

The British Darts Organisation

FINANCE

INDEX TO CONTENTS

Section	Name	Page[s]
Frontispiece		1
1.0	BDO FINANCIAL ADMINISTRATION	2 - 3
2.0	BDO MEMBERSHIP FEES, BONDS, BICC FEES	3 - 4
3.0	MEMBER ONLY TOURNAMENTS - FEES	5
4.0	SCHEDULE OF FINES AND OTHER PENALTIES	5
5.0	BDO DISCLAIMER	6
6.0	ANNUAL DECLARATION OF FINANCIAL VIABILITY	6
7.0	HIRE OF BDO EQUIPMENT	6
APPENDIX 'A'	SUMMARY OF BDO INSURANCE	7
APPENDIX 'B'	BICC TROPHY INSURANCE	8
APPENDIX 'C'	NINE x DART CHECK OUT INCENTIVES	9
APPENDIX 'D'	MEMBER COUNTY FINANCES	10 - 11

British Darts Organisation Ltd
British Darts Organisation Enterprises Ltd



1.0 B.D.O. FINANCIAL ADMINISTRATION

Detailed below are the regulatory procedures and practices appertaining to the administration of the BDO finances

1.1 Registered Office

The BDO Registered & Working office is situate at
British Darts Organisation
Unit 4 Glan-y-Llyn Industrial Estate
Taffs Well
CF15 7JD
Telephone: 02920 811815
Email: britishdartsorg@btconnect.com

1.2 Registered Company & Subsidiaries

The activities of the BDO are conducted through companies as registered thus:

Company: **BRITISH DARTS ORGANISATION LTD.**

Subsidiary: **BRITISH DARTS ORGANISATION ENTERPRISES LTD.**

All Monies, cheques, postal orders, etc., must be made payable to the appropriate Company.

All Accounts as rendered on behalf of the Company or its subsidiaries must be paid up within 21 [twenty-one] days of the date of the Account

1.3 Cheque Signatories

All cheques issued by the BDO must be signed by any TWO of at least three nominated Directors of the British Darts Organisation Ltd. i.e.: Chairman, Finance Director, or other Directors as named on the Bank Mandate.

In any instance or election by rotation of the BDO Board then procedures must be set in place to enable year on year continuity of the required number of signatories

1.4 Banking

All monies, cheques, postal orders, transfers etc. shall be deposited at a National Bank

The National Bank as currently used by the BDO is:

HSBC plc
88 The Broadway,
Muswell Hill,
London
N10 3RX

1.5 VAT Registration

The British Darts Organisation Ltd is a Company registered for VAT purposes and all BDO Invoices and Statements of Accounts shall bear the Registration Number as being:

VAT Registration No 287865588,

1.6 Administration and Auditing of Accounts

The Finances of the BDO shall be administered in the first instance by a person so appointed for this duty who shall be an elected member of the BDO Board of Directors

The BDO membership shall annually at its Annual General Meeting appoint certified auditors, who shall audit the BDO, and other subsidiary Company Accounts, for the Financial Year following the General Meeting at which the Auditors were appointed.

At present the appointed Auditors are:

BTP Associates Ltd Chartered Accountants
Orbit Business Centre
Rhydycar
Merthyr Tydfil
CF48 1DL
Company Number 04685448

1.7 Financial Year

The Financial Year ending shall be 31st May in each year.

ALL financial claims and commitments must be cleared by that date so that all books and relevant financial information can be handed over to the Auditors in time for the compilation and the presentation of the Audited Accounts.

Continued: -----

BDO FINANCIAL ADMINISTRATION [Continued]

1.8 The Audited Accounts shall be issued to all Members, and Directors, prior to the Meeting convened for the consideration and approval of, the Directors Report and Accounts, for that Financial Year.

2.0 BDO MEMBERSHIP FEES, BONDS, BICC FEES

The fees as listed under the above heading shall be made payable as follows:

Cheques or Orders made payable to British Darts Organisation Ltd.

