

# **HAMPSHIRE COUNTY DARTS ORGANISATION CONSTITUTION**

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# HAMPSHIRE COUNTY DARTS ORGANISATION CONSTITUTION

**THIS DOCUMENT IS THE OFFICIAL CONSTITUTION OF THE**

**HAMPSHIRE COUNTY DARTS ORGANISATION**

**AS RATIFIED BY THE MEMBERSHIP THEREOF**

**THIS CONSTITUTION IS SUPPLEMENTED BY THE  
HAMPSHIRE COUNTY DARTS ORGANISATION  
SUPER LEAGUE RULES**



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H.C.D.O. Executive Council and Committee  
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British Darts Organisation

This Document should also, on request be made available on the HCDO official website to enable reference by all H.C.D.O. Members

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## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### SECTION 'A' NAME

- 1.00** The Organisation shall be known as the **HAMPSHIRE COUNTY DARTS ORGANISATION**
- 1.01** The **HAMPSHIRE COUNTY DARTS ORGANISATION** shall hereafter in this document be represented by the initials '**HCDO**'
- 1.02** The HCDO Headquarters shall for the time being be situated at:  
**40 LEDBURY ROAD, PAULSGROVE, PORTSMOUTH, HAMPSHIRE, PO6 4BS**  
**Telephone: 023 9232 1140 Facsimile: 023 9222 1437**  
**E-Mail: Frank.Branscombe@btinternet.com Web Site: www.HCDO.co.uk**
- 1.03** Subject to annual approval by the HCDO Membership the HCDO shall be a full member of the **BRITISH DARTS ORGANISATION [BDO]** and a full member of the **ENGLISH DARTS ORGANISATION [EDO]**

### SECTION 'B' OBJECTIVES

- 1.00** The HCDO shall control, organise and promote all aspects of the Sport of Darts within the official boundaries of Hampshire
- 1.01** The HCDO shall not control or organise any darts functions or events outside of the Hampshire County boundary without the prior permission of the County darts organisation so affected
- 1.02** The HCDO shall form and control Super Leagues comprising outstanding players and from which shall be selected the official Hampshire County Darts Teams
- 1.03** The HCDO shall control and organise Tournaments and darts events within the County of Hampshire including those sections of darts events related to the HCDO's participation in the activities of both the BDO and the EDO

### SECTION 'C' RULES

- 1.00** The HCDO shall be governed by the contents of this Constitution
- 1.01** The HCDO Member Super League Rules shall comply with the contents of this Constitution plus any Rules or Regulations laid down in the HCDO Super League Rules
- 1.02** The HCDO shall comply with the Rules and Regulations of the BDO and EDO in so far as continuing membership of those organisations is concerned and likewise all darts events under the jurisdiction of the HCDO shall be organised in accordance with the BDO Playing Rules

**SECTION 'D' MEMBERSHIP**

Membership of the HCDO shall be categorised and subject to conditions as follows:

**1.00 SUPER LEAGUE MEMBERSHIP - MEN'S & LADIES**

- 1.01** Super League Membership of the HCDO shall be at the discretion of the HCDO Executive Council and Committee
- 1.02** All HCDO Member Super Leagues shall operate and comprise of Teams located within the geographical confines of the Hampshire boundary
- 1.03** Unless the conditions defined in Sub-Section 1.04 are applicable then a maximum of 4 x adult Super Leagues may operate with these being:  
1 x LADIES SOUTH HAMPSHIRE HCDO MEMBER SUPER LEAGUE  
1 x LADIES NORTH HAMPSHIRE HCDO MEMBER SUPER LEAGUE  
1 x MEN'S SOUTH HAMPSHIRE HCDO MEMBER SUPER LEAGUE  
1 x MEN'S NORTH HAMPSHIRE HCDO MEMBER SUPER LEAGUE  
These Leagues where practical and subject to Sub-Section 1.04 shall operate within clearly defined boundaries  
Such Leagues may at their discretion operate in the Winter and Summer Season's and each League's affairs shall be administered as per the HCDO Super League Rules by those elected at the League's Annual General Meeting
- 1.04** The HCDO Executive shall set the boundaries within which each HCDO Member Super League May operate
- 1.05** In any instance of the constitutional formation of a 'Premier' HCDO member Super League then it shall be at the discretion of the HCDO Executive Council to 'waive' the procedure of setting clearly defined boundaries
- 1.06** The setting up of additional HCDO Member Super Leagues shall only be permitted providing that they do not run in direct competition with and are supplementary only to those HCDO Member Super Leagues already in existence
- 1.07** Each HCDO Member Super League shall have it's own official headed notepaper for use in all correspondences undertaken on behalf of the respective Super League
- 1.08** Each Member Super League will pay for each of its Registered Members an HCDO Membership Fee as set by the HCDO Executive Council and this fee shall be set to cover individual membership of the HCDO together with an equitable portion of the BDO Insurance Premium and any other fees and items as considered appropriate - This fee shall be reviewed annually
- 1.09** The delegated officers of each HCDO Member Super League shall be responsible for organising any events and eliminating competitions as required by the HCDO

**2.00 SUPER LEAGUE MEMBERSHIP - YOUTH**

- 2.01** Whilst the conditions of Membership of Youth Super Leagues shall apply as for Men's and Ladies Member Super Leagues [Ref. Section D1 - HCDO Constitution] there shall be certain additional criteria as follows:
- **[A]** That membership shall be restricted to players of either sex that are under the age of eighteen

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### 2.00 YOUTH MEMBERSHIP [Continued]

- **[B]** That a policy of an HCDO Youth Super League will be to provide the means whereby young players can gain experience in the Sport of Darts and encourage eventual participation in the Men's or Ladies Super Leagues
- **[C]** Individual Membership of a Youth Super League shall not carry any financial commitment to the HCDO
- **[D]** The Officers and Committee of an HCDO Super League shall ensure that each member team is supervised by a responsible adult who shall undertake all aspects of finance and that the care and well being of the team members are attended to when participating in fixtures or other functions associated with the Youth Super League
- **[E]** The Officers and Committee of an HCDO Super League shall be responsible for the enforcement of any Youth policies as laid down by the HCDO or BDO and the compliance with all aspects of legality appertaining to the rights and restrictions of minors

### 3.00 INDIVIDUAL MEMBERSHIP MEN & LADIES

- 3.01** Each person properly registered with an HCDO Men's or Ladies Super League in compliance with the HCDO Super League Rules shall be a full member of the HCDO
- 3.02** Each full member of an HCDO Men's or Ladies Super League shall be responsible for the payment of an annual membership fee as determined by the HCDO Executive Council [Ref: HCDO Super League Rules]
- 3.03** The HCDO reserves the right to refuse an application for membership without assigning a reason for so doing

### 4.00 INDIVIDUAL MEMBERSHIP YOUTH

- 4.01** Each person properly registered with an HCDO Youth Super League in compliance with Section 12 of the HCDO Super League Rules shall be a full member of the HCDO
- 4.02** In the capacity of Youth membership of the HCDO no annual membership fee is payable to HCDO unless registered also with a Men's or Ladies Super League
- 4.03** Youth members shall not be eligible to attend or vote at HCDO General Meetings
- 4.04** Full Youth members shall be eligible to take part in member events as laid down from time to time and which may include:
- a] All Youth Super League Fixtures and Competitions
  - b] Any event billed as Youth or Junior Member Only Events
  - c] Any event involving the official Hampshire Youth Team or Teams
  - d] World Youth Singles Championships
- 4.05** Full Youth Members shall not be eligible to take part in any adult 'Member Only' events unless also registered with a Men's or Ladies Super League
- 4.06** The HCYDO reserves the right to refuse an application for membership without assigning a reason for so doing

### 5.00 LIFE MEMBERSHIP

- 5.01** Persons who have rendered outstanding service to the HCDO may be nominated for Life Membership at an Annual General Meeting
- 5.02** Life Members shall be full Members and entitled to attend General Meetings but shall not be afforded the right to vote at HCDO General Meetings unless having such right in another capacity

