograph of the angler with the fish. Photographs should be taken of the fish in both hanging and lying positions to give the clearest possible picture to help clarify fish species. A ruler or marked tape placed beside your fish on a smooth surface is most helpful. A photograph of a shark should also include pictures of the head and teeth.

If a plug or artificial lure with double or treble hooks was used you will need to submit a photograph. Where a two-hook tackle was used, a photograph or tracing of the actual hook arrangement, indicating the necessary measurements, will be required.

If you are in any doubt when making a claim, please refer to the G.F.A.A. JOURNAL -Australian Record Requirements for a full and detailed description of the procedure.

Weigh-Master Procedures

It is the responsibility of the Club Weigh-master to ensure that all fish brought to scale have been caught in accordance with the G.F.A.A. Angling Rules and Equipment Regulations.

To ensure the above the Weigh-master shall;

- (a) Verify identification of the species.
- (b) Inspect the capture for mutilation.
- (c) Inspect and measure all tackle provided by the angler.
- (d) Ensure all documentation is in compliance. (eg. Tournament Rules or Record Claims)
- (e) If the fish has distended its stomach the weigh-master at the gantry can authorise reinsertion of said stomach and authorise wiring of jaws or bill prior to hanging. (Apart from safety aspects, this is also visually aesthetic at the gantry.)
Note: It is crucial that this be done with extreme caution, and preferably with a wooden staff and gloves, as teeth and acid burns can be quite severe.
- (f) All criteria satisfied, the fish/shark is ready for weighing in accordance with the rules and regulations.
- (g) Weigh-master's directions:
If there is a discrepancy of any criteria;
 - (i) **Mutilation** – Weigh-master may reject the fish on obvious grounds. If it is disputed by the angler - angler must give written explanation which is co-signed by witnesses to the capture.
 - (ii) **Angling Rules** – Weigh-master must reject the fish if there is a breach of the Angling Rules.
 - (iii) **Equipment Regulations** - If equipment does not measure to the G.F.A.A. specifications, the fish must be rejected.

It is the angler's responsibility to lodge their record claim via their Club Secretary to the Secretary of the State in which the capture took place. It is expected that the weigh-master will assist the angler in all facets of this record claim.

The weigh-master, as the representative of the Club, has the responsibility to;

- (a) Ensure all Record claims are fully documented and fish measured and photographed to G.F.A.A. record requirements.
- (b) Remove the entire leader, double line and 16m of the single line closest to the double line, leader or hook in one piece and present it to the Secretary for safe keeping until the claim is completed and ready for submission to the QGFA or other State Association. (See P38 – Making a Claim)
- (c) Not weigh live fish.
- (d) Not weigh fish that contravene government or fisheries laws.
- (e) Ensure that anglers are advised that all unwanted fish must be disposed of in a manner that will not bring disrepute on the Club or Association.

GAMEBASE – Club Management

The “GAMEBASE” is a computer program that was designed and written for and on behalf of the Queensland Game Fishing Association and was paid for from the Research Education and Development Fund (QGFA RED Fund).

This program was designed to be a “Total” Club management tool and has been provided to all of the QGFA Member Clubs to access free of charge.

Clubs that fully utilise the “Gamebase” system enjoy the benefits of the following applications;

- **Club Membership:**
Keeping track of all club members details (past, present, and future), boat owner details and being able to print off membership lists at any time in any format your require.
- **Communication:**
Sending out communications from your club to all or selected club members that have provided email addresses.
- **Fishing Activities:**
To keep track of all fishing activities within your club by entering the data into the system via the QGFA Boat/Angler Activity books.
- **Tournaments:**
Applying for your Tournament Dates and Sanctioning through Gamebase ensures that you tournament is automatically uploaded onto the QGFA Website along with your Rules, Entry Forms and Brochures once sanctioned. Checking on the financial status of visiting anglers before they fish your tournaments can also be done through this section.
- **Club Trophies:**
Gamebase allows you to set up the criteria for most of your club’s annual trophies and automatically does the calculations for these trophies once activity has been entered. At the end of the year you simply print out your trophy lists and your winners are produced.
- **Club Documents:**
Gamebase allows you to store club documents such as your Club Constitution, Club Points System etc. so that your members can access them at any time via their user name and passwords.
- **Club Records:**
If your Club keeps a list of record catches by your members, these can also be entered into the Gamebase and updated at any time.

