MMDL

The Area Director's position is a (2) year term. It is a voting seat on the Board of Directors

Candidates are vetted by the Board of Directors and voted in by the respective captains/representatives of the teams that are at the first captains meeting held at the beginning of August

Compensation is $1000.00 per season (taxable)
Phone or a phone stipend
A dedicated MMDL email account

Area Director duties:

1. Schedule and secure a venue to hold (4) captains meetings per year - (2) in January for the Spring season and (2) in August for the Fall season
   a. The first meeting is for the collection of rosters and sponsorship fee
   b. The second meeting is for the disbursement of the captain kits, plaques, shirts, etc.
   c. A Luck of the Draw will be held at the second meeting
   d. Meeting places, dates, and times are given to the Marketing Director for public posting on social media and the website
2. Prepare a ledger of sponsorship fees collected to give to the treasurer along with any checks, money orders, or cash collected
3. Assemble the captains kits for each season
4. Prepare and Print a schedule of play for each season – forward to the Marketing Director for public posting on social media and the website (see Addendum 1 for details)
5. Prepare and edit a playoff schedule on a weekly basis throughout the playoffs – forward to the Marketing Director for public posting on social media and the website (see Addendum 2 for details)
6. Attend State playoff finals for the disbursement of the Trophy to the winning team when held in your area (you may be requested to attend one not in your area as well)
7. Create divisions and enter team and players information into Dart Connect each season
   a. AD is compensated $3/team entry (taxable)
8. Monitor team/player edits on a weekly basis in Dart Connect and make edits as needed
9. Monitor match play in Dart Connect on a weekly basis and make edits as needed
10. You may be required to attend regular or playoff matches to assure matches are run smoothly if any issues, complaints, or requests arise
11. Inspection of the sponsorship venue to ensure that the set-up is in compliance with the Rules and Regulations of MMDL
12. Field all calls, texts, and/or emails from teams and players in a timely manner
13. Keep teams and players informed of the current Rules or any changes made during the season with schedule, rules, etc.

Board of Director duties:

1. Attend (10) meetings per year – (1) per month – No meetings in July and December
   a. Meetings, in general, are held the 3rd Monday night of the month from 6:30 pm to 9:30 pm at Donohue's Bar and Grill in Watertown. (maybe subject to change due to members scheduling, weather, etc)
   b. Meeting compensation is $35 (non-taxable) and $15 food/drink allowance (non-alcoholic beverages only)
   c. Be available via phone, text, or email for general questions or voting in a timely manner

2. Attend (2) tournaments per year – (1) in April and (1) in September
   a. April – White Mountain Open – Berlin, NH
      i) You will be required to perform duties as scheduled from Friday through Sunday (example: Set-up boards, take registration, monitor brackets, break down, etc.)
      ii) Compensation of attendance and work schedule
         $50/day that you are on the schedule
         2 night paid stay (Friday and Saturday)
   b. September – Witch City Open – Nashua, NH
      i) (see i and ii above in section 2. a.)

3. Attend (2) Singles events per year - (1) in April and (1) in October
   a. You will be required to perform duties such as set-up and breakdown of boards, take registration, monitor brackets, scoring, etc.
   b. These are generally held on a Saturday and is an all day event starting at 8:30 a.m.
   c. Compensation of your attendance and work is $50 for the day

4. Attend, when possible, any special meetings for team/player appeals or special elections

5. You will be 1/5th of the Disciplinary Committee
   a. Be available by phone, text, or email in a timely manner for discussions and decisions on general occurrences with teams and players with questions or issues that need more than just the Area Director's input.

6. If MMDL acquires any future tournaments or holds any future events not listed here, you will be required, when possible, to perform the same duties as noted in Section 2 and 3

ADDENDUM 1

Preparing the Schedule of Play

Dart Connect transfers the previous seasons team rosters over to the current season
- A. Check team rosters against the already inputted data
  Some may be the same, some may need to be edited, and some may need to be entered
- B. Once the rosters are in DC (no divisions assigned) follow the general guideline to build the divisions
  1. Run the team averages and note the average on the paper roster - Team averages are used as a guideline to place teams in divisions with teams with similar averages
  2. Go through the rosters and determine previous seasons Division, Area, and State winners – these rosters are teams that MUST move up no matter what their average is
  3. Build the divisions from Top to Bottom (SA through E) – Each area will not have the same # of divisions due to how many teams they get registered
     a. Each division should have 8 teams in it
     b. Previous season winners first, team averages second, travel third, AD discretion fourth, and team requests fifth
     c. If there is not enough teams to make an 8 team division you can insert a BYE or do a 6 team division – 6 team divisions require a separate # schedule of play and when it comes to juggling a venue with multiple teams it becomes more of a headache than anything – 6 team divisions are a LAST resort and we do our best to stay away from them when possible
     d. Once you have determined the divisions – Enter the teams into a spreadsheet, divisionalized, mark the teams that have multiple teams out of one venue in RED
     e. Sort the sheet by Team name and mark the teams in RED with the opposite night schedule numbers (1-3, 2-4, 5-7, 6-8)
     f. Once that is done resort the the sheet by Division – Now you can see if you have any teams, out of the same pub, that have the same night of play and needs to be changed (# wise, not division wise) although a division change may be necessary depending on the # of playable boards the pub has. Another factor in this is also if the team plays on an alternate night (Mon or Wed)
     g. Once you have all of the multiple pub teams in the right # slot than you can fill in the rest of the teams with the remaining numbers (1 through 8)
     h. Now you are ready to input the team and captain information into the Schedule Template – you will want to use the previous season schedule as some of the information will be the same and you can cut and paste changes as well. Remember to change the dates where necessary
     i. Now it is printed and put in the captains kit and sent to Marketing for public posting
     j. These are a general guideline and not as easy as it sounds in writing and NEW Area Directors are advised to enlist the help of one of the seasoned Area Directors when doing this for the first few seasons

ADDENDUM 2

Preparing the Playoff Schedule

Teams 1 through 4 in each division make the playoffs

At the end of the 14 week season the DC division standings will list the top 4 teams in each division that have made the playoffs (barring all matches have been recorded)

When teams tie in final match points there is a Tie-breaker formula that is used to determine the placement of each team that is tied. Dart Connect already has this formula calculated in and the way the teams appear in the division standings is the teams actual place finished. The # in which a team finishes is important to where they will be placed on the playoff schedule

    Example: teams 2 and 3 have the same total match points but DC has already calculated
    the tie breaker and determined that their positions at 2 and 3 are correct
    For general knowledge this is the tie breaker format

1. Total Wins (1) pt, Total Ties (.5) pt for the season – Highest point total
2. Total Win / Loss record against each other – Highest point total
3. Total Wins only for the season – Highest point total
4. Playoff match against each other (prior to the playoffs starting)

There is a Playoff schedule template that you will use

1. Adjust the divisions according to the divisions on your regular season schedule
2. Adjust the dates to reflect Tuesday / Thursday play for the season we are in
3. Adjust the Areas to who plays who – rotates each season
4. Enter the team names in the appropriate # slots based on their regular season finish in the division standings
5. Save and send to Marketing to post online

Each week you will update the playoff schedule with eliminating the teams that loss each round and send that to Marketing for the weekly updated posting

If a teams match is not on Dart Connect you will need to reach out to those teams to find out who won or loss so you know who to advance on the schedule