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### **6.00 SUPER LEAGUE APPLICATION FOR HCDO MEMBERSHIP**

- 6.01** All applications for Super League Membership of the HCDO must be made in writing to HCDO Headquarters
- 6.02** Applications shall be considered in the first instance by the HCDO Executive Council and finally by the HCDO Full Committee
- 6.03** At all times when an application is being considered the applicant League's Principal Officers must be available to be called before the considering Committees
- 6.04** On acceptance of the League as an HCDO Member Super League any applicable fees and charges will become due
- 6.05** On acceptance a Certificate of Membership will be issued and the Super League Registration Form must be duly completed

### **7.00 WITHDRAWAL OF MEMBERSHIP**

- 7.01** Any Member or Member Super League withdrawing as a Member of the HCDO shall not be eligible to renew their Membership for the duration of that season in which the withdrawal of Membership was made
- 7.02** Applications to join in any subsequent season will be treated as an application from a new Member Super League

### **8.00 RESPONSIBILITIES OF HCDO MEMBERS**

- 8.01** All categories of HCDO Membership shall be responsible for the following;
  - a)** Payments to HCDO Treasurer of all fees and charges due
  - b)** The safe keeping of any HCDO property and trophies that may be passed into the member's care from time to time
  - c)** The payment of all fines and the imposition of any penalties as imposed by the HCDO at any time

These responsibilities will be administered by the elected League Officers

## **SECTION 'E' MANAGEMENT AND CONTROL**

### **1.00 HCDO MANAGEMENT – EXECUTIVE COUNCIL**

- 1.01** The HCDO shall be managed by an **EXECUTIVE COUNCIL** comprising of persons elected to undertake specific duties as the principal officers of the HCDO, and, who shall be responsible for effecting all matters of policy and finance appertaining to the HCDO
- 1.02** The Office of General Secretary will also be filled by election but this Office will carry no functional responsibility [See Section 'J']
- 1.03** The HCYDO Youth Team Manager will serve on the HCDO Executive but will be elected by the Youth Membership annually at the HCYDO Annual General Meeting
- 1.04** The **HCDO EXECUTIVE COUNCIL** shall comprise of Officers elected at the HCDO Annual General Meeting as follows:
- 1. PRESIDENT**
  - 2. CHAIRMAN**
  - 3. TREASURER**
  - 4. B.D.O. / E.D.O. COUNCELLOR**
  - 5. BRITISH INTER COUNTY CHAMPIONSHIPS [BICC] C-OORDINATOR**
  - 6. HCDO OPEN EVENTS CO-ORDINATOR**
  - 7. MEN'S TEAM MANAGER**
  - 8. LADIES TEAM MANAGER**
  - 9. YOUTH TEAM MANAGER**
  - 10 + 11 TWO IN NUMBER GENERAL EXECUTIVE MEMBERS**
  - 12. GENERAL SECRETARY [NON EXECUTIVE]**
- 1.03** The Executive Council shall be supplemented by the Secretary or elected Representative of each HCDO Member Super League

### **2.00 HCDO MANAGEMENT - COMMITTEE**

- 2.01** The HCDO Committee shall comprise of an indeterminate number of persons elected at the HCDO Annual General Meeting who shall each be delegated functional responsibilities and who shall be responsible for the implementing any decisions taken by the Executive Council

### **3.00 MANAGEMENT AND CONTROL SUPER LEAGUES**

- 3.01** Each HCDO Member Super League shall be managed by it's own elected Executive and General Committee's as laid down in the HCDO Super League Rules - Section 6
- 3.02** The Super League Committees and Member Teams shall be controlled by the HCDO Executive Council

### **4.00 SUB COMMITTEES**

- 4.01** The HCDO shall form Sub Committees to administer principal activities and these shall include:
- a) Finance Sub Committee, b) BICC Sub Committee, c) Sub Committees for Open Events

**SECTION 'F' MEETINGS**

Meetings of the HCDO shall be categorised and conducted as follows and properly minuted with copies of these minutes circulated to all persons authorised to receive them

**1.00 ANNUAL GENERAL MEETINGS**

- 1.01** The Annual General Meeting [A.G.M.] of the HCDO will be held each year in the month of July or August with the actual date, time and venue decided by the Executive Council
- 1.02** Those eligible to attend and vote at the Annual General Meeting being:
  - a] All members of the Executive Council and Committee
  - b] All properly registered officers and fee paying members of the HCDOVice Presidents, Life Members and invited members of the Press may attend the A.G.M. but may take no part in any debate or be entitled to vote unless eligible under a] or b]
- 1.03** Notice of the calling of the Annual General Meeting will be circulated at least 28 days prior to the date agreed for the Annual General Meeting
- 1.04** It will be the duty of each Super League Secretary to pass notice of the A.G.M. to their members and call for propositions
- 1.05** Proposals intended for inclusion on the A.G.M. Agenda must be forwarded in writing to reach HCDO Headquarters at least 21 days prior to the meeting date
- 1.06** The Agenda for the A.G.M. will be drawn up by the Executive Council
- 1.07** There will be no item 'Any Other Business' on the Agenda of the A.G.M.
- 1.08** At the A.G.M. each principal officer will submit a report outlining the activities within the officer's responsibilities
- 1.09** The Treasurer's report will always be accompanied by the Accounts showing the financial status of the HCDO
- 1.10** Acceptance of officers' reports will be by majority vote
- 1.11** Normal Rules of conduct and procedure shall apply and the decision of the Chair as to what constitutes Rules of conduct and procedure or the interpretation of the HCDO Constitution or Super League Rules shall be final, except that on consideration the Chair may reverse the Ruling of the Chair
- 1.12** The appointment of HCDO Independent Examiners or Auditors in accordance with the provisions set out in Section 'K' - FINANCE will take place at the Annual General Meeting

**2.00 EXTRA - ORDINARY GENERAL MEETINGS**

- 2.01** An Extra-Ordinary General Meeting shall be called at the discretion of the HCDO Executive Council at any time between the HCDO Annual General Meetings in order to effect emergency measures of a major nature

## **HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION**

- 2.02** An Extra-Ordinary General Meeting may also be called on a proposition for such a Meeting being signed by a minimum number of 20 [Twenty] individual members from each HCDO Member Super League
- 2.03** Unless specifically invited by the HCDO Executive Council no persons other than HCDO Members may attend an Extra-Ordinary General Meeting

### **3.00 EXECUTIVE COUNCIL MEETINGS**

- 3.01** Executive Council Meetings shall be held at the discretion of the Chairman at intervals and at times as agreed by the Executive Council
- 3.02** Attendance at Executive Council Meetings is restricted to the President, Chairman, General Secretary, Treasurer, Assistant Secretary, Team Managers, Two General Members, One Representative of each HCDO Member Super League
- 3.03** The Executive Council may at their discretion invite non Executive personnel to attend Executive Council Meetings if it is deemed beneficial to the HCDO to do so
- 3.04** The quorum for an Executive Council Meeting shall be '5' and in those circumstances where any HCDO business is conducted with less than a full attendance then that business shall be valid as in a meeting with full attendance always providing that there are 5 or more persons present at that meeting
- 3.05** A full statement of the finances of the HCDO shall be submitted at each Executive Council Meeting

### **4.00 FULL COMMITTEE MEETINGS**

- 4.01** Meetings of the Full Committee of the HCDO shall be called by the Chairman as necessary with the approval of the Executive Council
- 4.02** Attendance at Full Committee Meetings will normally be restricted to the members of the Executive Council and the HCDO Committee
- 4.03** Should any person other than detailed in 4.02 be invited to attend a Full Committee Meeting for a specific purpose then that person shall have no voting rights or right to debate on items not connected with that specific purpose

