

# BRITISH DARTS ORGANISATION

## FINANCE

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

IE: 'BRITISH DARTS ORGANISATION LTD' or 'BRITISH DARTS ORGANISATION ENTERPRISES LTD', whichever is requested, and **not** to any individual person.

All cheques issued by the BDO must be signed by any TWO of three nominated Directors of the British Darts Organisation Ltd. IE: Chairman, Financial Director, or other Directors named on the Bank Mandate.

The British Darts Organisation Ltd., is a Company registered for VAT purposes under VAT No 287865588, and all BDO Invoices and Statements of Accounts shall bear this Number.

All Accounts rendered on behalf of the Company, or its subsidiaries, must be paid up within 21 (twenty-one) days of the date of that Account.

All Monies, cheques, postal orders, etc., shall be banked at a National Bank. The National Bank currently used is: HSBC PLC., 88 The Broadway, Muswell Hill, London. N10. 3RX.

The British Darts Organisation Ltd., shall appoint 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.

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.

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.

At the present time the appointed Auditors are, Dains, Wiltel Road, Lichfield, Staffordshire.

## DISCLAIMER

The British Darts Organisation Ltd., and it's 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.

**ALL MEMBERS:** All the financial items listed in the sections below are  
**PLEASE NOTE** subject to an annual review by the Board of Directors.

## MEMBERSHIP FEES

International Membership Fees for 'Home' and 'Associate'  
International Member Darts Bodies. = **£ Free**

'Associate' County Membership Fee = **£ Free**

'Full' County Membership Fee (inclusive of VAT at prevailing rate)  
**payable by 1<sup>st</sup> August.** = **£ 10.00**

Discount on payment of Membership Fee + full BICC Entry Fee  
+ Insurance fee if received by **1<sup>st</sup> September** in each year. = **£ 40.00**

**British Inter-County Championships Entry Fee** = **£ 840.00 per annum.**

This entry fee may be payable in 'eight' instalments i.e. £105.00 by  
**1<sup>st</sup> September** followed by seven monthly payments of £105.00.

# BRITISH DARTS ORGANISATION

## FINANCE Continued.....

### BDO Insurance Fees

Fidelity Insurance	= £ 11.00
Public Liability Insurance + Trophy & Equipment Insurance	= £ 89.00

Note: Insurance fees are payable by **1<sup>st</sup> August** in each year for the purpose of maintaining Insurance Cover beyond that date. (See Page H 7. for a Summary of BDO Insurance Cover).

### Member County Bond Money

Payable by **1<sup>st</sup> September** each year = £ 50.00 per annum.

The Member 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, with the BDO by 30<sup>th</sup> April of that Playing Season.

### Non-payment Penalty Clauses

(A) Failure to pay the Insurance Levy and BDO Membership Fee {£ 110.00} by 1<sup>st</sup> August 2010 will incur an automatic deduction of '12' BICC penalty points.

IE: '3' points deduction from each Men's 'A' & 'B' table and  
'3' points deduction from each Women's 'A' & 'B' table.

(B) No Full Member County is permitted to be more than **TWO** months in arrears with the payment of the monthly instalments of the BICC Entry Fees, at any time during the Playing Season, in which instance that Full Member County and all its registered Players, both County and Member County Super League, shall be barred from entering into any BDO Members-Only darts events until that Member County is in full compliance.

### Additional Penalty Clause applicable to Counties more than two months in arrears with payments

In addition to item (B) above 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.

<b>Inter-County Match Programme Fee - Premier Division</b>	<b>= £ 4.00 per programme</b>
<b>- Divisions 1,2,3,&amp; 4</b>	<b>= £ 3.00 per programme</b>

**Note:** 50p per person attending each BICC match will be forwarded to the appropriate Country Organisation.

**In Scotland** = £ 2.00 per programme

This programme fee is payable by **all persons** attending an Inter-County Match and is not refundable, the purchase of the match programme only secures admission to the 'A' and 'B' team matches of that respective Fixture.

