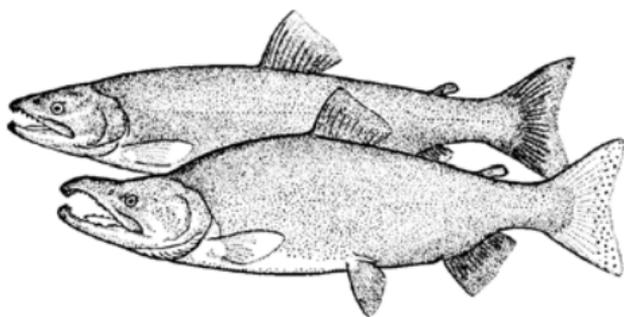


# 2014 Freshwater Sport Fish Guide Logbook and Vessel Registration

LOGBOOK NO. \_\_\_\_\_

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_  
ADF&G BUSINESS OWNER'S LICENSE NO.



*Please follow the instructions carefully  
as they have changed.*



**State of Alaska Department of Fish & Game  
Division of Sport Fish**

## **LOGBOOK INSPECTION**

*Upon request from any representative  
of the Department or any peace officer of the state,  
a person is required to present this Alaska Department  
of Fish and Game Freshwater Sport Fishing  
Guide Logbook for inspection.*

<b>Monday to Sunday Activity During the week of:</b>	<b><u>Postmarked or Received</u> by ADF&amp;G (Mondays):</b>
January 1 – April 6	April 14
April 7 – April 13	April 21
April 14 – April 20	April 28
April 21 – April 27	May 5
April 28 – May 4	May 12
May 5 – May 11	May 19
May 12 – May 18	May 27
May 19 – May 25	June 2
May 26 – June 1	June 9
June 2 – June 8	June 16
June 9 – June 15	June 23
June 16 – June 22	June 30
June 23 – June 29	July 7
June 30 – July 6	July 14
July 7 – July 13	July 21
July 14 – July 20	July 28
July 21 – July 27	August 4
July 28 – August 3	August 11
August 4 – August 10	August 18
August 11 – August 17	August 25
August 18 – August 24	September 2
August 25 – August 31	September 8
September 1 – September 7	September 15
September 8 – September 14	September 22
September 15 – September 21	September 29
September 22 – September 28	October 6
September 29 – October 5	October 13
October 6 – October 12	October 20
October 13 – October 19	October 27
October 20 – October 26	November 3
October 27 – November 2	November 10
November 3 – November 9	November 17
November 10 – November 16	November 24
November 17 – November 23	December 1
November 24 – November 30	December 8
December 1 – December 7	December 15
December 8 – December 14	December 22
December 15 – December 21	December 29
December 22 – December 28	January 5, 2015
December 29 – December 31	January 12, 2015

## Logbook Instructions

### VESSEL REGISTRATION

The following applies to all **powered and non-powered** vessels being used to conduct sport fishing guided activities:

- Must be currently licensed with the Alaska Division of Motor Vehicles (DMV) and hold a current AK Registration number or hold a current U.S.Coast Guard (U.S.C.G.) Vessel Documentation number.
- Must be registered with the Alaska Department of Fish and Game (ADF&G) and display an ADF&G vessel decal with the current year tag.
- Vessels borrowed or purchased in-season must adhere to the above criteria and display ADF&G sport fish guide vessel decals.

Upon registration, each vessel is issued two charter vessel decals and current year tabs.

**See page iii for instructions on vessels that are added midseason.**

### VESSEL DECALS/YEAR TABS

One set of ADF&G decals will be issued per registered vessel. Decals must be displayed and visible on each side of the vessel. Decals do not have to be applied directly to the hull of the vessel. Decals can be adhered to wood, fiberglass or plexiglas® which in turn is secured to each side of the vessel. Decals can be transferred from one vessel to another, as long as the receiving vessel has a current AK registration number from DMV or a U.S.C.G. documentation number and has been registered with ADF&G. Decals are designed to withstand several years of use. Annual tabs will be issued as vessels are registered. Annual year tabs are to be adhered directly to the decal in the designated area.

### RESPONSIBILITY OF OWNER & GUIDE

It is the responsibility of the **guide** to ensure that daily trip activity is accurately recorded as described on page v - vii.

It is the responsibility of the **business owner** (owner of the sport fish owner/operators license) to ensure that all data for fishing activities from January 1, 2014 through December 31, 2014 is submitted to ADF&G according to the schedule on the inside the front cover.

### WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING

While engaged in providing sport fish guide services, a sport fishing **guide** shall have the following readily available for inspection upon request of a representative of the Department or a peace officer of the state:

- Valid ADF&G sport fishing guide license;
- Copy of the current ADF&G sport fishing operator's (business owner) license of the guide's employer;
- Valid Alaska sport fishing license, tags, stamps or permits that are required to engage in the sport fishery for which guide services are being provided;
- Identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide (e.g. driver's license);
- Other agencies may have additional requirements (e.g. U.S.C.G.). It is the guides responsibility to determine what those requirements are.

