



THE
NEW JERSEY BASS
FEDERATION
-2010-
Policies and Procedures
Manual

Note: Previous versions of this manual are null and void.

Table of Contents

<u>Section</u>	<u>Title</u>	<u>Page</u>
1	By-Laws of the New Jersey Bass Federation	4
2	Top Six Team Tournament Guidelines	8
3	Points Tournament Guidelines and Payouts	10
4	Chapter Financial Responsibility List and Worksheet	12
5	Top Six Team Tournament Program	13
6	NJBF 12 Man State Team Mid-Atlantic Division Contract Agreement	18
7	NJBF Official Tournament Rules and Regulations	19

THE NEW JERSEY BASS FEDERATION POLICY AND PROCEDURE MANUAL

Revised 2010

INTRODUCTION

The New Jersey Bass Federation is your link, at the state level, between The Bass Federation (TBF) and your local chapter. The purpose of this guide is to acquaint you with the activities of your state Federation, as well as, some of the goals that have been established. It also contains the Federation by-laws. This publication will assist you and your chapter in understanding the functions of your Federation. This will better allow your chapter to participate in harmony and permit you to derive the maximum benefits the Federation has to offer. In exchange, the Federation will expect you, and your chapter, to support its' programs. Only through their success can we all enjoy the benefits of an improved environment, as well as an enriched sport, to be passed on to future generations.

THE NEW JERSEY BASS FEDERATION MEETING AGENDA

OPEN AND CALL TO ORDER

Meeting opened by President

Guest Speaker

ATTENDANCE

Roll Call of Officers by Secretary

Verify Chapter Sign-in Sheet by Secretary

Minutes of Last Meeting

REPORTS

Treasurer's Report

Tournament Director's Report

Reel To Reel Report

Environmental Director's Report

Show Director's Report

Chapter Coordinator's Report

Federation of Sportsman's Representative's Report

Executive Officer's Youth Report

Special Activities or Event Report

FLOOR DISCUSSIONS

Old Business

New Business

CLOSE OF MEETING

Raffle

Meeting Adjourn

Note: Some reports may be omitted due to a lack of use at various time of the year.

BY-LAWS OF THE NEW JERSEY BASS FEDERATION

ARTICLE 1: NAME

This organization shall be known as the New Jersey Bass Federation, and referred to as the NJBF or the Federation.

ARTICLE 2: PURPOSE

To unite the Bass Federation chapters in New Jersey to do the following:

- A. Stimulate public awareness of bass fishing as a major sport.
- B. Support ecological and environmental improvement on the local and national levels.
- C. Improve the quality of bass fishing throughout the State of New Jersey.
- D. Promote the highest degree of sportsmanship among their memberships.
- E. Recommend the live release of all bass caught, except for the purpose of a trophy mount.
- F. Support and encourage youth activities, and the formation of Youth Chapters, to ensure the future of our sport.

ARTICLE 3: MEMBERSHIP

Any Bass Federation chapter that is chartered in the State of New Jersey, upon application, review, and approval of the Board of Directors, may enroll in the New Jersey Bass Federation.

ARTICLE 4: GOVERNING BODY

The New Jersey Bass Federation shall be governed by the Board of Directors formed by these five officials meeting on an as needed basis:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Executive Officer

ARTICLE 5: REPRESENTATION

- A. Each chapter of the New Jersey Bass Federation shall be represented by one delegate.
- B. Each chapter of the New Jersey Bass Federation shall have one vote on any motion.

ARTICLE 6: PROCEDURE FOR VOTING ON MOTIONS

- A. Any issue requiring a vote must be made as a motion, with a second.
- B. A roll call of all chapters present will be made with the delegate responding yes, no, or abstain.
- C. A simple majority of chapters present will determine the results.
- D. Motions shall be voted on during the meeting in which they are presented.
- E. A majority of chapters present, or of the Board of Directors, may request a postponement of a vote until the next regularly scheduled meeting to allow a discussion within the individual chapters.
- F. Ties will be broken by one vote from the President.
- G. Proxy and write-in votes are not permitted.
- H. Chapters must be in "Good Standing" to make motions and vote.

ARTICLE 7: ELECTIONS, OFFICERS, ELIGIBILITY, VACANCIES

A. ELECTIONS

1. Nominations:

- A- Nominees must be FLW members.
- B- Any chapter may nominate a candidate for any office.

- C- Nominations of officers shall take place in September.
- D- President and Treasurer shall be elected on even years.
- E- Vice President, Secretary and Executive Officer shall be elected on odd years.

2. Elections shall take place at the regularly scheduled meeting in October.

B. OFFICERS AND THEIR DUTIES

1. **PRESIDENT:** Preside over all federation business, supervise all functions, and act as the official spokesperson of the New Jersey Bass Federation.
2. **VICE PRESIDENT:** Act as program chairman, assist the president in his duties, and preside in his absence. Serve as co-chairman of all committees. As such, act as liaison to the Board of Directors in addition to monitoring the activities of the committees.
3. **SECRETARY:** Maintain accurate minutes and report them at the regularly scheduled meetings.
4. **TREASURER:** Maintain accurate financial records and report them at the regularly scheduled meetings.
5. **EXECUTIVE OFFICER:** Act as Sergeant At Arms by keeping peace at meetings and ensuring all rules of order are met.
6. **TOURNAMENT DIRECTOR:** Shall establish a tournament schedule and submit it to the Board of Directors for approval. Conduct all tournaments, report the results, keep accurate accounts of the funds and file a report at regularly scheduled meetings. This is not a Board of Directors office and carries no voting power. This position is appointed by the Board of Directors rather than elected by the membership.

C. TERM OF OFFICE

1. Officers will serve a term of two years, beginning the first regularly scheduled meeting in December, and ending after the regularly scheduled meeting in November.
2. Tournament Director will serve a one year term beginning the first regularly scheduled meeting in December and ending after the regularly scheduled meeting in November.
3. No chapter shall have more than one member serve on the Board of Directors at the same time.
4. No officer shall hold more than one office on the Board of Directors at the same time.

