



# TOURNAMENT SANCTIONING REQUIREMENTS and PROCEDURES

## PURPOSE

The purpose of an ADO Sanction for a particular competition is to ensure, to the best of its ability, that the host/sponsor organization has the means at its disposal to pay the prize money as advertised and to conduct the proposed competition in a professional manner under the established ADO Tournament Rules.

## ELIGIBILITY

- A. The host organization must be an affiliated ADO Member in good standing, and **MUST ACCEPT FULL RESPONSIBILITY FOR THE TOURNAMENT PRIZE PURSE.**
- B. Only **OPEN** tournaments shall be eligible for ADO Sanctioning. Only 'unrestricted' men's, women's & open singles events in sanctioned tournaments (See C. under **APPLICATION PROCEDURE / REQUIREMENTS**) shall be eligible for ADO **CHAMPIONSHIP POINTS.**
- C. **GUARANTEED PRIZE MONEY** must be a minimum of \$1,000 Total Prize Money to be eligible for ADO Sanctioning.
  - 1. 'Percentage Payout' events, offering a percentage payout of entry fees collected, may be scheduled, provided:
    - a) **NONE** of the anticipated revenues from these events are included in the guaranteed advertised purse for ADO sanctioning purposes. **NOTE: 'GUARANTEED' amounts added to entry fees collected may be included in the total guaranteed purse.**
    - b) A percentage breakdown is provided for all positions to be paid in such events and/or guaranteed minimum payouts.
  - 2. **NO ADO CHAMPIONSHIP POINTS WILL BE AWARDED FOR 'PERCENTAGE PAYOUT' EVENTS.**
- D. Players may be recycled in Mixed Doubles and Mixed Triples events **ONLY**, in ADO sanctioned tournaments at the tournament director's discretion.
- E. Tournament Sanctioning will **NOT** be approved on established ADO Regional Playoff dates, **UNLESS** the tournament is held in conjunction with said playoff/s. Current established ADO Playoff dates are available on the ADO website: **WWW.ADODARTS.COM** or from your Area Manager.

## APPLICATION PROCEDURE / REQUIREMENTS

- A. Application forms are available from the ADO Regional Director, Area Manager or ADO Office, and are to be used to initiate a Sanctioning request. **NOTE: Read the Default Policy and the Sanctioning Application carefully. IT IS A CONTRACT.**
  - 1. Applications for ADO Sanctioning must be submitted to the resident **REGIONAL DIRECTOR** (for the ADO Region in which the tournament site is located), a minimum of **45 DAYS PRIOR TO THE SCHEDULED TOURNAMENT DATE/S.**
  - 2. The application must be accompanied by a filing fee which is non-refundable:
    - a) Filing fee: \$30.00 (Tournament Prize Purse of \$ 1,000 - \$ 4,999)  
\$40.00 (Tournament Prize Purse of \$ 5,000 - \$ 9,999)  
\$50.00 (Tournament Prize Purse of \$10,000 - \$19,999)  
\$60.00 (Tournament Prize Purse of \$20,000 or more)
    - b) A statement indicating that the prize monies of the proposed competition are guaranteed by the host organization.
    - c) A breakdown of prize money or percentage payout, entry fees, date, and starting times for each event in the competition.
    - d) The following may be required at the discretion of the Regional Director or Area Manager:
      - 1) Documentation disclosing the support, financial or otherwise, of a sponsor or sponsors.
      - 2) Documentation (copies of contracts or policies) which evidences that the person/s having custody of all competition monies (entry fees, sponsor's fees, advertising fees, etc.) is/are bonded for an amount in excess of the competition's stated **TOTAL** prize monies.
      - 3) Evidence that the subject bond/s **WILL NOT** be terminated for a period of at least sixty (60) days following the proposed competition.
  - 3. The Regional Director shall promptly review and investigate the information submitted, ascertain that it is complete, and in accordance with all ADO Sanctioning Requirements and Procedures. He will then forward the information and any recommendations to the resident Area Manager, for final approval/denial within ten days of receipt. The Area Manager will:
    - a) "If Approved: The white copy of the application form, together with an ADO Championship Points System Report Form, the Tournament Special Awards Report Form, 'Sanctioned by ADO' logo and a copy of the ADO Tournament Rules will be sent to the requesting organization immediately. A camera-ready "warning" label as an amateur status disclaimer for youth events will be sent, if appropriate. The yellow copy will be sent to the ADO office and the goldenrod copy to the resident Regional Director. The pink copy remains with the Area Manager."

