



# Calgary Pub Darts Association

## RESPONSIBILITIES OF TEAM CAPTAINS

### 1. SCORE SHEETS

- Please make sure you enter your team name and number on the correct side of the scoresheet (Home or Away). Your players' names should remain on the same side for the doubles and singles listing.
- Enter your players' names for doubles using the Order of Play sheet (first name and initial of last name will be sufficient e.g. John D. – please make sure all players are easily identifiable).
- For singles, the Away team enters their players' names first and the Home team completes the match up.
- Please make sure your sheet has the same entries as your opponent's sheet.
- Remember to initial all 180/171s and 15 darts or less on your sheet and your opponent's sheet.
- Sign your name on both sheets under the final scores.
- Complete the Sportsmanship box last (out of sight of your opponent)
- Enter your team number in the top right-hand box and send your sheet to [results@calgarypubdarts.ca](mailto:results@calgarypubdarts.ca) within 48 hours of play (if taking a photo, please make sure it is **easily visible**).

### 2. SINGLES AND DOUBLES REGISTRATION FORMS

- Please ensure these forms are completed fully before sending to [singles@calgarypubdarts.ca](mailto:singles@calgarypubdarts.ca) or [doubles@calgarypubdarts.ca](mailto:doubles@calgarypubdarts.ca).
- The deadline for sending in these forms will be on your Schedule, registration forms and posted on the CPDA website.

### 3. CHANGE OF PLAYER FORMS

- These forms are to be used for adding and removing players, or for updating player information.
- There is a fee for adding players. The fees are as follows:

If the player's first night of play occurs in:	The fee is:
September or October	\$25
November or December	\$20
January or February	\$15
March until end of season	\$10
If you are adding a 9 <sup>th</sup> player as a spare	\$0 (you cannot have more than 9 registered players at any time).

- **Please note:** Once a player has been removed using a Change of Player form, they may not play in any team for the remainder of the season without approval from the Executive Team. Approval will only be given in exceptional circumstances.
- When adding a player, the form and fee must be received by the Friday before the new player can play. Please contact a member of the Executive Team to hand over the form and fee.

### 4. SCHEDULES AND TEAM LISTINGS

- Schedules will be available to all players.
- Team listings are for Members' information only. These sheets are NOT to be photocopied or left out in public view (as per the Personal Information Protection and Electronic Documents Act (PIPEDA)).

### 5. RESCHEDULING OF GAMES

- Matches may only be postponed by the Executive Team. This may only be done under certain circumstances e.g. adverse weather conditions. In the event that the Executive postpones a night of darts, no scoresheets will be accepted that week. The matches will be moved to one of the vacant weeks at the end of the season.

### 6. FORFEITS

Please see the CPDA Constitution and Rules of Play handbook.

### 7. WEBSITE

- Captains are responsible for checking the website for information updates every week.