Member Clubs MUST utilise the Gamebase system to maintain their club’s membership information throughout the year. Rule 3.05 (b) and (d)

BILLFISH TAG CARD PROCEDURES

The QGFA has been allocated by the GFAA a total stock of 600 Billfish Tags. This stock is all that we have to service our 21 Member Clubs.

The GFAA procedure is that we have to return the used tag cards to NSW Fisheries in order for us to receive replacement stocks, and provide the GFAA with a Tag Register as to where our stocks have been allocated.

The QGFA has allocated each of our Member Clubs a stock level that is commensurate with the volume of returned tag cards from each club. The maximum tags any one club has been allocated is 100, and those are only given to high usage clubs based on the cards they have been returning. Clubs are asked to only issue Billfish Tags to members that own boats. Members without access to boats have no use for them so the tags are not used and eventually lost.

The QGFA requires all Member Clubs to maintain a Billfish Tag Register for the allocation of tags to their members. This register must show the tag numbers handed out, the name of the angler, the name of the boat and the date these tags were allocated to that person. This allows your club to keep track of all tags allocated to you and will help you track of members with unused tags.

In order for the QGFA to maintain your stocks we require Member Clubs to forward a copy of your Billfish Tag Register to us each month when tags have been allocated. If no tags are allocated in a month then a simple email stating “No tags issued for the month” will suffice.

NOTE:

Most clubs today have a requirement in their tournament brochures for visiting boats to bring their own billfish tags. Your club stocks are for your members only and any visiting boats should also have their own tags from their home club. If your club doesn't have this requirement in your tournament rules then you should look at adding it.

Don't hand out tags to members unless they hand in completed tag cards. If a tag has been lost off the boat and not placed in a fish then the card should be returned to you with a notation “Tag lost”. You should then forward that blank card on to us. This allows us to write the tag off our register and the NSW DPI to do the same.

No billfish tags will be issued unless your club regularly maintains a Billfish Tag Register follows the above procedure and the used cards are being returned to the QGFA.

ENTERING ACTIVITY SHEETS FOR QGFA POINTS

The QGFA has six perpetual trophies and a number of All Ports Annual trophies that your members can vie for.

In order for club, anglers and boat skippers to participate your club must distribute the Boat/Angler Activity Record Books (provided by the QGFA free of charge to Member Clubs) to your members for use when they go out fishing.

The pages are numbered and printed in triplicate and the boat skipper/angler must complete a new set of pages each time they go out to fish. The top two copies (white – original & yellow – duplicate) must be removed from the book and handed in to the club along with any tag cards. The white (original copy) is to be sent to the QGFA along with any completed tag cards and the yellow (duplicate copy) is to be kept by the club for their records. The third copy is blue (triplicate) and remains in the book for the boat skipper/anglers records.

We encourage boat skippers/anglers to complete these records **every time they go out onto the water**, even when they don't catch any fish and hand them in to you. We also encourage our

member clubs to enter the information into Gamebase from those days where no fish have been caught. This information allows us to be able to prove how many hours our members spend on the water as opposed to the number of fish caught and also gives us a base for putting a cost on our activities. This information helps us when we have to fight bureaucracy for our rights to fish. Boat skippers/anglers are to hand their Activity Sheets and tag cards into the club as soon as possible after the fishing activity.

The club is to enter the details on the activity sheets and tag cards into Gamebase as soon as possible after they are received from the boat skipper/angler. Once the details have been entered your Gamebase will allocate QGFA points to the anglers, boats and your club to go towards the QGFA Trophies.

These Activity Sheets and tag cards must be entered into the clubs Gamebase and be in the hands of the QGFA Secretary on or before the 28th of the month following the fishing activity (e.g. January activity sheets and tag cards must be in to the QGFA Secretary on or before the 28th February). Anything received by QGFA after the 28th of the month following the activity will receive **no points**.

