



## DIRECTOR'S CHECKLIST

### Membership Registration:

- Confirm all players who have registered for your zone on-site reside in your boundary (anyone pre-registered will already have been verified)

### Before your shoot:

- If you have received Membership Cards since your last shoot, please make sure you bring them to your next shoot to distribute

### To be sent after every shoot:

- Email electronic workbook within **48 hours** to the President, Vice President, Membership Director and Treasurer.
- E-transfer or deposit money within **48 hours** of **RECEIVING CONFIRMATION** from the Vice President or the President that your Workbook and Financials balance to the Treasurer. Email the Treasurer with the Zone number, date and amount of the deposit.

### Specific to Shoot 2:

- Confirm with the Membership Director if you are missing any cards.
- Confirm that you are using the most updated workbook

### Specific to Shoot 3:

- Any new members registering at this zone will have their card provided to their Zone Director at the Provincial Championships.
- Complete the online Director's Qualification Form
- Confirm that you are using the most updated workbook

### Specific to Shoot 4:

- Any new members registering at this zone will have their card provided to their Zone Director at the Provincial Championships.
- Confirm that you are using the most updated workbook

Financial report sheet (must balance with the deposit being made)

Send funds by e-transfer to: [treasurer@westernontariodarts.ca](mailto:treasurer@westernontariodarts.ca)