D. ELIGIBILITY TO VOTE

1. A chapter in "Good Standings" shall have one vote.
3. No Board of Directors member shall vote in a General Election.

E. VACANCIES

In the event of a vacant office, the President shall appoint a replacement to fill the unexpired term, with the approval of a majority of the delegates present.

ARTICLE 8: REMOVAL OF OFFICERS FROM OFFICE

- A. Any chapter delegate of the New Jersey Bass Federation may charge any officer with dereliction of duties.
- B. A special Judiciary Committee shall be appointed by the President to review the charges presented by the delegate. If the President is being charged, the Vice President shall appoint the committee. The committee of four chapter delegates shall not be involved in the issues or a Board of Directors Member.
- C. At a meeting of the Judiciary Committee the charges will be read and the officer will respond to them. After review, the four members of the committee will hold a secret ballot, the results of which must be unanimous.
- D. Any officer impeached while in office, shall not be eligible for nomination for one year commencing at the end of the unexpired term.
- E. The President shall have the right to remove any committee head or officer, with the approval of the delegates present, who does not participate in the running of the New Jersey Bass Federation.

ARTICLE 9: MONTHLY MEETINGS

A monthly meeting may be held only if more than half of the chapters and no less than three members of the Board of Directors are present.

ARTICLE 10: CHANGING THE BY-LAWS, ACTIVITIES, AND FUNCTIONS

- A. All proposed changes shall be motioned and seconded at a regularly scheduled meeting of the New Jersey Bass Federation.
- B. After any discussion, the motion shall be held over to the next regularly scheduled meeting to allow chapter discussion and review.

C. Motions shall be voted on at the following regularly scheduled meeting and require two-thirds of a roll call of the chapters present to decide the motion.

ARTICLE 11: FUNDING

- A. Funds for the support of the New Jersey Bass Federation shall be derived from special projects and tournaments.
- B. All chapters shall be responsible for an annual dues amount, assessable in January, to be determined by the Board of Directors. The cost of rental for a meeting place should be included in this amount.
- C. All chapters, except Youth Chapters, shall be assessed a fee, determined by the Board of Directors, for the support of the Mid-Atlantic Division Tournament team. This amount is credited to the team tournament entry fee and is not refundable.
- D. Chapters not paying the Mid-Atlantic Division Tournament fee will forfeit their right to send a team to the Top Six Team tournament the next year. A second violation of this requirement shall result in expulsion from the New Jersey Bass Federation.
- E. Chapters shall be responsible for an amount, determined by the Board of Directors, to finance the annual Reel To Reel magazine.

ARTICLE 12: PENALTIES AND REASONS FOR EXPULSION OF CHAPTERS

- A. Acts detrimental to the objectives of the New Jersey Bass Federation or violations of the by-laws.
- B. Written resignation presented to the President.
- C. CHAPTERS IN BAD STANDINGS:

- 1. A fine of \$50 per chapter member or a maximum of \$300 per chapter shall be levied.
- 2. Two members of the chapter must perform three services for the Federation that will be determined by the Board of Directors.
- 3. If the chapter in violation does not pay the incurred fines and perform the required services, any member moving to another chapter must pay \$50 and perform three services for the Federation that will be determined by the Board of Directors.
- 4. There shall be a one year probationary period. If the chapter receives another violation during this period, they shall be permanently expelled from the New Jersey Bass Federation.

ARTICLE 13: ATTENDANCE

- A. Meetings of the New Jersey Bass Federation are open to all members of any chapter in the New Jersey Bass Federation. All chapters are obliged to send a delegate to regularly scheduled meetings.
- B. Any chapter failing to attend every other regularly scheduled meeting of the New Jersey Bass Federation in every calendar year will result in that chapter falling into "Bad Standings." Excused absences will be allowed on a case by case basis and upon advance notification of a Board member.
- C. The Secretary shall track attendance through a mandatory sign-in sheet at each regularly scheduled meeting.

ARTICLE 14: APPOINTED OR VOLUNTEER POSITIONS

The Board of Directors may appoint any and all support or related positions as it deems necessary to assist in the function and purposes of the NJBF. Incurred expenses by these positions shall be approved by the Board of Directors.

ARTICLE 15: TOURNAMENTS

- A. The Tournament Committee shall consist of voluntary members of the body and be governed by the Vice President. The Tournament Committee shall submit the draft tournament schedule to the Board of Directors prior to membership announcement.
- B. Each member of the Mid-Atlantic Division Tournament team shall receive an amount, determined by the Board of Directors, to attend the event. This money shall be budgeted from the Tournament Trail and Team Tournament funds.
- C. The President and spouse shall receive an amount equal to that received by an individual team member to attend the President's Conference at the Mid-Atlantic Division Tournament. Should the President qualify for the team, the order of attendance follows:
 - Vice President
 - Secretary
 - Treasurer
 - Executive Officer
 - Tournament Director

ARTICLE 16: CHAPTER OF THE YEAR QUALIFICATIONS AND PROCEDURES

This award will be presented to the chapter that has the greatest impact on bass fishing through involvement with youth, a dedication to conservation, active community service, positive public relations and contributing to charitable organizations.

- A. The chapter must be in good standings and have attended all required regularly scheduled meetings of the New Jersey Bass Federation.
- B. Six type written resumes of the chapter functions and activities must be submitted to the Board of Directors' Secretary no later than the regularly scheduled December meeting. One copy is to be of full length. Five others will be summations of the first, for each board member to review.
- C. During the January meeting, each chapter entered will present a short summation of 250 words maximum in duration. Following the presentations, all chapters in attendance shall vote for the Chapter of the Year.
- D. The Chapter of the Year is entitled to a free entry in the following year's Top Six Team Tournament and receives a plaque to commemorate their award. **Lunker fees are not included in the free entry.**

ARTICLE 17: ROOKIE OF THE YEAR QUALIFICATIONS AND PROCEDURES

- A. A first time tournament participant must complete all the events on that year's New Jersey Bass Federation Points Tournament Trail.
- B. The participant may not have entered any New Jersey Bass Federation Points Tournament event in the past.
- C. The participant must finish highest over all other first time contestants in that year.
- D. The participant is required to be a chapter member to qualify.
- E. The Top Six Team Tournament is not part of the Points Tournament Trail.
- F. The Tournament Director shall verify and track qualifying contestants.
- G. The participant must be a member in good standing with The Bass Federation and FLW.

