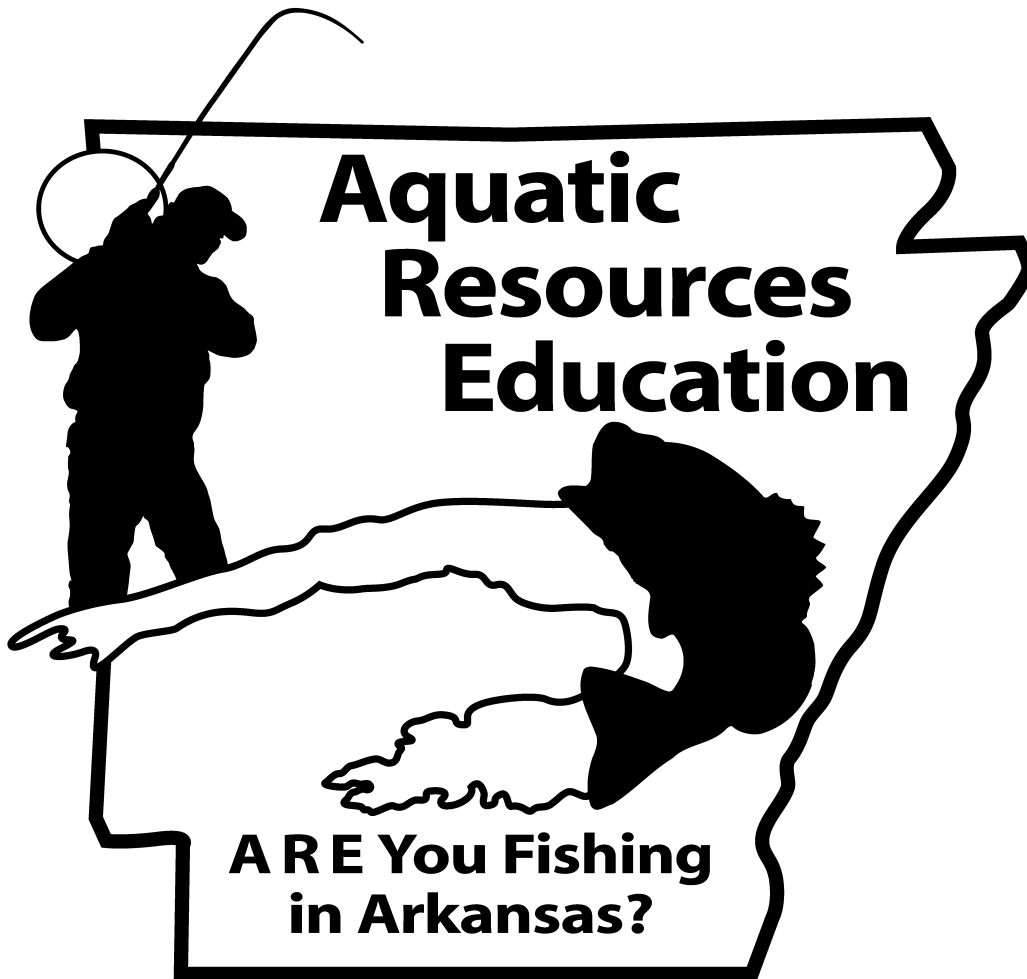


ARKANSAS GAME AND FISH COMMISSION
Aquatic Resources Education Program

Fishing Derby Packet



Revised November 6, 2015

Arkansas Game and Fish Commission Aquatic Resources Education Program



Fishing Derby Program

The Arkansas Game and Fish Commission receive numerous requests to stock fish large enough to catch for special events called fishing derbies. This is one of the Aquatic Resources Education Program's most prestigious endeavors and has become very popular all over Arkansas. The fishing derby program provides excellent fishing activities and affords good educational opportunities across the state.

The AGFC's intent is to provide high-quality outdoor recreation experiences and opportunities for children, the confined aging population and physically challenged anglers.

The fishing derby program is an extension of regular stocking. Much of the state's excellent fishing has been made possible by the AGFC's hatchery system, one of the largest in the U.S. The AGFC is dedicated to providing good fishing for Arkansans and visitors by stocking fish from five state hatcheries. The ARE Program seeks to involve young people in fishing, which helps develop sportsmanship and fishing skills.

The ARE Program is designed for children, especially those who would not otherwise have the opportunity to learn the basics of fishing.

Please read and follow all the rules and instructions on the following pages. Your attention to detail will provide you a successful event.

