



General Instructions for Taking and Recording Measurements for Rowland Ward's *Records of Big Game*.

1. Only trophies measured by Rowland Ward Official Measurers will be accepted for publication in *Rowland Ward's Records of Big Game*. Only a measurer may fill in the measurement information on the entry form, and the measurer that measures the trophy must be the person who signs the form. It is the responsibility of the trophy owner to transport the trophy to the measurer; please be considerate of the measurer's time. Measurers will not charge for their services and hunters/owners must not offer any form of compensation to a measurer for performing his duties. A trophy entry fee is charged by the publisher to cover the publication costs of the entries.

Measurers may not measure their own trophies if such a trophy falls in the Top 10, based on the entries of the latest edition of *RWRBG*. A measurer may not measure a Top-10 trophy where the measurer has an association with the hunter/owner of the trophy. Association shall include client, guide, outfitter, family member, booking agent, business associate, and so on. In other words, there may be absolutely no conflict of interest when measuring a Top-10 trophy for entry into the record book.

2. Before commencing a measurement, the measurer shall ask the owner if the trophy was previously scored by another Rowland Ward measurer. The measurer shall keep a copy of each filled-out and signed entry form. In rare instances the editors may ask the measurer for verification of the entry. The hunter or owner shall not ask a second measurer to re-measure the same animal unless he has sought permission from the editors. If a hunter feels that a measurer has measured an animal incorrectly, he/she must return to the measurer and express his concerns and state why he feels the animal deserves to be re-measured. In all cases, the measurer shall decide whether to do so. Seeking re-measurement of a trophy without permission may disqualify it for the book, but in any case, only the lowest-scoring total that was obtained by such activities will be accepted.
3. When submitting a trophy to the editors, it is assumed that such a trophy was legally hunted or legally acquired. The editors reserve the right to ask for official paperwork that shows the trophy was legally hunted or legally purchased. If such paperwork is not forthcoming in a timely manner, the animal will not be entered in the record book. No refunds of the entry fee will be given in such cases. Should the editors discover that a previously listed trophy was not legally hunted/obtained, such trophies shall be removed and, again, no refund will be issued.



4. For all horns, antlers, tusks, and skulls, a minimum period of 30 days must elapse between the time the trophy is shot and the trophy is measured. In that time frame the natural shrinkage of horns, tusks, and antlers is mainly complete. All rhinos must be measured after a 60-day drying period. Trophies may not be kept in any artificial conditions to prevent natural shrinkage during this period. As a special note, elephant tusks weighed in the field are not accepted for entry into the record book; the 30-day drying-out time applies here as well.
5. Each animal must be entered on a separate order form. Only the most recent entry forms, as found on rowlandward.com, may be used.
6. Acceptance by the editors of an entry form carries no guarantee of publication. Entry fees will not be refunded if information entered is false or incomplete and, thus, potentially causes a lot of extra work for the editors.
7. All measurements must be taken with a steel tape, steel cable, or steel calipers. For very small antlers and horns, a narrow strip of sturdy paper may be used to measure base circumferences. Method to employ: Wrap the paper strip around the base and mark with a pen where one side meets the other. Lay the paper on a flat surface and measure the distance indicated.

Measurements must be taken in inches (2.54cm), and weights must be recorded in English pounds (454 metric grams, or 0.454 kilo). Ivory is weighed in pounds; its weight should be recorded to the nearest pound. Weights falling at or above the half-pound mark are recorded at the next higher pound while weights falling below the half-pound mark are recorded at the next lower pound.

Measurements can be done in the metric system but must then be converted in accordance with a standard conversion table.

Horn and antler measurements are best taken with a steel cable. All fractions must be recorded as eighths: $1/8$, $2/8$, $3/8$, $4/8$, $5/8$, $6/8$, $7/8$. Do not record in quarters: $1/4$, $1/2$, and $3/4$ please; using quarter-of-an-inch measurements cause mistakes during data entry. The same holds true for skull measurements; enter these as sixteenths: $1/16$, $2/16$, $3/16$, etc.

Linear measurements should be taken as follows: Measure to the nearest eighth of an inch except for skull measurements, which should be taken to the nearest sixteenth of an inch; measurements of crocodiles are taken to the nearest quarter of an inch. Measurements falling at or above half the fractions indicated above are recorded at the next higher increment; measurements falling below the fractions indicated above are recorded at the next lower increment.



Field measurements of lengths of crocodiles should be taken at the time and place of the kill and should be attested to by the professional hunter or a witness, and the hunter.