### **5.00 TEAM SELECTION MEETINGS**

Reference to HCDO Constitution - Section 'N' - SELECTION

### **6.00 SUPER LEAGUE MEETINGS**

Reference to HCDO Super League Rules - Section '7' - MEETINGS

**SECTION 'G' VOTING**

- 1.00 With the exception of the Chairman or person nominated to act as Chairman each Executive Council member and each Committee Member shall have one vote on any proposal or amendment made at any HCDO Meeting attended
- 1.01 The Chairman or person nominated to act as Chairman shall not be entitled to vote at any meeting
- 1.02 In the event of a tie on votes on any proposal then that proposal will be deemed to have failed in that it did not gain the majority of votes necessary to justify its implementation and the position of status quo shall prevail
- 1.03 The Assistant Secretary shall be appointed as 'Minute Secretary' for all General. HCDO Executive, Full Committee and Sub-Committee Meetings
- 1.04 The Minute Secretary shall record in the Minutes of all HCDO Meetings the number of votes cast both 'for' and 'against' any proposals or amendments together with the number of any 'abstentions'
- 1.05 Any HCDO Member can request that the manner in which he or she cast his or her vote be recorded in the minutes along with all other details of the vote taken

## **SECTION 'H' ELECTIONS**

### **1.00 OFFICERS AND COMMITTEE**

- 1.01** With the exception of the Super League Representatives all Members of the Executive Council and Committee shall be elected at an Annual General Meeting of the HCDO
- 1.02** No Executive Council Member elected at the A.G.M. may represent a Super League at any Meeting attended
- 1.03** Executive Council and Committee members may present themselves for re-election without nomination at the end of their period of office
- 1.04** With the exceptions as detailed in Paragraphs 1.03 and 1.08 the procedures for nominating Executive Officers are that Nominations and Seconding of Nominations for any of the Offices of the HCDO Executive Council must be submitted in writing to arrive at the Headquarters of the HCDO not later than fourteen days prior to the respective A.G.M and the submissions must also include a statement signed by the nominee indicating acceptance of the nomination
- 1.05** All nominees are expected to be in attendance at the relevant A.G.M.
- 1.06** The HCDO executive Council shall be empowered to co-opt Officers on to the Executive Council should an office receive no nominations or in the event of mid-term vacancies occurring
- 1.07** The Executive Council shall be similarly empowered to co-opt members on to the Committee in the event of mid-term vacancies occurring or should it be considered that an increase in the numbers of Committee Members would contribute to the more efficient running of the HCDO
- 1.08** Co-opted Executive Council or Committee Members may present themselves for re-election without nomination at the end of their period of office

### **2.00 PERIODS OF OFFICE**

- 2.01** With the exception of the Chairman and Treasurer all Executive Council and Committee members shall be elected annually
- 2.02** The Chairman need not present himself for re-election until every third year  
The Treasurer need not present himself for re-election until every second year  
On the occasions when the expiry of these offices occur in the same year then the term of office of Treasurer shall be extended for one year without re-election
- 2.03** If any Officer or Committee Member is found guilty of misconduct then that person shall be requested to resign from Office immediately
- 2.04** Any person considered by the Full Committee to be failing in his or her elected or delegated responsibilities may be requested to resign from Office

**SECTION 'I' APPOINTMENTS**

Certain Honorary and Functional Appointments may be made at the discretion of the HCDO Executive Council and shall be categorised as follows:

**A - HONORARY APPOINTMENTS**

**1.00 VICE PRESIDENT**

The HCDO Executive Council may invite as many persons as they see fit to become Vice Presidents of the HCDO

**1.01** The Office of Vice President shall be honorary and conferred on:

- a) Persons who have given long and outstanding service as Officers of the HCDO
- b) Persons who make regular financial contributions to the HCDO

**1.02** Vice Presidents may enjoy the benefits of a Full Member except that they will not be afforded voting rights or be eligible to take part in debates at meetings unless they have such rights in another capacity

**B NON EXECUTIVE APPOINTMENTS**

**1.00 TEAM CAPTAINS** [Reference also HCDO Constitution - Section 'N' - SELECTION]

**1.01** The Executive Council shall have the right to sanction the appointment of Two Team Captains who shall be deemed to be Captain of either of the Men's or Ladies County Teams

**1.02** Nomination and appointment of a Team Captain shall be instigated by the Team Managers from the membership of the HCDO and ratified by the Executive Council

**1.03** The period for which the Team Captain remains in office is indeterminate and subject to review at any time

**1.04** The Team Captain shall be an assistant to the respective Team Manager in all matters appertaining to the County Teams

**C. FUNCTIONAL APPOINTMENTS**

**1.00** Certain responsibilities relevant to the efficient running of the HCDO shall be delegated to the members of the Executive Council, Committee or by co-option

**1.01** An Executive Council, Committee or co-opted member may be delegated more than one functional responsibility

**1.02** The functional appointments are defined in Section J. 9.00

**D. SUB COMMITTEES**

**1.00** The Executive Council shall be empowered to appoint members of the Executive Council and / or members of the Committee for the purpose of forming Sub-Committees which shall in turn be empowered to set the terms of reference for the function for which they are charged to oversee

## **SECTION 'J' DUTIES OF OFFICERS**

### **1.00 PRESIDENT**

- 1.01** The HCDO President should normally be a person who has rendered outstanding service to the HCDO in the period prior to election
- 1.02** Whilst the office of President carries no specific function the President shall be an active member of the HCDO and shall have full voting rights at any HCDO Meeting attended
- 1.03** At the discretion of the HCDO Executive the President shall be afforded the right to undertake any Executive functional responsibility

### **2.00 CHAIRMAN**

- 2.01** The Chairman shall be responsible for the calling of HCDO Meetings as approved by the Executive Council and as such shall instruct the General Secretary to effect notification of personnel as necessary
- 2.02** The Chairman shall compile Agendas for Executive and Full Committee Meetings
- 2.03** The Chairman shall control proceedings at all HCDO Meetings
- 2.04** In the instance of any absence of the Chairman at any HCDO Meetings then the Meeting shall appoint a Vice Chairman to control proceedings at that specific Meeting only
- 2.05** The Chairman shall be a Member of the BICC Sub Committee

### **3.00 TREASURER**

- 3.01** The Treasurer shall be responsible for the conducting and recording of all financial Transactions of the HCDO
- 3.02** The Treasurer shall be the principal signatory on all HCDO cheques
- 3.03** The Treasurer shall be responsible for the preparation of balance sheets and statements for production at meetings or on instruction by the Chairman
- 3.04** The Treasurer shall be a member of the Finance Sub Committee
- 3.04** The Treasurer shall maintain an inventory of all HCDO property and assets
- 3.05** At the end of the Financial year the Treasurer shall prepare, or cause to be prepared, Accounts In accordance with the provisions set out in Section 'K' - FINANCE
- 3.06** The Treasurer shall liaise with the Independent Examiners or Auditors, appointed at the Annual General Meeting in accordance with the provisions of Section 'K' - FINANCE, and shall provide them with all information and explanations they require in order to perform the duties of their appointment

### **4.00 BDO / EDO COUNCILLOR**

- 4.01** The BDO / EDO Councillor shall represent Hampshire at all BDO/EDO Meetings with any assistant Councillors as appointed by the HCDO Executive
- 4.02** The BDO Councillor shall be a member of the BICC Sub Committee

### **5.00 BRITISH INTER COUNTY CHAMPIONSHIPS [BICC] CO-ORDINATOR**

- 5.01** The BICC Co-ordinator shall be responsible for the administration of all matters and arrangements appertaining to HCDO's participation in the British Inter County Championships
- 5.02** The BICC Co-ordinator shall be the principal signatory on the HCDO BICC Bank Account and the holder of any Credit or Debit cards derived from that account

## **HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION**

- 5.03** The BICC Councillor shall be responsible for the payment of any monies relating to the BICC and shall prepare and present balance sheets and statements at any meetings attended and upon instruction by the Chairman
- 5.04** The BICC Councillor shall be placed on the BDO/EDO Mailing lists and when required to do so will attend any BDO/EDO Meetings at which BICC Policies are to be discussed
- 5.05** The BICC Co-ordinator shall form a BICC Sub Committee from those personnel that have specific duties at Home and Away BICC Fixtures
- 5.06** The BICC Co-ordinator will be the senior officer responsible for the control of officiating personnel and shall be responsible for liaison with host and visiting Counties