Arkansas Game and Fish Commission

Rules and Guidelines for Sponsoring a Fishing Derby

- **Annual or repeat derbies.** **Submit Form 1 by DECEMBER 15.** If this deadline is not met, fish may not be available for the derby. If you are using one of the bodies of water listed on Form 1-A, please follow the instructions on that form. Allow enough time for Form 1-A to be completed and returned to you to submit with Form 1 and meet the December 15 deadline. If you have not received your derby confirmation letter within 45 days of submission of your request please call the ARE office at 501-676-9506.
- **New or first-time derbies.** Complete Form 1 of the derby packet and submit to the ARE office **at least 30 days before the derby date.** If you are using one of the bodies of water listed on Form 1-A, please follow the instructions on that form. Allow enough time for Form 1-A to be completed and returned to you to submit with Form 1 and meet the 30-day deadline. **No new derbies between June 1st and June 20th no exceptions.**
- **Date or location changes.** All changes must be made at least 30 days before the derby. If you use Form 1-A, it must be re-approved and submitted to the ARE office 30 days before the event. The contact person listed on the derby request should make any changes.
- **Derbies must be held in a public body of water.** Small, enclosed impoundments are ideal. Municipal ponds or lakes, golf course ponds, camp ponds and ponds on business or industrial sites work well. Ponds with aquatic vegetation or overhanging limbs are not recommended. Large bodies of water do not work well.
- **Fish will be provided for one event per year per sponsor.** A sponsor may hold as many events as it wishes but the AGFC will provide fish for only one derby each calendar year.
- **An event must have at least 30 participants.** If your group is smaller than 30, team up with others in your community.
- **No fees or fund-raisers allowed.** This includes purchased tickets or required donations. Concessions are allowed at the derby site.
- **All creel limits and license requirements must be followed.** We recommend that you set a limit of three fish per participant to ensure that everyone has a chance to catch fish. Those 16 and older must have a valid fishing license to fish. A license is not required for a parent to assist a child during the derby.
- **Derbies are held between April 1 and Oct. 31.** Channel catfish are provided for derbies and catfish do not bite well when water temperature is low.
- **Derbies are designed for children, the confined aging population and physically challenged anglers.** Please remember derbies are for kids.

- It is your responsibility to apply by the deadline and to ensure the ARE office has your request.
- **Reporting Form 2 must be submitted to the ARE office within 30 days after the derby.** Please mail this form to the ARE office at 23 Joe Hogan Lane, Lonoke, AR 72086. Derbies that do not submit this form will not receive fish for their next year's derby.
- **Timesheet for Volunteers must have signatures of ALL volunteers at your derby.** We suggest placing the form on a clip board and have the volunteers sign as they arrive at the event. **All workers are considered volunteers, even AGFC employees.**
- **Registration forms.** Registration forms will be provided with the derby kit. Please have all participants complete a form and submit to the ARE office. **Mail registration forms ONLY in postage paid envelope.** Form 2 is sent to the ARE office as listed above.

Helpful Tips

- **Tailor the event to meet the needs of participants.**
- **Advertise as much as you can.**
- **Always remember: *Safety First*. Have a first-aid kit available.**
- **Avoid ponds with steep banks.**
- **Provide a drinking water station.**
- **Have plenty of volunteers.**
- **Make sure everyone has fun.**
- **Worms and chicken livers are excellent bait.**
- **Provide start-up advice to beginners.**

Call the ARE office at (501) 676-9506 if you have questions.

**COMPLETE ENTIRE FORM AND RETURN BY
DECEMBER 15.**

**Form 1
Derby Request**
(Request for sponsoring a derby)



Arkansas Game and Fish Commission
Aquatic Resources Education Program
23 Joe Hogan Drive Lonoke, Arkansas 72086



Phone: 1-877-676-6963

Fax: 1-501-676-2734

Sponsoring Organization: _____

Contact Person: _____ E-mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone (include area code): Office: _____ Home: _____ Cell: _____

Name of Pond / Lake: _____

Ownership of Pond / Lake: _____ Size: (acres) _____

City: _____ County: _____

Derby Date: _____ Time: (Start – End) _____ Expected Attendance: _____
(Rain Dates are not applicable.)

Give directions to the pond / lake on back of page.

Has your organization sponsored a derby in the past? _____ When? _____

May we post your derby on our website to invite public? _____

Record additional comments concerning your derby: participant's age, special groups, disabled, etc.

