

DARTS SOUTH AFRICA (DSA) PROCEDURES FOR APPLICATIONS TO HOUSE A NATIONAL DARTS COMPETITION

EXTRACT FROM PREAMBLE OF NATIONAL DARTS CHAMPIONSHIP RULES:

“In all Championship matters, including eligibility for participation, jurisdiction rests solely with the National Management Council (NMC) of Darts South Africa (DSA). Identified organizational assistance may be delegated to the province in whose area of activity the event is played. Other assistance and/or activities may also be delegated.”

SOME SELECTED RELEVANT CLAUSES/ARTICLES OF DSA CONSTITUTION

- 9.3. There shall be an annual National Tournament involving Team and individual events as laid down in the DSA Competition Organization handbook.
- 9.4. The title and rights of the annual National Tournament is the sole property of the organization.
- 9.5. The organization of the Annual National Tournament shall be the responsibility of the organization who may delegate some or all responsibility to a member association or other capable persons.
- 9.6. The Management Council shall hold responsibility for all aspects of the event as per the specific duties set out in the Competition Organization handbook.

PROCEDURES/REQUIREMENTS

The following is not an exhaustive list. Amendments (additions, deletions, removals and in any other form), may be made to the list by the National Management Council.

- 1. Only member Provincial Federations in good standing and in constitutional compliance as per Clause/Article 5.1. of the DSA Constitution may apply to house a National Darts Competition as regulated in Clause/Article 9 of the DSA Constitution. Application may be from a single Provincial Federation or from a joint application of no more than two (2) Provincial Federations.
- 2. In respect of the Annual Championships, DSA shall agree on a programme that will be updated on an annual basis.

All applicants understand and accept that Darts South Africa (DSA):

- 3. Holds overall responsibility.
- 4. Deals with all sponsorships, advertising, contracts, grants-in-aid and all other related matters.
- 5. Provides the final plan of the playing area and appoints any contractors who may be required to assist.
- 6. Arranges and manages the playing programme.
- 7. Arranges all official functions.
- 8. Negotiates and manages all trading opportunities.
- 9. Is responsible for and may outsource the production of the Championship brochure.
- 10. Deals with all official media coverage.

The Provincial Federation:

- 11. Organizes local accommodation opportunities for visiting participants and informs all affiliates by a due date set by DSA.

12. Canvasses for DSA approved brochure and other advertising. A share, as determined by the DSA Finance Director, is payable to the Provincial Federation for all advertising secured by them.
13. Provides suitable assistants for assigned duties in the day to day running of the competitions (e.g. block controllers), trading operations and/or other activities related to the Championships that may be required by DSA.
14. Must reach agreement with DSA to either buy out DSA's bar rights at a fee determined by the DSA Finance Director or, where DSA runs the bar for its own account, on the agreement of a local Bar Manager, who will be directly responsible and will report to the DSA Finance Director and work in terms of pre-agreed conditions of employment. The NMC reserves the right to approve all selling prices and any special deals with suppliers, regardless of who runs the bar.
15. Organizes and manages a restaurant/cafeteria for its own account for a fee determined by the DSA Finance Director. A sample menu with prices must be submitted to the Finance Director at least 30 days before the playing of the event.
16. Provides a list of local media contacts to the DSA Business Manager.
17. Provides a list of local VIP guests.
18. Gives general assistance and co-operation that will ensure the overall success of the event.
19. Recommends venues for the NEC Meeting with quotations. The Finance Director will make the final decision.
20. Makes and provides transport arrangements for NEC members according to their arrival and departure times.
21. When confirming the playing venue, the Provincial Federation must provide and set up sufficient suitable tables and chairs for the team managers at the playing areas/boards.

The Provincial Federation must provide the following main information:

22. Playing Venue:
 - 22.1. Location of the proposed venue which must be able to accommodate all required playing areas, participants and spectators (liaise with the DSA Tournament Director for guidance.)
 - 22.2. The main area must have a raised stage measuring at least 10m x 10m.
 - 22.3. List any previous national or major event staged at the venue.
 - 22.4. Describe the floor covering of the main area where play will take place.
 - 22.5. State how many 15-amp plugs are in the main area.
 - 22.6. Detail toilet facilities for men, women and disabled.
 - 22.7. Detail internal and external security arrangements.
 - 22.8. What is the car holding capacity of the car park?
 - 22.9. There must be accessible and secure parking for the vehicle/s transporting all DSA equipment/goods. Safe, reserved parking must be provided for all the vehicles of DSA officials.
 - 22.10. Provide an official, detailed floor plan of the main area and a general plan of the venue. All power points in main area and all emergency exits must be displayed on the floor plans. Photographs may accompany the floor plans.
 - 22.11. An official Risk Certificate from the SAPS for the event.
 - 22.12. An official Events Permit for the event.
 - 22.13. Any other documents/certificates as are required by relevant authorities/legislation/rules, regulations e.g. the JOC.
23. Trading Areas:

Suitable sites within easy access to the playing area must be identified for the following trading activities:

- 23.1. Restaurant, bar, souvenir shop, darts accessories shop.
- 23.2. Secure storage facilities must be available close to these sites.
- 23.3. The restaurant and bar areas must include seating (chairs, etc.) and tables.
- 23.4. A temporary liquor licence is required and must be timeously obtained by the Provincial Federation. Where DSA runs the bar for its own account, all expenses related to the obtaining of the temporary liquor licence will be refunded to the Provincial Federation who remains responsible for obtaining said licence.

