

HANDBOOK



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A. INTRODUCTION:

The England Darts Organisation (EDO) board of directors is directly accountable to the members of the Organisation. Each year the directors hold an annual general meeting (AGM) at which they must provide a report to members on the performance of the EDO, what its future and strategies are and submit themselves for re-election.

The objectives of the board of directors are defined in the Memorandum of Association and regulations are laid out in the Articles of Association.

The EDO Directors are in a position of trust to ensure that the Organisation is run professionally, by collectively directing the Organisation affairs, whilst meeting the appropriate interests of its members. In addition to business and financial issues, the board of directors must deal with challenges and issues relating to National and International events.

The purpose of this handbook is to provide all Counties with an understanding of England Darts Organisation, its operational requirements and general culture. It also aims to provide guidelines on the required standards and conduct when representing England on and off the oche.

All officials are encouraged to read the enclosed information thoroughly and to ensure that this document always remains in your possession for ready referral.

B. EDO 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 darting 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 communication.

Vision

We will strive to be renowned as the most consistently competitive Country in the competitions in which we are represented and excel in the way we set about.

- Participating in a sporting manner both on and off the Oche.
- Preparing to play darts
- Socialising through darts.
- Being perceived by our competitors as a worthy opponent whenever we play.

C. THE EDO HANDBOOK – POLICIES & PROCEDURES

1.00 NAME

- 1.01 The Darts Body shall be called the **ENGLAND DARTS ORGANISATION** (Hereinafter referred to as the **EDO**)

2.00 MEMBERSHIP OF OTHER DARTS BODIES:

- 2.01 The EDO shall be a Full Member of the **WORLD DARTS FEDERATION**. (Hereinafter referred to as the **WDF**)

3.00 PLAYING RULES AND REGULATIONS:

- 3.01 The EDO shall also be subject to the Playing Rules and Regulations of any Darts Body that they are members of.
- 3.02 Events are open to all members who are eligible to play in the final of the event in question

4.00 ARBITRATION:

- 4.01 The **EDO** Board as a whole, or in part, shall be empowered to act as arbiters in the resolution of any problems involving its Members.
- 4.02 In the instance that the **EDO** Board is unable to resolve a particular problem then the **EDO** Board shall be empowered to engage the services of any of the Darts Bodies that the **EDO** is a Member of, to arbitrate in the resolution of that particular problem.

5.00 OBJECTIVES:

- 5.01 To expand the Sport of Darts primarily within England.
- 5.02 To provide the organisation to support the England International Teams and its members.
- 5.03 To promote and co-ordinate the organisation of all darts activities between its members in England.
- 5.04 To obtain sponsorship to assist in financing the promotion of darts activities in England.
- 5.05 To select and organise International Squads of players which shall be used for the purpose of providing players or teams for all International darts events that England is eligible to participate in.

6.00 MEMBERSHIP:

6.01 County Membership – Annual Fee £250

- a. All Players County records to be taken into consideration of selection to the England National team
- b. All Players County & Super League players are entitled to take part in internal county play-offs for World Masters and World Professional Championships. Entry fee at the discretion of each County and will be retained by County towards their funds.
- c. All counties to nominate 1 man and 1 woman free of charge to enter England World Masters and World Professional Regional Qualifiers.
- d. Counties will nominate 1 man and 1 woman free of charge to enter England International qualifiers.
- e. All players will be included in the England County Ranking Table.
- f. All member County players and their associated super league players to be registered as Associate Players members of England Darts.

6.02 Players Gold Membership Annual Fee £35

- a. Players automatically entered the monthly prize draw
- b. Players reduction in event entry fee per event of £10 (England Open, England Classic, England Masters, England National Singles Open).
- c. All Gold Members entitles to enter the National play-offs of World Masters & World Pro, with a player's reduction of £10 per event.
- d. Players will be given a £10 entry reduction into the Northern and Southern England Qualifiers for World Professional and World Masters from £25 to £15
- e. All players will be included into the England Events Rankings Table for consideration of selection into the England National teams.
- f. All players will be entitled to enter The England International Team play-offs at a reduced rate of £10 from £25 to £15.

