

GUIDELINES TO COMPLETING ANSA “LENGTH ONLY” RECORD CLAIM FORMS

By Geoff Hodge

Most of the items that you need to fill in on this Record Claim Form are self explanatory, but a few may be confusing to begin with, so I'll try to simplify these here, and have set this out by section from the top of the Form:

- If you're filling the form in on the computer you can use the “**Highlight Fields**” button in the top right hand corner and toggle this on and off
- There is no need to fill in **Date Received - Branch / National**
- No need to fill in **Record I.D. No.**
- Tick either **National, State, or Both**
- In the **Member Status** you have to tick the appropriate category.
- The **Name, Age, Address, etc** section is self explanatory, but you must have the branch as Queensland, and enter your ANSA Number. All members are sent a card when they join ANSA that has their individual members number on it, but if you have lost/misplaced it, the Club Treasurer or Membership Officer should have a copy of all of these or will have access to getting them.
- The section on **Species Common Name, etc.** is mostly self explanatory but you must name the reference guide used, and if using a reference book, you must put the page number and book edition in. This can be a *recognised* website such as the Queensland DEEDI site for Fisheries, and others, but check with your Club Recorder if you have any queries with this. You should also put in **Any Additional Information** to assist in the approval of the Claim. This can be as simple as whether caught on bait or lure, or the depth of water.
- The **Declaration by Angler** is self explanatory, but if you are filling the form in by computer you will have to wait until you have printed it to sign it.
- Also the **Witness to measurement** is self explanatory, unless there is no witness. Then you *must* include a photo of the capture and tick the “Yes” box.
- If you're filling in **Club Details** by computer, please put the name of the designated person in your club in the **Approved by**, and their position in the **Club Position**. Then put the **Date** you are giving them the form, their **Phone** number in and **Email** address, if known. Otherwise, if you are filling the form in manually, they can fill these in after receipt.
- Take a good look at the **Notes** at the bottom. This will tell you all you need to know about the measuring of your fish

That's It!! Done, Simple...