



Washington Area Darts Association

Captain's Checklist

Captain's Season Contact List and Season Checklist

Washington Area Darts Association

www.wadadarts.org

<https://www.facebook.com/wadadarts>

https://twitter.com/WADA_Darts

888-353-3710

1 Report Scores • 2 Executive Director
3 Chairman of the Board • 4 Secretary

Send scores to scores@wadadarts.org

FAX 888-476-0663

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Officers

Executive Director

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Webmaster/Secretary/Treasurer

Pat Martin

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secretary@wadadarts.org

treasurer@wadadarts.org

Tournament Director

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board@wadadarts.org

(includes all board members)

board.chairman@wadadarts.org

Laura Wilkinson (Chairperson)

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Laura Wilkinson (DC)

Joshua Sanderlin (DC)

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George Quinn (MD)

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Addison Hunt (MD-ALT)

board.vae@wadadarts.org

Vacant (VA East)

Vacant (VA East)

Robert Sobelman (VA E.-ALT)

board.vaw@wadadarts.org

Chris Moore (VA West)

Mike Tucker (VA West)

Brian Skapura (VA West-ALT)

Review this packet and our website

Thank you for helping your fellow darters by agreeing to Captain the team. Read and become familiar with the Rules of Play, which are available online and as an optional handout for your Captain's packet. If you have questions or problems, contact the Executive Director or your Regional Directors.

Visit the website regularly for information and updates. It is your responsibility to check your team's information on the website to be sure the Roster is correct and shooters and sponsors fees payments show paid on the website.

Season Checklist

In addition you should review the Season Checklist as well as this document so that you are comfortable with being a captain. You don't have to know all the answers but it's a good idea to know where to find them and who to contact when you have questions.

Week	Season Checklist
1	Gather fees & submit Roster to roster@wadadarts.org . Preliminary roster is not official until you resubmit it.
2	Fees/Roster deadline is this Saturday. Payment and Roster form must be received for team to be shown as "Paid." Sponsor invoices are mailed Monday.
3	3% penalty points assessed for unpaid teams. Roster & fees must be received this Saturday or team will be dropped for rest of the season
4	Deadline for 10% Sponsor Fee discount.
5	Check the website to be sure your Sponsor fees are paid. Contact Sponsor if necessary. Sponsor statements are mailed Monday
6	Sponsor fees must be received this Saturday or team will be dropped for rest of the season
7	Check Weekly/website for dropped team(s).
8	Check online Roster – Is it complete? Are names spelled correctly?
9	Last week for subs or to add new players.
10-14	No more subs or new players. No postponements without prior approval of Executive Director for balance of season.



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So you're a Captain now

Captain's Season Contact List and Season Checklist (continued)

League Nights

The Team. Make sure your team members know where each match is to be played. Captains fill in the lineups for the first section of play which must be exchanged by 8 pm, and the first game must be started by 8:10 pm. Captains are allowed to start the matches early if both captains are in agreement.

Using Score Sheets. Each week, print the online scoresheet which pre-fills each player's full name and WADA number for each team. A sample scoresheet with instructions is also available on the website. Captains are responsible for the completion, accuracy, and neatness of their score sheet. This will ensure that you have the most current lineup and roster information as well as the correct spellings.

Recording Wins, Losses and Highlights. During play, you should record the results of each leg, game and match and be sure to include Wins, losses and highlights that are clearly marked. At the end of the match each captain must sign both scoresheets. If a disagreement occurs please contact us via phone or email and be sure to note where the disagreement took place. Captain's will help us with our accuracy if they can include Singles and doubles wins and losses in the highlight section along with minimum highlights.

Mark your highlights so we get them in the Weekly!

"A" League: 7Mk, T40, T40 in/out, 5 bulls or better

"B" League: 6Mk, T20, T20 in/out, 4 bulls or better

"C" League: 5Mk, 100, 100 in/out, 3 bulls or better

If you are missing highlights, your score sheet may have been incorrectly filled out or the handwriting was too hard to read. Please resend them in an email to scores@wadadarts.org and note that you are missing highlights and what week they were hit.

League Night Questions

We try to be available to answer questions and concerns as they come up. If you have an issue that you feel needs to be resolved on the spot you will want to contact an officer or board member. On league nights you can call 1-888-476-0661 or 1-888-353-3710 ext. 2. to reach the director or leave a message. Please leave as detailed a description of the question or discrepancy and we will try to address it as soon as possible. Sometimes due to network coverage and availability it may take up to 24 hours to respond. If you can not reach us live you can protest a match in accordance with the WADA Rules.

Reporting Results

Both captains must report the match results and submit their score sheet (signed by both captains) within 48 hours to scores@wadadarts.org or phone/fax 888-476-0663. Three (3) penalty points will be assessed for failure to submit by the deadline.

Roster & Shooters Fees

The team Roster, membership fees and shooters fees are due by the end of week two (2). A 3% penalty points will be assessed (each week) for failure to submit roster/fees by the deadline. ROSTER: Email (roster@wadadarts.org) or fax (888 476-0665) the completed Roster form, then pay online via credit card or bank account debit. Complete ALL information on the team Roster. WADA does NOT sell nor share its members' information – it is only for internal WADA use. Players may be added through the end of Wk 9.

The Weekly Newsletter

The WADA Weekly newsletter is posted on the website and emailed to all current season shooters. There is a link on the main page of the website to subscribe to the Weekly. We strongly encourage all captains and players to view the weekly to keep up with news and information about the league.

Send pictures, news and announcements about dart and sponsor related information to us so that we can include it in the Weekly for all to see. In addition try to attend board meetings, especially when they are in your home region. We encourage everyone to attend WADA board meetings and other events we host.

Good sportsmanship and proper dart etiquette shall be the prevailing attitude at all WADA Events. Our league depends on our members and how you represent yourselves at our host establishments.