

# PSFF Outings Director

## Job Description

Outings are the heart of the Puget Sound Fly-Fishers. Quality outdoor experiences encompass the most important elements of appeal to members — social interaction, education and experiences. A group fishing outing should strive to attract as many members as possible through well-planned, communicated and coordinated efforts of the Outings committee director, who reports to the PSFF Board of Directors.

## Qualifications & Skills

The Outings director should have a basic knowledge of fly-fishing, local waters, gear, flies and tactics, as well as the ability to express encouragement and enthusiasm to members both in-person and through club communications. Also when required be comfortable to ask for help and information.

## Responsibilities

- Provide something for everyone.
- Use all available communication methods for planned and just in time activities.
- Have outings for freshwater (rivers/stream, lakes) and salt water.
- Have freshwater outings that target both cold and warm- water species.
- Have both weekend and weekday trips.
- Introduce members to new fishing locations.
- Have single day trips, as well as multi-day trips.
- Hold outings that encourage members to bring their kids and grandkids.
- Encourage all ages and sex types to participate and share knowledge.
- Always plan time to socialize before or after outings.

## Monthly Processes

### Newsletter and Publication Cycle

- The newsletter editor will send you an email mid-month with the deadline for entering your outings content for the next monthly newsletter. The editor will share via email the newly compiled newsletter for all contributors to review for accuracy. The editor then forwards a PDF of the newsletter to the web administrator for publication. This usually occurs during the first few days of the month to allow for members to read before the monthly meeting on the second Thursday of each month (except August, when there is traditionally no meeting).

## Outings Report for the Newsletter

- Store your work on the flash drive. For your current year folder, you can use the file from previous month to build the new monthly outings report.
- It's always helpful to select a lake with good stocking counts. Reference the WDFW Catchable Trout Plant info:  
[wdfw.wa.gov/fishing/reports/stocking/trout-plants](http://wdfw.wa.gov/fishing/reports/stocking/trout-plants)
- Select the date and location for the new outing(s). Try to give members at least 2 to 3 months' notice for an event to allow for club members to plan. Also mix it up with both weekends and weekdays. Take into consideration a balanced set of outings locations by various counties so club member driving distance isn't always too long. It is also important to have outings in a variety of water types: river/stream, lakes, and salt waters. Survey results shows club member prefer water types in the order just listed.
- It is not uncommon that members on their own visit other states and countries for that unique fishing experience. It is worth considering planning a PSFF type trip like this. A British Columbia fishing trip would be easy and low budget while destination trip with airfare adds more logistics and costs.
- Ensure the details for each outing include the following (reference past months/years for examples):
  1. Date & time
  2. Contact/Gilly name and phone number
  3. Outing water description details, fish, fly patterns and techniques
  4. Directions
- Save a copy of this monthly newsletter input file to flash drive.
- Using a Gilly for an outing is always helpful. Ask members for recommendations. An outing can proceed if no Gilly available but a Gilly allows you an option to not attend every outing.
- When your updates are complete, send your copy to the newsletter editor via email.
- After receiving your proof of the newsletter, check it immediately for accuracy or changes and return them to the editor.

## Special Outings or Events

- Large club outings, such as Park Lake outing (usually the third weekend of May), require extra communications and details. Share the information 2 to 3 months before the event. For Park Lake, the club commonly hires a local expert to speak. Reference the Contacts folder on flash drive for name(s).
- Commonly there will be other multi-day outings that that require extra planning and communication.

## Update PSFF Web Page with new information as required

You must be granted access by the web site administrator to continue.

- Sign in to WiX.com
- “PSFF Website” should be shown on screen. Click Edit (PSFF Website)
- At Page: Home (upper left) click the drop-down arrow
- Click “Outings”
- Reference above “Yearly Step” for required “edit text” areas to update
- Click “Publish” (upper right) when done.
- Verify your results by logging onto PSFF.org.
- If satisfied with your changes, on WiX, click Site (upper left) and Exit Editor

## Monthly On-site Meeting

Present your information about the outings at the monthly meeting, providing signup sheets and more outing details. Channel your inner salesman!

1. To create a signup sheet, use a template filed on the flash drive under “2021/Outings Templates.”
2. Create a fishing location overview file for the type of water being fished. Use templates also located at 2021/Outings Templates.
3. Edit as required for your outing. Several great examples can be found in the file under “2014/2014 Outing templates/LAKES.”
4. If new lake information is available at the WDFW website. Look under “Fish Washington” for the specific lake information.
5. If it’s a lake outing, try to find a topographic map.
6. Prepare and present a 5-10 minute presentation for each meeting. This presentation should include things like
  - A review of outings since the last meeting
  - A review of the outings scheduled for the next month
  - Key points that members need to be aware of. Things like reservations for multi-day outings and checklists for outings like the Annual Picnic.
7. Ensure pictures are being taken at outings. Collect on the flash drive and make them available in club communications and slide shows.
8. Send outing reminder emails to members listed on the signup sheet one week before an outing.
9. Also encourage new members (less than a year) via email.

## Yearly Process Steps

In December, prepare outings information on PSFF.org for the next calendar year. Permissions for editing access are to be provided by the web page administrator. Make the new year changes to:

1. Outdoor Outings and Activities
2. Message from Outdoor Activities Coordinator The new year's Outings Schedule

Details are noted below under Update PSFF web page