

-Florida Dart Association

**Section XIII-B
OFFICIAL FDA FORMS
TOURNAMENT SANCTIONING APPLICATION FORM**

Florida Dart Association Tournament Application Checklist

Applications & Fees to Get Tournament Started

	A completed FDA Tournament Sanctioning Application and a check in the amount of \$30 made out to the FDA. Application is located at www.floridadarts.org under the By-Laws/Forms tab.
	A completed ADO Tournament Sanctioning Contract and a check made out to the ADO per their application fee. Contract is located at www.adodarts.com under the Forms & Rules tab.
	A preliminary Flyer sent by Email to the FDA Tournament Director.
	All paperwork for the FDA and the ADO is to be mailed to the <u>FDA Tournament Director</u> .

Preliminary Flyer Information Checklist

	Designated "Name" of the tournament
	All events clearly printed
	All payouts clearly printed
	All event payouts 1 st through Top ? add up to total payout
	All payouts add up to the total event payout
	Approximate cut off time for each event
	Name of FDA sponsoring association (The Local League)
	Name and contact information of local tournament director (IE: Phone number & Email)
	Name, address and phone number of venue
	Name, address and phone number of local Hotels (Recommended Not Required)
	All payouts stated in US currency. (percentage of entry monies is not acceptable)
	Florida Gaming & Beverage laws statement: (Entry fees are processing fees for tournament management, administration and advertising. Prize moneys are paid by the tournament sponsors and are not part of the processing fees. This meets the criteria for the Florida Gaming and Beverage Laws.)
	\$1.00 FDA Fee per Singles Event
	\$2.00 ADO Fee per Singles Event
	FDA membership is required
	Weekend Membership is available
	Disclosure of any fees the local organization may impose
	A map to the location (Recommended Not Required)
	Local lodging and Rates (Recommended Not Required)
No Tournament or Flyer Should be Posted or Advertised with FDA or ADO logos on it Until it Has Been Approved by the FDA Tournament Director and the ADO	

Upon Completion of Tournament

	FDA Tournament Results Form and Check made out to the FDA for the Singles fees and Weekend Memberships are to be sent to the <u>FDA Tournament Director</u> within 2 weeks of completion of the tournament. (Fine may be imposed if not received within 2 weeks) Tournament Results Form is located at http://www.floridadarts.org/rules/13c_tournament_results_form.pdf
	ADO Tournament Results form is to be downloaded and submitted to the Email addresses on the form within 48 hours of completion of the tournament Tournament Results Form is located at: http://www.adodarts.com/wp-content/uploads/2014/01/ADOResultsForm2.xls
	Hard copy of the ADO Tournament Results Form and Check made out to the ADO for their Singles fees are to be sent to the <u>FDA Tournament Director</u> .

FDA Tournament Director

Scott Heffner
P.O. Box 8233
Port St. Lucie, Florida 34985
Phone: (352) 585-4464
Email: scott@heffnerinc.com

Tournament Sanctioning Application

Prior to the completion of this form, please read the FDA Tournament Sanctioning Requirements and Procedures carefully. These rules and all other FDA rules and By-Laws can be found at <http://www.floridaddarts.org>.

To apply for Tournament Sanctioning:

1. At least forty-five days prior to the projected tournament the following information must be forwarded to the Tournament Director and the ADO rep either by mail, fax or electronic mail:
 - a. A completed FDA Tournament Sanctioning Application and a check for \$30 mailed to the FDA tournament director for the filing fees.
 - b. A completed ADO Tournament Sanctioning Application and a check for filing fees per the ADO application mailed to the FDA tournament director.
The ADO application can be found at <http://www.adodarts.com/forms-rules/>
 - c. A preliminary flyer. (Make sure flyer follows section VII of the FDA Tournament Sanctioning Guidelines)
2. *Note: If applying by electronic mail, filing fees must be received by the Tournament Director within ninety-six hours of said filing.*
3. You must wait a decision granting sanctioning before advertising the tournament as an FDA/ADO sanctioned tournament. See rules regarding flyer requirements.
4. A \$1.00 single fee for the FDA and a \$2.00 singles fees for the ADO will be levied and collected against all single event participants.

4. Tournament results and all singles fees are to be submitted to the Tournament Director within **TWO WEEKS** following the event. **FAILURE TO DO SO WILL RESULT IN A \$5.00 PER WEEK LATE FEE!!**

Name of Tournament to be sanctioned: _____

Dates of Proposed Tournament: _____

Name of sponsoring Association: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact: _____ Total Prize Money: _____

How many years has this tournament been in existence: _____

Is the money guaranteed? _____ If yes, how? _____

I understand that the FDA and ADO Tournament rules will be strictly adhered to. I agree that the FDA Representative will collect the \$1.00 singles fee for the FDA and a \$2.00 singles fees for the ADO for all singles participants. I further agree that all singles fees and tournament results will be forwarded to the FDA Tournament Director within **TWO WEEKS** of the tournament.

_____ Date: _____

(Signature of the FDA Representative)

FDA Tournament Director

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