## 2014 FRESHWATER SPORT FISH GUIDE

# Logbook Instructions

### WHEN TO COMPLETE A LOGBOOK

**Client Information:** The sport fish license number must be recorded for all paying clients, “comped” anglers, and crew that fished during any part of the trip. A “**comped**” angler is an angler who is **not paying** for this trip; it can include family, friends or other acquaintances.

The logbook must be completed at the end of each day of fishing or at the end of each trip within a day as described below through the last trip of the season.

The guide that leads the trip is required to complete this logbook per the schedule described below.

### VESSEL USED

#### **Returning to a lodge, camp, dock or mooring location:**

Complete the logbook before offloading any fish from the vessel. If no fish were kept, complete the logbook before offloading any clients.

#### **Returning to a boat ramp, launching site, or other client drop off location:**

Complete the logbook before the vessel or guide departs the launching /landing site **AND** before offloading any fish from the vessel.

If no fish were kept, complete the logbook before the guide departs the launch/landing site.

### NO VESSEL USED

#### **Aircraft, highway vehicles, walk-in, ATVs, etc.**

Complete the logbook before the guide leaves the fishing site. Fishing site is defined as the location where the fishing activity took place. Refer to the list of unique freshwater site codes provided with the logbook.

### MULTIPLE TRIPS PER DAY

Each trip of multiple trips in a day should be logged on a separate logbook sheet. Complete the logbook at the end of each trip, as described above.

### MULTIPLE DAY TRIPS

Complete the logbook at day's end for each day of the trip. Use a separate logbook data sheet for each day of that trip.

### MULTIPLE SITES FISHED

If multiple sites were fished on the same day, write down each site fished prior to leaving that fishing site per the instructions above. Each site would have the same date and would require a new logbook page. This includes those river systems containing multiple and unique site code numbers.

### RETURN THE LOGBOOK REPORTS WEEKLY

Fishing activity that occurs prior to April 6, 2014 is due to ADF&G by April 14, 2014; all activity, thereafter, must be received by ADF&G offices **EVERY WEEK** as detailed in the schedule provided on the inside of the front cover of this book.

For fishing activity that occurs in the early winter of 2015, please call the local ADF&G office for logbook instructions if the 2015 logbooks are not yet available.

**All 2014 logbook data must be received by January 15, 2015.**

**PINK COPIES ARE TO REMAIN IN THE LOGBOOK.**

# Logbook Instructions

## LOGBOOK ASSIGNMENTS/TRANSFERS

Logbooks are issued to individual licensed businesses. Due to the variety of ways that freshwater businesses conduct operations, the number of logbooks issued to a unique business will vary.

The business owner or their representative must determine how many logbooks that business will be required to have in order to comply with the recording requirements outlined in the instructions. For example, an operation that conducts business from a lodge with 6 guides may need more logbooks than a single owner/operator with one vessel that is trailered.

A logbook is assigned by ADF&G to the business; the business owner can distribute individual logbooks to a vessel or to a guide. It is up to the discretion of the business owner to distribute logbooks to employed guides in any manner that facilitates the timely recording of trip information as described previously in the instructions.

Remember: it is the responsibility of the **guide** to complete daily trip activity in the logbook. It is the responsibility of the **business owner** to ensure that all data is submitted to ADF&G in a timely manner.

## 2014 FRESHWATER SPORT FISH GUIDE

### How to Fill Out the Logbook

**ADF&G Sport Fish Guide License Number** - The current guide license number issued by ADF&G to the guide for a specific year. Only one guide license number should appear on each logsheet page.

**Date Fished**- The date for each trip taken. If multiple trips to multiple different fishing sites were taken on the same day, that date and unique trip information would appear on as many data sheets as there were unique trips. Although the date would be the same, client information and trip specifics may differ. If there were more than six clients, continue on a separate logsheet with the trip information and individual angler license information carried over to the next page.

**River/Stream/Lake (Specify)** - The name of the site where fishing activity occurred.

**Site Code** - Refer to the site code list provided with the logbook for the site code associated with the river, stream or lake where fishing activity occurred. Write the site code down as it appears on this list. If no site code exists for your fishing site, use the code for Other Streams or Other Lakes.

**Page Number** - On each logsheet, record the page no. if multiple pages were necessary to fit in all the client information. Note the total no. of pages used for that trip.

**Other Species Write-In** - On the line denoted with an \*, write in the name of the “other” species kept or released. Use the last blank column on the right to record this “other” species of fish as long as it does not already have an existing column. If more than one “other” species is kept or released, use an existing column, cross out the existing species of fish not present at this fishing site and write in the name of that second species.

