



DIRECTOR'S CHECKLIST

Forms to send to the Membership Director after 1st Zone:

- Confirm information of each player on spreadsheet (file from Membership Director) is correct.
- If needed, record any changes and update the spreadsheet.
- Record whether the player is affiliated, a youth coach, or a standard membership.
- Add any new player information to the New Members tab on the spreadsheet.
- Ensure all cells of both tabs of the spreadsheet are completed (with the exception of the ON number). If information is missing, the player will not receive an NDFC card.

To be sent after every shoot:

- Email Electronic workbook within **48 hours** to the Adult Director, Treasurer, and President.
- Email updated player spreadsheet within **48 hours** to the Membership Director.
- Complete your deposit and email the Treasurer within **48 hours**. Your email must include the date and amount of the deposit (as well as eTransfer password if this method is used).

2nd Zone:

- You will have received the cards for your players and they can be added out.
- Confirm with the Membership Director if you are missing any cards.

3rd Zone:

- Email completed Director's Qualification form to Adult Director and President.

4th Zone:

- Scan and email hotel questionnaires to Adult Director and President within **48 hours**.
- Any new members registering at this zone will have their card provided to their Zone Director at the Provincial Championships.

Financial report sheet (must balance with the deposit being made)

Cheques are to be made out to Darts Ontario or make a direct deposit into the Darts Ontario ScotiaBank account: 40162 0141313*.

*Send an email to the Treasurer with the date and amount deposited before or directly after the deposit has been made. (treasurer@dartsontario.com)

Directors are to keep a copy of the membership form, round robin & knockout sheets, a list of new members requiring cards, the worksheets & all point sheets in the binder.