



## DIRECTOR'S CHECK LIST

### ZONE INFORMATION

#### Forms to send to the Membership Director:

- Return N.D.F.C. Membership Information Card - alphabetical order please
- Return N.D.F.C. Unclaimed Membership Cards – (2<sup>nd</sup> Zone Shoot)
- Darts Ontario Membership Registration Forms (Printed clearly)
- Highlighted Membership List (keep a copy) \*after 1<sup>st</sup> Shoot email the Membership Director if a membership has been renewed or a change needs to be made.
- Paperwork for Youth Coaches previously registered with Darts Ontario

#### To be sent to the Program Director for your area:

- Electronic workbook – must be emailed **ASAP**
- All zone questions and concerns
- Director's Qualification Information Form (by 3<sup>rd</sup> Zone Shoot)

#### To be sent to the Treasurer:

- Financial report sheet (must balance with the deposit being made)
- Money orders to be made out to Darts Ontario or make a direct deposit into the Darts Ontario TD bank account: 01822-004 7591 5216815\*.

\*Send an email to the Treasurer with the date and amount deposited before or directly after the deposit has been made. ([treasurer@dartsonario.com](mailto:treasurer@dartsonario.com))

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

All information must be sent within 48 hours of your shoot (all 4 shoots)