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- b) If Denied: Explain, in writing, the reason(s) for such denial to the requesting organization. That organization will be afforded a reasonable time period, during which it may correct those deficiencies that were the basis for denial. If the

Area Manager is satisfied that the previous deficiencies have been corrected, and now meet the established ADO standards, ADO Sanctioning may then be granted.

- B.** Once ADO Sanctioning is granted, any change/s in the original Sanctioning application or documentation (date, prize structure, change/additions in event schedule, etc.) must be submitted, in writing, to the resident Regional Director and approved by both the Regional Director and Area Manager. Failure to do so could VOID any prior ADO Sanctioning.
- C.** The host organization of an ADO Sanctioned Tournament is required to publish on the flyer and circulate the following information as a part of the tournament sanctioning process:
  - 1. A complete breakdown of prize money or percentage payout, entry fees, date, and starting times for each event in the competition.
  - 2. A statement indicating any requirements/restrictions for events including seeding by points, local standings or geography.
    - a) Singles events in ADO Sanctioned Tournaments shall be designated as Men's and /or Women's. Should there be no corresponding Singles event for the opposite gender, that Singles event shall be designated an "open" event, with ADO Championship Points awards to be based on gender.
    - b) ADO Points may be earned in ADO Sanctioned Tournament Singles only events or within the ADO Playoff Programs. Point awards will be made for a maximum of four (4) events per tournament: two (2) different Open/Men's events and two (2) different Women's events. The Singles events' format must be specified ('01, Cricket), including any combinations, or options/restrictions regarding the order in which the games are played, on all flyers, posters, and advertising.
- D.** The ADO requires that each entrant in the Open/Men's and Women's Singles events, pay a \$2.00 Surcharge to the ADO.
  - 1. Host organizations are instructed to collect the \$2.00 ADO Surcharge Fee from each Singles entrant.
    - a) It is the responsibility of the ADO Host Association to forward all Surcharge monies, together with the ADO Championship Points System Report Form and the Tournament Ton-80 Report Form, to the ADO Office WITHIN TEN (10) DAYS FOLLOWING THE TOURNAMENT.
    - b) Payment/submission of the aforementioned Fees and Forms is a prerequisite to the recording of applicable ADO Points.
    - c) ADO Surcharge monies are used to finance awards for National and Regional Championship Points winners, and to assist in meeting those costs incurred in sending ADO Players/Teams to International competitions.
  - 2. Host associations that are delinquent 30 days or more on surcharge fees/tournament results will be denied player representation at the next Regional unless the paperwork/monies are received in the ADO Office by the deadline for the association playoffs.
- E.** First-time tournament hosts and hosts of tournaments that have defaulted shall be required to provide absolute proof of funds in the bank to cover the guaranteed tournament purse before sanctioning of a tournament may be considered.

### **ADVERTISING OF ADO SANCTION**

- A.** All flyers/posters/advertising for ADO Sanctioned Tournaments MUST include the name and/or logo of the ADO Member host organization and MUST display the ADO 'Sanctioned By' logo.
  - 1. At such time as ADO Sanctioning is granted, the ADO will provide a camera-ready ADO 'Sanctioned By' logos, conforming to the minimum standard sizes required. NOTE: Any use of the logo without the words and/or registration mark, or use of a computer-generated logo from a dot matrix printer, is considered improper use.
  - 2. **Under no circumstances should "Sanctioning Applied For" and/or similar phrases be used.**
- B.** No organization (association, club, group etc.) may advertise that its proposed competition is Sanctioned by the ADO, until such notice has been afforded to that organization, in writing, by the resident Area Manager.
  - 1. Penalties may be severe, and may include a monetary fine and/or denial of future ADO Sanctioning requests.
  - 2. Provisions set forth above under 'Application Procedures' Item B shall apply.
- C.** An ADO Sanctioned Tournament including one or more scheduled Youth events shall be required to include both a "warning" label and an amateur status "disclaimer" on all flyers/posters/advertising associated with the tournament. This information is available, camera-ready, from the resident Area Manager.

### **PUBLIC NOTICE**

- A.** Provided a tournament sanctioning request is made and approved in advance of the publication deadline/s for subsequent issues of Double Eagle, said tournament sanctioning will be indicated in any issue/s published prior to the event.
- B.** The Area Manager will notify all Regional Directors in his/her Area.
- C.** The Regional Director will notify all local Association Representatives in his/her Region.
- D.** The Association Representatives will be responsible for relaying this information to their respective MEMBER population.