6.03 Players Silver Membership Annual Fee £25

- a. Players automatically entered the monthly prize draw
- b. Players reduction in event entry fee per event of £5 (England Open, England Classic, England Masters, England National Singles Open).
- c. Players will be given a £5 entry reduction into the Northern and Southern England Qualifiers for World Professional and World Masters from £25 to £20
- d. All Players entitled to enter the England International Team play-offs at a reduced rate of £5 from £25 to £20.
- e. All players will be included into the England Events Rankings Table.

6.04 Players Bronze Membership Annual Fee £10

- a. Players automatically entered the monthly prize Draw
- b. Players automatically registered as Associate Members.
- c. All Players entitled to enter the England International Team play-offs at a rate of £25.

6.05 Players Associate Membership fee (Free)

- a. All players entering any Open event recognised by England or their affiliated partners will be automatically registered as England Associate members.
- b. All member counties registered County or super league playing members will be automatically recognised as associate members of England. Copy of players name and email must be sent by county to England for registration as Associate member.

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- c. Only Associate members are accepted into England recognised events or qualifiers. Associate members entitled to enter World Masters and World Professional England National Play-offs at £25.00 fee.

7.00 **MANAGEMENT:**

- 7.01 The **EDO** shall be managed by a Board of Directors, which is comprised of Chairman; Communications, Tournaments, Facilities, and International Team Manager; The **EDO** Board may also appoint Executive Officers to assist in the running of the **EDO**
- 7.02 The elected Directors of the **EDO** shall not represent their respective County Darts Organisation on the Full Council of the **EDO**.
- 7.03 The **EDO** Board shall be empowered to instruct an Officer, or another person, to undertake any other Officer's duties for a period which shall not extend beyond the next Annual General Meeting.

8.00 **ELECTION OF DIRECTORS:**

- 8.01 The directors will be divided into three classes with the number of directors in each class being as nearly equal as possible; the term of office of those in the first class will expire at the next annual meeting, the second class one year thereafter; and the third class two years thereafter; and at each annual election held after such classification and election, directors shall be chosen for a full term, as the case may be, to succeed those whose terms expire. If the directors have staggered terms, then any increase or decrease in the number of directors shall be so apportioned among the classes as to make all classes as nearly equal in number as possible,
- 8.02 In exceptional circumstances additional directors may be elected for an extended period,
- 8.03 Any or all the existing Directors may stand for re-election.
- 8.04 Any director unable to attend the Annual General Meeting for an acceptable reason, may still be proposed for re-election
- 8.05 Directors must be nominated by one Member County and seconded by another Member County and the nominee must agree in writing that they are willing to stand. All the correspondence must be on County headed paper.
- 8.06 Nomination must be sent to the Chairman no earlier than 45 days and no later than 30 days before the **EDO** Annual General Meeting following which all nominations will be distributed to all Members' Organisations 21 days before the date of the Annual General Meeting
- 8.07 Elections shall be decided by a Ballot on voting forms issued at the Annual General Meeting and a record kept of results in the Minutes of the Meeting. Scrutinisers will be appointed to count the votes and present the results to all present.

9.00 **DUTIES AND RESPONSIBILITIES OF DIRECTORS:**

9.01 **Chairman:**

- a) The Chairman shall conduct all **EDO** Meetings, and shall preside over **EDO** tournaments and functions unless another director has been appointed.
- b) The Chairman and or the Tournament Director shall be empowered, to enter into Financial agreements with any concern for the purpose of raising a loan, obtaining hire purchase terms, or other financial transactions on behalf of the **EDO**.
- c) All **EDO** general correspondence will be sent to the chairman, who will have the responsibility of drawing to the attention of the **EDO** Board all such matters requiring consideration and authorisation for action

9.02 **International Teams Director**

- a) The International Teams Director and England Selectors shall be responsible for the selection of some of the players within the boundaries of criteria set by the Board of Directors, based on the over-riding needs of the company to form a specific part of the International Teams.
- b) The Registration of all selected **England** International players.
- c) The compilation of all International Players biographies, and the provision of all photographs /information for use in programmes
- d) Issue an up to date copy of the EDO Ranking Systems to selectors prior to a Team selection meeting.

