

# Pike Anglers Club



## Regional Officer's Protocol

### Starting a Region

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#### 1. Introduction

There are a number of considerations to be made when setting up a Regional Association of the Pike Anglers Club. In order to assist new RO's we have introduced this document containing both advice and suggestions to help you in planning the formation of a new Region.

#### 2. Assessing Potential Membership

To begin it is well worth checking the need for a Regional Association in your area. Pikelines contains a list of Regional Associations in your area and it would be to your advantage to contact the listed Liaison Officer for your area when evaluating the potential interest your planned Regional Association would attract. The Membership Secretary is also an obvious resource for providing you with a list of PAC members in your area. It is worth remembering that a Regional Associations membership can vary greatly. However, a Regional Association is not

all about having 'large membership numbers', it is more important that the Regional Organiser works within the guidelines of the R.O.'s Protocol and therefore ensuring that the potential to attract new members and retain existing members is always predominant.

It is also expected that all Regional Officer's will behave in a reasonable and exemplary manner and to conduct themselves in such a way as not to bring the region or the Pike Anglers Club as a whole into disrepute. Any such issues may be dealt with by the Executive Committee of the Pike Anglers Club under the due process of the constitution.

### **3. Meetings**

#### **3.1. Choosing a Suitable venue**

Obtaining a suitable venue is important. Meeting rooms can invariably be acquired cheaply or free of charge. Pubs are often suitable for meetings but again it is worth considering if they offer a suitable area for business to be discussed or holding a private function. Similarly, if your goal is to build a large junior membership, or your area has the potential to attract such member's - then licensed premises may not be completely suitable as a venue. Again, you must consider the size of the venue in relation to your potential membership numbers and ensure that the venue is both comfortable welcoming and accessible for those wishing to attend.

#### **3.2. Advertising Meetings**

Advertising a new Regional Association can be achieved via Pikelines. You may wish to mail shot the membership list received from the Membership Secretary. Tackle shops, local radio and newspapers also provide an inexpensive means of attracting people to your meetings. Many Regional Associations now produce quality information leaflets that can be distributed via tackle shops and Angling Conventions. Most regions also have their own web presence on social media sites such as Facebook, Twitter, etc; where meetings can be promoted along with information on planned guest speaker nights, trips, etc.

#### **3.3. Planning Meetings**

No two regions are the same! The needs vary, as does the 'style', which invariably reflects the personality of the Regional Organiser and his/her assistants. Some Regional Associations meet monthly, others 4-5 times a year. You must decide on the frequency of meetings and give consideration on how much assistance you will require from fellow members in order to achieve the smooth running of the Regional Association.

### **4. Organising Assistants**

#### **4.1 How Many Organisers?**

Some regions have 2 or 3 R.O's whilst others have only one. As a Committee, we would recommend only one RO if possible, through whom correspondence and contact can be channelled hence reducing the potential for a breakdown in communication.

#### **4.2. Do you require a treasurer?**

Some Regional Associations appoint a treasurer (see Financial Guidelines for Regional Associations). This can remove a great burden from R.O's as the Treasurer can assume the responsibility for dealing with the financial aspects of the Regional Association, for example, collecting and banking membership fees. Many regions charge a small membership fee if they offer local benefits over and above those offered by national membership, example, access to waters, a regular Regional Association Newsletter to keep members informed of local events, or Regional Awards and such like (see 6.0).

#### **4.3. Who will assist you in raising funds?**

It also helps to have a fund in order to provide entertainment at each meeting and some of the larger clubs appoint a 'Social Secretary' for this purpose whilst others rely on the RO to set up events for meetings.

### **5. A Regional Association Constitution**

It is perhaps best to make an assessment of just how many people will be needed to form a Regional Association Committee - if required - or should your numbers or needs deem this necessary. However, once the numbers and aspirations of potential club members have been evaluated it is best to ensure that you have adequate support and assistance to implement the activities requested or required by your members.

The Executive Committee of PAC strongly recommend that some fundamental machinery be in place at

Regional Association level, such as a Constitution (which can be tailored to suit the needs of Regional Association membership aspirations), thus ensuring the smooth running of a Regions affairs in matters such as conduct of AGM's, election of Office Bearers and any other major decision making. Please note that the Liaison Officer for your area, or alternatively, the General Secretary can provide specimen rules of fellow Regional Associations that can be adopted to assist in forming your own Regional Association Constitution. For clarity, if there is any contrary rules in the region's constitution, the main club constitution will take precedence.

## **6. Attracting New Membership**

As stated previously, no two Regional Associations are the same. Meetings may be structured to deliver 'business' at both local and national level followed by less formal discussion. Many clubs generate financial income and attract new members via a range of club activities:

### **6.1 Pike Forums**

Where 3-4 anglers are invited on to a panel to give their views on angling matters or simply answer questions relating to their personal approach to angling. This can act as an ice breaker and encourages verbal interaction between club members and guests. It is also a relatively inexpensive method of providing insight, education and entertainment on various aspects of angling. The panel can consist entirely of Regional Association Members or Guests can be Included.

### **6.2. Quiz Nights**

Self-explanatory exercises in determining how many boffin's are within your ranks!

