

Tournament Committee Policies/Procedures

Draft 3

Purpose: To develop and manage steel tip dart tournaments, using local, national and international best practices.

Comprehensive of all RMDA Tournaments

- After each tournament, the payout schedule, event schedule, venue, and other details are all evaluated for necessary changes.
- Application for ADO sanctioning is submitted for all Open tournaments, with a total prize purse of at least \$1,000.
- ADO and RMDA rules apply at all RMDA tournaments.
- Tournament Financials
 - In order to ensure the RMDA does not default on the advertised guaranteed payout for any tournament, as well as to ensure all expenses can be paid, it is essential that the Tournament account keep a fund balance.
 - Suggested end-of-year balance is \$40,000
 - The RMDA Treasurer is responsible for managing the Tournament bank account, in compliance with RMDA rules and By-laws
 - The RMDA Tournament Director is responsible for managing the breakdown of expenses and income and reconciling these with the RMDA treasurer.
 - Annual Tournament Budget is prepared by the Tournament Director and adopted by the Tournament Committee in July or August each year
 - Income is generated from sponsorship/advertising, fundraising and tournament event entry fees.
 - Monies are turned over to the Treasurer for deposit into the Tournament account.
 - Expenses for payouts and items outside of the ordinary are to be approved by vote of the Tournament Committee.
 - The Tournament Director submits a check (or cash, for payouts) request to the Treasurer, for expenses.
 - Tournament Financials can be made available to any member of the RMDA, with written notice.

Colorado Open –

- Choosing a venue -
 - Requires a hotel with a ballroom of at least 9500 sq ft.
 - Inclusive of –
 - Use of pre-function area
 - 6-8 risers, 40+ tables, 100+ chairs, set up to our specifications
 - Full bar, with food concessions, available inside ballroom
 - Reasonable/negotiable food and bar prices
 - Other factors (not all inclusive)
 - Use of a hospitality room or guest suite
 - Free wifi in ballroom and guest rooms
 - Minimum of 200 guest rooms
 - Reasonable/negotiable guest room rates
 - Free parking
 - Free transportation from and to DIA

- Deciding total prize money – based on history, as well as expected growth.
- Deciding events and event schedule – based on history, as well as expected growth.
- Choosing Dates
 - The Colorado Open generally takes place in October. This allows us the option of bidding for ADO US Team Nationals. On years that we host Nationals, the dates are subject to ADO approval.
 - Every year, before the dates are set, we check for conflicting events. This includes other national tournaments \$15,000 and above, and other tournaments in the West \$5,000 and above, steel tip and/or soft tip.
 - The date and location need to be secured 9-12 months prior to the event. This allows for adequate advertising both for maximum participation and also to minimize conflicting events.
- Decide on international sanctioning opportunities and event seeding.
- Selling advertising for sponsorship
 - Sponsorship booklet is updated each year and distributed.
 - Purpose is to be sure there are enough funds to offset expenses, including payouts.
- Vendor Space
 - Vendor space is sold, with a discount to RMDA members, also as a form of sponsorship.
 - Vendors are set up in the pre-function area, outside the ballroom.
 - The goal is to have a dart supply vendor, as well as to allow RMDA members to promote their businesses to the dart players.
- Raffle Prizes
 - Items for raffle are solicited
 - The goal is to have at least 30 raffle items available.
- Awards
 - Awards are given to first place winners in each event
 - Awards are given to the Male MVP and Female MVP for the Colorado Open
 - Includes certificates for entries into the following year's tournament

Shamrock Classic –

- Choosing a venue –
 - The Shamrock Classic is growing, with a goal of reaching a \$10,000 payout.
 - Currently requires a venue with room for a minimum of 24 dartboards, room for the participants, and a variety of food served throughout each day.
 - The bar/venue pays a hosting fee of 15% of the total prize money (true for all tournaments over \$1000)
- Deciding total prize money – based on history, as well as expected growth.
- Deciding events and event schedule – based on history, as well as expected growth.
- Choosing Dates
 - Several calendars are checked first to avoid conflicts with other steel tip and soft tip events.
 - Currently, the Shamrock Classic is held in conjunction with an ADO National Qualifier. As such, the dates are subject to ADO approval.
 - The date and location should be secured at least two months prior to the event. Six weeks are needed for the process of ADO sanctioning.
- Selling advertising for sponsorship
 - Event sponsorships and board sponsorships are sold for this event.
 - Purpose is to be sure there are enough funds to cover expenses, including payouts.

- Raffle Prizes
 - Items for raffle are solicited
 - The goal is to have at least 15 raffle items available.
 - Purpose is to add another piece of fun to the event, as well as to collect funds to offset expenses.
- Awards
 - Awards are given to first place winners in each event
 - Awards are given to the Male MVP and Female MVP for the tournament

Smaller tournaments: -

The smaller tournaments – Summer Splash, Mile High ThrowDown, Singles Showdown/Autumn Classic – are held in conjunction with National Qualifiers, as they are contingent on the RMDA hosting a National Qualifier for our region.

- Choosing venues
 - All bars/venues pay a hosting fee of 15% of the total prize money (for all tournaments over \$1000)
 - Requires a minimum of 16 boards and room for the participants
 - Should be held on opposite side of town as each other.
 - Prefer to use a venue that is most popular with the players but also has enough room for the boards and the players to be comfortable.
- Deciding total prize money – based on history, as well as expected growth.
 - If there is no history, based on expected participation.
- Choosing dates
 - Several calendars are checked first to avoid conflicts with other steel tip and soft tip events.
 - Because of the National Qualifiers, the dates are subject to ADO approval.
 - The dates and locations should be secured at least two months prior to the event. Six weeks are needed for the process of ADO sanctioning.
- Awards
 - Awards are given to first place winners in each event
 - Awards are given to the Male MVP and Female MVP for the tournament