9.03 **Tournament Director**

- a) The Tournament Director shall secure Sponsorship arrangements/agreements in principle with any source deemed to be of benefit to the EDO and/or its Members.
- b) Work with directors in the organising, promotion and staging of all **EDO** Events including the development of information packs for all players and officials
- c) Attend with the Equipment & Facilities and Health & Safety Directors pre event site meetings for the planning of each event.
- d) Develop new events for consideration of the **EDO** Board and or Members

9.04 **Communications, Health & Safety Director**

- a) Develop and maintain a network of internal contacts at all levels to ensure that accurate information can be obtained when processing information for external communications or release.
- b) Ensure that the provision and maintenance of equipment and buildings for Members and others is safe and without risk to their health and safety.
- c) Provide information, instruction, training, and supervision in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.
- d) Develop review and maintain Health and Safety documentation and EDO Procedures.

9.05 **Equipment, Facilities & Youth Director**

- a) To maintain the company's equipment, its storage and testing in line with legislation and the operating requirements of the company to enable the company events to take place as directed by the **EDO** Board of Directors.
- b) To organise the transport and erection of such equipment as required for the events in question.
- c) To select and recommend the people required to carry out the movement and erection of such equipment.
- d) To attend with the Tournament Director Site visits as required in preparation of such events and functions.
- e) To ensure all such duties are carried out within the current legislation (Heath and Safety requirements to document by the Director appointed for this duty).
- f) Maintain a Register of all England International Youth Players
- g) The compilation of all International Youth Players biographies, and the provision of all photographs /information for use in programmes
- h) Issue an up to date copy of the EDO Ranking Systems to selectors prior to a team selection meeting.

9.06 **Minute Secretary**

- a) The Minute Secretary shall take and produce the Minutes of all **EDO** Meetings, together with any other relevant information to all **EDO** personnel authorised to receive such information.
- b) Note should be made of all voting records, including votes for, votes against, and Abstentions.

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- c) A Summary of the Matters arising, and the decisions made will be attached to the front of the Minutes by the Minute Secretary.
- d) Such Minutes must be sent to the Board of Directors within **fourteen days** of a Meeting and **EDO** Council Meeting minutes will be circulated by the Chairman to the Member Counties within three weeks.
- e) During discussions in any **EDO** Meetings the Minute Secretary shall have no vote on any proposals and amendments made in those Meetings.
- f) The Minute Secretary shall take the minutes of any meeting within the **EDO** at the request of the Board the Board may appoint a different Minutes Secretary for an individual meeting should the appointed Minutes Secretary not be available.

9.07 Information Technology Advisor

- a) The Information Technology Advisor will help provide advice on what computer tools and technologies are best for promoting England darts.
- b) Provide advice and training on the new technology changes
- c) Work on improving the structure and efficiency of the existing IT systems.
- d) Work with sponsors to ensure we have the required infrastructure to stream EDO events.

9.08 Technical Advisor

- a) At the discretion of the **EDO** Board an invitation may be extended to any number of 'Technical Advisors' who shall each have the authority to guide and advise the **EDO** and its Members on all matters concerning the organisation and administration of the **EDO**.
- b) Technical Advisors shall not represent the **EDO** at any Meeting, called by any other Darts body, unless specifically invited to do so by the **EDO** Board.
- c) The position of Technical Advisor is non-Executive and therefore shall carry no right to vote at any **EDO** Meeting attended.

10.00 FINANCES:

- 10.01 The **EDO** Board shall be jointly responsible for maintaining the Organisation's finances in good order; they will ensure that information is available at the **EDO** AGM to verify any financial enquiries in a Meeting
- 10.02 The company will employ the services of a qualified chartered accountant to process the accounts, annually.
- 10.03 The signatories of any **EDO** Accounts shall include the Chairman.
- 10.04 The Chairman shall ensure that the **EDO** Bank Mandate is suitably amended, if necessary, immediately after the **EDO** Annual General Meeting.
- 10.05 All cheques issued from the **EDO** Accounts must be approved by and signed by two out of the three signatories.
- 10.06 All monies shall be made payable to the '**England Darts Organisation**' and not to any individual, they will then be receipted and banked at Barclays Bank.
- 10.07 The board of directors will agree any changes to financial arrangements at the board meetings.
- 10.08 Any outstanding monies must be paid up in full prior to a Full Council Meeting.
- 10.09 Any additional outstanding monies incurred after a Full Council Meeting must be paid up in full by the end of the financial year.
- 10.10 The end of the Financial Year shall be set by the Directors in agreement with the Company Accountants for the purpose of finalising and presenting the **EDO** Accounts to the Counties.
- 10.11 The accounts will be sent out to the member counties a minimum of 28 days prior to the EDO Annual General Meeting.