### Members-Only Tournament Entry Fees

Each Entry Fee shall be payable to the **British Darts Organisation Enterprises Ltd.**, and **not** to any individual person.

The Board of Directors shall review each Fee, and set the amount due, in each Playing Season. Notice of the fees will be announced at a Full Council Meeting at least 6 (six) months prior to the Event.

The Entry Fee, together with the appropriate Entry Form, and any required supporting Super League registration documents shall be sent to the BDO Headquarters, 2 Pages Lane, Muswell Hill, London. N10 1PS., to arrive on, or preferably before, the stipulated Closing Date for that darts event.

# BRITISH DARTS ORGANISATION

## FINANCE Continued.....

### Members-Only Tournament Entry Fees Continued .....

**British Inter-County Knockout Cup** - All Entry Fees are payable by 1st March in each playing season.  
Men's and Women's teams. - Currently Free entry providing that team members are resident on site prior to the commencement of the competition.

**British Gold Cup Series** - All Entry Fees payable by 15th June in each playing season  
Men's and Women's Singles & Pairs.

**British Champions Cup** - All Entry Fees payable by 15th June in each playing season  
Men's and Women's Teams

## FINES

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

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

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

Failure to register a Member County Team into the BICC by the 1st September in that respective Playing Season. = **£100.00**  
(See BICC Rule No 9.03 on Page B 8 in Volume II)

BICC Match Result Sheets not received on the Wednesday following the BICC match, this Fine is also applicable to any rearranged matches. = **£ 5.00**

BICC Match Results not communicated to the respective Divisional Executive by 7.00 pm {England and Wales} or by 9.00 pm {Scotland} = **£ 25.00**

Insufficient Postage on return of BICC Match Result Sheets (See BICC Rule No. 5.04 on Page B 4 in Volume II) = **£ 5.00**

Omission of Players Christian names on BICC Match Result Sheets (See BICC Rule No. 5.02 on Page B 4 in Volume II) = **£ 5.00**

First Player Substitution allowed free, any additional Substitutions will be fined on each occasion throughout the Playing Season. = **£ 20.00**  
(See BICC Rule No. 16.08 on Page B 16 in Volume II)

Failure to produce a BICC Match Programme for a scheduled or rearranged match. = **£100.00**  
(See BICC Rule No 7.01 and 7.09 on Page B 6 in Volume II)

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

Failure to use approved Electrical Indicator Equipment in a BICC match IE: use of BDO or OWN equipment applies. = **£100.00**  
(See BICC Rule No. 8.02 on Page B 7 in Volume II)

A Full, or Associate Member County, or Official, or player found guilty of using BDO Electrical Indicator Equipment without the prior consent of a BDO Director. (Such consent must be given in writing.) = **£100.00**

# BRITISH DARTS ORGANISATION

## FINANCE Continued.....

### FINES Continued .....

Failure to complete and/ or return the B.D.O. Electrical Indicator Equipment Form indicating the location of and the responsibility for holding BDO Electrical Indicator Equipment on the **31st MAY** in each Playing Season. This form to be sent to the Financial Director between 31<sup>st</sup> MAY and **8th JUNE** of each Playing Season. = £100.00

**Note:** Counties **NOT** holding BDO equipment shall be exempt from returning a form.

Non-payment of all Financial Commitments with the BDO, including any Fines, by the **31st MAY** in each Playing Season. = £ 50.00

Member County cheque not honoured by bank (the fine will be imposed on each occasion ). = £ 25.00

Non-fulfilment of any BICC Playing Commitments, or any other infringements of the Rules and Regulations of the British Darts Organisation Ltd., = SUSPENSIONS or FINES and/or other PENALTIES

Disciplinary Proceedings taken against Players, Officials Full, or Associate Member County, or Country Darts Bodies = SUSPENSIONS, or FINES and/or other PENALTIES

**ALL MEMBERS PLEASE NOTE** - The Suspensions, Fines, and other Penalties referred to 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.