ENTERING ACTIVITY SHEETS

*The “ACTIVITY” area is located on the top of the menu next to the “Communication” symbol!
This section allows you to enter your members fishing activities, tag & release and/or capture, from the QGFA provided Boat/Angler Activity Sheets. Your Annual Club Trophies will be calculated from the information you enter into this database.*

NOTE WELL: Before going on you must make sure that you have set up **ALL** of the following information, or your “Drop Down” Lists will not work, and you will have to keep cancelling out to set up the details.

- All of your **Members** details have been entered, including the boats that they own. Enter members in “Settings” - “Members” – “Create a New Member”.
- All of your **Fishing Locations** have been set up. Enter them in “Settings” – “Activity Sheet Settings” – “Fishing Locations” – “Add New”.
- All of your **Boat Categories** have been set up. Enter them in “Settings” – “Activity Sheet Settings” – “Boat Categories” – “Add New”.
- All of your **Club Special Events** have been set up. Enter them in “Settings” – “Activity Sheet Settings” – “Special Events” – “Add New”.

1. ENTER ACTIVITY SHEET:

This section is entered in two parts. The first part of your entry will be the information that is recorded on the top section of the Boat/Angler Activity sheet. This allows for the sheets with “Nil Activity” to be entered and recorded, and is storing data on the cost and effort of going fishing.

The second section will only appear on the screen if there has been a number placed in the “Number of Activity Entries” box. You must complete the first section and click on the “Save data & begin entering records” box to get this section to appear.

NOTE: Most of the sections in this database are “Mandatory” (*) and you MUST put an answer into these areas or you will NOT be able to save your activity.

To begin entering Boat/Angler Activity Record:

- ***Activity Sheet No:** - Type in the five digit number that appears on the “Top Right Corner” of the Boat/Angler Activity Sheet. (If there are only 4 numbers, place a zero in front)

- ***Date:** - Enter the date recorded on the sheet (dd/mm/yyyy format)
- ***Boat:** - Choose from your “Drop Down” list (Non Club Boat or a Members Boat)
- ***Captain:** - Choose from your “Drop Down” list (Use “non-club member” if applicable)
- ***POB (Persons on Board):** - Type in the number of persons on board
- ***HOW (Hours on Water):** - Type in the number of hours spent on the water
- ***No of Activity Entries:** - Count up the number of entries listed in the fishing section and enter that number from the “Drop Down” list. (Select from Zero to 20)
- **State Special Event:** - There are only 2 State Events listed on the Drop Down, All Ports Round 1 and All Ports Round 2. If it is NOT an ALL Ports event then leave blank. **If it IS an All Ports weekend then you MUST select one or the other or your points will not be registered for QGFA All Ports.**
- **Club Special Event:** - If it is a Club event (EG: Rally Day) choose from your “Drop Down” list, otherwise leave it blank.
- **You have now completed your first part of the record:** You must click on **“Save data and begin entering records”**, or your data will be lost.

NOTE: If you have no fishing activity to record from this sheet (you have placed a ZERO in the “No of Activity Entries”), then your data will save and you will be told that it has been saved. You can start entering another sheet.

If you have fishing activity to record, the second sheet will appear on the screen in the same format that is on the activity sheet. You will have one record for each activity, so if you entered “3” in the “No of Activity Entries” you will see three sections headed up Record 1, Record 2 and Record 3. All three will be entered as follows;

To begin entering the Fishing Activity – Record 1;

- **“S” (Strike):** - Use your cursor to tick the box
- **“H/Up” (Hookup):** - Use your cursor to tick the box, or leave blank if no hook-up occurred
- **Cap/Tag (Capture/Tag):** - Select from the “Drop Down” list
- ***Method:** - Select one from the “Drop Down” list (**mandatory**)
- ***Time:** - Enter in the time (EG: 1030) (**mandatory**)
- ***Species:** - Select from the “Drop Down” list (**mandatory**)
- **Tag Number:** - Enter the tag number (EG: B12345), or leave blank for a captured fish
- ***Weight:** - Enter the estimated weight for a tagged fish or the actual weight for a captured fish (**mandatory**)
- ***Line Class:** - Choose the line class from the “Drop Down” list (**mandatory**)
- ***Angler:** - Choose the angler from the “Drop Down” list of members, or select “Non Club Member” (**mandatory**)
- ***Cat (Category):** - Choose a category from the “Drop Down” list (EG: Junior Male) (**mandatory**)