ARTICLE 18: PERSON OF THE YEAR QUALIFICATIONS AND PROCEDURES

The Board of Directors shall elect the Person of the Year in December. He or she must be a person symbolizing all the character of this organization by promoting and protecting fishing for the future. The Person of the Year is a role model for all New Jersey Bass Federation members, as well as our young people, to follow.

ARTICLE 19: INTERPRETATION OF THE BY-LAWS AND DEFINITIONS INTERPRETATIONS:

- A. The final interpretation of the by-laws rests with the Board of Directors.
- B. In the event of an emergency, the Board of Directors is empowered to take actions they deem necessary until the delegates, if necessary, render a solution.
- C. The New Jersey Bass Federation shall follow Roberts' Rules of Order.

DEFINITIONS

- A. "Good Standings" defined: a chapter that has met The Bass Federation and NJBF requirements stated here-in, must not be "In Jeopardy Of Termination" status, and not be delinquent in any debts due the NJBF.
- B. "In Jeopardy of Termination" defined: any infraction of these rules and requirements may lead a chapter into a "Bad Standings" status. The chapter in violation will receive a letter explaining its status and will remain as such until all violations are rectified.
- C. **Members of a chapter in "Bad Standings" cannot participate in any NJBF sponsored event.**

ARTICLE 20: NJBF/TBF Affiliate

The NJBF/TBF Affiliate is a new NJBF/TBF member who is assigned to temporary chapter for the purposes of mother club assignment in order to participate in Federation tournaments and until a permanent mother club can be established.

- A. Chapter members must be FLW and TBF members in good standing.
- B. A membership fee determined by the Board of Directors must be paid prior to tournament participation.
- C. TBF Affiliate members are allowed to participate in Federation tournaments.
- D. TBF Affiliates cannot be represented in the Top Six Team Tournament.
- E. TBF Affiliates are exempt from all Federation requirements except FLW, TBF and NJBF Affiliate dues.
- F. TBF Affiliate members cannot vote on Federation business.

Article 21(New): Other States TBF Member Participation in Points Events

In 2008, TBF Members in good standing from other State Federations are, allowed to Fish, NJBF Points tournaments, in order to do so the following must occur:

- A. Members must submit applications in advance (they must arrive, at the address listed on the application, not later than the Friday, two weeks prior to scheduled event). No sign-up at the ramp on the morning of the event is permitted.
- C. Out of state TBF participants must abide by all NJBF tournament rules, and **will not** receive NJBF points nor be allowed a position on the NJ State team.
- D. Participants are eligible for tournament payout.

TOP SIX TEAM TOURNAMENT PROGRAM

OBJECTIVE: The New Jersey Bass Federation, as part of its cooperation with, The Bass Federation and FLW will qualify and provide a twelve man State Team to participate in the Mid-Atlantic TBF Divisional Tournament.

ENTRANTS: A State Team member may qualify in one of two areas.
A. The top six winners in the annual Top Six Team Tournament.
B. The top six winners in the Point Tournament Trail.

ELIGIBILITY: To qualify as a State Team member:
A. An entrant's name must appear on a chapter's roster and official Top Six Team tournament roster submitted at the regularly scheduled December meeting prior to that team tournament.
B. Entrants will be listed as a contestant or alternate on the Top Six Team Tournament roster.
C. Entrants must be in good standing at the time of the Mid-Atlantic Divisional Tournament.
1. "Good Standing" defined: a member that has met The Bass Federation and NJBF requirements stated here-in, and is not delinquent in any debts due either.
D. The Top Six Team Tournament entry fee must be paid in full prior to final roster submission.

PRACTICE PERIOD:
A. All times, dates, off-limits, etc. shall be determined by the Tournament Director.
B. During the off-limits period, no family members, chapter members, or entrants may be on the designated tournament waters.
C. Only chapter members designated as Top Six Team entrants and one alternate may be on the designated tournament waters during the practice period.
1. An exception applies to an entrant's spouse and/or children under 16 years' of age. They may participate only with the related entrant during the practice period.

PENALTIES:
A. Penalties may be assessed against an individual, the team, or both the angler and team.
B. Any contestant leaving the Top Six Team Tournament un-excused, shall be assessed a \$200 fine. The contestant will be banned from the remaining NJBF tournaments for one calendar year and until the fine is paid. Nonpayment of the fine by the chapter will result in disqualification from future Top Six Team Tournaments.

QUALIFICATION: The selection of the twelve entrants from the points and Top Six Team Tournament is in the following order:

- | | |
|-------------------------------------------|--------|
| 1. Point Circuit (First Place) | Boater |
| 2. Top Six Team Tournament (First Place) | Boater |
| 3. Point Circuit (Second Place) | Boater |
| 4. Top Six Team Tournament (Second Place) | Boater |
| 5. Point Circuit (Third Place) | Boater |
| 6. Top Six Team Tournament (Third Place) | Boater |
| 7. Point Circuit (Fourth Place) | Rider |
| 8. Top Six Team Tournament (Fourth Place) | Rider |
| 9. Point Circuit (Fifth Place) | Rider |
| 10. Top Six Team Tournament (Fifth Place) | Rider |
| 11. Point Circuit (Sixth Place) | Rider |
| 12. Top Six Team Tournament (Sixth Place) | Rider |
| 13. First Alternate (Point Circuit) | Rider |
| 14. Second Alternate (Team Tournament) | Rider |

TIES: In the event an angler qualified from both formats, he must accept the position from the area in which he finished highest. An exception would be if, through selection, he becomes a boater. An angler finishing in the same position from both formats must occupy the position on the point side.

