



Cleveland Darts Organisation

PLAYERS HANDBOOK





Introduction

The Cleveland Darts Organisation (CDO) would like to offer our congratulations on you being selected to represent your county.

This is a fantastic achievement, and we wish you every success in every match you play.

The purpose of this manual is to provide all players and officials with an understanding of Cleveland Darts Organisation, its operational requirements and general culture.

It also aims to provide guidelines for all players in respect of required standards and conduct when representing Cleveland on and off the oche.

All players are encouraged to read the enclosed information thoroughly and to ensure that this document remains in your possession at all times for ready referral.

This handbook has been prepared for you as a ready reference to information for each competition and should be referred to on a regular basis.



Darts Mission Statement

Values

- We are ONE team. This means we hold the following values and are constantly guided by them.
- We are relentless in our pursuit of improvement and success.
- We strive to develop an atmosphere that is conducive to darts success.
- We aim to be an organisation that promotes and supports the aspirations of players aiming to play at a higher level.
- We base recognition and promotion on consistent performance.
- We value open and honest and constructive communication.

Vision

We will:

Be renowned as the most consistently competitive County in the competitions in which we are represented and excel in the way we go about;

- Playing darts on and off the oche.
- Preparing to play darts
- Socialising through darts.
- Be perceived by our competitors as a worthy opponent whenever we play.



“Golden Rules”

To play at for Cleveland is a privilege and one that you deserve. We have included a number of “Golden Rules”, the contents of which are totally endorsed by the committee.

1. Do your very best at all times and never criticise your team mates.
2. Present the best Cleveland Darts image possible, incorporating a hard attitude and mental toughness clearly evident to others.
3. Plan to succeed leaving nothing undone in terms of preparation.
4. Give 100% support to your captain and team-mates, both on and off the oche.
5. Players and friends are to treat the venues and fellow visitors with a courteous, respectful manner i.e., noting appropriate dress codes, language and behaviour in general.

Darts Etiquette

1. Under no circumstances should anyone bring their own food or drink into the venue.
2. No player may racially vilify another on or off the field of play at anytime.
3. In times of disappointment, players are expected to control their language and behaviour.
4. If you are unable to play, please advise the manager & captain as early as is possible. Equally, if you are going to be late to a game, let your captain know.
5. Make sure you have a contact number for team manager and captain, please call if you have any problems attending a match.



Cleveland Darts – Child Protection Policy

Everyone who participates in the Sport of Darts under the jurisdiction of the Cleveland Darts Association is entitled to do so in an enjoyable and safe environment. The Cleveland Darts Association has a moral and legal obligation to ensure that, when given responsibility for young people, we provide them with the highest possible standard of care.

The Cleveland Darts Association is committed to devising and implementing policies so that everyone in the sport of darts accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of the Cleveland Darts Association.

A child/young person is defined as a person under the age of 18 (Children's Act 1989)



Cleveland Darts – Child Protection Policy

Cleveland Darts Association is committed to the following:

- the welfare of the child, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in the sport of darts in a fun and safe environment
- taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- people who work with children will be recruited with regard to their suitability for that responsibility
- working in partnership with parents and children is essential for the protection of children



Cleveland Darts – Child Protection Policy

To provide children with the best possible experience and opportunities in the sport of darts everyone must operate within an accepted ethical framework.

It is not always easy to distinguish whether there has been some form of abuse. Therefore, It is **NOT** the responsibility of Cleveland Darts members to make judgments' about whether or not abuse is taking place. It is however their responsibility to act if they have concerns about the welfare of a child.

As mentioned, members of the Cleveland Darts Association are not child protection experts, and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Stockton Borough Councils' Social Services unit have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern.