- Additional Notes: - This is “Optional” (EG: First ever Billfish)
- *Region (Fishing Location): - Choose the location from the “Drop Down” list (mandatory)
- Outside Club Boundary: - This is optional. Use your cursor to tick the box, or leave blank
- Club Zone: - This is optional. If your club has different fishing areas or zones then choose from the “Drop Down” list, or leave blank
- *GPS Latitude: - This section should automatically fill in if you have set up your “Fishing Locations” correctly (mandatory)
- *GPS Longitude: - This section should automatically fill in if you have set up your “Fishing Locations” correctly (mandatory)
- *Club Points: - Type in the applicable Club points (mandatory)
- Recapture: - If this is a recaptured fish, use the cursor to tick the box. If not leave blank
- Old Tag Number: - If you have the old tag you can enter the number here. If not leave blank
- DSO Fish: If you have to disqualify the fish for some reason, use the cursor to tick the box, otherwise leave it blank
- You have now completed entering Record 1: - If there is only one activity to enter then click on **“SAVE ACTIVITY SHEET”**.

NOTE: If there is more than one Record to complete, follow the steps above for each record before saving the activity sheet.

QGFA PROCEDURES & PROTOCOLS

QGFA Procedures and Protocols have been passed down through Executives and Member Clubs for the past 80 years.

QGFA EXECUTIVE POSITIONS:

- ❖ **President** is elected by the Delegates at a Full Council Meeting (AGM) in August each year
- ❖ **Immediate Past President** is not elected but is the person who last held the position of President
- ❖ **Vice President** is elected by the Delegates at a Full Council Meeting (AGM) each year
- ❖ **Treasurer** is elected by the Delegates at a Full Council Meeting (AGM) in August each year
- ❖ **NQ & SQ Executive Officers to GFAA** are elected by the Delegates at a Full Council Meeting (AGM) in August each year
- ❖ **The 4 Zone Executive Officers (Reps)** are elected by the Delegates at a Full Council Meeting (AGM) in August each year

QGFA EXECUTIVE VOTING RIGHTS:

- ❖ **Voting Rights at Executive Meetings** is limited to the President, Immediate Past President, Vice President, Treasurer, NQ & SQ Executive Officers to GFAA and the four Zone Executive Officers (Reps) with the President having a casting vote where an equality of votes exists.
- ❖ **Honorary Secretary** is not elected but is appointed by the President or the Executive at the Principal Executive Meeting in August each year and has no voting privileges. The Secretary is also the Public Officer of the Association.
- ❖ **QGFA Records Officer** is not elected but is appointed by the Executive at the Principal Executive Meeting in August each year and holds no voting privileges.
- ❖ **The Honorary Auditor** is nominated by the Treasurer and endorsed by the Delegates at a Full Council Meeting (AGM) in August each year. The Hon. Auditor has no voting privileges.
- ❖ **Honorary Executive Officers** may be appointed by the Executive from time to time and shall be required to attend and report to meetings of the Association, but have no voting privileges.

QGFA EXECUTIVE MEETINGS:

- ❖ **A Principal Executive Meeting** will be held immediately after the Annual General Meeting each year where the appointment of the Hon. Executive positions will be carried out, along with any business that has carried over from the Annual General Meeting requiring immediate attention.
- ❖ **A second face to face Executive meeting** (Mid-Term Meeting) shall be held between February and March each year or under exceptional circumstances may be held via video or teleconference.
- ❖ **Other face to face Executive meetings** may be held at the discretion of the Executive Committee.
- ❖ **Executive Video/Teleconferences** may be called by the Executive whenever there is urgent business requiring immediate attention.
- ❖ **Reports** for face to face Executive Meetings are required to be done in writing by all QGFA Executive members for inclusion in the Business Papers
- ❖ **Executive Minutes** are sent to all Executive members prior to the next Executive Meeting or