Ties at the tournament shall be broken in the following order:
A. total amount of fish
B. heaviest single day total

C. A fish-off.

VACANCIES: Vacancies caused by anglers switching sides will be filled from the side an angler left until a twelve man team is filled. At this time, the first alternate will come from the point circuit, second alt from the Top Six Team Tournament and so on.

ROSTERS: Initial rosters are due no later than the regularly scheduled December meeting of the year prior to the tournament. Information as required by the Tournament Director will appear on the form. Team members and all alternates must appear on the initial roster. At a date determined by the Tournament Director, usually two months prior to the event, a final roster will be due. This roster shall list boater and rider information as well as the two alternates. All names must have appeared on the initial roster as well as the chapter roster on file with The New Jersey Bass Federation and The Bass Federation.

LOCATION: The tournament location shall be selected by the tournament committee. It shall not be announced until all chapter rosters are received or the cut-off date established by the Tournament Director is reached and the location is approved. The tournament cannot be in the same location two years in a row.

BOAT DRAWS: The Tournament Director shall pair partners through the use of a computer program designed to perform that task. Any cancellations, withdrawals, changes, etc. will be the responsibility of the Tournament Director. Two anglers from the same chapter may not participate in the same boat, nor will an angler fish with anyone other than the partner assigned by the Tournament Director. With the permission of the Tournament Director, alternates may be used up to the start of the tournament. Late withdrawals, no shows, breakdowns, etc., will be handled on a first come, first served basis by the Tournament Director.

TOURNAMENT: All phases and functions of the Top Six Team Tournament shall be conducted by the Tournament Director and assisted by the Tournament Committee. Chapters may be selected by the Tournament Director, at random, for assistance.

POINTS TOURNAMENT GUIDELINES AND PAYOUTS

No Federation point tournament shall be scheduled to conflict with any TBF sanctioned National, Regional or Divisional Federation event including, but not limited to, Youth Chapter Championship, official practice periods, the All American Championship or divisional officers' meetings.

Tournament Director

1. Shall select volunteers to fill the positions below and supplement the Tournament Committee formed by the Board of Directors and the Tournament Director.
2. Take charge of all committee members and be responsible with all issues relating to tournaments.
3. No entry fee, does not pay lunger fee, uses boat in first flight.

Cull Master (measurer)

1. Measures fish, presents legal fish to Tournament Director.
2. Does pay entry and lunger fee, uses boat in first flight.

Tournament Officials (3)

1. Perform boat checks, start tournaments and generally helps in all areas needed.
2. Assist the Tournament Director - have scales, paperwork, banners, etc. ready at beginning of weigh-in.
3. Handle weigh slips, record individual weights.
4. Does pay entry and lunger fee, uses boat in first flight.

Trailer operator

1. Paid position \$250. The amount determined by the Board of Directors. The position involves, pulling and maintaining the weigh-in trailer, setting up and breaking down the entire tournament site including banners, scales, tanks, pumps, tables, chairs, and public address system. The operator should also take photos at the weigh-in.

Chart A below details how your tournament entry fee is used.

Chart A
Points Tournament Dollars per Entry Fee

	Dollars per Entry Boater Division	Dollars per Entry Co-Angler Division
1st	\$20.00	\$20.00
2nd	\$16.00	\$16.00
3rd	\$11.00	\$11.00
4th	\$8.00	\$8.00
5th	\$7.00	\$7.00
6th	\$5.00	\$5.00
Lunker	\$5.00	\$5.00
Youth/Env.	\$1.00	\$1.00
StateTeam	\$20.00	\$20.00
Trn. Expen.	\$4.00	\$4.00
Trn. Labor	\$3.00	\$3.00

TOTAL Entry Fee	\$100.00	\$10.00
-----------------	----------	---------

Chart B below is representative of Prize Money distribution based on anglers per division

CHART B:
Prize Money Distribution Sample Payout Schedule
 Based on Anglers per Division

	25	50	75	100
1st	\$500.00	\$1,000.00	\$1,500.00	\$2,000.00
2nd	\$400.00	\$800.00	\$1,200.00	\$1,600.00
3rd	\$275.00	\$550.00	\$825.00	\$1,100.00
4th	\$200.00	\$400.00	\$600.00	\$800.00
5th	\$175.00	\$350.00	\$525.00	\$700.00
6th	\$125.00	\$250.00	\$375.00	\$500.00
Lunker	\$125.00	\$250.00	\$375.00	\$500.00
Youth/Env.	\$25.00	\$50.00	\$75.00	\$100.00
StateTeam	\$500.00	\$1000.00	\$1500.00	\$2,000.00
Trn. Expen.	\$100.00	\$200.00	\$300.00	\$400.00
Trn. Labor	\$75.00	\$150.00	\$225.00	\$300.00
TOTALS	\$2,250.00	\$4,500.00	\$6,750.00	\$9,000.00

The New Jersey BASS Federation

Chapter Financial Responsibility List and Worksheet

The items below are the responsibility of each chapter annually. All the obligations must be met no later than the December meeting of each year prior to enrolling in the New Jersey Bass Federation.

