



Requirements for supporting documentation

This file should be retained by the tournament organiser at all times.

The acceptance of a tournament organiser declaration of conformity is conditional on their listing and retaining the documents on the basis of which the declaration was made, and making the list and documentation available upon request by Recfish Australia.

Minimum records to be kept are listed below. Alternatively, organisers can provide evidence of any additional or alternative strategies used to achieve the required outcomes.

Sect 3.1: Impacts on fish stocks

Documented information listing the fish species targeted, at risk/protected species and noxious species present in the tournament area, and whether any of the targeted fish species are likely to be from stocked populations, spawning or taking part in pre spawning aggregations during the tournament.

- Calculations of allowable participant numbers based on factors such as the availability of boat ramps, accommodation, the area of fishable water in the tournament area, and so on.
- Records of any tournament rules which show participants have to adhere to more stringent minimum size limits and/or bag limits, and/or a reduced number of fish that can be weighed in by each participant.
- Evidence of promotion of catch and release fishing, and minimisation of both bycatch and interactions with threatened, protected and/or endangered species.
- Evidence of any financial and/or other support for stocking/restocking

Sect 3.2: Impacts on the environment

Development of an environmental plan designed to prevent or minimise environmental impacts due to the tournament is highly recommended. The plan should include at a minimum:

- References to the materials used to identify ecologically sensitive areas in the tournament area and the processes used to make competitors avoid them.
- References to the materials used to determine the presence or absence of noxious fish, plants, algae or diseases in the tournament area and the processes used to prevent competitors from inadvertently spreading them.
- Records of calculations used to determine adequate numbers of waste bins, and/or sanitation facilities, and/or the most appropriate refuelling areas.



Sect 3.3: Contribution to fisheries research and management

- Evidence that organisers have obtained all required fisheries permits.
- Compilation of a database which can be made available to the relevant state fisheries department containing, at a minimum, details of all fish captured and released and/or weighed in during the tournament, as well as fishing effort. Additional information can be recorded if desired or required by local fisheries agencies.
- Maintenance of tag and release/recapture records
- Maintenance of records of correspondence with fisheries research and management agencies relating to offers of co-operation with data collection, sample collection or other projects.

Sect 3.4: Catch and release tournaments

Documentation must be maintained to support the answers supplied to questions set out in sections 3.4.1, 3.4.2, 3.4.3 and/or 3.4.4.

Sect 3.5: Catch and retain tournaments

Documentation must be maintained to support the answers supplied to questions set out in sections 3.5.1, 3.5.2, 3.5.3, and 3.5.4.

Sect 3.6: Spearfishing tournaments

Documentation must be maintained to support the answers supplied to questions set out in sections 3.6.1, 3.6.2, 3.6.3, and 3.6.4.

Sect 4.1: Social amenity of the tournament

- Records showing the facilities at the tournament site having been researched and mapped, their adequacy estimated, and their use limited or their number supplemented as appropriate.
- Records of contributions/donations towards maintenance and upkeep of existing facilities or development of new facilities.
- Records of liaison with local tourism bodies and/or local government in regard to promotion of the tourism potential of the tournament locality.
- Records of surveys determining the level of community satisfaction with the competition.
- Records of positive and negative media reports on the event.



Sect 4.2: Social interaction promoted by the tournament

- Possession of all required permits and permissions for holding the tournament and notification of local fish stocking groups of the timing of the tournament (if relevant).
- Records of invitations encouraging involvement of fish stocking groups, and members of local communities in the competitive or social aspects of the tournament.
- Incorporation of ladies or children categories and social functions to encourage family involvement.
- Incorporation of educational, promotional and/or social events to which the local community can also attend.

Sect 5.1: Economic amenity of the tournament

- Results from expenditure surveys or other economic assessments which are designed so that the economic impact of the tournament can be determined.
- Records of expenditure by tournament organisers on temporary facilities, venue hire, caterers, subcontractors, fish restocking, donations to fisheries research, donations to fisheries management etc.
- Records of liaison/agreements/contracts with local business supplying services to the tournament.
- Records of liaison and correspondence with local businesses to record the extent of the economic activity associated with the tournament.
- Generation of media releases, articles in newspapers and magazines, and other activities (television shows etc.) which release economic information.

Sect 6.1: Addressing public safety and risk management issues

- Records of rules, regulations and other techniques used to ensure the safety of participants.
- Records of insurance arrangements relating to the tournament, including public liability.
- Records of any insurance claims made during the previous 5 years.
- Evidence of development and review of a risk management plan.

Sect 7.1: Fulfilling the evidence requirements of the Standard

- Maintenance of records pertaining to evidence requirements for all sections of the Standard.
- Maintenance of data in secure databases which are backed up if stored electronically.
- Documentation which shows auditing of these records on an annual basis.