

## Kid's Fishing Pond - Central Oregon Sportsman's Show Management Guidelines

### Sportsman's Show Management

- Show Management (as of 2014):
  - O'Laughlin Trade Shows
  - Joe Brennan - Manager
  - Portland, Oregon
  - 503-246-8291 / 800-343-6973
  - Joe Brennan mobile phone: 503-806-7443
- On-site office at Exposition Center - to left of entrance to the Event Center (arena building)
- Communication should be between the show management and the COF Kid's Pond manager.
- Show Management is responsible for all basic logistical matters - set up of pond & tent, provision of fish, maintenance of pond & circulating equipment, operation of comfort heating equipment, public address equipment, provision of fishing poles, security & emergencies etc. COF is responsible for handling the kids & crowd and overseeing & assisting with the fishing.
- Fish are provided by the show management from a commercial source. The first stocking occurs the Wednesday evening just prior to the show and usually a second stocking is done after show closing Friday night. After the last session show management arranges for disposition of remaining fish. Often fish are distributed to landlocked public fishing venues by ODFW. However, ODFW has limited capacity to transport fish and excess fish may be destroyed. Therefore kids are encouraged to keep the fish they catch.
- Historically, COF has provided flies for the fishing even though bait is used at most other Sportsman's Show locations. This approach has been modified somewhat to allow and even encourage use of bait on the flies if kids don't catch enough fish. It's important that the kids have fun and catch as many fish as possible. Show Management supplies salmon eggs and other types of bait.

### COF Advance Preparations

- Volunteer recruitment - This is the key to success. Typically, the Friday evening and Saturday shifts are very busy and require the most volunteers. Shifts should have a minimum of six volunteers during those periods. During signup members should be encouraged to volunteer for multiple shifts or indicate that they are "flexible". A sample signup sheet form is included in this appendix. To assure reaching all members, several sheets should be distributed during monthly meetings solicitations.
- Securing flies - About 300 flies should be taken to the show and members should be asked to provide them. "Normal" flies aren't appropriate in that the fish are from a hatchery and don't have experience with aquatic insects. Floating flies are not effective. Weighted attractor flies in a variety of colors are best, about size 10 or 12. *For the safety of the kids and those nearby, all flies must be barbless!* Flies should be provided with about 10-12" of 15-lb leader having a loop for attachment to the line on the poles provided by the show. Cardboard cards or other means to keep flies from tangling together is a good idea.
- Organization - From the list of volunteers, shift assignments must be made and a shift leader must be designated for each session. If there are not enough volunteers for some shifts additional volunteers must be sought or some may have to be asked to help on a shift other than the one(s) they volunteered for.
- Communication with volunteers:
  - Advise volunteers of their shift assignments a couple of weeks prior to the show and ask them to confirm same.

- Solicit a volunteer from each shift to be supervisor. Provide him/her with names and phone numbers for all volunteers in case it is necessary to call with a reminder or for backup.
- Two or three days prior to the show, contact volunteers again and provide practical information:
  - Ask them to wear their COF name tags and suggest that they wear warm clothing (and advise that working with the kids and fish may result in a need to clean their clothing afterward).
  - Suggest that they bring a hand towel, nippers and forceps or hook extraction tools.
  - Tell them that free admission is arranged and that they must enter at the Will Call booth, where their name will be on a list of people working at the Kid's Pond.
- Arrange for provision/transport of COF materials to show
  - COF-owned landing nets. (Show Management provides three or four long-handled landing nets, but COF has some short handled nets, which are more suited to the task.)
  - Clipboard for recording of volunteer hours and miles.
  - Table top COF brochures, recruiting materials, displays etc. if directed by Board of Directors.