(See BDO Code of Practice No III on Pages K 4 - K 11 in Volume I of the BDO Authorised Handbook).

### HIRE OF ELECTRICAL EQUIPMENT ETC.

#### Multiple Dartstands

16 Cubicles, (8 back to back), including all 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.  
Rate : = £20.00 per cubicle, per day. Plus VAT.

Hire of Vehicle(s), Hirer to purchase Diesel Fuel = £ 50/90 per day plus VAT.  
Dependent upon the size of Vehicle(s) hired.

Hire of Loader(s), (per person, Hirer to provide/purchase all meals). = £ 40.00 per day plus VAT.  
(Plus Employers N.I.)

Hire of Driver, (Hirer to provide/purchase meals.) = £ 50.00 per day plus VAT.  
(Plus Employers N.I.)

Accommodation of Hired Persons, if necessary = £ Actual Costs incurred

Score Pads ( 50 Sheets per pad) = £ 4.50 each plus VAT.

New Dartboards can be supplied = £ As advertised plus VAT.

Replacement 100 W Lamps = Actual Costs incurred

#### NOTE

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

# BRITISH DARTS ORGANISATION

FINANCE Continued.....

## DEPOSIT

In all hiring arrangements the hirer shall lodge a minimum deposit of £100.00 before the hire commences. The deposit is only refundable if all equipment hired is returned intact without any damage.

**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.**

## ELECTRICAL INDICATOR EQUIPMENT

All BDO Members-Only darts events, Inter-County Championship matches, friendly or scheduled and Member County Super League Finals ONLY = **FREE OF CHARGE**

BDO Member County Opens and exhibition matches promoted to raise Member County funds. Member County to reimburse the full costs of the transport, Officials and accommodation. = **£30.00 per day + VAT**

For other 'outside' darts events, which include all other exhibition matches, plus the costs of Officials, transport and accommodation. = **£80.00 per day + VAT**

## ALL MEMBERS PLEASE NOTE

**The application for the hire, or approval to use, of any BDO Electrical Indicator Equipment, must be made in writing and can only be authorised by a BDO Director.**

**If approval is given then a copy of the agreed transaction, giving all the details must be sent to the Financial Director for reference.**

# BRITISH DARTS ORGANISATION



## BRITISH DARTS ORGANISATION

2 Pages Lane, Muswell Hill, London. N10. 1PS. England.

Tel: 020-888-35544

Fax: 020-888-30109

### BDO ELECTRICAL INDICATOR EQUIPMENT FORM

In order to comply with the B.D.O. Auditors requirements, please complete this Form and indicate the location and responsibility for B.D.O. Equipment on 31st May 2005.

**MEMBER COUNTY** \_\_\_\_\_.

**We are holding B.D.O. Dartboard Indicator Serial Number** \_\_\_\_\_

**We are holding B.D.O. Enumerator Indicator Serial Number** \_\_\_\_\_

**On 31st May 2005 the BDO Equipment listed above is stored at;**

.....  
.....

County..... Postcode .....

Telephone Number .....

\* **We do not hold B.D.O. Equipment - enter Yes/No**

\* **We hold our own Equipment - enter Yes/No**

\*Complete as necessary

Signed ..... Date .....

Executive Position .....

**This form is to be sent to the current BDO Financial Director by 8th June.**

E-Mail Address: < [RodHarvey180@aol.com](mailto:RodHarvey180@aol.com) >

Failure to comply with the B.D.O. Auditors' requirements as indicated in the above shall render a Member County liable to a fine of £100.

See BICC Handbook Volume I – Section "H" Finance – H3

# BRITISH DARTS ORGANISATION

## APPENDIX ONE - 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.

### 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.

### 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 £5000.00 per claim.

### Trophy & Equipment Insurance

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

### Establishing a BDO insurance claim

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

- 1. A telephone call to BDO Headquarters within 24 hours of the incident.**
- 2. This 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.

