



ASSISTANT TEAM LEADER (ATL) Checklist

COORDINATE Survey Logistics with Team Leader & Skipper: dock arrival time, location, boat restrictions, storage availability, weather, etc.

SURVEY

- Go over checklist with TL prior to going 'On Effort'. Team members initial the checklist
- Assist the TL as needed
- Observe dolphin.

POST SURVEY

- Assist TL as needed
- Complete the Evaluation Form at the end of survey. Return to Team Leader

TEAM LEADER Checklist

SURVEY FORMS - Download & Print from website as needed.

TL Clipboard Box – make sure all supplies are included for survey:

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|--|---|
| 1) 1x Pre-survey checklist | 8) Film canister labels |
| 2) 12-18 x Event Sheets | 9) 3-4 fine line red markers |
| 3) 5 x Survey Notes pages | 10) extra large rubber bands |
| 4) ? x Survey evaluations for each team member | 11) NMFS Permit |
| 5) 4 x MMPA Violation sheets | 12) plastic pouch with TDP flag |
| 6) 1 x Zone chart | 13) 3 x laminated info sheets; |
| 7) 4 x rolls film | 14) plastic pouch with two Digital camera cards and 'Protect Dolphin' brochures |

COORDINATE Survey Logistics with Skipper: dock arrival time, location, boat restrictions, storage availability, weather, etc. Be prepared for variable weather conditions

SURVEY

- Go over 'Pre-Survey Checklist' with team prior to going 'On Effort'. Team members initial.
- Monitor procedures of survey.
Traditional TL: Stay within the restrictions of MMPA (distance of 50 yards; do not follow)
PHOTO-ID TL: Stay within guidelines of NFWS Permit May follow dolphin with caution; May go within 50 yd NFWS limit.
- Enter team data on heading of Event Sheet; have Photographer take picture.
- Observe dolphins
- Enter dolphin sightings and other notable events on Event Sheet
 - Use military time
 - Check with Skipper for Latitude and Longitude
- Coordinate sightings with Skipper and Photographer
- Have Photographer photograph Event Sheet after each sighting entry.
- At the end of survey, distribute Evaluation Forms to team for completion. Collect forms.

POST SURVEY

Mail camera cards/film and completed survey forms to DATA ENTRY.

(Survey items may be submitted at TDP dinners when scheduled the same day of survey and opportunity permits.)