



Washington Area Darts Association

Captain's Checklist

Updated for 20WIN on 1/10/2020 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

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Secretary/Treasurer/Webmaster

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Webmaster@wadadarts.org

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(includes all board members)

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Vacant (VA E.-ALT)

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Jason Pawlowski (VA West)

Lori Quinn (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	Collect fees & verify the Preliminary Team Roster emailed to you by secretary@wadadarts.org .
2	Fees/Roster deadline is this Saturday. Make fee payment for the entire team online. Sponsor invoices are emailed Monday to sponsor with cc to Captains.
3	3% penalty points assessed for unpaid teams. Fees & Roster Verification must be received this Saturday or team will be dropped for rest of the season
4	Remind your Sponsor to pay their fees.
5	Sponsor statements are emailed Monday to sponsor with cc to Captains. Captains are emailed when sponsor fees have been paid or check the website.
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.

Score Sheets. Captains are responsible for the completion, accuracy, and neatness of their score sheet. Each week, print the pre-populated [Excel scoresheet](#) which pre-fills each player's full name, WADA number and WARP for each team. 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, 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. 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 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 scores@wadadarts.org or 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

Captains are responsible for completing/verifying the team roster and collecting membership and shooter fees for the entire team. [Pay fees online](#) via credit card by the end of Wk 2. 3% penalty points will be assessed for failure to submit roster/fees by the deadline. Unpaid teams will be dropped by the end of Wk 3. Players may be added through the end of Wk 9.

Sponsor Fees

Captains are responsible for ensuring their sponsor fees are paid by the end of Week 6. Sponsor invoices are emailed week 2 and Statements emailed week 5 (captains are cc'd on both emails).

The Weekly Newsletter

The WADA Weekly newsletter is posted on the website and emailed to all current season shooters. 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 the Director so we can include it in the Weekly. 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.