OFFICE USE ONLY

REFERENCE NUMBER _____

Report received for previous year _____ Amount approved previous year _____ Source _____

Amount Approved for Stocking _____ Approved by _____ Date _____

Hatchery _____ Stocked by _____

Date Stocked _____ Number Stocked _____ Pounds Stocked _____ Inches _____

Form 1-A



Site Approval (Required **only** if site is listed below)



**Arkansas Game and Fish Commission
Aquatic Resources Education Program
23 Joe Hogan Drive Lonoke, Arkansas 72086**

Phone: 1-877-676-6963

Fax: 1-501-676-2734

If your derby will be held in **CABOT** at the *Cabot Community Pond*, mail this form to: Cabot Parks and Recreation, Attention: Director, 508 N Lincoln, Cabot, AR 72023.

If your derby will be held in **HOT SPRINGS** at the *DeSota Pond*, *Entergy Park Pond* or *Family Park Pond*, mail this form to: City of Hot Springs, Attention: Office Manager, Post Office Box 700, Hot Springs, AR 71902.

If your derby will be held in **LITTLE ROCK** at the *Boyle Park Pond*, *Kiwanis Park Pond*, *MacArthur Park Pond*, *Ottenheimer Park Pond*, *Otter Creek Park Pond* or *War Memorial Park Pond*, mail this form to: Little Rock Parks and Recreation, Attention: Matt Gardner, 500 West Markham, Little Rock, AR 72201.

If your derby will be held in **MAYFLOWER** at the *Camp Robinson Firing Range Pond*, mail this form to: Arkansas Game and Fish Commission, Attention: Facilities Supervisor, Post Office Box 38, Mayflower, AR 72106.

This form will be signed by the authorized representative and returned to you. Form 1 and Form 1-A will need to be received at least 30 days before the derby **IF** this is the first derby, **ALL REPEAT DERBY REQUESTS ARE DUE BY DECEMBER 15.**

**** TO BE COMPLETED BY DERBY SPONSOR **ONLY** IF BODY OF WATER IS LISTED ABOVE:**

Sponsoring Organization: _____

Contact Person: _____ E-Mail Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number, plus area code: Office: _____ Home: _____ Cell: _____

Derby Date: _____ Time: (Start / End): _____ City: _____ County: _____

Name of Pond / Lake: _____

**** TO BE COMPLETED BY THE REPRESENTATIVE FOR THE BODY OF WATER (if listed above):**

The sponsoring organization (listed above) has permission to have a Kids Fishing Derby at

Body of Water: _____ on Date: _____

Signature: _____ Date: _____

***COMPLETE ENTIRE FORM AND RETURN WITHIN
30 DAYS OF EVENT***

Form 2

Derby Reporting Form
(To be completed **after** the derby)



Arkansas Game and Fish Commission
Aquatic Resources Education Program
23 Joe Hogan Drive Lonoke, Arkansas 72086

Phone: 1-877-676-6963

Fax: 1-501-676-2734

Sponsoring Organization: _____

Contact Person: _____ E-Mail Address: _____

Derby Date: _____ Body of Water: _____

The following information is essential for Federal Aid Reports. DO NOT LEAVE BLANK.

_____ Total Participants _____ Total Volunteer Hours of Attendance \$ _____ Donations
 _____ Total Volunteers _____ Total Volunteer Hours of Preparation _____ Total Fish Caught
 (Or estimate)

DONATIONS: *Estimate of Reasonable Market Value

Description	\$ Value
AGFC Derby Kit	N / A
Total	\$

Attach additional sheet if necessary

**THIS FORM MUST BE COMPLETED ENTIRELY, INCLUDING
VOLUNTEER SIGNATURES/HOURS, IN ORDER FOR YOUR NEXT
DERBY TO BE APPROVED!!**

COMMENTS: _____

TIMESHEET FOR VOLUNTEERS FOR FISHING DERBY

Derby Date: _____ Derby Location: _____

Volunteer's Name Please print clearly.	Dates of Volunteer Service	Hours of Volunteer Attendance	Hours of Volunteer Preparation	Time During Regular Job	Federal Employee (yes or no)	*Volunteer's Signature (Must be signed by actual volunteer)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

***All volunteers must sign the Timesheet. All workers** are considered volunteers for the derby, even AGFC employees. Please make more copies if needed. Transfer column totals to other side of form.

Lea Gray, ARE Coordinator