### **6.00 HCDO OPEN EVENTS CO-ORDINATOR**

- 6.01** The HCDO Open Events Co-ordinator shall be responsible for overseeing the scheduling, Promotion, organising and staging Open Events as staged under the name of the HCDO
- 6.02** Each HCDO Open event shall be managed by an HCDO Officer [or Officers] appointed by the Events co-ordinator
- 6.03** Each Open event shall require the formation of a sub committee of personnel who will be charged with the task of running the event
- 6.04** The Events Co-ordinator will supervise the employment of outside personnel or contractors as may be required to effectively stage an event

### **7.00 TEAM MANAGERS [Reference also Section 'N' - SELECTION]**

- 7.01** The Team Managers shall be responsible for all matters appertaining to their respective Teams or Squads of players selected to represent Hampshire for any darts events
- 7.02** The Team Managers shall make themselves familiar with and ensure compliance with any Rules appertaining to the Championship or event in which the County Team or players are participating
- 7.03** All aspects of observance of Rules on dress on allocation of playing shirts and uniforms shall be the responsibility of the Team Manager
- 7.04** The Team Manager may co-opt assistance from the Team Captains as required
- 7.05** The Team Managers will be members of the BICC Sub Committee and will act on any reasonable instruction or request by the BICC Co-ordinator
- 7.06** The Team Manager shall ensure that all selected players are properly registered for the event in which they are participating
- 7.07** All dealings with any opposing Team Management at darts events will be carried out by the Team Manager
- 7.08** In the event of an 'incident' occurring at an event in which a Hampshire Team is participating then the respective Team Manager deemed to be responsible for the Hampshire Team shall be empowered to suspend any players from all HCDO activities pending the result of a Disciplinary Hearing [Reference also Section 'O' - DISCIPLINARY PROCEDURES]
- 7.09** Youth Team Manager – see Appendix One – HCDO – Youth Constitution

### **8.00 GENERAL EXECUTIVE MEMBERS**

The Two General Executive Members of the HCDO shall be delegated Executive and Functional Duties as necessary

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### 9.00 NON EXECUTIVE OFFICER - GENERAL SECRETARY

- 9.01** The Office of General Secretary carries no Executive function but it will require the incumbent to allow the use of his/her residence as HCDO Headquarters for the purpose of receiving any communications intended for the attention of the HCDO
- 9.02** The General Secretary shall liaise with all principal officers and forward any communications to those entitled to receive them
- 9.03** In the absence of an appointed registrar the General Secretary will maintain records of HCDO Memberships and relevant Directories
- 9.04** The General Secretary will act on instruction of the Chairman in any matters appertaining to the HCDO
- 9.05** The General Secretary will maintain a 'global' electronic mailing list and distribute information as deemed applicable
- 9.06** The General Secretary will assist in the update of the HCDO Website and any other Electronic Media
- 9.07** The general Secretary shall maintain where practical a calendar of HCDO Events
- 9.08** The role of the General Secretary is not definitive and will cover other duties that may arise from time to time
- 9.09** The General Secretary shall take minutes as instructed at HCDO Meetings but unless acting in another capacity shall have no vote at any HCDO meeting attended

### 10.00 FUNCTIONAL OFFICERS

To enable the correct running of the HCDO and its activities there shall be a number functional appointments from either within the Executive or Committee or by co-option from the HCDO Membership and some of these responsibilities shall cover:

- 10.01 COUNTY REGISTRAR** - This function will cover the compilation and maintaining all details appertaining to the Registration of HCDO Members and shall keep all records of names and addresses of HCDO Members together with Super League Teams registered with. The County Registrar shall also calculate dues required from Super Leagues in respect of the fees owed
- 10.02 ASSISTANT TO THE TREASURER** - This duty shall cover the giving of assistance when required to the Treasurer - The Assistant to the Treasurer shall be a signatory on the HCDO Bank mandate  
The Assistant to the Treasurer shall sit on the Finance Sub Committee
- 10.03 EQUIPMENT MANAGER** - One of the General Executive Members shall be appointed by the Executive Council to oversee the organisation of transportation, maintenance and upkeep of all HCDO equipment and shall be empowered to co-opt from the Executive Council, Full Committee or Super League Committees persons for the purpose of assisting with the transportation, setting up, setting to work and dismantling of equipment at functions and for any assistance with maintenance or repair work as may be required from time to time and shall liaise with the HCDO Stage and/or Floor Managers. The Equipment Manager shall report to the Treasurer and Executive Council the projected cost of any transport hire for specific functions and the projected estimated costs for any maintenance, repair or replacement of components of the HCDO Equipment and shall seek the approval of the HCDO Executive Council as the Finance Council for any such expenditure  
The Equipment Manager shall sit on the BICC and Events Sub Committees
- 10.04 BICC TRANSPORT MANAGER** - This duty shall include the booking of all HCDO BICC Away match hotels and the allocation of all travel expenses
- 10.05 FUND RAISING ADMINISTRATOR** - This duty shall include the administration of any fund raising activities that may be instigated by the HCDO from time to time

**FUNCTIONAL OFFICERS [Cont]**

**10.06 Other functional appointments could include:**

- |                                     |                             |
|-------------------------------------|-----------------------------|
| a] Press Officer                    | b] Marketing Officer        |
| c] Scores Recording Officers        | d] Statistics Officer       |
| e] Assistant County Councillors     | f] Stage and Floor Managers |
| g] Specific events Organisers       | h] Events Transport Manager |
| i] Assistants to Executive Officers |                             |

**11.00 SUPER LEAGUE REPRESENTATIVES**

- 11.01** Each HCDO Member Super League shall be represented on the HCDO Executive Council by a person nominated in compliance with HCDO Super League Rules Sections 6.02 to 6.03
- 11.02** Under the said Rule the Representative shall have the power to speak on the League's behalf and make any decisions concerning the League if called upon to do so at any HCDO Executive or Full Council Meetings
- 11.03** The Representative shall be expected to be an active member of the HCDO and shall undertake to assist at HCDO Functions and accept any Functional responsibilities as directed

**SECTION 'K' FINANCE**

**1.00 GENERAL**

- 1.01** The Executive Council shall act as the Finance Council and as such shall be responsible for the authorisation of expenditure deemed to be of a major nature within the limits as advised by the HCDO Treasurer
- 1.02** The Signatories of any HCDO Accounts shall be the Treasurer, Chairman, General Secretary and One other Member of the Executive Council
- 1.03** All cheques issued from the HCDO Accounts shall be signed by the Treasurer and 'One' other of the declared signatories
- 1.04** All incoming monies shall be made payable to the Hampshire County Darts Organisation and will be receipted and banked into an Account in a National Bank
- 1.05** The HCDO Executive shall be empowered to authorise the transfer of HCDO Funds from any HCDO Account into another Account or Accounts for the purpose of securing suitable interest rates for the general benefit of the HCDO
- 1.06** The Treasurer and appointed signatories shall be empowered to make any financial arrangements deemed necessary by the HCDO Executive Council to secure an overdraft, loan or enter into a hire purchase or Leasing Agreement on behalf of the HCDO

**2.00 ACCOUNTS, INDEPENDENT EXAMINATION AND AUDIT**

- 2.01** The Financial year of the HCDO shall run from **1st JUNE to 31st MAY** and Accounts shall be prepared for each Financial Year for presentation to the Members at the Annual General Meeting that conform with generally accepted accounting principles
- 2.02** The Accounts of the HCDO shall consist of a Balance Sheet, an Income and Expenditure Account and such Notes as are required to properly explain the financial position and results for the year under review
- 2.03** The Accounts shall be reviewed each year and reported on by two members of the HCDO, independent from the Executive Council, appointed for the purpose at the Annual General Meeting. The members so appointed shall be termed 'Independent Examiners' and any full Member of the HCDO shall be eligible for appointment. In practice the appointment is unlikely to receive nominations before the Annual General Meeting and so the Chairman shall call for two volunteers. If no volunteers or nominations are received then the Chairman shall propose one or two individuals, as necessary, who have previously indicated their willingness to be appointed. Such individuals do not have to be present at the Annual General Meeting, but those members present will be required to ratify their appointment
- 2.04** If two members of the HCDO are not appointed as Independent Examiners at the Annual general Meeting, then the Executive Council shall appoint an independent professional Accountant or firm of Accountants in their place

**2.00 ACCOUNTS, INDEPENDENT EXAMINATION AND AUDIT - Continued**

- 2.05** The Independent Examiners shall review the Accounts prepared for the financial year and report their opinion, in accordance with paragraphs 2.06 and 2.07 below, to the Members at the HCDO Annual General Meeting
- 2.06** The review conducted by the Independent Examiners shall consist of a meeting and full discussion with the Treasurer concerning the Accounts prepared for the financial year. The Independent Examiners can further discuss specific items with any member of the Executive Council. It is the duty of the Independent Examiners to obtain sufficient information and explanations in order to satisfy themselves that they can report that, in their opinion, the Accounts are properly prepared from the accounting records of the HCDO and that they correctly reflect the financial position of the HCDO at the balance sheet date. The Report of the Independent Examiners shall be in writing and shall be appended to the Accounts for the financial year
- 2.07** If in the opinion of the Independent Examiners the Accounts are not properly prepared from the accounting records of the HCDO and do not correctly reflect the financial position of the HCDO at the balance sheet date, then the Treasurer shall amend the Accounts as necessary to enable the Independent Examiners to report to the members of the HCDO at the HCDO Annual General Meeting in accordance with paragraph 2.06 above, and the Independent Examiners shall report the amendments required to the Members at the Annual General Meeting
- 2.08** At any Annual General Meeting, a resolution to appoint Auditors rather than Independent Examiners shall be carried if the majority of those present and eligible to vote, vote in favour of such a resolution. The Executive Committee shall then appoint an independent Registered Auditor for the purposes of reporting on the Accounts for the following financial year. If required and for the avoidance of doubt, the Executive Council will appoint a Registered Auditor for the purposes of Section 'R' - DISSOLUTION
- 2.09** Any Registered Auditor appointed in accordance with paragraph 2.08 shall conduct his Audit in accordance with Auditing Standards and shall report to the Members at the following Annual General Meeting accordingly
- 2.10** The Executive Council of the HCDO shall determine the remuneration of any professional accountant, auditor or firm appointed as Independent Examiners or Auditors
- 2.11** The term of appointment for Independent Examiners or Auditors shall be until the conclusion of the next General Meeting at which accounts are laid before the Members of the HCDO. If for any reason a person cannot complete the term of appointment then the Executive Council shall seek to appoint an alternate to fill the casual vacancy arising

**SECTION 'L' SPONSORSHIPS**

- 1.00** The involvement of any Sponsors in the affairs of the HCDO shall be at the discretion of the Executive Council who shall be empowered to enter into negotiations and to formulate contractual arrangements with any such Sponsors of the HCDO
- 1.01** In the instance of a member of the HCDO being approached with an offer of sponsorship or financial support of any kind then the member should report all relevant details to the Executive Council which shall, after due consideration of those details, authorise any pursuit of the offer and enter any negotiations deemed necessary

**SECTION 'M' ELIGIBILITY RULE PLAYERS AND OFFICIALS**

- 1.00** No person who is, or becomes a member of, or official of, or plays for, or takes part in an event organised by an outside darts body not recognised by the HCDO, or not recognised by a parent body of which the HCDO is a member, shall be eligible to become or continue to be an official, player or member of the HCDO and such persons will not be permitted to take part in, or officiate at, any darts event that is organised by the HCDO either on it's own behalf or on behalf of other recognised darts bodies
- 1.01** The HCDO Executive Council shall have the power to declare any match, tournament or other darts event an 'Open event' in which case the 'Eligibility Rule' shall not apply and this power shall be exercisable notwithstanding that the match, tournament or other darts event has already taken place. Moreover the HCDO Executive Council shall have the power to permit a person to play in any match, tournament or other darts event notwithstanding that the person is ineligible under this Rule
- 1.02** Any dispute concerning the 'Eligibility' of any person under this Rule may be referred, in writing, to the Hampshire County Darts General Secretary for inclusion on the Agenda for the next Meeting of the HCDO Executive Council
- 1.03** Prior notice of this Meeting and the subject matter thereof shall be given to the person or persons concerned in the dispute and at any such Meeting the person concerned shall be given reasonable opportunity of being heard
- 1.04** The decision of such a Meeting that a person is 'Ineligible' shall be found by unanimous agreement of the HCDO Executive Council
- 1.05** At any such Meeting any written report received by the General Secretary that the person is, or has been, a Member or Official, or has played for a Darts Body not recognised by the HCDO or not recognised by any parent body of which the HCDO is a member, and that person fails to attend and refute the allegation therein, the Meeting may infer therefrom that the allegation is well founded, provided always that the person has been given written Notice of the allegation and when it is to be heard
- 1.06** Any person who is, or becomes 'Ineligible' under this Rule shall remain ineligible for a period of eighteen [18] months with this period commencing from the date when the person was last a Member of, or Official of, or played for a Darts Body not recognised by the HCDO
- 1.07** The HCDO Executive Council may reduce the time period if they consider it is in the interest of the HCDO to do so
- 1.08** If circumstances arise where a decision is required concerning the 'Eligibility' of any persons under this Rule pending reference to an HCDO Executive Council Meeting then the Chairman or nominated Executive Council Officer shall, upon making such enquiries as he shall deem fit, including, where reasonably practicable, of the person concerned, have the power to decide the matter pending a decision of the HCDO Executive Council
- 2.00 TOMLIN ORDER & PROFESSIONAL DARTS CORPORATION [P.D.C.]**  
Following a procedure of litigation in the Courts a Court Order was issued with regard to the staging of the 2 x World Championships as organised by the BDO and the PDC and the eligibility of players participation in the finals of these events  
This was named as the Tomlin Order and the relevant sections are reproduced in 2.01 below

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### 2.01 SUMMARY OF THE TOMLIN ORDER

The principle of this Order is as follows:

This Schedule applies to the B.D.O. World Professional Championship, organised by the B.D.O. [B.D.O.] and to the P.D.C. World Championship, organised by the P.D.C. [P.D.C.] It applies to no other event.

1. No person may participate in both the P.D.C. and the B.D.O. in the same season.
2. Any person who, in the 12 months preceding either the P.D.C. or the B.D.O., signs a document indicating an intention to participate in one of those competitions, shall not be permitted to enter or participate in the other competition, and may be required to participate in the competition to which the document refers.
3. Nobody shall be required, as a precondition to entry into any competition other than the P.D.C. or the B.D.O., or as a precondition to membership of the P.D.P.A. or the B.D.O. to sign a document of the sort referred to in paragraph 3 of this Schedule.
4. The top 16 players, and any Home Country players ranked between 17 and 32 in each year's B.D.O. and the top 16 players in each year's P.D.C shall not be permitted to enter the other competition in the immediately following year.
5. No further restriction shall be imposed upon any player than those set out above, except under the ordinary disciplinary codes of practice and rules of play for each tournament.

Explanatory Notes:            P.D.C.            = Professional Darts Corporation  
   P.D.P.A.        = Professional Darts Players Association

### 2.02 H.C.D.O. SUPPORT

In respect of the aforesaid the HCDO will support in full the principle of the Order as laid down and therefore the P.D.C. and W.P.D.P.A. are darts bodies as recognised by the HCDO

Furthermore in the interests of giving its members the freedom of choice that the Order refers to the eligibility statement as detailed in 2.03 was ratified by unanimous decision at the 2002 HCDO Annual General Meeting

### 2.03 H.C.D.O. STATEMENT

'Whilst the HCDO shall actively encourage and expect its members to make themselves available for participation in all member leagues and member events as run by the HCDO and / or under the auspices of its parent body the British Darts Organisation and the World Darts Federation it shall not seek to discriminate against players who choose to participate in events as organised by other darts bodies unless the legality of this is negated by contractual arrangements and furthermore the HCDO shall, as far as is practicable under any constraints that may be laid down from time to time by the various darts bodies, allow its members full freedom of choice as to where, when, with and against whom they wish to further their participation in the Sport of Darts'

## **SECTION 'N' SELECTION**

### **1.00 SELECTION PROCESS**

- 1.01** It is the responsibility of the incumbent elected Team Manager to oversee, supervise and control the process of selecting players from the HCDO membership in order to form the official Hampshire Teams for participation in the British Darts Organisation British Inter County Darts Championship or other such event/series in which participation has been agreed/applied for
- 1.02** This process shall also include the responsibility for the nomination to the relevant authorities of players felt worthy of consideration for selection into the International Teams
- 1.03** For the purpose of enabling the correct implementation of the selection process the Team Manager shall have at his disposal the services of a Selection Committee of his or her preference comprising of elected and or appointed personnel as detailed in Section Two
- 1.04** The elected Team Manager shall, for the full term of his or her office, have the right of access to the full Super League playing records of all HCDO Members that come under his or her remit [i.e Men's or Ladies] and these records shall be made available on request by the Team Manager to the relevant Super League
- 1.05** To supplement the Selection Committees there shall be appointed Team Captains and Independent Selectors [See Sections 5.05 and 5.06]

### **2.00 SELECTION COMMITTEES**

- 2.01** In order that each respective Team Manager can exercise a certain amount of discretion on the formation of his or her Selection Committee with regard to the number of personnel involved in the Selection process it is the right of each Team Manager to choose from 2 x options which are detailed as follows:

#### **OPTION ONE**

For the purpose of selecting the official Hampshire Teams for participation in the BDO Inter County Championships or other events Selection Committees shall be formed as follows:

**A] MEN'S SELECTION COMMITTEE** - To consist of:

Men's Team Manager, Men's Team Captain, One Independent Selector

**B] LADIES SELECTION COMMITTEE** - To consist of:

Ladies Team Manager, Ladies Team Captain, One Independent Selector

#### **OPTION TWO**

For the purpose of selecting the official Hampshire Teams for participation in the BDO Inter County Championships or other events Selection Committees shall be formed as follows:

**A] MEN'S SELECTION COMMITTEE** - To consist of:

Men's Team Manager, Men's Team Captain, One Independent Selector

One Representative from each Men's HCDO Super League or Section of a Men's HCDO Super League

**B] LADIES SELECTION COMMITTEE** - To consist of:

Ladies Team Manager, Ladies Team Captain, One Independent Selector

One Representative from each Ladies HCDO Super League or Section of a Ladies HCDO Super League

- 2.02** Note that the decision on which option is to be used must be taken by the respective Team Manager prior to the start of each season and that decision shall not be reversible for the duration of that season
- 2.03** In the event of the non appointment of an independent selector then the respective Selection Committee in both options shall operate without an independent Selector

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### 3.00 RESPONSIBILITIES OF SELECTORS

- 3.01** All persons involved in Selection shall undertake to maintain complete confidentiality in all matters as discussed at Selection Meetings and will not discuss the content of such meetings except in privacy with the Team Manager
- 3.02** It will be the duty of the Selection Committee's to make themselves familiar with the full playing records of all respective outstanding Super League players and have regard to the players ability to be a credit to the HCDO in standard of dress and behaviour
- 3.03** It will be the duty of the respective Selection Committees to be fully aware of the Rules of any Competition, Tournament or Championship in which their Teams are participating
- 3.04** The Selection Committee's shall undertake to nominate the required numbers of players necessary to form Squads, Teams and Reserves as agreed as sufficient to cover the purpose for which the selection of players applies to
- 3.05** The respective Selection Committee shall also bring to the attention of the General Secretary the full playing records of any player deemed to be worthy of being nominated for consideration for International Selection
- 3.06** Matches against non County Teams will not carry 'Official' County status and Teams selected for such matches shall be billed as 'Hampshire Select Teams'
- 3.07** The full up to date playing records of all current HCDO Members must be made available by the respective Super Leagues to the respective Team Manager at least 48 hours prior to every inter county fixture and at any other times as requested by the Team Manager

### 4.00 SELECTION MEETINGS

- 4.01** Selection Committee Meetings shall be called by the respective Team Manager who shall assume the duty of CHAIRMAN of Selectors
- 4.03** At all Selection Meetings all Selectors shall have 'one vote' on any issue and the Team Manager as Chairman shall have a second 'casting vote' in the event of a tie brought about by equality of attendees in Option Two or by abstentions in Option One
- 4.04** As soon as practicable following a Selection Meeting the Team Manager shall inform the General Secretary of the names of players selected for a particular event, who will in turn undertake to notify in writing all players and authorised personnel of the full details of the particular event

### 5.00 ELECTION AND APPOINTMENT OF SELECTORS

- 5.04 TEAM MANAGER** [See Section J 6 Of the HCDO Constitution]
- 5.05 TEAM CAPTAIN** Each of the Ladies and Men's Squad shall elect by ballot of the respective playing squads a Captain who shall be a direct Assistant to the Team Manager and matters concerning the 'A' and 'B' Teams and reserves
- 5.06 INDEPENDENT SELECTORS** – Two persons shall be appointed from the HCDO Full Committee as independent selectors [1 person for Men's Selection Committee and 1 person for Ladies Selection Committee]  
The independent Selectors shall not be an officer of or serve in any capacity on the Committee of an HCDO Super League  
In the event of the non appointment of an independent selector then the respective Selection Committee shall operate without an independent Selector
- 5.07 SUPER LEAGUE REPRESENTATIVES** [See Section J 8 of the HCDO Constitution]  
[Applicable only if Option Two of Selection is applied]

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### 6.00 SELECTION CRITERIA

- 6.01** Only players that are officially registered with an HCDO Member Super League shall be eligible for selection into the County Teams or Playing Squads
- 6.02** The Team Manager shall ensure that all players selected to represent Hampshire have been properly registered with the Darts Body controlling the event in which the HCDO is participating
- 6.03** Unless mitigating circumstances prevail and as such are agreed by the Selectors no player is eligible for selection into the County Team or Playing Squad unless he or she has taken part in at least two-thirds of the Super League Fixtures that have been played at the time of the respective Selection Meeting  
Such mitigating circumstances could include as follows:
- A]** Full time professional Darts players who wholly earn their living from playing darts and who are under contractual obligations will be expected to play in as many Super League fixtures as their professional engagements permit
- B]** Situations where a player cannot fulfil the two-thirds Rule will be decided by the Selectors and reviewed as necessary

### 7.00 PLAYING SQUADS

- 7.01** Prior to the commencement of each playing season the respective Selection Committee's for Men and Ladies shall meet to consider nominations for that season's playing Squads. From these nominations shall be selected players of a number as agreed by the Selectors as being adequate to form the basis of the County Teams for the commencement of the season
- 7.02** Whilst the formation of the County Teams shall in the first instance be instigated from these playing squads the Selection Committee's shall reserve the right to supplement the playing squad at any time during the season providing the additional players selected have met the Selection criteria as laid down in Section 3.00 - SELECTION CRITERIA
- 7.03** Should any player in the Squad, Teams or Reserves fail in his or her responsibilities to the HCDO or in his or her responsibilities to the HCDO Super League[s] of which he or she is a member then the respective Selection Committee shall have the right to remove the offending player's name from the respective list noting that any player so dealt with shall have the right of appeal as per laid down in Section 'O' - DISCIPLINARY PROCEDURES

## **SECTION 'O' DISCIPLINARY PROCEDURES**

### **1.00 INCIDENT**

- 1.01** The disciplinary procedures laid down herein are to be instigated at the discretion of the HCDO Officers as a means of dealing with any 'incidents' that may occur at HCDO organised events or functions
- 1.02** The term 'INCIDENT' covers any action perpetrated by a person or persons that is adjudged as having brought the name of the HCDO or the Sport of Darts into disrepute and it shall also cover any deliberate act of misappropriation or misuse of HCDO property or assets
- 1.03** Incidents occurring at HCDO Member Super League fixtures, functions or events would normally be dealt with by the respective Member Super League under the terms of the HCDO Super League Rule - Section 24 - DISCIPLINE. This however shall not deny any HCDO Member Super League the right to request through its officers that the HCDO Executive Council conduct disciplinary procedures on the respective Super League's behalf