### **6.3. Guest Speakers**

This is perhaps the most successful way in which to attract interest of both Regional Association members and non-members within your area. Guest Speakers will provide a talk/slide show or exhibition that will attract fellow anglers. Most Regions cannot afford to pay for speakers. Thankfully most refuse a fee on the basis that they are happy to put something back into the sport. However, it is not realistic to expect guest speakers to be out of pocket, and reasonable expenses should be covered. It is best to confirm the approximate expenses required by the guest speaker prior to confirming the event. Again, you have a duty to advertise the event thoroughly not only to ensure that costs are covered but also to offer the speaker the courtesy of a good audience. (Please note, it is important that you also check fire regulations, and carry out risk assessments etc... to assess the maximum numbers that your chosen venue can cater for).

#### **6.3.a. Preparation for such an event**

This also includes assessing what equipment will be required. If the guest speaker is providing a slide show, it is worth finding out in advance if he intends bringing his computer / projector and screen or will you have to arrange for the provision of these items. You may also want to know how long the guest speaker may require to deliver his talk and will the talk encompass a short interval. Printing tickets as opposed to paying at the door allows you to determine, in advance, if the event is attracting sufficient interest to be successful.

#### **6.3.b. Additional sources of income and entertainment**

This may include raffle prizes or a 'guess the weight of the fish' competition - this offers those attending the opportunity to win a reasonable prize in return for very little additional expenditure.

#### **6.3.c. Remember that things can go wrong**

It is worth having contingency plans should a guest speaker fail to appear, e.g, a club member can bring along slides to provide a replacement if the unthinkable should occur.

### **6.4. Regional Association Awards**

Some clubs offer awards to individual club members for individual achievement. Trophies can be expensive items to purchase and many clubs seek sponsorship from local tackle shops or companies.

### **6.5. Newsletters**

These are a very effective medium of retaining club members' interest in what is happening locally and nationally. Clearly e-mail is a cheaper and quick way of achieving this, and can also be used to promote club events, meetings and subject matter of interest within the club. They are also an extremely effective

way of motivating club members to write letters and articles. Indeed, many club members, particularly juniors and those new to the sport, will learn much from senior member's articles... and dare I suggest... vice versa. Newsletters also encourage members to put articles into print and many PAC members via these newsletter articles consequently gain in confidence to begin producing articles for Pikelines. Indeed, it is worth sending a copy of your Newsletter - when and if established - to the current Pikelines Editor as it is worth sending a copy of your Newsletter - when and if established - to the current Pikelines editor as well as the Press Officer's for inclusion on the PAC's two Facebook pages and Twitter feed.

#### 6.6. Regional Association Products

Products such as cloth/metal badges or T-shirts can provide Regional Association members with a sense of identity whilst providing a source of revenue for the Regional Association.

#### 6.7. National PAC Events

These are advertised in Pikelines throughout the year and offer Regional Association members the opportunity to meet fellow PAC members from many different areas or countries. Many of the events offer first class venues for piking mixed with the opportunity to enjoy a marvellous social gathering of piking personalities.

#### 6.8. The Piking Convention

This is an absolute must; the largest PAC event of the year and brings together a host of quality guest speakers. The day is filled with talks, competitions, awards, prizes, workshops and a massive range of tackle trade stands. The availability of cafés / bars, evening meals and hotel facilities make this one of the most popular dates in the PAC calendar.

Please note that the aforementioned actions/activities are only to assist Regional Organisers by providing ideas for attracting new membership - the list is not exhaustive nor should any of the ideas listed be viewed as compulsory by Regional Organisers.

### 7. Regional Association Funds

As mentioned previously, club funds are often necessary for the provision of entertainment and education for Regional Association members. Indeed, providing monthly or quarterly Newsletters can incur a degree of expenditure. However, there are a number of Free on-line sources such as Joomag or Issu where you can create your own newsletter including Free hosting; including in your magazine, photos, etc. These sources often require little more than fairly basic word processing skills, and usually include a number of ready made templates for you to choose and adapt to your needs.

Other financial considerations may include seeking 'club waters' or 'local research programmes'. Funding is also important for Regional Organiser(s) who are fighting local issues and are working to benefit his or her members. Often Regional Associations donate a small subsistence fee, particularly in larger clubs, to help with telephone expenses.

PAC - Ideas and advice for creating a regional association: Updated 24/08/2015



## Regional Officer Protocol

**The post of Regional Organiser (R.O.), whether of a self-appointed nature, or elected by a prospective or existing Regional Association membership, must be confirmed by the PAC Committee. This confirmation is conditional upon the prospective R.O. giving his/her agreement to abide with the following Protocol:**

1. It is strongly recommended that each Regional Association draws up a basic Constitution to serve the needs of its members. This will provide all concerned with an agreed framework covering matters such as the election of office bearers and any major decision making.
2. It is strongly recommended that each Regional Association appoints a person to act as treasurer, and open a bank account in the name of the Regional Association.
3. R.O.'s should ensure that membership of their Regional Association is open to all pike anglers (unless exceptional circumstances can be shown), and that all those attending meetings or other activities, who are not already members, take out PAC membership as soon as possible.
4. RO.'s should reflect the wishes of their Regional Association members in organising the Regional Association's affairs, and must ensure that all activities embarked upon are consistent with the PAC Constitution, and with its Code of Conduct.
5. R.O.'s should endeavour to foster good relations with all angling related organisations and agencies within the area covered by their Regional Association.
6. R.O.'s must communicate with the PAC Liaison Officer for their area, thus ensuring that problems or matters affecting their Regional Association can be identified quickly and resolved, perhaps with the involvement of the Liaison Officer or the Committee.
7. R.O.'s must not enter into any agreement or commitment on behalf of the PAC Committee, without the express permission (normally in writing) of the Secretary.

I have received a copy of this Protocol and agree to abide by the terms contained therein.

Signed ..... Date .....

Regional Association .....