

## NDFC MASTER LIST OF DEADLINES – Revised as of January 30, 2017

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Although another Board Member within each province or territory may be responsible for the following action items, each Provincial/Territorial Director is accountable for ensuring the following deadline dates are met. The following deadline dates will remain as listed unless special arrangements have been made between the province or territory and the NDFC at least 7 days prior to the listed deadline date.

**Each breach of a deadline shall be subject to a \$200.00 fine payable to the NDFC.**

DEADLINE DATE	CATEGORY	ACTION ITEM	RESPONSIBILITY OF	SEND TO
<b>JULY 1</b>	P/T Elections	All Elections must be held and key contacts in place	All Provincial Directors	
<b>PROVINCE SPECIFIC</b>	P/T Board	All key contacts to be submitted <b>no later than 30 days after election</b>	All Provincial Directors/ Secretaries	NDFC General Secretary
<b>AUGUST</b>	Host Province	Hosting Summary to be submitted <b>no later than 60 days after the Nationals/Canadian Open</b>	Host Province Provincial Director	NDFC General Secretary
<b>AUGUST 1</b>	Membership	Membership Cards and Package	NDFC Membership Director	All Member Dart Body Membership Directors (cc to PDs)
<b>SEPTEMBER</b>	Host Province	Expense Summary to be submitted <b>no later than 90 days after the Nationals/Canadian Open</b>	Host Province Provincial Director	NDFC General Secretary
<b>OCTOBER 31</b>	Membership	Board Member Membership Verification	All Membership Directors	NDFC Membership Director
<b>DECEMBER 15</b>	Membership	Adult Membership – Submission #1	All Membership Directors	NDFC Membership Director
<b>DECEMBER 15</b>	Membership	Payment for all registered members	All Treasurers/ Membership Directors	NDFC Financial Director or Direct Deposit
<b>DECEMBER 15</b>	Membership	Submission of Lifetime Member Nominations	All Provincial Directors/ Membership Directors	NDFC Membership Director
<b>DECEMBER 15</b>	Annual Affiliation	Submission of \$400 Provincial/ Territorial Affiliation Fee	All Treasurers/ Provincial Directors	NDFC Financial Director or Direct Deposit
<b>FEBRUARY 1</b>	Youth Nationals	First Letter of Information for Youth Nationals	NDFC Youth Director	All Member Dart Body Youth Directors (cc to PDs)
<b>FEBRUARY 1 (approximate)</b>	AGM	Notification of AGM and Elections <b>(no later than 120 days before the AGM)</b>	NDFC Secretary	All Member Dart Bodies, NDFC Executive and NDFC website
<b>FEBRUARY 1 (approximate)</b>	Adult Nationals	First Letter of Information for Adult Nationals <b>(no later than 120 days before the AGM)</b>	NDFC Secretary	All Member Dart Bodies, NDFC Executive and NDFC website (cc to all Secretaries)
<b>MARCH 1 (approximate)</b>	NDFC Election	Intention to Stand for Nomination <b>(no later than 90 days before the AGM)</b>	Anyone interested in running for an NDFC Executive position	NDFC General Secretary
<b>MARCH 1 (approximate)</b>	NDFC Election	Completed Nomination Profile <b>(no later than 90 days before the AGM)</b>	Anyone interested in running for an NDFC Executive position	NDFC General Secretary
<b>MARCH 1 (approximate)</b>	NDFC Election	Intent to Stand for Reelection <b>(no later than 90 days before the AGM)</b>	All current NDFC Executive Members	NDFC General Secretary
<b>MARCH 30</b>	Membership	Youth Membership – Final Submission	All Provincial Directors/ Membership Directors	NDFC Membership Director
<b>MARCH 30</b>	Membership	Adult Membership – Final Submission	All Provincial Directors/ Membership Directors	NDFC Membership Director
<b>MARCH 30</b>	Membership	Payment for remaining adult members	All Treasurers/ Membership Directors	NDFC Financial Director or Direct Deposit
<b>MARCH 30</b>	Membership	Payment for remaining youth members	All Treasurers/Youth/ Membership Directors	NDFC Financial Director or Direct Deposit
<b>MARCH 30</b>	Membership	Zone, Provincial & Territorial Participant Member Verification	All Provincial Directors/ Membership Directors	NDFC Membership Director
<b>APRIL 1</b>	Youth Nationals	Sponsorship Logo Request for Team Shirts	All Youth Directors	NDFC Youth Director
<b>APRIL 1</b>	Adult Nationals	Sponsorship Logo Request for Team Shirts	All Provincial Directors	NDFC General Secretary
<b>APRIL 1 (approximate)</b>	NDFC AGM	Proposed Constitution Submissions <b>(no later than 60 days before the AGM)</b>	All Provincial Directors	NDFC General Secretary
<b>APRIL 1 (approximate)</b>	NDFC AGM	Proposed Agenda Items <b>(no later than 60 days before AGM)</b>	All Provincial Directors	NDFC General Secretary
<b>APRIL 1 (approximate)</b>	NDFC AGM	Proposed Regulation Submissions <b>(no later than 60 days before the AGM)</b>	All Provincial Directors	NDFC General Secretary