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- 10.12 Members of the **EDO** Board, **EDO** Officials and Players engaged on **EDO** business, or attending an **EDO** function for the purpose of organising that function shall be entitled to claim reasonable 'out-of-pocket' expenses, subject to the submission of a written claim supported by the receipts covering the expenses involved. Any disputed claim shall be decided at the discretion of the **EDO** Board excluding any Director who has made the claim.
- 10.13 The **EDO** shall be a non-profit making concern, any surplus made during a Financial Year being used to promote the Sport of Darts within **ENGLAND** with no dividend being paid to any of its Members.
- 10.14 In the instance of the **EDO** being wound up, the assets, funds, equipment, and any proceeds derived from such winding up shall be transferred to another darts body and not to any of the Members of the **EDO**.

11.00 **MARKETING:**

- 11.01 The **EDO** shall market whatever items it considers to be in the best interest of the **EDO** and its members
- 11.02 The **EDO** Board shall be empowered to obtain a licence to use any logo, or Trademark, it considers should be included on any item to be marketed.
- 11.03 All orders for marketing items made by Members, or outside persons, shall be dealt with on a 'pro-forma basis. *{IE: Cash with Order.}*
- 11.04 All cheques, postal orders, and money orders shall be made payable to the '**ENGLAND DARTS ORGANISATION**' and not to any individual.

12.00 **VOTING POWERS:**

12.01 **Directors:**

- a) Each Director shall have the right to **ONE** vote in Board Meetings. In the event of a tied vote and there being abstentions within the votes then a second vote will take place where all members will have to vote, abstentions will not be allowed in a second vote, if the vote is still tied then the motion will be deemed to have been defeated.

12.02 **Members:**

- a) Each Member Organisation shall have the right to **ONE** vote in Full Council and General Meetings, providing that they follow **EDO** financial commitments.

12.03 **International Selectors**

- a) In International Selection Meetings only the appointed Selectors shall be responsible for the selection of players within the boundaries of criteria set by the Board of Directors, based on the needs of the company to form a specific part of the International Teams. The International Teams Director in that capacity shall Chair and conduct such Meetings for the purpose recording the details of the selection.

13.00 **EDO MEETINGS:**

Where possible a programme of proposed Meetings, venues, and dates shall be laid down at each Annual General Meeting. This will allow Members to plan their own Meetings and functions around that programme to avoid any clashes. Some changes unfortunately will be inevitable but shall be affected at the discretion of the **EDO** Board.

EDO Meetings shall be categorised as follows:

13.01 **Board Meetings**

- a) These may be called at any time at the discretion of the **EDO** Board for the purpose of discussing the management of the **EDO**.

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- b) They are normally held prior to a Full Council Meeting for the purpose of briefing **EDO** Executives of the business in hand for a Full Council Meeting, or an Annual General Meeting.
- c) Attendance at such Meetings is only open to the **EDO** Executive members, but invitations may be extended to other parties to discuss certain aspects of **EDO** affairs. The quorum for such Meetings shall be three.

13.02 Annual General Meetings

- a) These shall be convened at a date set by the **EDO** Board at the AGM two years before, at each AGM in accordance with suitable dates convenient to the current darts calendar.
- b) The venues normally in mid-England shall be decided at the discretion of the **EDO** Board at least six months before the date in question, unless agreed at a previous Meeting.
- c) An election of **EDO** Directors shall be conducted as in Clause No. 9.
- d) Discussions on, and resolution of Notices of Motion put forward to the Agenda for the Annual General Meeting. Should any of the resolutions affect the **EDO** Handbook then the revised Document shall be issued before the next AGM Meeting.
- e) **AGM Attendance**
Persons eligible to attend an Annual General Meeting are as follows.
 - **ALL EDO Directors:**
 - **TWO** Councillors from each Member Organisation.
 - **INVITED** representatives of the Press or of other Darts Bodies as agreed by the **EDO** Board.
- f) **AGM Voting Powers:**
Only 1 x vote per each Member County
- g) **Notices of Motion:**
Written Notices of Motion, on County headed notepaper proposed by one Member County, and seconded by another Member County shall be in the hands of the Chairman 28 days before the date of the **EDO** Annual General Meeting.
Only Motions received in the prescribed manner shall be entered on the Agenda, discussed, and resolved in the **EDO** Annual General Meeting.