Video/Teleconference for adoption. These minutes either complete or in part are not to be forwarded on to any other person, association or organisation. **THEY ARE CONFIDENTIAL**

- ❖ **Out of Pocket Expenses** for Airfares, Accommodation, and travel for all Executive Members to attend QGFA Meetings is reimbursed on the production of tax invoices.
- ❖ GFAA Conference and Accommodation Costs are paid by the QGFA for all QGFA Delegates / Observers attending the Annual General Meeting of the GFAA. The cost of airfares for delegates is currently paid by the GFAA. The cost of airfares for QGFA Observers will be borne by the observer.

STATE EXECUTIVE RESPONSIBILITY:

It is the responsibility of the QGFA Executive to govern and co-ordinate the sport of game fishing in Queensland and for the management of the Association and QGFA Records between Full Council meetings.

The President of the Association is the head of the Association and leads the Executive Members. Their major responsibility is to ensure that the Association, between Council Meetings, operates in accordance with the QGFA Constitution and other Incorporated Association Laws. Other responsibilities are to Chair all meetings of the Executive and the Council and to meet with heads of other Organisations, Associations and Governments on behalf of the Association and its members and all other things necessary to keep the Association operating. They have full voting rights and a casting vote in the event of an equality of votes.

The Vice President of the Association is the Presidents right hand and is responsible for making sure that they have all the assistance they require to run the Association. In the absence of the President it is the Vice Presidents responsibility to take on all of the responsibilities of the President in an acting capacity. The Vice President has full voting rights.

The Hon. Secretary of the Association is also the Public Officer. Their **main responsibility** is to ensure the Association is operated in accordance with the Associations Incorporations Act – 1981 and Regulations - 1999 and under the provisions of the QGFA Constitution which is registered with the Office of Fair Trading.

The position of QGFA Secretary is Honorary, is appointed at the Principal Executive Meeting in August each year, and as such has no vote at Council (unless appointed as a Delegate) or Executive meetings.

Other responsibilities:

- To lodge the Annual Returns of the Association with the Office of Fair Trading
- To lodge any changes to the Constitution with the Office of Fair Trading after an AGM
- To produce and maintain on file a Register of Association Members
- To produce, and keep on file, full and accurate minutes of all meetings of the Association
- To send Notices to Clubs and the Executive of upcoming Council and Executive Meetings
- To receive and respond to all GFAA communications
- To forward all relevant GFAA correspondence on to the Executive and Clubs for dissemination to their members
- To receive and respond to all Club communications
- To inform Clubs of all relevant information emanating from QGFA Executive meetings
- To organise a venue and accommodation for the AGM
- To prepare and print business papers for Council and Executive meetings
- To send out All Ports Forms to all Clubs at the beginning of the season and to finalise the annual All Ports trophies

- To produce Affiliation Cards for club members on a monthly/ bi-monthly basis
- To approve Activity Sheets & Tag Cards
- To maintain a Billfish Tag Register and distribute Tags to Clubs
- To provide clubs with Activity Books on request
- and to do all other such things on a day to day basis that will ensure the Association can continue to operate in a professional manner.

The Treasurer of the Association is elected to the position by the Council of the Association at an AGM in August each year and has full voting rights.

The responsibilities of the Treasurer are;

- to ensure that all payments authorised by the Association are made in a timely manner
- to ensure that all monies due to the Association are received in a timely manner
- to keep correct books and accounts showing the financial affairs of the Association including receipts and expenditure
- to ensure the annual audit is carried out by the Hon. Auditor in time for presentation to the Council at the AGM in August and
- to lodge quarterly BAS statements on behalf of the Association.

The Zone Executive Officers (Reps), of which there are four, are elected to their positions by the Council meeting in August each year and hold full voting rights.