#### Startup Tasks

- Contact Show Management at Redmond a day or two before the show to confirm the facility & equipment setup, to provide the list for free admission of volunteers, to determine the procedure for handling equipment problems or emergencies etc. If possible this should be done in person at the Expo Center.
- Arrange for first-shift (Thursday) volunteers to arrive early to conduct startup tasks, including:
  - Unpacking and set up of equipment provided by Show Management - poles, bait, landing nets, fish bags, etc. Typically, the fishing poles are badly tangled from a prior show. Hooks from previous shows must be removed and the flies provided by COF must be attached to the lines
  - Distribute the poles around the pool and prepare backup poles for use by upcoming sessions.
  - Arrange fence barriers, signs, tables, etc. for efficient handling of kids & parents.
  - Check out audio equipment.
- Contact Show Management if their help is required.

#### Volunteer Management during Show

- The shift supervisor should confirm arrival of volunteers and ask them to sign the volunteer time sheet.
- One volunteer should be assigned as gate keeper. His/her job is to meter kids (some with parents) into the fishing area and to communicate with those wanting to fish or waiting in line.
- The shift supervisor or a volunteer should be appointed announcer and familiarized with the public address system and the aeration pump controls.
- The equipment and mechanics of operation should be explained to the volunteers and they should be assigned to stations around the perimeter of the pool - as necessary to cover the territory.
- Volunteers should be advised to time breaks such that operations don't suffer, and to clear breaks with the supervisor. During extremely busy periods it may be necessary to defer breaks.
- It should be emphasized that the objective is for the kids to have fun. Volunteers shouldn't expect perfect behavior and should not insist on tight discipline. They should not argue with kids or parents. Show Security should be called if there are any bad behavior situations.
- Shift supervisors should coordinate shift changeover to assure coverage. Oncoming shift timing provides a 15-minute overlap.

### Fishing Session Operating Mechanics

- Fishing sessions are typically 15 minutes. Show Management provides mechanical timers for controlling session duration.
- For each session the gate keeper should allow entrance of as many kids as possible without overcrowding. It's often helpful to briefly pause and hold the line to allow kids to scatter around the pool (with the help of volunteers). Often additional kids can be allowed to enter after the initial group has spread out.
- When there is no waiting line, kids can be allowed to fish as long as they wish. As more kids show up, the announcer can ask those that have had reasonable fishing time to leave and make room for the new arrivals. (They can re-enter at the back of the line if they wish.) Most people understand and readily comply.
- The announcer or other volunteer should control the aeration pumps. They should be operated for about half of each session to keep the fish active and dispersed, and shut off during announcements (usually at session changeover).
- When a fish is caught a volunteer should get to the child as quickly as possible to net the fish. The kid (parent) should be asked if they want to keep the fish. If so, the fish must be discreetly killed with a club (provided by Show Management) and given to the kid (parent) in a plastic bag. Note that keeping of fish is encouraged because ODFW has limited capacity to transport leftover fish. Excess fish are destroyed.

### Public Address Announcements

Between fishing sessions, aeration pumps must be shut down (to reduce noise) and announcements made:

- Kids and parents who are leaving are asked to depart by the designated route to prevent confusion or crowding versus those entering.
- Entering kids (and parents) are advised of the rules:
  - The pond is for kids 12 and under only. If a kid needs help holding a pole, only one adult should help him/her and others should stand back so that other kids have access to the pool.
  - Safety should be emphasized. "Don't hook yourself or your neighbor! No casting, backwards or otherwise! Gently swing the line out over the pool and drop the fly into the water."
  - Don't lift your fish out of the water. Shout "fish on!" and a volunteer will rush over and net the fish.
  - Kids can keep two fish if they choose, after which they must quit fishing for the rest of the day - or they can release fish caught or keep a single fish and continue fishing. (Note: This rule can be relaxed on the last day of the show if an excessive number of fish remain in the pool. Also, volunteers around the pool should offer unwanted fish that have been mortally injured to other participants - to prevent the waste of those fish.)
  - The fishing session is 15 minutes long, after which kids must exit to allow those waiting to enter. It's OK to go to the back of the line for another turn.

### Final session

- As show winds down, volunteers should begin to collect and clean up gear.
- Communicate with Show Management at closing time and assist where appropriate.
- Collect all COF equipment and materials and the volunteer time sheets. Volunteer records must be conveyed to the COF Volunteer Data Recorder.
- Collect the show management donation to COF!