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DEADLINE DATE	CATEGORY	ACTION	ACCOUNTABLE	SEND TO
APRIL 15	Youth Nationals	Submission of Youth Team Fees	All Treasurers/Youth Directors	NDFC Financial Director or Direct Deposit
APRIL 15	Youth Nationals	Completed Team Player Registration Forms	All Youth Directors	NDFC Youth Director
APRIL 15	Youth Nationals	Youth Provincial Championship Results	All Youth Directors	NDFC Youth Director
APRIL 15	Youth Nationals	Youth Director Annual Report	All Youth Directors	NDFC Youth Director
APRIL 15	Youth Nationals	Youth Annual Meeting Agenda Submissions	All Youth Directors	NDFC Youth Director
APRIL 15 (approximate)	Youth Nationals	Youth Accommodation Booking (deadline date subject to change at request of host province)	All Youth Directors	Host Province's Contact or directly with hotel
APRIL 15 (approximate)	Youth Nationals	Youth Transportation Booking (deadline date subject to change at request of host province)	All Youth Directors	Host Province's Contact
APRIL 25	NDFC AGM	P/T Annual Reports	All Provincial Directors and all NDFC Executive	NDFC General Secretary
APRIL 30	Adult Nationals	Submission of Adult Team Fees	All Treasurers/ Provincial Directors	NDFC Financial Director or Direct Deposit
APRIL 30	Adult Nationals	Adult Player Registration Forms for all 5 events	All Provincial Directors	NDFC Membership Director
APRIL 30	Adult Nationals	Team Registration Form	All Provincial Directors	NDFC Membership Director
APRIL 30	Adult Nationals	Provincial/Territorial Championship Results – Men's and Women's	All Provincial Directors	NDFC 1st Vice <b>and</b> NDFC Membership Director
MAY 1	Youth Nationals	Youth Meeting Agenda Package (including Provincial Youth Reports, NDFC Executive, Financial and Membership reports)	NDFC Youth Director	All Member Dart Body Youth Directors (cc to PDs)
MAY 1	Youth Nationals	Level II Officiating Workshop Registration	All Youth Directors	NDFC Youth Director
MAY 1	Youth Nationals	Level II Officiating Workshop Fees	All Youth Directors	NDFC Financial Director or Direct Deposit
MAY 1 (approximate)	Adult Nationals	Adult Accommodation Booking (deadline date subject to change at request of host province)	All Provincial Directors	Host Province's Contact or directly with hotel
MAY 1 (approximate)	Adult Nationals	Adult Transportation Booking (deadline date subject to change at request of host province)	All Provincial Directors	Host Province's Contact
MAY 1 (approximate)	AGM	AGM Agenda Package (no later than 30 days before the AGM)	NDFC Secretary	All Member Dart Bodies and NDFC Executive (cc to all Secretaries)
MAY 11	Adult Nationals	Level II Officiating Workshop Registration	All Provincial Directors	NDFC General Secretary
MAY 11	Adult Nationals	Level II Officiating Workshop Fees	All Provincial Directors	NDFC Financial Director or Direct Deposit
MAY 15	Youth Nationals	Youth Player Biographies	All Youth Directors	NDFC Youth Director

**NDFC DIRECT DEPOSIT INFORMATION FOR FINANCIAL REMITTANCES:**

CIBC  
 1273 Barton Street East, Centre Mall  
 Hamilton, ON L8H 2V4  
 Banking Account Number: 03862-010-6902812

After depositing funds into the NDFC account, please email the Board Members responsible, including the date, amount of what the funds are for and location of bank where deposit was made. For example:

- Membership fees – email Don Crookshanks and Mary Dezan
- Youth related fees – email Don Crookshanks and Carol Collett
- Affiliation Fees and any Adult-related fees – email Don Crookshanks and Mary Dezan