

ACFA Statistician Duties

The ACFA Statistician shall:

1. Fulfill the duties of this office and represent the Alabama Coastal Fisherman's Association (ACFA) in a manner consistent with the mission statement;
2. Possess a strong working knowledge of Microsoft Word, Excel, and Power Point; plus a rudimentary knowledge of web page maintenance and posting on Facebook;
3. Be familiar with the current ACFA Tournament, Big Fish Contest (BFC) and Catch, Photograph & Release (CPR) formats, Rules and ALMRD Regulations;
4. Develop and maintain a close working relationship with the ACFA Weigh Master, ACFA Awards Chairman, ACFA Newsletter Editor, ACFA Membership Chairman, and ACFA President;
5. Receive and timely process all Big Fish Contest (BFC) or Catch, Photograph & Release (CPR) Contest entries received, and ensure compliance with the ACFA BFC Contest & CPR Contest criteria as noted in the ACFA BFC & CPR Contest Rules:
 - a. BFC & CPR entries can be received by:
 - i. In person at meetings;
 - ii. USPS mail;
 - iii. E-mail.
 - b. Ensure BFC & CPR entries are not over 30 days old;
6. Obtain the most current list of (paid) ACFA members (and their families) from the ACFA Membership Chairman, updated monthly (before each Tournament);
7. On Tournament Day the Statistician should be at the weigh in location early enough to help set up and be prepared (with Weigh In Sheets for each species) to record the TIME and 'official WEIGHT' of each fish as determined by the Weighmaster. Other pertinent information logged should include ANGLER NAME, DESIGNATION (Lady, Junior, or New angler: consult the current Membership list for correct name spelling), NETMAN (if any), and LENGTH (for 'slot' fish), ask whether or not they wish to receive a plaque;
8. At earliest convenience during Tournaments, the ANGLER NAME and fish WEIGHT are written on a blank plate to be placed in the appropriate location on the Tournament Leaderboard. Note: A separate volunteer may handle this duty.

9. Anglers may record only one fish for each species in a tournament, but a second fish, or qualifying fish of non-tournament species may be weighed in as Big Fish Contest (BFC) entries (recorded on an alternate “BFC” sheet);
10. After the closing of the scales (3pm), the FINAL places and point determinations for each species and Division are to be determined and double-checked on the Weigh In Sheets.
11. ASAP the Statistician should enter the Weigh In Sheet information into Excel files to facilitate tracking places and points for each list of:
 - a. Tournament entry information;
 - b. Netman Contest entry information;
 - c. Big Fish Contest (BFC) entry information;
 - d. Catch, Photograph, Release (CPR) entry information.
12. Ensure all points awarded fully comply with all ACFA Tournament & Contest Rules.
13. ASAP the Statistician should post and publish the FINAL results of each Tournament to the ACFA Facebook page, and update the appropriate icons on the ACFA website;
14. ASAP the Statistician should forward the FINAL RESULTS of each Tournament to the ACFA Awards Chairman (including requested plaque requests or exclusions);
15. Monthly, the Statistician should post and publish updates of the BFC and CPR Contests to the appropriate icons on the ACFA website;
16. Transmit all relative ACFA Tournament, Netman Contest, Big Fish Contest, and Catch, Photograph, Release Contest information to the ACFA Newsletter Editor by the date specified in the ACFA Schedule for inclusion in the upcoming month’s ACFA Newsletter.
17. Development of slide presentations following the written Agenda submitted to the ACFA Statistician by the ACFA President;
 - a. Microsoft Excel
 - i. Development of the following:
 1. ACFA Tournament Weigh-in sheets;
 2. BFC Contest tracking sheets;
 3. CPR Contest tracking sheets;
 - b. Microsoft Word
 - i. Ensure grammatical & spelling accuracy in all documents and submissions

18. Track all statistical entries in four areas of competition through the year to determine cumulative points and relative standings for the End of Year Banquet (after November 15th):

- a. ACFA Tournaments (from all 8);
- b. ACFA Big Fish Contest (12 BFC species);
- c. ACFA Catch, Photograph & Release Contest (6 CPR species).
- d. Determine the Tournament and Contest Champions and overall Master Anglers;
- e. Forward the FINAL RESULTS (CONTESTS, NAMES, etc.) to the ACFA Awards Chairman, ACFA Newsletter Editor, and ACFA President.

Big Fish Contest (12 species: Adult & Junior)

Big Fish Champions (Adult & Junior)

Tournament Champions (Adult & Junior)

Net man Champion

Catch, Photograph, Release (6 species: Adult & Junior)

Catch, Photograph, Release Champions (Adult & Junior).

