

## **Measuring Station Catch Reporting**

Fish brought in to your Measuring Station need to be recorded on your recording/tally sheet, and reported to the Headquarters Station in a timely manner as they can affect overall tournament catch standings. Reporting of catches to headquarters should be done roughly once every hour even if no new fish are presented to your station or more frequently if you have fish to report. When you talk to headquarters you can get important Derby information (like what the current leader board size cut-off is), as anglers frequently want to know when checking in their catches. New fish caught, and reported to HQS which affect leader board standings, will result in a new leader board postings to the online Derby website as soon as possible when HQS is in operation.

### **Contacting HQS**

**WHEN:** Hourly, or sooner if you have new catches to report

**WHO TO CALL:** Use your volunteer contact list to find phone numbers for HQS personnel

**WHAT TO REPORT:** Station ID, and all new catch data from your daily tally sheet, then get current cut-off information from HQ