8. Every trophy entry form must show the exact locality where the trophy was bagged. Examples include the name of a nearby river, mountain range, or village. Also acceptable is the name of the hunting concession or its block number. The name of the country must always be given, and the place where the trophy was taken must be tied in with a geographical place name readily identifiable on Google or a standard map of the country. Only if the above cannot be ascertained, a location based on the compass quadrant system, e.g. southwestern Sudan, is acceptable. Incomplete measurement forms will be placed on hold and additional information requested.
9. In case the tip of a horn or antler has worn unevenly or the base of a horn is uneven, making it difficult to determine the starting or end point, a piece of carton or wood may be used to establish a straight edge. This straight edge is used to establish the end point. This is referred to as “carding off.” This straight edge must always be at a 90-degree angle to the axis of the horn. See individual methods for more details on carding off.
10. No measurements will be accepted for damaged and repaired trophies unless the measurer is absolutely certain that such repairs have not added to the measurements. In all cases, repaired trophies must be noted on the entry forms. Special care must be taken with split skulls, and the measurer must be completely satisfied that the splitting of the skull did not increase any dimension.
11. When recording an abnormal, malformed, perceivably unbalanced, or freakish set of antlers, teeth, tusks or horns, all official measurers should refer the trophy to the editors for a decision, along with appropriate guiding data and photographs. All such trophies must be noted on the entry form and must be reported to the editors at the time of submission. Examples include hippos with no upper incisors, roe deer with exceptionally thick skulls, or deer with grossly malformed antlers (double bases) because of injury or disease, etc. With swine especially, the upper incisors must be present in the normal place and in normal shape for a measurement of the lower tusks to be acceptable.
12. Animals from Zoos, Circuses and other enclosed populations are not eligible for inclusion. In the past the RWRBG has accepted such animals on a limited basis and they are retained in the records for historical purposes.
13. Pick up trophies are acceptable from any population that is accepted into the RWRBG as if they were hunted. Pickups from game fenced areas are not acceptable unless they would be if the animal was hunted. Pick ups for which the location cannot be determined with certainty are not eligible for inclusion.



14. Antlers in velvet of any deer species, which includes caribou and moose, will not be accepted.
15. Official scorers shall never measure live animals under any circumstances.
16. All measurements submitted shall be for the left or right antler, tusk, and horn of the animal. Thus, when standing behind an animal, the measurer looks at the left and right antlers of said animal and when standing in front of the animal the animal's right antler is at the person's left side and vice-versa. The data filled in on the entry form will reflect this.
17. Only completely clean skulls will be measured. No partially cleaned skulls, skulls with flesh, fat, and pieces of hide will be measured.
18. The minimum dimensions listed for the acceptance of trophies for entry into the record book may be modified at any time at the discretion of the editors.
19. The Rowland Ward record book is published every four to five years; the next edition is scheduled to be published on 1 November 2019. Normally entries are accepted up to six months before the publication deadline. Please send in your entries early, for should there be any omissions, mistakes, or unclear data on entries submitted right before the deadline, your trophy's entry will likely miss the next edition of the book.
20. Ordering a certificate, a plaque, or other Rowland Ward products may be done on the entry form, which is downloadable from rowlandward.com. An order for a certificate and or plaque can only be accepted with a paid entry for the record book, unless the animal was previously recorded. Certificates are available digitally as well as in paper.
21. New categories will be considered for native game animals. New categories shall comply with the Rowland Ward Ltd.'s Guiding Principles. The editors will keep both scientific and hunter's traditional categorizing of species and subspecies in mind when making decisions. The editors of Rowland Ward will also consider categories for non-native game ("introduced" or "exotics") if they adhere to the rules laid out here, Rowland Ward Ltd.'s Guiding Principles, and if they comply with the following: (1) There must be at least five approved entries before a category is opened; (2) No non-native dangerous game animals will be accepted; (3) Non-native game animals submitted for entry must come from a self-sustaining breeding population that are not from a game-proof fenced area.
22. All entries submitted and paid for can be considered as accepted and will be published in the next edition as long as (1) the minimum as posted on rowlandward.com is equaled or surpassed and (2) if you have completed the entry form completely (3) and you have received no notification for additional information from RW.



23. Should an animal be remeasured for whatever reason, please clearly state so on the entry form in the comment section. Reasons for re-measurement can only be (1) a method was changed and you are submitting the same trophy under a new method (2) the trophy is already listed but the name of the owner has changed (3) a second measurement for a top 10 trophy. All other trophies should be new measurements.
24. Clear, focused side- and front-view photographs should accompany an entry form in the following instances: (1) all Top-10 entries; (2) all duikers; (3) dwarf buffaloes; (4) Angola or back faced impalas; (5) all dwarf antelopes; (6) bonteboks (back of the horns, front facial and rump photo); (7) Robert's, Bright's, and Peter's gazelles (side and front facial and rump photo); (8) white-eared kobs. All such photos shall be "in the field" photos. Digital photos must be a minimum of 300DPI (12 dots per mm) or 2100 x 1500 pixels.
25. Geographical Divisions. *Rowland Ward's Records of Big Game* is divided into the following four geographical regions for record keeping purposes.
- I. North and South America which includes all of the Canadian Arctic, and Greenland. All Islands found in the Pacific East of the international date line.
 - II. Africa which includes Madagascar and Mauritius.
 - III. Europe and Asia which includes Iceland, Svalbard, all of the Russian Arctic west of the international date line.
 - IV. Oceania which includes Australia, New Zealand, New Guinea, New Caledonia.
26. Entries may be sent to Rowland Ward Ltd., 15621 Chemical Lane, Huntington Beach, CA 92649, USA; however, digital submissions are preferred. Scan the entry form or use a PDF form that can be filled in online and submit to info@rowlandward.com .