

## NDFC MASTER LIST OF DEADLINES – Revised as of June 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   |
|--------------------------|--------------------|--|---|---|
| JULY 1                   | 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  |
| AUGUST                   | 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  |
| AUGUST 1                 | Membership         | Membership Cards and Package   | NDFC Membership Director                                    | All Member Dart Body Membership Directors (cc to PDs)                           |
| OCTOBER 31               | Membership         | Board Member Membership Verification   | All Membership Directors                                    | NDFC Membership Director  |
| DECEMBER 15              | Membership         | Adult Membership – Submission #1   | All Membership Directors                                    | NDFC Membership Director  |
| DECEMBER 15              | Membership         | Payment for all registered members   | All Treasurers/ Membership Directors                        | NDFC Financial Director or Direct Deposit                                       |
| DECEMBER 15              | Membership         | <b>Submission of Lifetime Member Nominations</b>   | All Provincial Directors/ Membership Directors              | NDFC Membership Director  |
| DECEMBER 15              | Annual Affiliation | Submission of \$400 Provincial/ Territorial Affiliation Fee                                    | All Treasurers/ Provincial Directors                        | NDFC Financial Director or Direct Deposit                                       |
| FEBRUARY 1               | Youth Nationals    | First Letter of Information for Youth Nationals  | NDFC Youth Director   | All Member Dart Body Youth Directors (cc to PDs)                                |
| FEBRUARY 1 (approximate) | 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                         |
| FEBRUARY 1 (approximate) | 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) |
| MARCH 1 (approximate)    | 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  |
| MARCH 1 (approximate)    | 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  |
| MARCH 1 (approximate)    | 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  |
| MARCH 30                 | Membership         | Youth Membership – Final Submission  | All Provincial Directors/ Membership Directors              | NDFC Membership Director  |
| MARCH 30                 | Membership         | Adult Membership – Final Submission  | All Provincial Directors/ Membership Directors              | NDFC Membership Director  |
| MARCH 30                 | Membership         | Payment for remaining adult members  | All Treasurers/ Membership Directors                        | NDFC Financial Director or Direct Deposit                                       |
| MARCH 30                 | Membership         | Payment for remaining youth members  | All Treasurers/Youth/ Membership Directors                  | NDFC Financial Director or Direct Deposit                                       |
| MARCH 30                 | Membership         | Zone, Provincial & Territorial Participant Member Verification                                 | All Provincial Directors/ Membership Directors              | NDFC Membership Director  |
| APRIL 1                  | Youth Nationals    | Sponsorship Logo Request for Team Shirts   | All Youth Directors   | NDFC Youth Director   |
| APRIL 1                  | Adult Nationals    | Sponsorship Logo Request for Team Shirts   | All Provincial Directors                                    | NDFC General Secretary  |
| APRIL 1 (approximate)    | NDFC AGM           | Proposed Constitution Submissions <b>(no later than 60 days before the AGM)</b>                | All Provincial Directors                                    | NDFC General Secretary  |
| APRIL 1 (approximate)    | NDFC AGM           | Proposed Agenda Items <b>(no later than 60 days before AGM)</b>                                | All Provincial Directors                                    | NDFC General Secretary  |
| APRIL 1 (approximate)    | 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 1                   | ****NEW***<br>Request for the Workshop Level II | YOUTH - Level II Officiating Workshop Registration – Request the Level II Memory Stick                              | All Youth Directors                             | NDFC Youth Director   |
| APRIL 1                   | Fees for Workshop                               | YOUTH - Level II Officiating Workshop Fees  | All Youth Directors                             | NDFC Financial Director or Direct Deposit                         |
| APRIL 1                   | ****NEW***<br>Request for the Workshop Level II | ADULT - Level II Officiating Workshop Registration – Request the Level II Memory Stick                              | All Provincial Directors                        | NDFC Youth Director   |
| APRIL 1                   | Fees for Workshop                               | ADULT - Level II Officiating Workshop Fees  | All Provincial Directors                        | NDFC Financial Director or Direct Deposit                         |
| 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<br>(approximate) | Youth Nationals                                 | Youth Accommodation Booking<br>(deadline date subject to change at request of host province)                        | All Youth Directors                             | Host Province's Contact or directly with hotel                    |
| APRIL 15<br>(approximate) | Youth Nationals                                 | Youth Transportation Booking<br>(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<br>(approximate)    | Adult Nationals                                 | Adult Accommodation Booking<br>(deadline date subject to change at request of host province)                        | All Provincial Directors                        | Host Province's Contact or directly with hotel                    |
| MAY 1<br>(approximate)    | Adult Nationals                                 | Adult Transportation Booking<br>(deadline date subject to change at request of host province)                       | All Provincial Directors                        | Host Province's Contact   |
| MAY 1<br>(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 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

Revised: June 2017