Direct payments may be made into the Company Bank Account

Sort Code 40-04-37 Account 31023950

2.1 DARTS BODIES MEMBERSHIP FEES

Note: All membership fees are subject to an annual review by the Board of Directors

The fees payable for the categories of BDO Membership are as follows:

- a. 'Home' International Member Darts Bodies Membership Fee = **£ Free**
- b. 'Associate' International Member Darts Bodies. Membership Fees = **£ Free**
- c. 'Associate' County Membership Fee = **£ Free**
- d. 'Full' County Membership Fee [inclusive of VAT at prevailing rate] = **£ 10.00**
- e. All above fees as applicable become payable on the 1st August each year

2.2 MEMBER COUNTY £50.00 'BOND' MONEY BOND

The County Bond Money is refundable at the end of each Playing Season subject to the completion of all scheduled Inter-County Fixtures and any necessary Play-offs, and also subject to the Member County having met **ALL** its financial commitments, including any fines imposed up to the 30th April, with the BDO by **30th April** of that Playing Season.

2.3 BDO INSURANCE FEES [See also Appendix One]

- a. Fidelity Insurance = **£ 11.00**
- b. Public Liability Insurance + Trophy & Equipment Insurance = **£ 89.00**

Note: Insurance fees are payable by **1st August** in each year for the purpose of maintaining Insurance Cover beyond that date.

2.4 SUPER LEAGUE PLAYERS REGISTRATION FEE

- a. A fee will apply annually to every player as registered with a Member County Super League
- b. All Member Counties shall declare the Name, Super League Team, Date of Birth, Sex and County of every player signed for their Super League.
- c. The Fee will be recommended by the Board of Directors and ratified by the Members at an Annual General Meeting.
- d. The current fee is **£1.00** per player per season
- e. All details to be sent to the BDO Executive Officer appointed for this purpose by **1st of January** each year and updated until the end of that Super League Season.
- f. All fees should be sent at the time of registration to the Financial Director with payments being made whenever there are additional registrations.

2.5 BRITISH INTER COUNTY CHAMPIONSHIPS ANNUAL FEES

Note: All BICC fees are subject to an annual review by the Board of Directors

a. Fees payable

Annual Full County Membership Fee	£ 10.00	
Fidelity Insurance Fee	£ 11.00	
Public Liability + Trophy + Equipment Insurance	£ 89.00	
	Total: £110.00	Payable by: 1st August
BICC Entry Fee	£840.00	Payable as detailed below
The BICC Entry Fee is payable as follows		
Option One	Payment in instalments of 8 x £105.00	
	First instalment due on 1st September	= £840.00 payable
Option Two	£40.00 Discounted Payment if paid in full by	
	1st September	= £800.00 payable

Continued: -----

BRITISH INTER COUNTY CHAMPIONSHIP ANNUAL FEES [Continued]

b. Non-payment penalty clauses

Failure to pay the BDO Membership and Insurance Fees [£110.00] by 1st August will incur penalties being levied against any offending county thus:

- An Automatic pre-season deduction of 12 x BICC penalty points
- 3 x Points deduction from each of the Men's 'A', Women's 'A', Men's 'B' and Women's 'B' Divisional Tables

c. Payment Arrears Penalty clause

[Applicable to Counties more than two months in arrears with payments]

The Board of Directors agreed to impose an additional penalty to the effect that a Member County shall forfeit the right receive any money due from the Incentive Awards for Set Points attained during the Playing Season in question.

2.6 INTER COUNTY MATCH PROGRAMME FEE

These are set thus:

Divisions: Premier, One, Two = £4.00 per Match Programme

Divisions: Three, Four: = £3.00 per Match Programme

Note One: 50p from each Programme sold will be forwarded to the respective County's National Darts Organisation or as otherwise notified

Note Two: The Additional £1.00 charge for the Divisions: Premier, One and Two programme is to assist with the funding of the of the weekend players incentive prizes that are allocated as agreed for each fixture by the Counties in each of these Divisions

Divisions: Scotland North: = £2.00 per Match Programme

Scotland South: = £2.00 per Match Programme

Note Three: Any deductions from Scotland Group Programmes sold to be as agreed by the Scotland Darts Association

2.7 BDO MEETING TRAVEL EQUALISATION SYSTEM

In the interest of fairness there is in place a system which seeks to 'equalise' travel costs incurred by Counties when attending BDO Meetings based on the actual mileages travelled with the implementation of graduated payments or refunds calculated as follows