Once a species has been written in, that column becomes dedicated to that species for the remainder of that logsheet.

*Examples of Other Species: pink (or humpy) salmon, chum (or dog) salmon, burbot, and whitefish.*

## How to Fill Out the Logbook (cont'd)

**Residency** - In the columns to the left of each sport fish license number, **circle**:

- **R** for **Resident** or **N** for **Nonresident**.

**Sport Fish License Number** - Record the current Alaska Sport Fishing License number, resident PID (permanent license number) or DAV (disabled AK veteran license number) of **each client, comped angler, and crew that fished**. A “**comped**” angler is an angler who is **not paying** for this charter; it can include family, friends or other acquaintances.

Record anglers under 16 years of age as “**Youth angler 1 (YA1), Youth angler 2 (YA2)**” etc., uniquely identifying them as 1, 2 or 3 for as many as fished on each trip.

Record the license numbers of those clients that **actively** fished during any part of the trip regardless of whether they caught anything. Use one line per angler, recording the license number and all activity on that line.

**Crew Status and “Comped” Anglers** should be noted to the right of each angler sport fish license number, if applicable, **circle**:

- **X** if angler is “**Comped**” (nonpaying) or
- **C** if angler is **Crew member**

### RECORDING SALMON AND OTHER SPECIES

**Fish Kept & Released** - Record the total number of fish kept (**K**) in the white row and released (**R**) in the gray row by each angler during that trip. Each angler’s license number has a dedicated line assigned on each logbook sheet. If the same angler goes on more than one trip on the same day, that angler’s license number will appear on as many logsheets as were used.

### PROXY FISHING INSTRUCTIONS

If a paying client is also proxy fishing for a beneficiary, that client **must** have the fishing license of the person for whom he/she is fishing. Write down the license number of the recipient of the fish (beneficiary), followed by a (**P**) to indicate proxy, e.g. **123456-P**.

Use two lines on the logbook data sheet, one for the angler’s license number and one for the beneficiary’s license number. Indicate (**R**) for Resident in the adjacent column; beneficiaries and those fishing for them **must** be residents of Alaska.

For permanent licenses (residents only), write down the entire license number, including the preceding alpha character, which can be a **P, D, T** or **Z**, i.e. **Z50148-P**.

### CONTACT INFORMATION

For questions or to register a vessel, please contact:

- Division of Sport Fish, Guide Licensing and Logbook Program in Anchorage, Alaska at (907) 267-2369 or (907) 267-2390.



Alaska Department of Fish & Game

# 2014 Freshwater Sport Fish Trip Logbook

RETURN TO: 333 RASPBERRY ROAD, ANCHORAGE, AK 99518-1565 • QUESTIONS: (907) 267-2369

LOGBOOKNO. \_\_\_\_\_

TRIP INFORMATION	Angler Residency		Sport Fish License Number of each Client, Nonpaying angler, and Crew <u>THAT FISHED</u> AND Record all those anglers under 16 as "Youth Angler" (YA1, YA2etc.)	Circle One if applicable		SALMON			TROUT				OTHER						
	Resident	NonResident		Comped	Crew	KEPT	RELEASED	KING	COHO	SOCKEYE	CUTTHROAT	RAINBOW	STEELHEAD	LAKE TROUT	DOLLY VARDEN/ ARCTIC CHAR	ARCTIC GRAYLING	NORTHERN PIKE	SHEEFISH	*
2014 ADF&G GUIDE LICENSE #: _____																			
DATE FISHED: _____, 2014 (Month) (Day)	R	N		X	C	K						KEPT							
	R	N		X	C	K						RELEASED							
RIVER / STREAM / LAKE (SPECIFY) _____	R	N		X	C	K						KEPT							
	R	N		X	C	K						RELEASED							
SITE CODE (REFER TO SITE CODE LIST) _____	R	N		X	C	K						KEPT							
	R	N		X	C	K						RELEASED							
PAGE NO. _____ OF _____	R	N		X	C	K						KEPT							
TOTAL NO. OF PAGES FOR THIS TRIP ↑ _____	R	N		X	C	K						RELEASED							
	R	N		X	C	K						KEPT							
*WRITE IN OTHER SPECIES HERE	R	N		X	C	K						RELEASED							

CERTIFICATION: I certify that the information provided herein is accurate and true. Falsification or omission of information on this form is punishable under AS 11.56.210(a) and 5 AAC 75.076.

**X** \_\_\_\_\_  
GUIDE SIGNATURE

CONTINUE ON NEXT PAGE IF MORE THAN 6 ANGLERS. CHECK IF TRIP INFORMATION IS CONTINUED ON NEXT PAGE: