

Hartley Wintney Angling Society

Bailiff Agreement Document 01/04/2026 to 31/03/2027

By accepting appointment Bailiffs are deemed to have accepted & agreed to perform the Bailiff duties and requirements as set out below;

General

Bailiffs are the Society representatives most often encountered by Society Members & members of the public, everybody should be shown the courtesy & respect they deserve. Bailiffs should help, provide advice & assist Society Members and members of the public where appropriate.

Bailiffs should never place themselves or others in danger.

Bailiffs should avoid violent confrontation of any sort. When encountering poachers, thieves or vandals it may be advisable to gather as much evidence as possible and contact the Police and/or Environment Agency (contact numbers are printed in the Society Permit).

Bailiffs should cooperate with and assist other Society Bailiffs & Officers of The Society wherever possible.

Duties

- 1) Attend & carry out a patrol of designated venue on designated day.
 - 2) If unable to attend then try to arrange for cover by another Bailiff.
 - 3) Check permits of all anglers. Record all names & permit numbers (including day tickets) and include all details in report (see 11).
 - 4) Check that Society Rules are being adhered to.
 - 5) Check adequacy of fishing tackle/carry out rig checks where appropriate.
 - 6) Check all permits for previous endorsements (located at back of permit).
 - 7) Issue endorsements where appropriate and include such endorsements in report (see 11)
 - 8) Check that night fishing anglers at Church Farm hold a Night Fishing Permit and a booking confirmation. The booking confirmation may be in printed or electronic format.
 - 9) Note & report anything of relevance at the venue (eg litter, safety hazards, poor water quality, distressed fish, security issues etc).
 - 10) Send report via WhatsApp group while at the venue (even if no anglers present).
- Multiple reports may be sent while progressing around the venue if easier.
- 11) Maintain the confidentiality of any information regarding The Society, or any Society Member, gained while performing, or in connection with, Bailiff duties.
 - 12) Refrain from engaging in any disputes that may arise involving The Society, or any Member of The Society, on any social media platform.

Guidance Notes

Permits

All Members must have their permit with them, no permit, no angling, no exceptions.

Night Fishing, Church Farm

Booking is required, no booking, no night fishing, no exceptions.

Permit Endorsement

All rule infringements & warnings are to be recorded in the Members' Permit and reported.

Disciplinary Matters

HWAS has a zero tolerance policy concerning the following;

- 1) Aggressive, violent or intimidating behaviour.
- 2) Littering of any description.
- 3) Failure to remove dog fouling.
- 4) Failure to control dogs.
- 5) Unauthorised setting of fires.
- 6) Unauthorised cutting/removal of trees/vegetation.
- 7) Deliberate harming of fish stock or wildlife.

In the event that any of the above is witnessed then the Members' Permit (and key where applicable) should be taken and forwarded to the Committee who will then take appropriate action.

Day Tickets

Day tickets are only available, in advance from Yateley Angling Centre.

Any person found to be angling at any HWAS venue without a valid permit or day ticket should be asked to leave. Contact numbers to report illegal fishing are set out in the HWAS permit.

Any aggressive, violent or intimidating behaviour should be reported to the police, do not put yourself at risk at any time.

Exchange Permits

Church Farm

RDAA Members visiting Church Farm must collect an Exchange Permit & gate key from the RDAA Office in advance of visiting the venue. The RDAA ClubMate, virtual Exchange Permit is not valid for Church Farm.

Other Venues

RDAA Members visiting our other venues must obtain an RDAA ClubMate, virtual Exchange Permit or collect a hard copy Exchange Permit in advance.

Any RDAA Member not complying with these conditions should be asked to leave the venue and their details recorded and reported. These details will then be forwarded to RDAA for them to deal with their member.

Confidentiality

Any information or data acquired regarding Members or communications between Bailiffs & Committee should be regarded as confidential and is not to be shared under any circumstances.

Social Media

Please refrain from entering into any contentious discussions on any social media platform.

Your position as a Bailiff may mean that any comments you make may be taken as official HWAS policy. Any person wishing to enquire about any HWAS policy should be directed to committee@hwasfishing.co.uk.