

## 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:

- |  |   |
|--|---|
| 1) 1x Pre-survey checklist                     | 9) Film canister labels                         |
| 2) 12-18 x Event Sheets                        | 10) 3-4 fine line red markers                   |
| 3) 5 x Survey Notes pages                      | 11) extra large rubber bands                    |
| 4) ? x Survey evaluations for each team member | 12) NMFS Permit                                 |
| 5) 4 x MMPA Violation sheets                   | 13) plastic pouch with TDP flag                 |
| 6) ? x Zone charts                             | 14) laminated info sheets;                      |
| 7) 2 x stranding reports                       | 15) two Digital camera cards                    |
| 8) 4 x rolls film                              | 16) plastic pouch w/'Protect Dolphin' brochures |
|  | 17) stranding brochure                          |

**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.)