Youth Team Manager

The team manager will communicate to players and parents:

- Game/ practice schedules
- County match schedules and details
- Times of coaches and directions to venue
- Times players are expected to report for games, tournaments and practices
- Set up player/ parent team meetings as required.
- Compile and distribute a contact list for each player on your team.
- Coordinate player information with Northern Youth Darts



Chairman

Role and Responsibilities

- Provide leadership to the Executive and General Committee.
- Ensure that all committee meetings are constructive and deal with issues that concern the county.
- Act responsibly as a figurehead for the County.
- Liaise with the media, actual sponsors and potential sponsors.
- Call meetings of the Executive Committee when required.
- Establish clear responsibility and accountability within the Committee.
- Liaise with all Committee members.
- Ensure that work is appropriately distributed amongst the Committee members.
- Remain aware of the CDO's financial status.
- Any other duties as required.

Period of Office: Two Year, (renewable by re-election)
Responsible to: All Members:



General Secretary

Role and Responsibilities

- Ensure there are suitable delegates in attendance at UKDA Meetings.
- Ensure that all players UKDA National League registration papers are completed and submitted.
- Ensure that all National League results are reported in accordance with UKDA rules.
- Set all dates prior to the start of playing season for UKDA compulsory competitions.
- Liaise with The Chair and Super League Secretary on agenda setting for all meetings.
- Ensure that any matters arising from meetings are appropriately dealt with, giving the responsible member the completion date and reporting procedure.
- Maintain and distribute an up-to-date list of the Membership.
- Co-operate with other Executive Committee in liaising with the media, current sponsors and potential sponsors.
- Any other duties as required.

Period of Office: Two Year, (renewable by re-election)

Responsible to: All Members:



Treasurer

Role and Responsibilities

- Be responsible for all Cleveland Darts Organisations accounts.
- Liaise with all executive committee members to ensure that they are aware of the financial status of CDO.
- Act responsibly at all times.
- Produce a financial report by 30th June each year.
- Distribute audited accounts and financial report for AGM.
- Ensure that all monies due are received.
- Act as main signatory on all cheques.
- Liaise with the media, actual sponsors and potential sponsors.
- Liaise with all Committee members.
- Any other duties as required.

Period of Office: Two Year, (renewable by re-election)
Responsible to: All Members:



Super League Secretary

Role and Responsibilities

- The principal Role of the Super League Secretary is to compile fixtures which are satisfactory to the smooth running of the Super League for the duration of the UKDA National League season.
- To provide an up-to-date record of all Super League Games including Scores, Averages and League Tables.
- Be the main point of contact for any questions regarding fixtures, averages and league table positions throughout the season.
- Attend all committee meetings to provide updates on compliance with fixtures.
- Provide an up-to-date average table for the team selectors
- Organise regular Super League meetings with team captains.
- Work with the General Secretary and the Competition Secretary during the playing season to ensure dates that are set aside for major competitions do not clash with Super League games.
- Attend the county team's selection meeting to provide information on performance and ranking of individuals being picked for playing.

Period of Office: Two Year, (renewable by re-election)
Responsible to: Executive Committee and All Members:



Team Manager & Captain (Men and Women)

Roles and Responsibilities

- Ensure that the respective players are informed whether they have been selected to play, to be a reserve or if they have been dropped from the team, by email, texts, phone calls or via the web site.
- Ensure that the team list is placed on the Cleveland website within 7 days of selection committee meeting.
- Ensure that they or the Team Captain are available to shake the hand of opponent and their own player, both at the commencement and at the conclusion of every game.

Period of Office: One Year, (renewable by re-election by current players and reserves at the first game of the season)

Responsible to: Executive Committee and All Members:



Other Roles

Roles and Responsibilities

Competition Secretary

- Book the playing venue for all Men's & Ladies Superleague competitions and National League games.
- To advertise the competitions in the lead up to the competition dates.
- Set up playing venue at least an hour before the commencement of competitions.
- To be on hand to assist with Cleveland Festival of Darts.

Stage Manager

- To set up the stage and practice area both days of a National League weekend for home matches before 9am.
- To put setups away at the end of the weekend,

Fundraiser

- Responsible for ensuring that Ton draws, Raffles and Blind Cards are done on home National League weekends, both days.