13.03 Extra-ordinary General Meetings

- a) These may be called at the discretion of the **EDO** Board at any time outside the planned programme of Meetings.
- b) Such a Meeting will deal with emergency measures on any issue requiring an immediate answer.
- c) Attendance at these Meetings shall be as for a normal Full Council; however, invitations to International Players and County Team representatives can also be extended, if deemed necessary by the **EDO** Executive Council.

13.04 Full Council Meetings

- a) These meetings shall generally be held as laid down in the programme and agreed at the **EDO** AGM.
- b) The venues normally in mid-England shall be decided at the discretion of the **EDO** Executive Council, unless agreed at a previous Meeting. During these Meetings an interchange of information on **EDO** darts events shall take place, and detailed planning of current darts events shall be approved and finalised.
- c) Reports on negotiations with prospective sponsors shall be given to the members if commercially possible in a manner not detrimental to the **EDO** and its members.
- d) Reports on attendance at Meetings held by other darts bodies shall be given by those delegates elected to represent the **EDO** at such Meetings.
- e) Persons eligible to attend a Full Council Meeting are as follows.
 - **ALL EDO Directors:**
 - **TWO** Executive Councillors from each Member Organisation.

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- f) **Full Council Meeting Voting Powers:**
Only 1 x vote per each Member Organisation
- g) **Notices of Motion:**
Written Notices of Motion, on County headed notepaper proposed by one Member County, and seconded by another Member County shall be in the hands of the Chairman 10 days before the date of the **EDO** Full Council Meeting.
Only Motions received in the prescribed manner shall be entered on the Agenda, discussed,
Any **EDO** Member Organisation not represented by an Executive Councillor at an **EDO** Full Council or General Meeting may be fined for each offence.
- h) The amounts if applicable will set by the **EDO** Board and published One year before implementation
- i) The anniversary date for the setting of fines shall be the start of the EDO Financial Year [1st January]
- j) Currently the fine is set at £200 per non-attended meeting
- k) All fines imposed must be paid before the next **EDO** Meeting, or the defaulting Member Organisation shall forfeit its voting rights until such time as the fine is paid.

14.00 **INTERNATIONAL SELECTION CRITERIA & MEETINGS**

- 14.01 The Directors of England Darts after due consideration to the financial needs of the company in supporting the International teams will set the criteria to be used for International selection. These criteria may change from year to year, as to the needs of the business.
- 14.02 The Selection Committee shall comprise of Selectors elected at an EDO AGM or full council meeting by the members.
- 14.03 The selection committee shall come under the jurisdiction of the Directors of the England Darts Organisation.
- 14.04 The England International Director will be appointed by the Board of Directors as the England National team manager and chairman of the selection committee and come under the authority of the Board of Directors of England Darts. The appointments may be changed in the instance of unforeseen circumstances occurring.
- 14.05 Only players whose counties are currently full members of England Darts will have their records included into the England County Rankings Table.
Qualifying period 1st January – 31st December each calendar year.
- 14.06 Players who are playing for counties who are not full members of England Darts can have their records included into the England County Ranking Table by becoming a member of either the England Gold or Silver membership schemes.
These memberships will entitle the players records to be included into the England County Ranking table, immediately following their initial participation in a county fixture
Qualifying period 1st January–31st December each calendar year.
- 14.07 Only England Gold Player Member will be selected for the England Teams Qualifying period 1st January –31st December each calendar year.
The top three players in the ranking table for men and top lady will automatically be selected for the British International England Squad, under the provisions of meeting the criteria.
- 14.08 England Darts will offer England County members along with England Gold, Silver and Bronze Players members, opportunities for 2 Men and 1 Lady to qualify for the England International British International squad, from an International Trial event.

