EASTERN ONTARIO DARTS ASSOCIATION

DIRECTOR'S CHECK LIST

1ST Zone Shoot – Membership Google Docs

- ☐ Confirm information of each player on spreadsheet (google docs) is correct.
- ☐ If required, record any changes and update the membership spreadsheet.
- ☐ Record whether the player is affiliated, a youth coach or a standard membership.
- ☐ Add any new player information in 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 **Vice-President** & **Financial Director.**
- ☐ Complete your deposit/e-transfer and email the **Financial Director** within **48 hours**.
- ☐ Your email must include the date & amount of the deposit. If a password is required for the e-transfer the Financial Director will let you know what it is prior to the 1st shoot.

1st or 2nd Zone Shoot

- ☐ You will have received the cards for your players & they can be handed out.
- ☐ Confirm with the **President** if you are missing any cards.

3rd Zone Shoot

- ☐ Email completed Director's Qualification form to **Vice-President.**

5th Zone Shoot

- ☐ Scan & email completed hotel questionnaires to **Vice-President** within **48 hours.**
- ☐ Any new members registering at this zone shoot will have their card provided to their **Zone Director** at the **Eastern Provincial Championships**.

***Send an email to the Financial Director with the date, the amount and the zone number after each time that you have e-transferred/deposited funds for EODA.**

Financial Director – Dave Coward – eodafin.dir@gmail.com

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