The Zone Executive Officers responsibilities are;

- to be the liaison between QGFA and their Zone Member Clubs Executive
- to ensure, at the request of a Zone Member Clubs Executive, any minor problems or difficulties Clubs may be having with other Clubs within the Zone, can be sorted out to the satisfaction of all.
- to ensure that all correspondence they have with their Clubs is Cc'd to the Secretary of the Association to be included into the Annual Correspondence Report to the Council.
- to ensure that any problems experienced within their Zone that they are not able to satisfactorily resolve on their own are immediately reported to the Secretary/President in order for the Executive to lend assistance.
- to provide written reports to the Secretary for inclusion in the business papers for Executive face to face meetings and Annual General Meetings.

Zone Executive Officers (Reps) are not permitted to directly contact Member Clubs outside of their own Zone boundaries.

The NQ and SQ Executive Officers to GFAA are elected to their positions by the Council at the meeting in August each year and hold full voting rights.

Their major responsibility is to represent and support the policies of the QGFA as determined by the Council at AGM's and the Executive Committee throughout the year and report to the QGFA Executive and Council on the outcome of their GFAA Meetings.

COMMUNICATION PROTOCOLS

Communication protocols between all Associations have been in place for 80 years to protect the rights of all Associations involved.

QGFA MEMBER CLUBS:

Club Members:

Your club members are answerable to your Club Executive and therefore must communicate through your Executive and not directly with the QGFA or GFAA Executive.

Club Executive:

As your Club is the member of QGFA and your Club Executive is responsible for the management of your club, any communications with the QGFA Executive must come from your Club's Executive and should be in writing.

This may be done by writing to your Zone Executive Officer (Rep) and Cc'ing the QGFA Secretary or President (or both), or you can communicate directly (in writing) with the QGFA Secretary or President (or both) and C.c. your Zone Executive Officer (Rep) into the correspondence.

GFAA:

Any contact a QGFA Member Club wishes to have with the GFAA must be in writing and come to the QGFA Secretary or President (or both). QGFA Member Clubs and affiliated anglers are not permitted to contact the GFAA directly.

QGFA EXECUTIVE:

Club Members:

The QGFA Executive has no authority to contact your Club Members directly with QGFA business, other than for the purpose of mailing out the annual affiliation cards. Should QGFA need to contact a club member we must do so in writing through the Member Club's Secretary or President (or both).

Club Executive:

The QGFA has the authority to communicate directly with their Member Clubs. All communications the QGFA Executive has with the member clubs must be in writing and go to the Club Secretary and/ or President (or both). Should this communication require the attention of the full Club Executive then the Club Secretary/President should forward it on to the rest of the Executive.

GFAA:

The QGFA, as the Member of the GFAA, has the right to contact the GFAA Executive directly by written communication through the GFAA Secretary or President (or both).

GFAA EXECUTIVE:

Club Members:

The GFAA Executive has no authority to contact your Club Members directly with GFAA business, other than for the purpose of mailing out the annual GFAA Journal.

Club Executive:

The GFAA Executive has no authority to contact your Club Executive directly with GFAA business.

QGFA:

The GFAA Executive has the authority to communicate in writing with the QGFA Executive, as the QGFA is the actual Member of the GFAA.

Any communication the GFAA wishes to have with the QGFA Member Clubs or their members must come through the QGFA Secretary/President.

The QGFA Secretary will forward any relevant communication on to the Member Clubs and request that they pass the information on to their members.

SOCIAL MEDIA POLICY

QGFA REPRESENTATION IN THE MEDIA (SOCIAL AND OTHERWISE) MEDIA APPEARANCES AND REPRESENTATION

If a member is approached at any time by the media for comment on an issue pertaining to QGFA the member must refer the enquiry to the Executive Committee, namely the President, who will give comment on behalf of QGFA.