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Events will be scheduled by the Board of Directors of England Darts.
These criteria may change from year to year, as to the needs of the business.

- 14.09 The England International selectors will select 4 Men and 1 Lady these can be Retained players from previous International squads and/or on information supplied from all the activities of our players from County statistics/England events, and relevant Ranking tables. Only England Gold Player Member will be selected for the England Teams Qualifying period 1st January –31st December each calendar year. These criteria may change from year to year, as to meeting the financial needs of the business.
- 14.10 The England executive may invite a wildcard into the British Internationals squads from either activity of members in county performances or England designated official events. These wildcards will only be considered from players who are registered as Gold Players Members.
- 14.11 Once selected the management of the International Squad and the use of the players for darts events as defined by the EDO Board of Directors is then in the hands of the International Team Director/ Manager.
- 14.12 In special circumstances the EDO Board of Directors are empowered to introduce other Players into the Squad and may also remove Players from the Squad.
- 14.13 The International Director or his/her nominated selector shall be responsible for reporting back to the Counties by E-mail after ratification from the England Board of Directors where players nominations have been unsuccessfully.
- 14.14 At the end of the Selection Meeting the International Director or his/her nominated selector shall be responsible for individually notifying all Players that have been dropped or not selected first.
- 14.15 The notifying of all selected players shall be as decided by the International Director or his/her nominated selector.
- 15.00 **DISCIPLINARY PROCEDURES:**
- 15.01 The **EDO** shall apply the EDO Disciplinary Procedure on any matters concerning the discipline of any '**EDO** Players, Officials, and Members that have brought the Sport of Darts into disrepute.
- 15.02 In the instance of an 'incident' occurring in an **EDO** function, or darts event which is deemed to have been occasioned by any player, or any official, or any outside person, then any **EDO** Executive Officer, who is present at the time of the 'incident', shall be empowered to suspend that player, or official, or outside person from all **EDO** activities pending the result of a Disciplinary Hearing.
- 15.03 Such suspension shall be confirmed in writing to the person concerned and a detailed written report prepared for consideration at the subsequent Disciplinary Hearing.
- 16.00 **ANTI-DOPING POLICY:**
- 16.01 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 EDO events, or there is good reason to believe it is likely to do so.
- 16.02 We follow guidance provided in the UK NATIONAL ANTI-DOPING POLICY (Version 1.0, 14th December 2009)
- 16.03 Please note that it is possible for drug testing to be carried out at EDO events
- 16.04 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.

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

17.00 **PRESS RELATIONS AND COMMUNICATIONS:**

17.01 Any Member County may notify local and national press of any items concerning their own County and local darts league news. However, all official **EDO** notices must be authorised by the Chairman and may only be released at an agreed date and time set by the Chairman after notification to all **EDO** Directors.

17.02 All Member County Secretaries shall forward to the Chairman the details of all local press contacts so the **EDO** official Press Releases may gain the widest possible circulation throughout England.

17.03 All correspondence between the **EDO** its Members and any other darts bodies shall be conducted on recognised **EDO** and 'Member County' headed notepaper respectively.

17.04 The **EDO** Board shall reserve the right to disregard any correspondence received that does not conform to the laid down methods of submission no matter what the contents of such correspondences may be.

17.05 Electronic mail may be used in correspondences providing it contains an approved header and/or a registered electronic signature – A hard copy of any correspondence sent in this way should be placed on file to ensure that the Information is on permanent record.

18.00 **EDO UNIFORM:**

a) The official **EDO** uniform as defined below shall be worn at all **EDO** functions and at any functions organised by other darts bodies in which **EDO** is participating or being represented.

18.01 **EDO Officials**

MEN

White Blazers + **EDO** Badge.
Black Trousers
Cream Shirt + **EDO** Tie
Black Shoes

WOMEN

White Blazers + **EDO** Badge.
Black Trousers or Skirts
Cream Shirts/Blouse + **EDO** Cravat
Black Shoes

18.02 **EDO Players**

a) When attending receptions, presentations, and photo-calls all the **EDO** Players shall wear the Official **EDO** Uniform as above.

b) When playing in an event then the **EDO** Players shall wear the official Playing Attire as listed below.