- a. The mileage calculation is made from each Member County's BICC venue to the BDO Meeting venue and return
- b. The mileage calculated for each county is then added together to give an overall total mileage
- c. This figure is then divided by the number of member counties to give an 'average mileage'
- d. All member counties who are situated inside of the 'average mileage' will pay a sum equal to their actual mileage multiplied by a set amount per mile for each scheduled meeting in the current year [at present = 3 meetings per year].
- e. All member counties situated outside of the 'average mileage' will each receive a contribution equal to their actual mileage multiplied by a set fee per mile for each scheduled meeting in the current year [at present = 3 meetings per year].
- f. The schedules of payments will be administered by the BDO Finance Officer
- g. The amounts paid out are a contribution toward travel costs only.
- h. If a County entitled to a contribution does not attend a meeting then the contribution will be forfeited
- i. If a County from whom a payment is due does not attend a meeting then that payment remains due
- j. The system should ensure that the schedule of payments is equal to the schedule of contributions but any 'rounding' surplus at the end of a season will be taken into account when deciding the figures for the next season.

3.0 MEMBER ONLY TOURNAMENT ENTRY FEES

- a. Each Entry Fee shall be payable to the **British Darts Organisation Enterprises Ltd.**, and not to any individual person.
- b. The Board of Directors shall review each Fee, and set the amount due, in each Playing Season.
- c. Notice of the fees will be announced at a Full Council Meeting at least 6 [six] months prior to the Event.
- d. The Entry Fee, together with the appropriate Entry Form, and any required supporting Super League registration documents shall be sent to the following address to arrive on, or preferably before, the stipulated Closing Date for that darts event.

BDO Tournament Headquarters,
Unit 4, Glan-y-Llyn Industrial Estate
Taff Well
CF15 7JD

3.1 **British Inter-County Knockout Cup** - Men's and Women's County teams.

All Entry Fees are payable by 1st March in each playing season.

3.2 **British Gold Cup Series** - Men's and Women's Singles & Pairs.

All Entry Fees payable by 15th June in each playing season

3.3 **British Champions Cup** - Men's and Women's Super League Teams

All Entry Fees payable by 15th June in each playing season

4.0 SCHEDULE OF FINES & OTHER PENALTIES

All Fines imposed by the BDO, or an individual Director, are payable upon the receipt of notification of the respective Fine[s].

4.1 **Non-Attendance at BDO Meetings**

Full Member County Darts Organisations or Area Associations that are not represented at any BDO Meeting held during the period September to August that has been called by the Board of Directors shall be fined for Non-attendance.

The fines shall be levied as follows

1st	Offence per period	= £ 100.00
2nd	Offence per period	= £ 200.00
3rd	Offence per period	= £ 300.00

Note: The Non-attendance Fine shall not apply to 'Associate Member Counties'.

4.2 Failure to register a Member County Team by the prescribed date = £100.00

4.3 Failure to communicate Match results by the time as laid down = £ 25.00

4.4 **Player substitutions**

First Player Substitution allowed free, any additional Substitutions = £ 20.00
[Fines will apply on each occasion throughout the Playing Season.]

4.5 Failure to produce a BICC Match Programme for a BDO sanctioned match = £100.00

4.6 Failure to provide spectator electronic visual display = £100.00

4.7 Omission of current BICC League Tables from a Match Programme = £ 5.00

4.8 **Non-payment of all Financial Commitments with the BDO**

Default [including any fines] on the 31st May in any playing season = £ 50.00
[This is in addition to loss of Bond money and forfeit of all End Season incentives]

4.9 Each Member County cheque not honoured by the bank = £ 25.00

4.10 **Other Penalties**

- a. Non-fulfilment of any BICC Playing Commitments, or any other infringements of the Rules and Regulations of the British Darts Organisation Ltd. may incur suspensions or fines and/or other penalties
- b. Disciplinary Proceedings taken against Players, Officials Full, or Associate Member County, or Country Darts Bodies may incur suspensions, or fines and/or other penalties

4.11 **Right of Appeal**

- a. The Suspensions, Fines, and other Penalties referred to in the above above shall be determined by the Board of Directors; however, any declared findings and the resultant decisions taken are always subject to the Right of Appeal.