SOCIAL MEDIA

- a) QGFA recognises the benefits of social media as an important tool of engagement and enrichment for its members. However, it is important that the reputation of QGFA, its members and associated entities is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content making reference to QGFA.
- b) When someone clearly identifies as a member of or being related to QGFA, its members, in posts, comments or links on Social Media Platforms, they are expected to behave and express themselves appropriately, and in ways that are consistent with the rules and policies outlined in this constitution.
- c) When using social media, Members must not:
 - i. Post a comment that contains, or links to, libellous, defamatory or harassing content including use of illustrations or nicknames about QGFA, its members, partners or the actions and rulings of the Executive Committee
 - ii. Comment on, or publish, information that is confidential or in any way sensitive to QGFA, its members or partners.
 - iii. Bring QGFA or the sport of Game Fishing of into disrepute.
 - iv. Enter discussion by way of posting or commenting which may be deemed as insulting, harassing or offensive toward QGFA or its members.
 - v. Post images depicting a person, specifically minor children without the express permission of that person or their legal guardian.
 - vi. post or link to pornographic or indecent content
- d) All materials published or used on social media owned or relating to QGFA must respect the copyright of third parties.
- e) Appropriate, specific and written permission must be obtained from the Executive Committee before creating any new website, social networking page or forum using or referring to QGFA name or the name of any of its members or stakeholders. The same applies for the use of logos or images.
- f) If members are found to be in breach of any of these rules QGFA may take disciplinary action in accordance of this constitution.

REQUIREMENTS FOR HOSTING A QGFA ANNUAL GENERAL MEETING

The **FORMAT** for the AGM is as follows;

Friday – Delegates arrive throughout the day to their accommodation.

Your Club members will host the Delegates to a couple of hours for meet and greet in the early evening (6pm to 8pm), drinks and finger food. This is an opportunity for all of your club members to meet the delegates and QGFA Executive.

Saturday - Meeting all day from 9am to 4pm
Annual Dinner and Presentation of Trophies from 7.30pm to 11pm

Sunday - Delegates free to leave

To keep costs to a minimum the QGFA prefers to hold the meeting and functions within the accommodation facility as it saves on transporting delegates to other venues.

As HOST Club you are required to source out venues for this event and get **two or three quotes** if possible and forward them on to the QGFA Secretary. It is preferable to have these in March.

Once the QGFA Executive have the quotes they will make a decision on the venue and the QGFA Secretary will then co-ordinate directly with the venues nominated personnel for the QGFA portion of the weekend.

Friday evening's meet and greet will be the responsibility of your club to co-ordinate with the venue and pay the costs for the drinks and finger food.

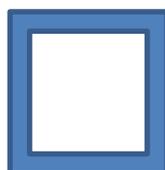
QUOTES THE QGFA NEED ARE AS FOLLOWS;

1. **ACCOMMODATION** – Based on approximately 25 Rooms in a combination of Queen/Double, Twin Share and Single. The bulk of the accommodation is for Queen/Double with a few Twin Share and Singles. (Two nights – Fri and Sat – cost to include full breakfast).

The QGFA makes the room bookings and prepays for the accommodation as the delegates register for the meeting.

2. **MEETING – BASED ON 35 – 40 PAX** – must be able to be set up in hollow square shape for all to be seated around it – have privacy and quiet to allow for the recording of the meeting.

FOR EXAMPLE



Equipment Required – PA access with a Minimum of two (2), but preferably three (3) cordless microphones and access to AV equipment for the projection of reports if necessary.

Catering Required - Mints and iced water on the tables

- All day tea and coffee in the room
- Morning Tea for 30 to 40 pax – normally pastries or the like
- Lunch for 30 to 40 pax – normally sandwiches or wraps, fruit platters and juice
- Afternoon Tea for 30 to 40 pax – (If required)

3. **PRESENTATION DINNER – BASED ON 50 – 60 PAX**

Equipment Required - One (1) cordless microphone and one (1) rectangular table for Trophy display.

Table Set Up - Preferably round tables that seat 8 to 10 pax.

Catering Required

- Three Courses (Entrée, Main and Dessert) with Alternate drop
- Drinks Package to be included in quotes

AS THE ANNUAL GENERAL MEETING ALTERNATES ANNUALLY BETWEEN NORTH QLD (ZONES 1 & 2) AND SOUTH QLD (ZONES 3 & 4) THERE IS AMPLE OPPORTUNITY FOR MOST OF OUR MEMBERS TO BECOME HOST TO ONE OF THESE MEETINGS.