Period of Office: One Year, (renewable by re-election by current players and reserves at the first game of the season)

Responsible to: Executive Committee and All Members:



General Committee Member

Role and Responsibilities

- Attend all National League games (home and away).
- Assist in all County fund raising activities.
- Assist in organising and running competitions.
- Ensure refreshments are available for players on stage during matches.
- Ensure that all stage crew (marking and electronic scoring) positions are filled for every match.
- Assist in erecting and dismantling the stage equipment when required.
- Committee members are expected to attend at least 75% of meetings
- Any other duties as required.

As a member of the committee, they will be committed to the success of Cleveland Darts Organisation (CDO). They will act in accordance with the Cleveland Constitution and all the relevant UKDA/DRA rules

Period of Office: One Year, (renewable by re-election)
Responsible to: Executive Committee and All Members:



Match Day Roles & Responsibilities

Role and Responsibilities

- Committee to set up for home match weekends.
- General Secretary to bring and maintain laptop for the front desk, enter the draw on DfW and ensure results are emailed at the end of play on Sunday.
- Door Manager to be on the door for 9am both days ready to sell programmes for home match weekends.
- Ladies Manager will be responsible for team shirts.
- Managers/Captains to ensure (marking and electronic scoring) positions are filled, the whole team is to assist with electronic scoring on the front desk.
- Stage Manager to erect and dismantle the stage equipment and practice boards with committee support when required.
- The Fundraiser is responsible for sorting the Ton Draw, Raffles and Blind Card for both days.
- Any other duties as required.



Disciplinary Proceedings

The CDO shall adopt the procedures laid down in the UKDA Code of Practice on Disciplinary Proceedings in any matters concerning the discipline of any 'CDO Players, Officials, and Members that have brought the Sport of Darts into disrepute.

A copy of the Code of Practice is held by all the UKDA Directors and Maintained by the Chairman who will issue all updates to the Counties..

In the instance of an 'incident' occurring at a CDO function, or darts event which is deemed to have been occasioned by any player, or any official, or any outside person, then the chairman shall be empowered to suspend that player, or official, or outside person from all CDO activities pending the result of a Disciplinary Hearing.

Such suspension shall be confirmed in writing to the person concerned and a detailed written report prepared for consideration at the subsequent Disciplinary Hearing.



Drugs & Alcohol

It is not our intention to impact on or influence how people live their lives in private, except where that entails substance abuse, which results in impairment of his/her performance at CDO events, or there is good reason to believe it is likely to do so.

We follow guidance provided in the UK NATIONAL ANTI-DOPING POLICY (2021) dated 26th April 2021

Please note that it is possible for drug testing to be carried out at any UKDA/DRA affiliated, or National organization events

Drinking moderate amounts of alcohol doesn't often cause any serious problems. However, drinking too much can be harmful and could impact on your performance.

Please make friends or family attending events aware of our stance regarding drugs and alcohol abuse.

If you have any issues about the above, please advise the team manager and captain as early as is possible.



Playing Attire

As per the UKDA Playing Attire & National League Organisation Uniform rules, all players selected to play for Cleveland Darts Organisation will be provided with a team shirt.

All 'selected' and 'reserve' players must wear the playing attire when representing Cleveland Darts Organisation either by playing in or attending as a reserve at a UKDA National League match.

Trousers/Skirts

Trousers/Skirts can be black and/or grey, permitted by the UKDA 12.3 A Rule. However, as a team they must be uniform in colour, which for Cleveland Darts Organisation is Black.

The wearing of jeans, trousers or skirts made from denim or corduroy material is not permitted. The wearing of any form of 'tracksuit' attire is also not permitted.

Footwear

For Men and Women players, all footwear shall be predominantly Black, Brown or Grey.

Footwear shall conform to shoes, trainers, ankle and knee length boots only.



Match Draw & Start Times

Match draws will be carried out 30 minutes prior to the match starting times.

