



Roles of Committee Members within a Dart Club

ROLES AND RESPONSIBILITIES OF COMMITTEE PERSONNEL WITHIN A DART CLUB PLAYING WITH WEST COAST MEN'S DARTS ASSOCIATION (INC)

Part of the commitment of the Clubs in West Coast Men's Darts Association is that your Club appoints the following Committee people:

President

Responsible for the smooth running of the dart club and ensuring that all members abide by the Playing Rules of the Association and are aware of their commitments to belonging to a team.

Chairing committee meetings held within your Club.

Making sure that responsible people are appointed in each team to ring the game results through to the Association Recorder at the end of each home game.

Reading all Minutes of Meetings held by the Association and instigating any action required as a result of those meetings.

Vice President

Optional position – Support for the President.

Secretary

Responsible for all correspondence in and out on behalf of your dart club.

Preparing the Agenda and taking the Minutes of your Club's meetings.

Keeping copies of all the Association's Minutes of Meetings.

Treasurer

Collecting and banking all playing fees – the Association fees are a \$30.00 nomination fee for each team and \$6.50 per player per night.

Paying the playing fees by the due date to the Association's Treasurer as per the invoices sent by the Association's Treasurer.

Payment of all financial expenses incurred by your Club.

Responsible for collecting and banking any monies raised through raffles etc held within your Club.
Keeping copies of all bank statements for your Club and presenting the financial reports of your Club at each of your Club meetings.

Making sure each player is a financial member of your Club.

Recorder

Responsible for double checking all game sheets for ALL teams playing each night for all games played at your home venue.

Responsible for posting the white game sheets to the Association Recorder to be received by the Recorder by following Wednesday.

On the nights when your team/s play away, the Recorder is responsible for checking the averages of your team/s only.

Recorder also calculates each player's progressive average and is responsible for making sure these sheets are posted within your Club.

Making sure that the Club's Delegate has a copy of all progressive averages for each player within your Club to hand to the Association's Recorder at each Delegates' Meeting.

Making sure that each player within your Club is registered with the Association. The Association provides a Registration Book for this purpose and you must ensure that the sheet is completed fully and then the top copy (white) must be sent to the Association's Recorder.

Making sure that all notices and weekly ladders are placed on display within your Club.

Sending all nomination sheets for any events to the Association Recorder by the due dates.

Club Delegate

Each month your Club Delegate must attend the Delegates' Meetings held at Olympic Kingsway Sporting Club and bring the progressive averages of all of your members along to that meeting each month. The Delegates' Meetings commence at 7.30 pm.

Ensuring that the copies of the General Committee Meeting and the Delegates' Meeting Minutes are handed to the President of your dart club.

Reporting all information from the Delegates' Meetings to your President.

Reporting on any matters of concern or requiring clarification or discussion at the Delegates' Meetings as directed by your Club.

If your Club does not wish to comply with these commitments, then your Club will not be accepted into the West Coast Men's Darts Association competition.

If you have any queries regarding these commitments, then please call the West Coast Men's Darts Association Recorder on 0422 325 647.