MEN

Team Playing Shirt
Black Trousers
Black Shoes

WOMEN

Team Playing Shirt
Black Trousers or Skirts
Black Shoes

19.00 **HEALTH AND SAFETY:**

19.01 **Risk Assessment**

a) The **EDO** board recognise the risk that certain activities may have on our players, officials and supporters, these activities are:

b) Erecting and dismantling floor and stage equipment. The board ensure that before any event all venues are visited, and discussions are held with the owners using the England Darts Safety Plan as guidance.

c) At all events a Director will ensure that before, during and after the event they will use the venue safety inspection checklist to note all defects and any remedial action taken.

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- d) The board provide information on travelling to and from events in cars which is contained in the Good Driving Guidance Document.
- e) The board also provide information on Hotel Safety
- f) All this information is available on the EDO website, players and officials will receive the
- g) Driving and Hotel safety information is also in the Official EDO player's handbook.

20.00 **HEALTH AND SAFETY POLICY:**

The **EDO** directors recognise their responsibilities for managing Health and Safety and will ensure that everything that is practicable will be done to prevent injury or ill health to anyone involved in **EDO** events e.g.

20.01 **Risk assessment procedures.**

- a) Participants consent forms (including details of emergency contacts, medical history, special requirements and where necessary consent for photography and/or video to be taken).
- b) How to respond to an incident or accident. Who is contact/s should a health & safety concern arise?
- c) Copies of the Health and Safety policy are available via email from any **EDO** Director and via the **EDO** website.
- d) As Health and Safety Officer for EDO Mr John Peoples is responsible for maintaining an up to date dossier of appropriate risk assessments. Copies of the blank forms used for event risk assessments are available on the EDO website.

21.00 **YOUNG PERSONS: [Defined as a person under the age of 18]**

- a) Everyone who participates in the Sport of Darts under the jurisdiction of the England Darts Organisation is entitled to do so in an enjoyable and safe environment.
- b) The England Darts Organisation 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.
- c) The England Darts Organisation 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.

21.01 England Darts Organisation 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 about their suitability for that responsibility
- ✓ Working in partnership with parents and children is essential for the protection of children

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

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

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22.00 **PROTESTS:**

- 22.01 Any protest concerning a decision by the **EDO** must be presented in writing to the Chairman within '7' days of the decision being made, and must be accompanied by a Deposit payment of an amount set by the BDO Board which will be as notified (The current amount is set at £250.00).
- 22.02 The deposit is refundable if the protest is upheld by the **EDO** Board but shall be absorbed into the **EDO** funds if not upheld, in any consideration the Executive Council's decision on such a protest shall be final and binding.

23.00 **SPONSORSHIPS NEGOTIATIONS:**

- 23.01 The involvement of the **EDO** in sponsorship for darts events shall be left to the discretion and decision of the **EDO** Board who shall be empowered to enter into negotiations with sponsors to obtain terms and conditions considered to be in the interests of the **EDO** and its Members.

24.00 **THE EDO HANDBOOK:**

- 24.01 An authorised **EDO** Handbook shall be maintained containing as much information as possible which is relevant to the activities of the **EDO**?
- 24.02 A copy of the **EDO** Handbook shall be issued on the England web site under a member only section and may be downloaded at any time by members for their own reference.
- 24.03 The EDO Handbook may not be copied or distributed by members.

25.00 **INTERPRETATIONS**

- 25.01 The interpretation of the terminology within the **EDO** Handbook shall be determined by the **EDO** Directors and whose decision on any interpretation shall be final and binding
- 25.02 Representations concerning such interpretations shall be forwarded to the **EDO** Chairman for consideration by the **EDO** Directors
- 25.03 The EDO Directors shall be empowered to give a ruling on any matter not specifically covered within the context of the **EDO** Handbook

26.00 **REVISIONS AND ADDITIONS TO THE EDO HANDBOOK**

- 26.01 The **EDO** Board may revise, amend, or add to the **EDO** Handbook at any time
- 26.02 Any such revisions, amendments or additions will be communicated to the Member counties
- 26.03 Such rulings are to be considered at a Full Council Meeting, and with the Meeting's approval shall then be entered into the **EDO** Manual.