Organizational Needs

- 24. A control office with power points, desks/work tables and chairs for exclusive use by the Tournament Director and other DSA officials.
- 25. Photocopier/s, printer (liaise with Tournament Director.)
- 26. A suitable PA system with roving microphone for use by the Tournament Director.
- 27. WiFi throughout the venue (liaise with Tournament Director.)

Transport and accommodation

- 28. Give details of air, road, bus access to City/Town.
- 29. If a local shuttle service, provide details.
- 30. Provide a list of recommended hotels, self-catering and any other suitable accommodation establishments that are in easy reach of the playing venue. Accommodation rates and contact details of establishments must be provided. These details must be circulated to all DSA affiliates by due date set by DSA.
- 31. Provide suitable transport for the NMC members at the National Championships.
- 32. If there is an agency handling these services, provide full details.

Local support committee

- 33. Name a local support committee of no more than 4 (four) suitable persons who will assist the DSA officials with arrangements.
- 34. They may engage additional local help who will be responsible and accountable to the local support committee. DSA will only liaise with the local support committee.

Conferences and functions

- 35. The Provincial Federation is required to recommend at least 3 (three) suitable venues with quotations for the DSA Annual General Meeting. If required, give details of transport and/or accommodation.
- 36. A VIP function is held for invited VIP guests and all members of the National Executive Committee (NEC) just before the start of the Opening Ceremony. The Provincial Federation must provide a suitable venue separate from the main hall where the Opening Ceremony will be held. The Provincial Federation must provide refreshments for the VIP function, the costs of which are for their own account.
- 37. If the Opening/Welcome and Closing (prize giving) Ceremonies cannot be held in the same venue as the championships, please provide full details of where it can be held.
- 38. The championships close with a prize giving ceremony. The Provincial Federation may suggest a particular style of function, e.g. a dinner dance, that it will organize in co-operation with DSA. All related costs and net proceeds will be for the account of the Provincial Federation.
- 39. The Provincial Federation must recommend an MC/Programme Director and entertainment for the Opening and Closing Ceremonies. The final decision with

regards to these will be made by the Business Manager and Finance Director. Where there are costs involved, 3 (three) quotations must be provided.

40. The venue for the Closing and Closing Ceremonies must have a raised stage and sufficient seating for all attendees, including VIP guests.
41. The Provincial Federation must provide a suitable sound system with microphones for the Opening and Closing Ceremonies as well as for use throughout the duration of the National Championship. Three quotations must be provided to the Finance Director who will make the final decision.
42. The Provincial Federation must provide suitable persons to assist the Business Manager with the Opening and Closing Ceremonies.

Applications

43. All applications must be in writing and presented to DSA at least 2 (two) years prior to the event.
44. The application must contain all relevant information and cost factors of proposed venues, etc.
45. The NMC will make a decision on the successful application and inform the General Council.
46. If a final decision cannot be made, the NMC may refer the decision to the General Council.
47. In the event of the Provincial Federation withdrawing its successful bid, compensation for any expenses incurred by DSA may be demanded and, if not paid, the defaulting Provincial Federation will be appropriately disciplined.
48. Where costs related to the national championship are for DSA's account, at least 3 (three) quotations in the name of DSA must be provided by the Provincial Federation to the Finance Director who will assess these and make a decision of which quotation will be accepted. The Provincial Federation does not have the authority to make a decision.
49. Any discounts and/or savings on any expenses that are for DSA's account must and will accrue to DSA. The provincial Federation may not trade off such discounts and/or saving against any other expense.
50. All invoices for DSA's account must be in the name of DSA.

Notes

51. The afore-mentioned list is not an exhaustive list and may be amended by the NMC of DSA at any time.
52. The list will be posted on the DSA website for general access by the membership.
53. DSA shall at all times and via the NMC retain ownership of the National Championships and all related matters/activities.
54. Where applicable, this document must be read in conjunction with the DSA Procurement Policy (consult the DSA Finance Director).
55. The silence of this document on the National Championships and any related matters shall not be construed to mean that the authority of DSA is diminished in any way. DSA shall at all times have full authority to apply and enforce the contents of this document together with any amendments.