BRITISH DARTS ORGANISATION

BDO CODE OF PRACTICE NO 1 - SETTING-UP & CONDUCTING DARTS EVENTS

This Code of Practice has been drawn up for the guidance of BDO Member Darts Organisations involved in setting-up and conducting darts events within their own Organisations.
It is based on the established procedures adopted by the BDO and should ensure smooth progression from the entry stage ; to the draw ; through registration and matchplay ; and finally to the recording of event finalists records. The basic principles involved should be strictly adhered to throughout the event.

1.0 LOGGING OF ENTRIES
1.01   All eligible entries , once accepted, shall be numbered, and logged on alphabetical sheets.
I.E. : All entries beginning with "A" shall be logged on a sheet headed "A", similarly with "B", etc.. This logging system provides a quick reference to prevent double entries being accepted in error.

1.02   Wherever possible a player"s name shall be logged in full. I.E. : David Jones not D. Jones, if more than one player, with the same name has entered, then some additional means of identification shall be logged, I.E. David Jones (Glamorgan), and David Jones (Staffordshire). This procedure will assist the Registration Officials on the day of the event, and more important, the right player will approach the Control Desk when that player"s name is called over the public address system.

1.03   An acknowledgement of the receipt of an entry form shall only be effected if a self addressed envelope is enclosed with the entry form, together with sufficient postage to cover the cost of the return of the receipt.

2.00 CONDUCTING AND RECORDING THE DRAW
2.01   When listing each name on the Tournament Draw Sheets, and Assignment Cards, the **FULL** name should always be entered, together with the tournament entry number, and, if necessary, any

2.02   Matchboard numbers, and scheduled times of play shall both be allocated to the Tournament Draw Sheets and Assignment Cards on completion of the Draw.

2.03   The Group/Matchboard numbers and scheduled times of play shall also be logged on the alphabetical list of all tournament entries as the Draw is conducted. This procedure will assist the Registration Officials in advising each player of his Group/Matchboard, and scheduled time of play when he registers at the stipulated time prior to the event.

3.00 REGISTERING
3.01   All players, or teams, **MUST** register before the start of an event, and shall be advised at that time of the Group/Matchboard number that has been allocated . They shall also be advised of the scheduled time of their first allocated match or have their attention drawn to the fact that they can determine the scheduled time of their first allocated match by referring to the Tournament Draw Sheets displayed at a convenient point for them to view.

3.02   A copy of the alphabetical list of tournament entries can be marked up by Registration Officials as each player, or team, registers. This marked up copy provides a quick cross reference for use when conducting tournament matchplay to answer queries on whether a player, or team, has registered for the event .

Vic Sexton 30th October 2011

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4.00 CONTROL OF TOURNAMENT MATCHPLAY

4.01   Providing that the above procedure has been effected, players, teams, shall be introduced into tournament matchplay by calling them up, over the public address system at the scheduled times of their allocated matches. IE: "All 10 o"clock players, or teams report to the Control Desk". It should not matter if the event is running ahead of, or behind time the players. or teams should respond to the scheduled match times called up.

4.02   The Control Desk Officials shall then identify the players, or teams, and conduct the draw, mark up the Assignment Cards for reference by the Matchboard Official, - they shall also mark up the Tournament Draw Sheets indicating that both players, or teams, have turned up at the Control Desk, the winner of the draw, and the number of the assigned Matchboard being used for that match.

4.03   Only the names of missing players, or teams, need be identified and called individually over the public address system, - it is strongly recommended that announcements and „talk" is restricted to the bare minimum necessary to run the tournament. Obviously this is less confusing and distracting to any players, or teams, already engaged in tournament match play.

4.04   On completion of each match in each round the Control Desk Officials shall mark up the winners **FULL** name and tournament number in the appropriate space in the next round, - it is essential to transfer **ALL** relevant details.

4.05   Wherever possible the Tournament Draw Sheets on general display to the public shall be kept up to date, this will reduce the number of enquiries at the Control Desk by both players and spectators.

4.06   It is advisable to appoint an additional Official at the Control Desk to deal with enquiries ONLY, other Control Desk Officials can then direct any enquiries other than those associated with Matchplay to that Official, - located at a point adjacent to the Control Desk, he should be in possession of a copy of the alphabetical lists of all tournament entries, which have also been marked up by the Registration Officials.

5.00 PRIZE DISTRIBUTION RECORDS

5.01   It is essential that a record is kept of all prize winners in a tournament. The player, or team representative, shall give his full name, address, and telephone number on the record sheet in the appropriate columns. He shall also sign the record sheet as a receipt for receiving the award, or prize monies, for the respective position attained in that tournament.

5.02   The publicity of any information regarding the winners of a tournament can be verified from the record sheets kept for that tournament. Some members of the press like to conduct personal interviews with tournament finalists, - the records provide a ready reference for personal information. Any financial enquiries from the Inland Revenue, the DSS, etc., can also be verified from the records.

NOTE – that you are obliged by law to provide information on request from these offices.

5.03   Similarly if a tournament is run on an annual basis, each record sheet will form a page in the honours list for that tournament and can be used to verify the historical records of the tournament.

Vic Sexton 30th October 2011