Saturdays – Women's 'B' and Men's 'B' Matches – Draw at 10:30am with the Match to commence at 11am

Sundays – Women's 'A' and Men's 'A' Matches – Draw at 10:30am with the Match to commence at 11am

All match draws must be completed prior to the start of any matches.

Players and reserves should be in the playing venue **NO** later than 10am for both days. Any player who is not present in the playing venue cannot be included in the respective match draw.



Hotel Bookings

If you require a hotel room for an away match, it is **YOUR** responsibility to ensure that the committee member taking details knows your requirements.

Any player or supporter booking a hotel room will be liable for the full cost if someone cannot be found to take their room.

All Players selected and reserves will be allocated a £10 subsidy per away game

Any player or supporter booking a room must pay a minimum of £10 deposit at least 14 days in advance of match date. If you do not pay deposit, you are not guaranteed a room.

Any player or supporter wishing to stay additional nights must book these nights directly with the hotel and pay the hotel direct, themselves.

Hotel details will be available on Cleveland Darts website as soon as all bookings are confirmed.

In order to keep costs down no guarantees can be made with regards to sharing twin rooms.

You are welcome to book your own hotel, but the coach will only deliver and collect from the team hotel.



Coach Pick Up Points for Away Matches

STOCKTON DEPOT – Crofton Road, TS18 2QZ

BILLINGHAM – Wolviston Services, TS22 5PZ

THORNABY - Thornaby Sports and Leisure Club, TS17 9JP

Please note pick up times will vary depending on the travel distance.

Please try to confirm in advance at which pick up point you will be getting on to the coach.

Times will be available on Cleveland Darts website and a notice posted within the Cleveland Facebook group.



Accommodation & Travel

Thornaby Sports & Leisure Club

www.thornabysportsandleisure.com

**Tedder Ave
Thornaby
Stockton On Tees TS17 9JP
07929 631843**

M&D Travel TS18 2QZ 01642 658194





Cleveland Website

<http://www.clevelanddarts.co.uk>

- All Issues regarding the website please forward to the Chairman (Barry Davies) or General Secretary (Frances Elwick)



Hotel Fire Safety

Fires in hotels are rare, but when they occur, they often result in multiple fatalities, due to the fact that people are unfamiliar with their surroundings, or may be affected by drowsiness, alcohol or medications

When Reaching your Room

- Plan your escape route. Read the fire evacuation plan in the room which will indicate your escape route. If there is no plan, contact reception
- Take the time (about 20seconds) to locate the fire exits and their distance from your room. Remember that if there is a fire , visibility may be restricted due to smoke
- Check that the exits are usable, not blocked or locked
- Locate the assembly point
- Locate the nearest alarm call point and extinguisher

Check Your Room

- Remember the layout in case your room becomes full of smoke
- Try the windows to see if/how they open, and which one could be used in an emergency
- Look outside the window to make sure there is a safe escape route.
- Put your room key where you will find it easily, and put your essential belongings nearby (coat, shoes. phone etc.) so you don't waste time looking for them.



Driving Safely

Before the Journey

- Decide the route before the journey; do not map read whilst driving.
- Choose the least congested route
- Avoid peak travel times where possible
- Take account of likely weather conditions
- Take account of local events, race meetings, shows, etc
- Add 20 minutes to your estimated journey time - just in case!

Outside vehicle:

- Check body for damage and loose components.
- Check lights and indicators for broken lenses and cleanliness.
- Check windscreen for chips or cracks, and for cleanliness.
- Check mirrors and side and rear windows for cleanliness and cracks.
- Check tyres, including spare, for visible damage, adequate tread and correct pressure.
- Check wheel nuts are tight.
- Check current valid Road Fund Licence, correctly displayed.
- Check registration plates legible and not broken.

Under bonnet:

- Check oil, coolant (and antifreeze), brake fluid and washer fluid levels.
- Check for visible fluid leaks

Inside/Outside vehicle:-

- Check function of all lights - main and dip beams, side, tail, driving, brake, front and rear fog, reversing and turning indicators.
- Check function of brakes - foot and hand.
- Check steering for play and local stiffness.



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