



Youth Zone Directors Checklist

Before your shoot:

- Confirm you have the list of players playing the zone shoot.
- Print out all needed documents to run zones from the WODA website.
www.westernontariodarts.ca

Before play starts:

- Update any registration information that may have changed.
- Check the list to ensure there are no exempt players participating in the singles, if so remind them the exemption is then null and void.
- Do the draw with assistance from a leader or member (if another leader is not available).
- Read aloud the Youth Zone Shoot Player Information

After play has concluded:

- Fill out the Zone Results Report, electronically using the excel spreadsheet provide, listing all names and their final positions. Once completed, please send back the excel spreadsheet as an excel file, not as a pdf or jpg.

It is the responsibility of the League Leader and Zone Director to ensure each qualifier has the skill level to participate in the Provincial Championships. If a player is not ready – put NR beside their name.

- All tournament forms must be scanned and sent to the Youth Director, President and Vice President within 48 hours.
- Please ensure names are spelled correctly. when filling in the excel spreadsheet.
- Inform the leagues they will receive the qualifier numbers by February 1st.
- Remind leaders they are to email or text/message the Youth Director, President and/or Vice President immediately if changes occur.