5.0 BDO DISCLAIMER

The British Darts Organisation Ltd., and its subsidiary company shall not be held responsible for any financial commitments made by, or any claim against, any Member Counties, or any individual members of the Member Counties.

6.0 ANNUAL DECLARATION OF FINANCIAL VIABILITY

It is a requirement that by the 30th September each year a County shall send to the BDO Director as responsible for Finances a declaration, duly signed by appropriate Executive Officers, indicating that Accounts for the season have been presented to and approved in the County Annual General Meeting and that the County is sufficiently financially viable to enter into and comply with BICC financial commitments in the ensuing Season.

7.0 HIRE OF BDO EQUIPMENT

The following charges shall be the minimum applicable noting that all charges are subject to revision upwards at any time

7.1 Multiple Dart Stands

16 Cubicles, [8 back to back] inclusive of all components i.e. screens, poles, bases, plus oches, dartboard holders, score-pad holders, light fittings, multi-leads, second hand dart boards, etc. = £ 320.00 per day plus VAT. [Calculated at £20.00 per cubicle, per day. Plus VAT.]

7.2 Hire of Vehicle[s]

Hirer to purchase Diesel Fuel

Hire per day plus VAT. Dependent upon the size of Vehicle[s] hired. = £ 50.00 or £90.00

7.3 Hire of Loader[s]

Hirer to provide/purchase all meals.

Hire per day plus VAT Per person plus Employers National Insurance. = £100.00

7.4 Hire of Driver

Hirer to provide/purchase all meals.

Hire per day plus VAT Per person plus Employers National Insurance. = £100.00

7.5 Accommodation of Hired Personnel

If required this will amount to actual Costs incurred

7.6 Score Pads [50 sheets per pad]

Purchase per pad plus VAT. = £ 5.50

7.7 New Dartboards

= At cost as applicable plus VAT.

7.8 Replacement 100 Watt Lamps

= At cost as applicable plus VAT

7.9 Rates of Hire

- a. The above rates are **ONLY** applicable to 'Full', or 'Associate' Member Counties and Countries.
- b. Different rates will be charged to any persons, or companies outside of this Membership category of the British Darts Organisation Ltd.

7.10 DEPOSIT

- a. In all hiring arrangements the hirer shall lodge a minimum deposit of £200.00 before the hire commences. The deposit is only refundable if all equipment hired is returned intact without any damage.
- b. Any damage incurred will be invoiced to the hirer at the actual repair or replacement cost. The deposit will be retained until any costs incurred have been paid in full.

APPENDIX 'A'

SUMMARY OF BDO INSURANCE COVER

The payment of the part premium to the British Darts Organisation Limited by each Member County is to insure against the following liabilities which could occur in a playing season.

A - 1 Public Liability

Injuries, to spectators and members attending BDO organised or promoted darts events, occasioned by Players, Officials or Darts Equipment. The current Limit of Liability is £2,500,000.

A - 2 Fidelity

To cover against the accumulated loss of Member County funds up to a maximum of £10,000.00 in a Playing Season, with a maximum of £5,000.00 per claim.

A - 3 Trophy & Equipment Insurance

To cover loss and or damage to any BDO Trophy or BDO Electrical Equipment.

A - 4 Establishing a BDO insurance claim

To establish a claim in the approved manner, the following action must be adhered to:

- a. **A telephone call to BDO Headquarters within 24 hours of the incident.**
- b. **The above must be followed up, in writing on County headed notepaper supplying information to corroborate the telephone report.**

BDO Headquarters will contact the Insurance Company, who will supply the necessary claim forms that are required to be completed as instructed by the Insurance Company.

A - 5 Organisations covered under the terms of Insurance

- a. All BDO Member Counties,
- b. The British Darts Organisation Limited and
- c. The British Darts Organisation Enterprises Limited.

A - 6 IMPORTANT NOTES ON ESTABLISHMENT OF CLAIMS

- a. In order to establish a claim under the Fidelity Insurance a County must be able to demonstrate to the Insurers that the BDO GUIDELINES outlined in Appendix Four are adhered to.
- b. This can be by way of minutes of meetings [Section 6 of the Guidelines], by production of receipt books held by other persons responsible monies [Section 1 of the Guidelines] together with production of the previous year's financial statement [Section 8 of the Guidelines].
- c. A copy of the letter signed in accordance with Section 10 of the Guidelines may also be required.

APPENDIX 'B'

BICC TROPHY INSURANCE

This refers to returnable perpetual Trophies as awarded by the BDO

- B - 1** B.I.C.C. Trophies are insured by the BDO insurers whilst in the custody and control of the BDO at it's premises and in transit to, from, and at an event.
- B - 2** Member Counties who are divisional champions have the option of retaining the trophy / trophies during the following season.
- B - 3** Whilst the trophy / trophies are in the Custody and Control of a Member County Organisation/ Association, that Member County Organisation/ Association accepts them as goods in trust and is responsible for the safekeeping and reimbursement of the trophy / trophies.
- B - 4** In order to comply with the Insurers' conditions the County Secretary of each Member County / Association which retains a trophy / trophies must inform the BDO of the following details:
 - a. Date the trophy / trophies were received.
 - b. Full name and address of the person responsible for the safekeeping of the trophy / trophies.
 - c. Address of the premises where the trophy / trophies are to be kept when not on display at a B.I.C.C. event.
 - d. List any security arrangements that are in force at the premises where the trophy / trophies are stored.

APPENDIX 'C'

NINE x DART CHECKOUT INCENTIVES

C - 1 BDO PRIZE MONEY OFFER OF £1000 – FOR MINIMUM 9 DART CHECKOUT

British Darts Organisation Enterprises Ltd. undertakes to provide prize money of £1,000.00 to any player achieving the minimum 9 dart checkout for any single leg of a 501 up Singles leg, set or match, which has a Straight start and a Double or Bull finish providing that the following conditions are met:

- a. The achievement is made during a specific BDO organised tournament, or Championship, or match-play darts event, in which the BDO prize has been offered
- b. The achievement is recorded on an official BDO score sheet, or BDO match result sheet for that respective tournament, Championship, or match-play darts event,
- c. The achievement is witnessed by a BDO match official who is required to authenticate the achievement by signing the official BDO score sheet or BDO match result sheet for that leg, set or match in the tournament, Championship or match-play darts event.
- d. In the absence of an official BDO score sheet or BDO match result sheet, then written notification giving all the details, on County / BDO letter heading, with the signatures of appropriate witnesses confirming the achievement, should be sent to the Board of Directors for consideration.

C - 2 ADDITIONAL BDO PRIZE MONEY OFFER – TELEVISED DARTS EVENTS

Providing that all the conditions laid down above have been fully met, then British Darts Organisation Enterprises Ltd. also undertakes to provide additional prize money of £1000 to the same player if the achievement is made during televised match-play which is subsequently transmitted.

C - 3 BDO DARTS EVENTS TO WHICH THESE OFFERS ARE APPLICABLE

Any specific BDO organised tournament, Championship or match-play darts event, in which the BDO prize money has been offered, PLUS the following named darts events:

- a. The Nations Cup {formerly known as Home International Knock-Out Cup}
- b. The British International Championships
- c. The BDO British Gold Cup Singles – in the Great Britain finals ONLY
- d. The British Inter-County Championships – in BDO official fixtures ONLY comprising of ONE prize per scheduled BICC fixture weekend during the BICC Championships
- e. In the instance of two or more achievements being made in any one scheduled fixture weekend then the prize money will be shared between the players attaining the achievement in that fixture
- f. In any instance where the achievement is attained in a sanctioned rearranged match then that achievement will be considered for inclusion in the fixture weekend that the match should have been played

C - 4 NOTES

- a. A player includes men and women participating in SINGLES matches ONLY
- b. A BDO official must be recognised by the Board of Directors.
- c. The above offers do NOT apply to County Super League Matches.
- d. The above offers do NOT apply to Multi Board matches [IE: Stage matches only]
- e. The above offers do NOT apply to any darts events staged outside the jurisdiction of the BDO.
- f. In the instance of any dispute arising out of a claim to the above offers, the Board of Directors decision on the claim shall be final and binding.
- g. The above offers shall stand until such time as determined by the Board of Directors of British Darts Organisation Enterprises Ltd.

