



Washington Area Darts Association

Captain's Checklist

Updated for 18WIN on 12/11/2017 by Pat Martin

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

4201 Wilson Blvd #110-312

Arlington, VA 22203

Officers

Executive Director

Ronda Daly

Director@wadadarts.org

Assistant Executive Director

Brad Stauffer

Director@wadadarts.org

Secretary/Treasurer/Webmaster

Pat Martin

secretary@wadadarts.org

treasurer@wadadarts.org

Webmaster@wadadarts.org

Tournament Director

George Quinn

tournaments@wadadarts.org

Board of Directors

board@wadadarts.org

(includes all board members)

board.chairman@wadadarts.org

Laura Wilkinson (Chairperson)

board_dc@wadadarts.org

Rich Lewis (DC)

Vacant (DC)

Vacant (DC-ALT)

board.md@wadadarts.org

Michael Simone (MD)

Vacant (MD)

Addison Hunt (MD-ALT)

board.vae@wadadarts.org

James Moffett (VA East)

Joe VanVoorhees (VA East)

Robert Sobelman (VA E.-ALT)

board.vaw@wadadarts.org

Jason Pawlowski (VA West)

Vacant (VA West)

Vacant (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. 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

Review the Season Checklist below 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. The [Captain's Packet link](#) on the League page of the website has links to everything mentioned in this document and is a very handy reference.

| Week | Season Checklist |
|-------|---|
| 1 | Gather fees & verify the Preliminary Team Roster emailed to you by secretary@wadadarts.org . |
| 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? (<i>used for season trophies</i>) |
| 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 [pre-populated Excel scoresheet](#) which pre-fills each player's full name, WADA number and WARP 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 legibly 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. Captains 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 match results. Report scores by noon the day after the match. Submit scoresheet (signed by both captains) within 48 hours of the match. Please use the [online score submission](#) (or alternatively to scores@wadadarts.org or phone/fax 888-476-0663). Five (5) penalty points will be assessed for late, incomplete and/or illegible scoresheets ([see Rules 10 & 11](#)).

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. Unpaid teams will be dropped by the end of week three (3). ROSTER: Verify Roster received via email from secretary@wadadarts.org OR submit completed Roster form to roster@wadadarts.org or fax (888 476-0665). [Pay fees online](#) via credit card. 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.