- All payments must be made by check or money order.
- A copy of this completed form must accompany the payment.
- All rosters must be made at the same time. (TBF invoice will serve as annual roster)
- Payments are non-refundable. (Exception: Notification to Tournament Director of non-participation 2 weeks prior to Team Tournament)

<i>DESCRIPTION</i>	<i>AMOUNT DUE</i>
1. Top Six Team Entry Fee (Min \$100) or \$90.00 per contestant	\$540.00
2. FLW Dues	\$35.00 per member
3. TBF Dues	\$15.00 per member
4. Reel To Reel Payment	
No Advertisement	\$75.00
With Advertisement (List Ad)	\$00.00
5. Chapter Dues	\$75.00
6. Member Assessment	\$10.00 per member

CHAPTER _____

CHECK # _____ CONTACT TELE# _____

Fill in the appropriate amounts in the blank spaces

Top Six Team Entry Fee=\$90.00 per entry or: \$540.00 (\$100.00 Minimum)	\$
FLW Membership dues (\$35.00 per member or the amount as listed on the TBF invoice)	\$
TBF Membership dues (\$15.00 per member)	\$
Reel To Reel Payment (No Ad \$75) (Ad Name)	\$
Chapter Dues	\$75.00
Member Assessment (\$10.00 per member) # _____ Members	\$

TOTAL PAYMENT	
----------------------	--

	\$
--	----

Return with Payment no later than the December meeting

TOP SIX TEAM TOURNAMENT PROGRAM

I. CHAPTER ELIGIBILITY:

To participate in the TEAM TOURNAMENT a Chapter must:

- a. Be in GOOD STANDING
- b. Have turned in a Preliminary roster, and all Dues owed to the NJBF by the regular December meeting, prior to the upcoming TEAM TOURNAMENT.
- c. Have all members appearing on Preliminary Roster be current FLW OUTDOORS and TBF members.
- d. Hand in a Final Roster to the Tournament Director (TD), on a date determined by the TD. The Final Roster must include: all Team Members' names and signatures, Chapter name, contact person with a working phone number and valid insurance paperwork for Boaters.

II. INDIVIDUAL ELIGIBILITY:

To participate in the TEAM TOURNAMENT an individual must:

- a. Be a current member of FLW OUTDOORS and TBF.
- b. Appear on the Preliminary Roster turned in at the Regular DECEMBER meeting.
- c. Be in GOOD STANDINGS with the New Jersey Bass Federation (NJBF).
- d. Appear on the Chapter's Final Roster when submitted to the TD at the designated time.

III. PRACTICE PERIOD:

- a. All times, dates, off-limits, etc. shall be determined by the TD.
- b. During the off-limits period, no family members, Chapter members, or entrants may be on the designated tournament waters.
- c. Only Chapter members listed as contestants on the FINAL ROSTER and one (1) alternate may be on the water during OFFICIAL PRACTICE. (Alternate may not use a boat during this period)
1) An exception applies to an entrant's spouse or children under the age of 16, and not rostered with a NJBF Chapter. They may practice only with the related contestant.

IV. PENALTIES:

- a. Penalties may be assessed against an individual angler, the team or the angler and the team.
- b. Any Chapter which has a contestant leave the TEAM TOURNAMENT unexcused shall be assessed a \$200 fine. The contestant will be banned from the remaining NJBF tournaments for one (1) calendar year and until the fine is paid. Nonpayment of the fine by the Chapter will result in disqualification of the Chapter from future Team Tournaments.

V. PENALTIES:

- a. Any boat failing to check in at the end of the tournament, at their designated time, shall be penalized at a rate of one (1) pound per minute of lateness. After ten (10) minutes all contestants in the boat will be disqualified. There will be no excuses for tardiness. However a co-angler may protest lateness caused by a boater if the co-angler has advised the boater about the time needed to return to check-in on time and the boater did not listen.
- b. All poundage penalties stop at zero (0). FOR EXAMPLE: If a contestant accrues eight (8) pounds of penalty weight and has only six (6) pounds of fish to weigh in, he receives a 0 weight for the day. His penalty does not carry over.

VI. BOAT USE:

Below is a list of the number of boats as related to the number of team members.

- a. 6 members-----3 boats
- b. 5 members-----3 boats
- c. 4 members-----2 boats
- d. 3 members-----2 boats
- e. 2 members-----1 boat
- f. 1 member-----1 boat

VII. EXTRA BOAT DRAW:

A drawing will be held at the regular NJBF meeting one month prior to the Team Tournament to determine the order in which extra boats will be used if the need arises. Any boat that might be used will need proof of insurance provided to the TD at the time Final Rosters are submitted. If a Team loses a boat before or during the tournament they may replace that boat and or boater with another boat and/or boater from their team before another boat is drawn to replace it. The TD must be notified of any changes prior to said change.

VII. TIES:

Ties at the Team Tournament shall be broken as follows:

- a. Total amount of live fish;
- b. Heaviest single day total;
- c. Fish off.

VIII. LOCATION:

- a. The tournament location will be picked by a Tournament Committee.
- b. The tournament will not be in the same location two years in a row.
- c. The tournament will be north of Trenton, New Jersey on even years and south of Trenton on odd years.

IX. BOAT DRAWS AND PAIRING:

The TD shall pair partners through the use of a computer program designed to perform this task. Any cancellations, withdrawals, changes, etc. will be the responsibility of the TD. Two anglers from the same Chapter may not be paired together, nor will a contestant fish with any other contestant not assigned by the TD. With the permission of the TD, alternates may be used up until the start of the tournament. Late withdrawals, no shows, breakdowns, etc. will be handled by the TD on a first come, first served basis.

X. MEETINGS:

A mandatory Captain's meeting followed by a mandatory contestant's meeting will be held at each Team Tournament. The TD will determine the time and location of these meetings. It is the responsibility of each team Captain and team member to attend these meetings.

XI. TOURNAMENT:

All phases and functions of the Team Tournament shall be conducted by the TD and assisted by the Tournament Committee. Chapters may be selected by the TD at random for assistance. **All decisions made by the TD SHALL BE FINAL.**

XII. TOURNAMENT RULES:

All NJBF Points Tournament Rules will apply to Top Six Team Tournament, except where noted otherwise.

**THE NEW JERSEY BASS FEDERATION
TOP SIX TEAM TOURNAMENT
PRELIMINARY ROSTER**

This is an example of a preliminary roster that may be submitted at the December meeting. You may submit your entire club roster as your preliminary roster. The final roster submitted prior to the team tournament must not contain members who are not on the preliminary roster.

THIS ROSTER MUST BE RETURNED TO THE TOURNAMENT DIRECTOR
NO LATER THAN THE DECEMBER MEETING OF THE YEAR PRECEDING THE TOURNAMENT.