### **2.00 COMPLAINT**

- 2.01** Any complaint concerning an 'incident' at an HCDO event or function should be reported to any of the HCDO Officials in control of that event or function and from such a report the controlling officials shall decide either to accept the verbal complaint or request that the complainant submit a written report giving full details of the 'incident' to HCDO Headquarters
- 2.02** In the instance of an 'incident' occurring at an HCDO event or function which is deemed to have been occasioned by any player, or any official, or any outside person then any HCDO Executive Officer who is present at the time of the 'incident' shall be empowered to suspend that player, official or outside person from all HCDO activities pending the result of a Disciplinary Hearing

### **3.00 NOTIFICATION**

- 3.01** All details of complaints received and actions taken as a result of 'incidents' must be notified immediately following the event or function to the HCDO Chairman who shall, after discussion as necessary with the HCDO Executive Council Members, initiate Disciplinary Proceedings. Likewise any letter of complaint received shall be discussed with the HCDO Executive Council who shall decide on the taking of further action
- 3.02** All notification of 'incidents' must include the names of persons deemed to have been involved including any witnesses that may be required to attend any Disciplinary Hearing bearing in mind that such witnesses may wish to corroborate the evidence supplied by the complainants or by the defendant
- 3.03** Once it has been established that a Disciplinary Hearing will take place then the HCDO Chairman shall instruct the General Secretary to write to the persons involved confirming in the first instance any action taken against them at the time of the 'incident' and informing them that they are subject to disciplinary proceedings pending the result of a Disciplinary Hearing at which they will be required to attend

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### 4.00 CONVENING A DISCIPLINARY HEARING

- 4.01** The HCDO Chairman shall convene any Disciplinary Hearing at a time and place as deemed suitable
- 4.02** The Chairman shall appoint '3' or '5' Members of the HCDO Executive Council or HCDO Full Committee to act as a Disciplinary Committee but no person directly involved in the 'incident' for which the hearing has been convened shall be permitted to serve on the Disciplinary Committee or on any subsequent Appeals Committee
- 4.03** In addition to the '3' or '5' Disciplinary Committee members the HCDO Chairman or person nominated to act as Chairman shall attend the Hearing to preside over the proceedings. There shall also be in attendance the HCDO Minute Secretary or other person nominated to compile the official Minutes of the proceedings. The Chairman and Minute recorder shall have no vote on any decisions taken at the Hearing nor shall they take part in any discussions appertaining to the subject matter involved
- 4.04** The accused person or persons shall be invited to attend the Disciplinary Hearing in which that person or persons shall be given the opportunity to put forward any information and ask any questions relating to the Disciplinary proceedings being brought against such person or persons. Such persons so accused may also invite a reasonable number of witnesses to substantiate any claim of non-involvement, plea of innocence, request for mitigating circumstances to be taken into consideration or any other such claim relating to the 'incident'
- 4.05** The accused person or persons shall be informed on invitation to the Disciplinary Hearing that in the case of non-attendance at the Hearing the matter may be decided in their absence
- 4.06** As well as being informed verbally at the end of a Disciplinary Hearing the person involved shall also be informed officially in writing of the details of the decisions reached in the Disciplinary Hearing together with advice on the effect of those decisions on that persons future involvement in the activities under the jurisdiction of the HCDO
- 4.07** The person shall also be informed in writing of his or her Right of Appeal against any decision and advised to lodge any such Appeal within 28 days of the relevant Disciplinary Hearing

### 5.00 RIGHT TO APPEAL

- 5.01** Any person has the Right to Appeal against any action regarding a complaint or decision taken as a result a Disciplinary Hearing
- 5.02** In the instance of lodging an appeal the appellant must outline the grounds of the appeal and provide any additional evidence or details of other witnesses to substantiate those grounds
- 5.03** Such substantiation must be submitted in writing by the appellant or on the instructions of the appellant to reach HCDO Headquarters by no later than 28 days following the imposition of disciplinary action as taken at a Disciplinary Hearing
- 5.04** An appellant may be required to lodge a sum of money with the HCDO to help defray any cost of notification and attendance at any Appeal Hearing. Such monies may be refunded as a result of the decisions made in the Appeal Hearing

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### 6.00 CONVENING AN APPEAL HEARING

- 6.01** An Appeal Hearing shall be convened in the same manner as a Disciplinary Hearing with all relevant persons being informed in writing
- 6.02** The HCDO Chairman shall appoint '5' or '7' Members of the HCDO Executive Council or Full Committee to act as an Appeal Committee. None of the '5' or '7' appointed Members shall have served on the respective Disciplinary Committee nor been involved in the respective 'incident' that prompted the Disciplinary Hearing or subsequent Appeal Hearing. A Chairman and Minute Secretary shall attend supplementary to the '5' or '7' Members with duties as detailed in Paragraph 4.03 of this Section
- 6.03** At all times the number serving on an Appeal Committee shall be larger than the numbers serving on the relevant Disciplinary Committee
- 6.04** As well as being informed verbally at the end of an Appeal Hearing the person involved shall also be informed officially in writing of the details of the decisions reached in the Appeal Hearing together with advice on the effect of those decisions on that person's future involvement in the activities under the jurisdiction of the HCDO

### 7.00 WRITTEN RECORDS AND STATEMENTS

- 7.01** The HCDO shall ensure that a written record and file is kept of all Disciplinary and Appeal proceedings which shall include all relevant letters, minutes of meetings and hearings together with any other relevant notes and information
- 7.02** In the instance of any legal proceedings being initiated as a result of any actions taken or decisions reached the written record and file shall be made readily available for consideration and reference
- 7.03** The issuing of any statements on behalf of the HCDO shall be made through an appointed person such as the HCDO Chairman, General Secretary or HCDO Press Officer. Such statements will only be made after any persons involved have been informed officially of any action taken or decision reached

### 8.00 DISCIPLINARY ACTION OR DECISION

- 8.01** A Disciplinary Hearing or an Appeal Hearing having made a decision after discussing all relevant points of an 'incident' may impose penalties on any person found guilty as follows:

**FINE** = Sums of money compatible to the seriousness of the incident

**SUSPENSION** = To be suspended from taking part in any darts event, series of darts events or function under the jurisdiction of the HCDO for a stated period of time

**SUSPENDED SENTENCE** = To be suspended for a period of time, which sentence will only be implemented should the offending person be involved in a further incident during that period of time

**EXPULSION** = Should an incident warrant the barring of an offending player, or Official then that person shall be barred from all darts events under the jurisdiction of the HCDO

## HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION

### 9.00 SUPPORT FROM OTHER DARTS BODIES

**9.01.** Once the HCDO has taken Disciplinary Action against a Player or an Official, and has completed any Appeal proceedings related to that action then it may seek supportive action from any other Darts Body providing that all relevant information concerning the incident and action taken, is made available as requested for reference and due consideration by that other Darts Body

### SECTION 'P' PROTESTS

**1.00** Any protest concerning a decision taken or relating to an event or function organised by the HCDO must be presented in writing to the HCDO Headquarters for the attention of the HCDO Chairman within 7 days of the decision being made or the function or event staged

**1.01** The matter will be placed on the Agenda for the next HCDO Executive Council or Full Committee Meeting whose decisions on such protests shall be final and binding

### SECTION 'Q' CORRESPONDENCE

**1.00** All correspondences from the HCDO shall be on official headed notepaper

**1.01** Correspondences from HCDO Member Super Leagues shall only be accepted if it is sent on the respective League's official notepaper

**1.02** Any correspondence received by the HCDO from Members or Member Teams shall be referred in the first instance to the respective Super League

### SECTION 'R' DISSOLUTION

**1.00** In the instance of a proposal being made, and duly seconded, within the constituted procedures of the HCDO that: 'The HCDO ceases to function' then the following shall apply:

- A)** The Chairman shall declare that the said proposal be closed for debate pending the calling of an Extra-Ordinary General Meeting which shall take place '8' weeks after the date on which the proposal was made
- B)** The Agenda for the said Extra-Ordinary General Meeting shall only include for discussion the proposal that 'The HCDO ceases to function'
- C)** The required attendance at such an Extra-Ordinary General Meeting shall be '3' members of each HCDO Member Super League Team together with the HCDO Executive Council and Committee
- D)** A proposal that the HCDO ceases to function will require a vote in favour by 75% of those in attendance before being carried
- E)** In the event of the proposal being carried then all funds and assets of the HCDO shall be 'frozen' and an Audit of Accounts shall be carried out at the earliest opportunity following the sale of all equipment and property. Once the Audit has been completed then all disposable funds will be equally divided and distributed to the following charities
  - 1. THE BLIND ASSOCIATION**
  - 2. CANCER RESEARCH**
  - 3. KIDNEY RESEARCH**
  - 4. BRITISH HEART FOUNDATION**

**SECTION 'S' AMENDMENTS AND ADDITIONS**

**1.00** The HCDO Executive Council may amend or add to this Constitution at any time providing that such a decision is approved by the HCDO Full Committee and that such revision is placed on the Agenda of the next HCDO Annual General Meeting for ratification by the HCDO Membership

## **APPENDIX ONE HAMPSHIRE YOUTH SECTION OF THE HCDO**

### **1.00 NAME**

- 1.01** The Organisation shall be a subsidiary of the Hampshire County Darts Organisation and shall be known as The **HAMPSHIRE COUNTY YOUTH DARTS ORGANISATION** and shall hereafter in this Constitution be referred to as the **HCYDO**
- 1.02** The HCYDO Headquarters shall for the time being be situated at:  
**58 FRESHWATER HOUSE, FROGMORE, FAREHAM, HAMPSHIRE, PO14 3BZ**  
**E-Mail: samnchris@btinternet.com**
- 1.03** Subject to its continuance the HCYDO and its registered members shall be a Member Section of the HCDO

### **2.00 OBJECTIVES**

- 2.01** It shall be the responsibility of the HCDO Executive Council and Full Committee to ensure that adequate provision is made in order that the HCYDO can meet the objectives as laid down in the HCDO Constitution Section D - Sub-Sections 2.00 and 4.00 by providing the organisation and means whereby the younger players in Hampshire can participate in Competitive Match-play
- 2.02** It is recognised that the low level of numbers in Membership of the HCYDO does impose restrictions on the ability to form Super Leagues and therefore this requirement shall be waived
- 2.03** Therefore to maintain it's objectives the HCYDO shall be encouraged to take up Membership with any National Darts Bodies that have an active Youth policy and for the time being these Organisations shall be:
1. The British Inter County Youth Darts League [Southern Section] and
  2. The British Darts Organisation

### **3.00 RULES**

- 3.01** The HCYDO shall abide by the criteria and rules and conditions as laid down in the HCDO Constitution and Super League Rules
- 3.02** The HCYDO shall abide by the rules and conditions of match-play and competition as laid down by the Darts Bodies of which they are a member of or associated with

### **4.00 MEMBERSHIP**

- 4.01** Membership shall be open to all players of both sexes that are up to and including the age of 21
- 4.02** All Members shall be required to be properly registered as a member of the HCDO

## **HAMPSHIRE COUNTY DARTS ORGANISATION - CONSTITUTION**

### **5.00 MANAGEMENT AND CONTROL**

**5.01** The Management and Control of the HCYDO shall come under the jurisdiction of the HCDO but the day to day running of the HCYDO shall be effected by a Management Committee of:

1. CHAIRMAN
2. YOUTH OFFICER
3. TREASURER
4. TEAM MANAGER

**5.01** These shall be supplemented by members of the full HCDO Committee

**5.02** The Officers shall be empowered to seek from the HCDO the assistance of personnel required to ensure the proper organising of any Match, Tournament, Event or Function in which the HCYDO is participating

**5.03** The HCYDO shall be empowered to co-opt the assistance any non-members for the purpose of ensuring that well being of the young players is properly catered for

### **6.00 MEETINGS**

**6.01** There shall be only one official Meeting of the HCYDO and that shall be the Annual General Meeting which shall normally be held in conjunction with the HCDO Annual General Meeting but it shall be at the discretion of the Chairman of the HCYDO as to whether other Meetings are called to effect certain measures as they arise

**6.02** The HCYDO Annual Financial report shall be given at the Annual General Meeting and the Balance sheets shall be prepared by the HCYDO Treasurer and ratified by the HCDO Treasurer and Executive Council

**6.03** Provision shall be made for Youth Officers reports to be made and any relevant points raised at each HCDO Executive and Full Committee Meetings

### **7.00 FINANCE**

**7.01** The HCDO Executive Council shall act as the Finance Council of the HCYDO but the day to day administration of the Finances of the HCYDO shall be effected by the HCYDO Management Committee

**7.02** The HCYDO shall maintain a Bank Account which shall be set up as a subsidiary Account of the HCDO Account

**7.03** The signatories on the cheques shall be 3 in number and shall include Chairman, Youth Officer and Treasurer and from which any 1 can act as authorised signatory on HCYDO cheques

**7.04** The HCDO are mandated by their membership to give any reasonable financial assistance to the HCYDO if required

### **8.00 LEGAL OBLIGATIONS**

**8.01** It is the responsibility of the HCYDO Officers to ensure that all legislation appertaining to the protection of young persons is applied in its entirety

### **9.0 MISCELLANEOUS**

**9.01.** Any item not expressly covered in the HCDO Constitution and it's Appendices in respect of the HCYDO shall be deliberated on and agreed as policy by the HCDO Executive Council

## **APPENDIX TWO H.C.D.O. FINANCE POLICY**

The following finance policy was adopted at the 2010 HCDO Annual General Meeting

### **1.00 HCDO FINANCIAL POLICY**

In order that within the HCDO there is effective financial controls of HCDO Finances the following policy shall be implemented

#### **1.01 BANK ACCOUNTS**

There shall be set up four Barclays Bank accounts thus

- A. Hampshire County Darts Organisation BICC Account**
- B. Hampshire County Darts Organisation Main Account**
- C. Hampshire County Darts Organisation Events Account**
- D. Hampshire County Darts Organisation Business Reserve Account**

#### **1.02 FUNCTIONAL PURPOSE OF EACH ACCOUNT AND SIGNATORIES**

##### **A. Hampshire County Darts Organisation BICC Account**

- i. This Account shall be used for the movement of funds as required for the participation in the BDO British Inter County Championships or other events as involving the Official Hampshire Teams
- ii. The Signatories shall be the HCDO Officer charged with the co-ordination of HCDO's involvement with the BICC plus 2 x HCDO Executive Officers

##### **B. Hampshire County Darts Organisation Main Account**

- i. This Account shall be used for the movement of funds as required for the General Administration of the HCDO
- i. The Signatories shall be the HCDO Treasurer plus at least 2 x Officers of the HCDO Executive or Committee

##### **C. Hampshire County Darts Organisation Events Account**

- ii. This Account shall be used for the movement of funds as required for any events that are open for participation to non HCDO Members and to cover the maintenance costs of the HCDO Website and purchase of any equipment deemed necessary
- iii. these funds cannot be directly used for the benefit of any HCDO members as individuals and are accrued solely for the purpose of maintaining and upgrading equipment that will enable professional presentation of events by the HCDO
- iv. The Signatories shall be the HCDO Treasurer plus at least 2 x Officers of the HCDO Executive or Committee

##### **D. Hampshire County Darts Organisation Business Reserve Account**

- i. This Account shall act as a financial reserve fund to be used to effect emergency funding in any case of extreme financial shortfall or to cover essential items of expenditure for which other funding may not be sourced from elsewhere within the HCDO coffers
- ii. This shall be a Deposit Account and therefore have no cheque payment facility and fund movements shall be enabled by properly authorised bank transfers only to other HCDO Accounts
- iii. At all times of HCDO financial stability it should be the policy to hold enough funds in this account to meet the cost of 2 x seasons of participation in the BICC [i.e. 9 x Home Matches and 9 x Away Matches with normal allowances for paid accommodation and travel expenses to participants]
- v. The Signatories shall be the HCDO Treasurer plus at least 2 x Officers of the HCDO Executive or Committee
- iv. Withdrawals or transfers from the HCDO Business Reserve Account can only be effected after written proposal and agreement by 75% of the full quorum of incumbent HCDO Officers at the time when any such proposal for movement of funds is submitted