

ASSOCIATION REPRESENTATIVE RESPONSIBILITIES

The ADO Association Representative (ADO Rep) is a key position in the success of ADO programs because this person serves as the main link between grass roots members and the officers of the organization. The ADO Rep may be chosen by election or appointment and should not hold any other concurrent ADO position. While the ADO Rep need not be a member of the local Board/Governing Body, he/she should be provided a method by which to deliver regular updates on ADO activities to the Member Association Board and membership.

The ADO Rep will act as the liaison between the Member organization and its ADO Regional Director. All correspondence/ communication from the ADO will be directed to the ADO Rep, whose responsibility it shall be to dispense this information to the local Board/Governing Body and local association members. The ADO Rep will vote on behalf of the association in elections for Regional Director.

The ADO Rep is responsible for the following duties:

- Notify the Regional Director, Area Manager and ADO Office of any changes in addresses or personnel on the initial membership application.
- Make the Board of Directors and membership aware of all materials in the yearly Member packet and maintain custody of the package for reference
- Work with Member club officials to report each season's special achievements such as a 170 in/out, perfect game, 180, Deadeye (3 double bulls) and Round-of-Nines to the ADO office in a timely fashion
- Attend all meetings called by the ADO Regional Director (or designate an alternate), present club concerns, questions or ideas at such meetings, and report answers/results back to his/her Member club
- Maintain regular contact with the Regional Director in regard to association activities, questions or problems
- Ensure that the local association is aware of playoff deadline dates for all ADO playoff programs, encourage participation in these and other ADO programs, and assist in conducting these playoffs if desired by the association Board/Governing body
- Coordinate tournament dates with other local associations through the Regional Director
- Be responsible for submitting the tournament sanctioning forms/fees to the Regional Director in accordance with the ADO Sanctioning Rules and Regulations
- Be responsible for submitting the results, surcharge monies, and special achievement list for ADO sanctioned tournaments hosted by his/her association **within 10 days following the tournament event**
- Be responsible for notifying association of clue dates for articles/calendar information for Double Eagle and Pocket Calendar listings
- Work with the ADO Youth Manager to keep that individual abreast of youth activities within the organization. This could include, but is not limited to, providing names and addresses of local youth members eligible for ADO youth programs, notifying the Youth Manager of local youth tournaments or leagues, or working with the Youth Manager to set up a youth program within the club
- Encourage the correct reporting of membership to the ADO and assist with the preparation of the membership list if so requested by the Member organization's board
- Notify the ADO office of any new members of his/her club new to the U.S.A. and notify such members of procedures necessary to establish themselves with the ADO
- Ensure the timely renewal of their association's affiliation with the ADO (Membership expires December 31st of each year).

The ADO Rep should fulfill these responsibilities to the best of his/her ability for the duration of his/her term and turnover all appropriate information/ records/pin to his/her board/successor at the end of the term (term to be determined by your association board). The ADO Rep pin should be worn with pride as a badge of office at all dart functions.