PLEASE PRINT ONLY THE FOLLOWING INFORMATION:

CHAPTER
NAME: _____ **DATE** _____

NAME	TBF/FLW NUMBER	TELEPHONE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____

IF ADDITIONAL SPACE IS REQUIRED ATTACH SEPARATE SHEET.

**THE NEW JERSEY BASS
FEDERATION
TOP SIX TEAM TOURNAMENT
FINAL ROSTER AND RELEASE FORM
WITH WAIVER**

THIS ROSTER MUST BE RETURNED TO THE
TOURNAMENT DIRECTOR.

**NOTICE-GENERAL RELEASE, WAIVER AND
HOLD HARMLESS AGREEMENT**

TAKE NOTICE, BY SIGNING THIS RELEASE, WAIVER AND HOLD HARMLESS AGREEMENT, YOU ARE GIVING UP YOUR RIGHT TO SUE NEW JERSEY BASS FEDERATION AND/OR THE BASS FEDERATION, THEIR MEMBERS, DIRECTORS AND OFFICERS AND ARE RELEASING THEM FROM ALL ACTIONS, CLAIMS AND LIABILITIES, AND EVEN FROM THE EFFECTS OF THEIR OWN NEGLIGENCE. THIS RELEASE IS LEGALLY BINDING EVEN IF YOU ARE INJURED OR KILLED DUE TO THE NEGLIGENCE OR WRONGFUL CONDUCT OF NEW JERSEY BASS AND/OR THE BASS FEDERATION AND/OR THEIR MEMBERS, DIRECTORS AND OFFICERS.

**GENERAL, RELEASE, WAIVER AND HOLD
HARMLESS AGREEMENT**

I SEE ADJACENT LIST having read the above Notice, understand that by signing this release and waiver of rights I am giving up my right to sue New Jersey Bass Federation, their members, directors and officers and releasing them and holding them harmless even from the effects of their own negligence, for any personal injuries I may sustain while participating, in a New Jersey Bass Federation and/or The Bass Federation sponsored tournament. I understand that this release is legally binding, and even if I am injured or killed due to the negligence or wrongful conduct of New Jersey Bass Federation and/or The Bass Federation, and/or their members, directors and officers, that I cannot sue or make any claim to recover for such injuries. (If someone intentionally injures me, this release will not prevent me from suing them or making a claim for personal injuries.) This release is intended to be binding upon my spouse, my estate, my personal representative and/or my beneficiaries or dependents.

I understand that there is good and valuable consideration for the making of this release. I

understand that I am giving up the right to sue my fellow members of New Jersey Bass Federation and/or The Bass Federation and likewise they are giving up the right to sue me.

I understand that I do not need to sign this release, waiver and hold harmless agreement, and that I am not forced to sign this release and waiver. However, unless I sign this waiver, intending it to be binding, I cannot participate in the fishing tournament conducted **this day of** _____ **(m/dd/yyyy)**
Sign Here SEE ADJACENT LIST

**DATE
CHAPTER NAME**

We, the undersigned, have all read the adjacent Release, Waiver, and Hold Harmless Agreement, and understand its' content.

1. Name B / R _____

Signature _____

2. Name B / R _____

Signature _____

3. Name B / R _____

Signature _____

4. Name B / R _____

Signature _____

5. Name B / R _____

Signature _____

6. Name B / R _____

Signature _____

7. Name B / R _____

Signature _____

8. Name B / R _____

Signature _____

Indicate Boater Or Rider --- B / R.
List Boaters In Qualifying Order

THE NEW JERSEY BASS FEDERATION CHAPTER ROSTER

ANNUAL CHAPTER ROSTERS WILL BE SUBMITTED AT THE DECEMBER MEETING IN THE FORM OF THE BASS FEDERATION REGISTRATION INVOICE RECEIVED FROM THE TBF DURING ANNUAL REGISTRATION.

****NOTE****

The TBF/FLW Registration Invoice and Payment for all registered Club Members (\$15.00 Per) with FLW dues (\$35.00) are due not later than the December Meeting Of the New Jersey Bass Federation.

To perform TBF Registration, club secretary must go to the TBF website at the following URL, <http://thebassFederation.com>

Contact NJBF secretary for assistance in registering your club prior to the December meeting. Contact information is available at <http://njbassfederation.com>

NJBF 12 MAN STATE TEAM MID-LANTIC DIVISION CONTRACT AGREEMENT

This agreement is made the _____ day of _____ in the year of _____ by and between the New Jersey BASS Federation, Inc. (NJBF) and _____.

Whereas, the NJBF Inc. is the recognized affiliate of The Bass Federation, the NJBF desires to engage the promotional and team support of _____ as a State Team Member.

It is understood that The Bass Federation does not invite individuals to the Divisional Tournaments, but rather extends an invitation to the NJBF and specifically to the State Federation President or appointed delegate to do the following: to bring a State Team to the Divisional tournament, to define the boaters and non-boaters, and to manage and direct said team in all regards, up to and including replacing or expelling team members.

Now, therefore, in consideration of the mutual covenants set forth herein, as well as good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- o The term of this agreement shall be for one (1) year beginning January _____ and ending January _____.
- o The NJBF agrees to provide each Team Member with the opportunity for sponsorship by our State Federation sponsors.
- o The NJBF agrees to provide each Team Member with the opportunity to qualify for The Bass Federation National Championship Tournament.
- o The NJBF agrees to provide each Team Member with the official state team apparel.
- o The NJBF agrees to pay as much of each Team Member's expenses as is reasonable and possible, to and from the Mid-Atlantic Divisional Tournament, as well as expenses while there, up to the limit set forth by the Board of Directors.
- o Each Team Member agrees that he will attend all meetings and functions. Time of meetings, etc. will be a majority rule.
- o Each Team Member agrees to participate fully, openly and honestly, with the State Team and to conduct themselves honorably and in a sportsman like manner at all times.
- o In no event shall any State Team Member enter into any contract or agreement on behalf of the NJBF, nor seek to bind the NJBF or the State Team in any fashion.
- o Each Team Member shall attend all practice days prior to the tournament.