## SUMMARY OF BDO INSURANCE COVER

### Organisations covered

All BDO Member Counties, the British Darts Organisation Limited and the British Darts Organisation Enterprises Limited.

### PLEASE NOTE

- (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. 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). A copy of the letter signed in accordance with Section 10 of the Guidelines may also be required.**
- (b) All Counties should be aware that by the 30<sup>th</sup> September each year a County shall send to the Financial Director 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.**

# BRITISH DARTS ORGANISATION

## APPENDIX TWO - BICC TROPHY INSURANCE

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.

Member Counties who are divisional champions have the option of retaining the trophy / trophies during the following season.

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.

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:

1. Date the trophy / trophies were received.
2. Full name and address of the person responsible for the safekeeping of the trophy / trophies.
3. Address of the premises where the trophy / trophies are to be kept when not on display at a B.I.C.C. event.
4. List any security arrangements that are in force at the premises where the trophy / trophies are stored.

# **BRITISH DARTS ORGANISATION**

## **APPENDIX THREE – BDO PRIZE MONEY OFFER OF £1000 – FOR MINIMUM 9 DART CHECKOUT**

British Darts Organisation Enterprises Ltd. undertakes to provide prize money of £1000 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,  
AND,
- 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,  
AND,
- 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.

## **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.

## **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:

The Nations Cup {formerly known as Home International Knock-Out Cup}

The British Internationals

The BDO British Gold Cup Singles – in the Great Britain finals ONLY

The British Inter-County Championships – in BDO official fixtures ONLY

- ONE prize per BICC fixture match during the BICC Championships. In the instance of two or more achievements being made in any one fixture match then the prize money will be shared between the players attaining the achievement in that fixture match.

## **NOTES**

1. A player includes men and women participating in SINGLES matches ONLY
2. A BDO official must be recognised by the Board of Directors.
3. The above offers do NOT apply to County Super League Matches.
4. The above offers do NOT apply to Multi Board matches (IE: Stage matches only)
5. The above offers do NOT apply to any darts events staged outside the jurisdiction of the BDO.
6. 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.
7. The above offers shall stand until such time as determined by the Board of Directors of British Darts Organisation Enterprises Ltd.

# BRITISH DARTS ORGANISATION

## APPENDIX FOUR – GUIDELINES FOR MEMBER COUNTY ACCOUNTING RECORDS

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.

It is normal for the County Chairman and County Secretary to be classified as Executive Officers with the County Treasurer, 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.

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”)

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

1. Maintain a book or spreadsheet which records all transactions made by cash and those made through the County's bank account. 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. 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. The Treasurer is then able to enter these receipts into the accounting records and the bank paying in book, if appropriate.
2. All cheques issued by the County should require a minimum of two of the Executive Officers' signatures. 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 bankings are made regularly and that no unusual payments have occurred before passing the statements to the Treasurer. The practice of signing “blank” cheques should be forbidden.
3. All monies and cheques received should be promptly paid into the bank account of the County.
4. Wherever possible the County's debts should be paid by cheque with any cash payments being kept to a minimum. This not only provides extra documentary evidence of the payment but it avoids the necessity of the Treasurer retaining cash to meet future payments.
5. Invoices and other documentary evidence should be retained to support all payments and as a cross check to the accounting records.
6. 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. 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.  
All inspections made should be recorded in the minutes of the next Committee/ Executive meeting.
7. Only the Executive Officers should be authorised to incur debts on behalf of the County.
8. 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. These reports should be produced annually and should be presented to the members at the Annual General Meeting for scrutiny, clarification, and adoption.
9. The correctness of the accounts referred to in Item 8 (above) should be reported upon by, ideally, a firm of professional accountants. If that is not practical then two members of the County should be specifically appointed for this purpose. These members must not hold any other office within the County or be related to the Treasurer or any of the Executive officers.
10. 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.

**MEMBERS PLEASE NOTE:** For any further advice please contact the BDO Financial Director.

VOL 1: H 10.

Rod Harvey 8<sup>th</sup> August 2010