

PROCEDURES FOR APPLICATIONS TO HOST A NATIONAL DARTS COMPETITION

1. Only member Provincial Associations, in good standing, may apply to host a national darts competition as regulated in Article 9 of the Darts South Africa Constitution. Application may be from a single Association or from a joint application of no more than two (2) Associations.
2. In respect of the annual National Championships, Darts South Africa shall agree on a 5-year programme that will be updated on an annual basis.
3. All applicants understand and accept that:
 - 3.1 **Darts South Africa**
 - 3.1.1 Holds overall responsibility.
 - 3.1.2 Deals with all sponsorship / advertising / contracts / grants-in-aid.
 - 3.1.3 Provides the final plan of the playing area and appoints any contractors who may be required to assist.
 - 3.1.4 Arranges and manages the playing programme.
 - 3.1.5 Arranges all official functions.
 - 3.1.6 Negotiates and manages all trading opportunities.
 - 3.1.7 May outsource the production of the Championship Brochure.
 - 3.1.8 Deals with all official media coverage.
 - 3.2 **Host Province**
 - 3.2.1 Organises local accommodation opportunities for visitors.
 - 3.2.2 Canvasses for Darts South Africa approved brochure and other advertising (a predetermined share is payable to the host Province for all advertising secured by them).
 - 3.2.3 Provides suitable assistants for assigned duties in the day-to-day running of the competitions, trading operations and/or other activities related to the championships that may be required by Darts SA.
 - 3.2.4 Must reach agreement with Darts South Africa to either buy out DSA's bar rights at a fee determined by the DSA Financial Director or, where DSA runs the bar for its own account, on the appointment of a local Bar Manager, who will be directly responsible to the Darts South Africa's Finance Director and work in terms of pre-agreed conditions of employment. DSA reserves the right to approve all selling prices and any special deals with suppliers.
 - 3.2.5 Organises and manages a Restaurant/Cafeteria for its own account for a fee determined by the DSA Financial Director. A sample Menu with prices must be submitted to Darts South Africa at least 30 days before the playing of the event.
 - 3.2.6 Provides a list of local media contacts to the PRO as a matter of urgency.

- 3.2.7 Provides a list of proposed local VIP guests.
- 3.2.8 Gives general assistance and co-operation that will ensure the overall success of the event.

4. All applicants are required to provide the following main information:

4.1 **Playing venue**

- 4.1.1 Name and address of the proposed venue - the main arena must be able to comfortably accommodate about 100 playing pitches each 2m (wide) by 10m (long).
- 4.1.2 The main arena must have a raised stage measuring at least 10m x 10m.
- 4.1.3 List any previous national or major event staged at this venue.
- 4.1.4 Describe the floor covering of the main arena.
- 4.1.5 State how many 15 amp plugs are in the main arena.
- 4.1.6 Detail toilet facilities for men, women, and disabled.
- 4.1.7 Detail internal and external security arrangements.
- 4.1.8 What is the car holding capacity of the Car Park?
- 4.1.9 There must be access and secure parking for the vehicle/s transporting all DSA equipment/goods. Safe, reserved parking must be provided for all the vehicles of DSA Officials.
- 4.1.10 Provide a detailed plan of the main arena and a general plan of the venue with interior and exterior photographs.

4.2 **Trading Areas.** Suitable sites (within easy access to the playing arena) must be identified for the following trading activities:

- 4.2.1 Restaurant - Bar - Souvenir Shop - Darts Accessories Shop.
- 4.2.2 Secure storage must also be available close to these sites.
- 4.2.3 The Restaurant and bar areas must include chairs and tables.
- 4.2.4 A temporary liquor licence is required and must be timeously obtained by the hosting province. Where DSA runs the bar for its own account, all expenses related to the obtaining of the temporary liquor licence will be refunded to the host Province who remains responsible for obtaining said licence.

4.3 **Organisational needs**

- 4.3.1 A Control Office (with desks/work tables and chairs) to accommodate about 10 working staff.
- 4.3.2 Fax and (direct and public) telephone lines.
- 4.3.3 Fax Machine.
- 4.3.4 Photocopier.

- 4.3.5 3 x Personal Computers and a laser printer.
- 4.3.6 A PA system in good working order plus 2 roving microphones.
- 4.3.7 A CD player for use with the PA system.

4.4 **Transport and Accommodation**

- 4.4.1 Give details of air / road / bus access to City / Town.
- 4.4.2 If a local shuttle service, provide details.
- 4.4.3 Provide a list of recommended hotel, self-catering and any other accommodation establishments that are in easy reach of the playing venue. Accommodation rates and telephone numbers must be provided. These details to be circularised to all DSA Affiliates.
- 4.4.4 If there is an Agency handling this service, give full details.

4.5 **Local Support Committee**

- 4.5.1 Name a Local Support Committee of no more than 4 persons who will assist the Darts SA officials with arrangements.
- 4.5.2 They may engage additional local help who will be responsible to the Local Support Committee.

4.6 **Conferences and Functions**

- 4.6.1 The successful host Province is required to host the DSA Annual General Meeting. The Conference Room must seat 100/120 delegates (schoolroom style). If required, give details of transport and/or accommodation.
- 4.6.2 A Welcome function opens the National Championships. If this cannot be held in the same venue as the event, please provide full details of where it can be held.
- 4.6.3 The Championships closes with a Prize-giving. The host Province may suggest a particular style of function (e.g. dinner dance) that it will organise in co-operation with Darts SA. The net proceeds will be for its own account.

5. **Applications**

- 5.1 All applications must be **IN WRITING** and presented to DSA at least two (2) years prior to the event. Photographs may accompany tender document.
- 5.2 The National Management Council (NMC) will make a decision on the successful application and inform the General Council.
- 5.3 If a final decision cannot be made, the NMC may refer the decision to the National Council.
- 5.4 In the event of the host Province/s withdrawing its successful bid compensation for any expenses incurred by Darts SA may be demanded and, if not paid, the defaulting Province/s will be appropriately disciplined.