It is understood that failure to abide by any or all of these terms by a State Team member shall mean immediate removal from this and possibly all future State Team functions, and forfeiture of any and all prizes, products or endorsements. I agree fully to the terms listed and agree to be a member of the NJBF State Team for the year of _____.

Signed _____ Date _____

I do not wish to participate as a State Team Member at this time, by doing so, I understand I will not be a member of the State Team for _____.

Signed _____ Date _____

New Jersey Bass Federation Official Tournament

Rules and Regulations

1. TOURNAMENT PROGRAM: There is a "Rookie of The Year" award for the highest finishing rookie at the end of the season in each division. A "Rookie" is defined as a person who has never participated in a New Jersey Bass Federation (NJBF) points tournament before. All participants must declare as either a boater or co-angler at the start of the tournament season. This designation will hold throughout the season regardless of any individual tournament flips

2. WHO MAY COMPETE:

(A) Any NJBF or TBF member 16 years of age. Under age 18 must have written approval of parent or guardian;

(B) Anyone not previously banned from competition by NJBF unless reinstated.

3. ENTRY FEE: The entry fee for a one day tournament shall be determined by The Board of Directors. The lunger pool for each tournament will be due and is included with the entrance fee. **NO REFUNDS** will be given for persons entering and unable to attend the tournaments unless written notification is given to the Tournament Director by 4:00 PM on the Wednesday before the tournament. Only checks or money orders will be accepted for payment.

4. APPLICATION & DEADLINE: A completed and signed application form with entrance fee must be received by the Tournament Director on or before FRIDAY (2) WEEKS PRIOR to the tournament. If you register as a boater you must send a copy of current boat insurance policy. Late entries not accepted.

5. OFF LIMITS: All tournament waters are the designated body and its tributaries only, or any other areas identified by the Tournament Director.

6. REGISTRATION/PRE-TOURNAMENT CHECK-IN: Contestants must finish registering/checking in 1/2 hour before the tournament start time. If a contestant fails to register on time they will not be able to fish the tournament and will not receive a refund. It is the responsibility of both boater and the co-angler or observer to contact each other prior to tournament day. It is also their same responsibility to meet prior to boat launch to assist in the launching procedure.

7. TOURNAMENT BRIEFING: All tournament contestants will be briefed on official information, pertaining to that specific tournament, at the regular NJBF monthly meeting prior to each tournament. Information such as off limits, staging areas, and flight times will be stated at such meeting and posted on the Federation website. It is not mandatory to attend the meeting.

8. BOAT OPERATION AND EXPENSE: A full discussion must be held between the two paired anglers prior to the departure as to the fishing schedule and the operation of the boat. The gas, oil and launch fee shall be split 50/50 between boater and co-angler. Both contestants will have equal time (1/2 day) to operate the boat (operation is defined as electing to fish in the front of the boat and having control of the electric motor). In the event that one contestant does not elect to operate the boat, the contestant waiving the right of operation will still have the right to select the fishing waters for 1/2 of the day. Any contestant found operating the boat in an obvious and deliberate manner to handicap his partner and the safe operation of the boat, shall be disqualified. All contestants must have a discussion prior to take off concerning safe operation of the boat or any physical limitations one party may have that could hinder the normal operation of the boat. Coast Guard certification is necessary for boat operation or trolling motor operation. Observers are not required to contribute to the expenses listed above and are not permitted any control of the boat or fishing locations.

9. BOAT INSPECTION: Boat inspection will end a 1/2 hour prior to start time. In order to have your boat checked you must:

(A) Show that your engine horsepower does not exceed Coast Guard rating plate on boat;

(B) Have a boat at least 17' in length;

(C) Demonstrate a functioning live well capable of sustaining two limits of fish.

10. LATE ARRIVALS: Late arrivals who fail to make boat check deadline will forfeit their boat number and be placed at the back of the starting field. The Tournament Director will reserve from close of boat check until 15 minutes before start of tournament to make last minute changes or alterations. After that, no boats will be checked in. If you arrive later than 15 minutes before start time, you will forfeit your entry fee and not be allowed to participate in the tournament.

11. TOURNAMENT HOURS AND TAKEOFF: All tournaments will start and end at the printed time on the application regardless of the weather or lateness of contestants or at the discretion of the Tournament Director. In the case of fog or bad weather, boats will take off with a 5 MPH RESTRICTION, which if exceeded, will cause automatic disqualification for that and all future NJBF tournaments. At the beginning of the tournament, each boat will idle past starter boat before getting on plane.

12. PAIRING CONTESTANTS: All contestants will be paired with a partner by random drawings of completed applications. No contestants from the same club or relatives will be paired together. If such a pair occurs, contestants must notify the Tournament Director to arrange for a new pairing. co-angler/observer applications will be dated and the earliest date used to select co-angler/observers if there are not enough boats. Boaters will not be paired together. You will be notified by mail who your partner will be. It will be your responsibility to contact your partner by phone for a meeting tournament morning. If you do not receive pairing by Thursday prior to tournament, call the Tournament Director.

13. SCORING: Contestants will proceed to the weigh-in area with their day's catch in an official tournament bag. Scoring shall be determined by a total weight. The tournament winner will be determined by the total weight accumulated during the tournament. A penalty of .40 pounds will be given for each legal bass not kept alive. Legal fish include: largemouth and smallmouth bass only. Contestants who obtain or use services of an agent to locate fish on Tournament Day will be banned from that and all future NJBF tournaments. During the tournament day each partner's fish shall be tagged or kept separated throughout the fishing day. At no time shall the contestant have more fish than the legal limit. Periodic checks by the Officials, both State and Tournament, may be made and any contestant having more than the legal limit will have his fish culled by the Official with the largest fish culled first. The weigh in area is off limits to non-tournament officials and all other contestants except those whose fish are on the scales. Once fish are turned over to the Tournament Officials at the scales, they are then to be handled by Tournament Officials only. State laws supersede all NJBF length and number of fish per limits. However, a bass will not be counted or weighed if it is less than 12 inches in length as measured on the weigh-in table. Fish are to be measured from the tip of the snout to the end of the tail with the fish laid flat, mouth closed and tail lobes pressed together. Fish presented for weigh-in which fail to measure 12 inches shall accrue a penalty of one (1) pound for each fish. Any fish that is mangled in any way will be measured and weighed only at the discretion of the Tournament Director.