APPENDIX 'D'

MEMBER COUNTY FINANCES

GUIDELINES FOR MEMBER COUNTY ACCOUNTING RECORDS

The following guidelines detail recommended procedures appertaining to the management and control of Member County finances

D - 1 Responsibilities of the County Executive Officers

- a. Although it is the County Treasurer who is primarily responsible for the County Organisation/ Association funds the other Executive Officers are also responsible to ensure that those funds are safeguarded as these are the individuals who could be called upon to meet any legitimate debt of the County which the County cannot meet out of its own resources.
- b. It is therefore advisable for all the Executive Officers to ensure that they are frequently made aware of the financial position of the County Organisation/ Association [hereafter referred to as the "County"]

D - 2 Recording Procedures

Some of the more important procedures that a County should adopt are as follows:

- a. Maintain a book or spreadsheet which records all transactions made by cash and those made through the County's bank account.
- b. For cash transactions it is recommended that a duplicate book be given to each person who handles cash i.e. personnel on the door or in charge of a marketing stall.
- c. At the end of each session or day to enter cash receipts into the book and hand to the Treasurer the cash and a receipt for that money.
- d. The Treasurer is then able to enter these receipts into the accounting records and the bank paying in book, if appropriate.

D - 3 Cheque Signings

- a. All cheques issued by the County should require a minimum of two of the Executive Officers' signatures.
- b. The practice of signing "blank" cheques should be forbidden.

D - 4 Bank Mandates

- a. The Bank Mandate signatories should cover for illness or unavailability and be worded "Any two of the following three/four signatories" as appropriate. Instruction should be given to the Bank that statements should be sent to the Secretary or Chairman of the County. This then ensures that another Executive Officer can visually inspect the account to see that bank deposits are made regularly and that no unusual payments have occurred before passing the statements to the Treasurer.

D - 5 Banking Procedures

- a. All monies and cheques received should be promptly paid into the bank account of the County.
- b. Wherever possible the County's debts should be paid by cheque or BACS with any cash payments being kept to a minimum.
- c. This not only provides extra documentary evidence of the payment but it avoids the necessity of the Treasurer retaining cash to meet future payments.

D - 6 Invoices and Receipts

- a. Invoices and other documentary evidence should be retained to support all payments and as a cross check to the accounting records.

D - 7 Inspection of Banking and Transaction Records

- a. The Executive Officers should regularly inspect the bank paying-in book to ensure that monies and cheques received are being paid into the bank account promptly.
- b. The books recording cash transactions should also be inspected at regular intervals and checked to verify the accuracy of the entries of transactions in the paying in book. Chequebook stubs should also be checked to ensure that the entries match those indicated on the bank statements.
- c. All inspections made should be recorded in the minutes of the next Committee/ Executive meeting.

Continued: -----

GUIDELINES FOR MEMBER COUNTY ACCOUNTING RECORDS [Continued]

D - 8 Authorisation to incur debts

Only the Executive Officers should be authorised to incur debts on behalf of the County.

D - 9 End of Year Accounts

- a. At the end of the financial year the Treasurer should produce a Balance Sheet and either, a Profit and Loss Account, or an Income and Expenditure Account for the year ending on the same date as the Balance sheet.
- b. These reports should be produced annually and should be presented to the members at the Annual General Meeting for scrutiny, clarification, and adoption.

D - 10 Reporting on Accounts

- a. The correctness of the accounts referred to in Item 9.0 [above] should be reported upon by, ideally, a firm of professional accountants.
- b. If that is not practical then two members of the County should be specifically appointed for this purpose.
- c. These members must not hold any other office within the County or be related to the Treasurer or any of the Executive officers.

D - 11 Financial Records

- a. The County Executive officers should have a letter or form signed by the person responsible for maintaining the Financial Records agreeing that all records, whether manual or electronic, paperwork, vouchers, invoices, receipts and bank statements are the property of the County and will on cessation of the position return all records to a member of the Executive.