

Captain's and Co Captains Run Sheet

Run Date _____

Run Time-pick up to drop off _____

Run Type (fishing/cruise) _____

Lake Pokegama Tioga

Client and phone _____

Contact _____

Captain _____ phone _____

Co Cpt _____ Phone _____

Comment for Captain— Wheel Chairs? How Many _____

Number of adults, Total _____ include both Client & Volunteers

Number of adults Fishing _____

Total Volunteer hours _____ includes all travel time to and from lake set up, clean up, and time on water for captain & host

Youth included yes no

Age 9-12 Age 13-

Boys		
Girls		

How many

Last run.... _____

Last Captain.. _____ Phone: _____

Next Captain..... _____ Phone: _____

Please Fill out and put under the steering column

Attention Did You; please check off as you do

Drain live well and rinse out

Turn **OFF** ignition switch

Make sure all accessory switches are **OFF**

Secure all life jackets

Secure all rods, reels, bait, landing net, tackle box

If anything is broken or needs anything please report

take down canopy using instructions on canopy

Pontoon lift in highest position (*pontoons out of water*)

Please leave the pontoon clean removing all trash

if needed there Is a portable vacuum in basement of golf course

leave the needed paperwork on the pontoon

Liability papers **NEEDED** for names of passengers

If they do not have liability papers get a list of names

Run record

Check supplies (*if low please replace*)

Return ice bucket to basement of golf course

Refreshments (*if needed are in basement of golf course*)

Treats (*if needed are in basement of golf course*)

Bait (*if needed is in basement of golf course*)

Gas (*half a tank or less report*)

If anything is low or needs repair

call 218-256-7958 and leave a message.

Prior to leaving double check and make sure Master

Switch is in the OFF position

Report any damage you see on the pontoon right away so we are able to fix .These steps are important in making sure our pontoon is clean and ready for the next outing

I have checked the above

Captain _____

If you have any comments please write on back