14. TOURNAMENT POINTS: The tournament winner will receive 200 points and second place will receive 199 points and so on until all points are awarded or no catch is reported. Ties will be handled as follows:

(A) During regular point tournaments, money and points will be distributed equally between the tied contestants;

(B) End of the year point standing ties will be broken by:

- 1) Total weight caught;
- 2) Total number of fish alive;
- 3) Heaviest single stringer at any point event fished.

15. TACKLE AND EQUIPMENT: Only artificial lures may be used. No "live" or prepared bait will be permitted with the exception of pork or pork type strips, rinds, etc. Only baitcasting, spinning or spincasting reels and rods may be used. Only one rod may be used at any time. Other rigged rods may be present, but only one shall be in use at any time. If any lure is fouled it must be retrieved or broken off before another rod can be used by that contestant. No rod over the length of 8 feet will be allowed. Electronic depth finders, thermometers, oxygen gauges, PH Meters and water clarity devices are permitted along with hand held nets to land legally hooked fish.

16. CARE AND DISPOSITION OF FISH: Contestants must exert all effort regarding care and release of fish. It is the sole responsibility of the angler to keep, consume, or dispose of all fish not kept alive. It is illegal to dispose of dead fish at the tournament site. A contestant shall be granted the right to keep a trophy fish for mounting purposes at the discretion of the Tournament Director and will lose .40 pounds if the fish was still alive. Only fish brought to the weigh-in table in an official NJBF weigh in bag will be weighed in. If not, they will be returned to the water without being weighed.

17. LATE PENALTY: Contestants not cleared at end of tournament check-in point on time shall be penalized one (1) pound per minute for each minute late. A contestant arriving at the dock more than ten (10) minutes late shall lose all weight for that day. There will be no excuse for tardiness and no one will be allowed to make up fishing time. Each contestant will be given ample time to proceed from the dock to the weight station and must not leave the presence of their partner or will lose the credit for their catch.

18. PROTEST: A contestant wishing to protest his partners or another angler's actions must do so in writing within ten (10) minutes after the scales close and deliver it to the Tournament Director. Partners not reporting a violation will face the same punishment as their partners.

19. PERMITTED FISHING LOCATIONS: Fishing on tournament waters will be permitted everywhere except:

(A) Within fifty (50) yards of another competitor's anchored boat first anchored with its trolling motor in a stored position, an angler may not place anchor down for the sole purpose of precluding another boat from approaching an area, communication between anglers at this point is required;

(B) Contestants must not depart the boat to land fish;

(C) Within any area declared off limits by the Tournament Director;

(D) Tournament boats must not leave the tournament water or be trailered during the tournament hours;

(E) Anywhere that you are asked to leave by State Officials or law enforcement officers.

20. SAFETY: All contestants must wear a life vest approved by the Coast Guard while the boat's gasoline engine is on. This vest must be secure while persons are in transit or automatic disqualification will result. All boats must be equipped with a kill switch system for their gasoline engine and it must be used when the engine is in operation. No wake zones will require the boater to proceed without white water developing from the boat and a wake of less than 3 inches. **THERE WILL BE NO PASSING IN A NO WAKE ZONE.** All boat owners are to operate their boats in a safe manner and abide by all local, State and federal laws.

21. SPORTSMANSHIP: Sportsmanship, courtesy, safety, and conservation are expected from all contestants. Any infraction of these fundamental sporting principles will be deemed cause for disciplinary action. Any violation of these rules will be cause for disciplinary action to be decided and taken by the Tournament Director.

22. ALCOHOLIC BEVERAGES: No alcoholic beverages or controlled substances shall be allowed in the possession of any contestants during the tournament hours.

23. RULE DECISION: The interpretation of these rules shall be at the discretion of the Tournament Director. ***The decision of the Tournament Director shall be final.*** These rules and regulations are subject to amendment at any time by the Tournament Director and approval by the NJBF Board of Directors. Any changes will be made known to the contestants prior to the tournament by posting to the NJBF website.

24. WEIGH-INS: Both contestants must sign their partner's weigh-in slips prior to weighing in. Any contestant whose weigh-in slip is not signed will not receive credit for their catch.

25. BREAKDOWNS: In the event of a mechanical breakdown, one angler may return alone with both contestants' catch. The following criteria must be met:

1. You must return in another competitor's boat;

2. Catches must be kept separated;

3. You must return in your original flight and be on time;

4. You must advise the Tournament Director of your circumstances before you weigh in;

5. Both weigh slips must be signed before points or prizes will be awarded.

26. ETHICAL TOURNAMENT ANGLING: It is the responsibility of all anglers in the tournament to practice ethical angling. An "Ethical Angler" is an angler who:

(A) Protects and preserves the environment. One who does not pollute or disturb the natural order of the lake or river he is fishing on;

(B) Respects other anglers' rights, both those who are fishing in the tournament and those who are not. He is also courteous, especially when he is a guest on another state's body of water;

(C) Practices catch and release;

(D) Practices safe boating;

(E) Obeys all local fishing and boating laws.

27. ELECTRONIC COMMUNICATIONS: During any official competition days of a tournament, a competitor may not use a CB radio, a VHF marine-band radio, a cellular phone, or any other type of communication device for the purpose of locating or catching

fish. Competitors are permitted to transmit by radio or telephone only in the event of an emergency. Competitors may listen only to the marine-band weather information channels.

28. Global Position System (GPS) Usage: The use of a GPS by any competitor is permitted, however a GPS may not be used to mark specific locations of the boater by a co-angler and likewise a boater may not mark the GPS locations identified by his co-angler. Any angler found in violation of this rule is subject to disqualification.