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GREATER LONDON DARTS ORGANISATION

FULL MEMBER OF THE UNITED KINGDOM DARTS ASSOCIATION

SECTION 1 NATIONAL LEAGUE SECTION

Name

1.1 The darts body shall be known as the Greater London Darts Organisation and shall be a full member of the United Kingdom Darts Association. The Greater London Darts Organisation shall be known in this document as the GLDO

Management

1.2 The GLDO shall be governed by the contents of this handbook.

1.3 The London Men's and Ladies Super Leagues shall be an integral part of the GLDO and comply with the contents of this handbook, plus any rules and regulations laid down in the Super League playing rules and format.

1.4 The GLDO shall comply with the rules and regulations of the United Kingdom Darts Association (known as UKDA) in so far as membership of this Organisation is concerned.

1.5 All darts events under the jurisdiction of the GLDO shall be organised in accordance with UKDA playing rules.

1.6 The GLDO shall control, organise and promote all aspects of the sport of darts within the confines of the Greater London Darts Organisation

1.7 The GLDO shall be managed by an Executive Committee which shall be comprised of the following:

Executive Officers

Chairman
General Secretary
Treasurer

Executive Members

Ladies National League Team Manager
Men's National League Team Manager
Youth Team Manager
Ladies League Organiser
Men's League Organiser
Stage Manager

1.8 Members that are co-opted onto the Committee must be at the discretion of the Chairman, General Secretary and Treasurer as they are the Executive Officers of the GLDO and are legally responsible for behavioural and financial matters for the GLDO

1.9 The Executive Committee, once elected, shall each be responsible for holding a functional office. However, an individual Executive Committee Member may not be elected to hold more than one Executive position at the same time

1.10 Any Executive Committee Member found guilty of misconduct or found guilty of breaching any confidence outside of an Executive meeting, will be asked to resign from office

1.11 Any Executive Committee Member failing to carry out their elected responsibilities will be asked to resign from office

Membership

1.12 Membership to the National League Super League may be gained by election at a Super League AGM providing that all teams are:-

1.13 Operating within the Greater London boundaries as defined in their respective section rules

1.14 That League Fees, Player Registration Fees, etc are paid by the stated dates/timescales

1.15 That there is no outstanding debt by that team

Eligibility

1.16 Any person who is or will in the coming season become affiliated to, an Official of or a Player for another National League Member Team shall be ineligible to nominate/propose or second or to be a delegate or an Executive Committee Member of the GLDO

SECTION 2 ELECTIONS & MEETINGS

The election of Executive Officers and Committee shall be as laid down in Rule 5.3.

- 2.1 The Executive Committee may stand for re-election at the subsequent AGM, but all Executive positions are for a period of one year, from AGM to AGM
- 2.2 Team Managers of a Super League Team, London National League Players and London National League Officials shall nominate Officers for election. Another Team Manager of a Super League Team, London National League Player or London National League Official must second the nomination, or the nomination will become void. The nominator and the seconder must not be from the same Super League team. The nominator/seconder must also meet the eligibility rule 2.6
- 2.3 All nominations should be accompanied by a seconder and sent in writing or via e-mail to the General Secretary 14 days prior to the date of the National League AGM, to enable Rule 6.2 to be implemented 7 days prior to the date of the National AGM. Any nominations after this date will be void
- 2.4 Subsequently, the General Secretary will send the nominations with their respective seconder of the person/s standing to all members (members being Team Managers of Super League Teams, London National League Players and Officials) 7 DAYS before the date of the National League AGM
- 2.5 Members who are already part of the Executive Committee do not need a nomination or seconder but will automatically be voted in at the AGM
- 2.6 Only players who complete a National League Registration Form for London at the AGM, a current Team Manager of a Super League Team or a current London National League Official may vote on any matter. The outcome of each individual election will be determined by the person receiving the highest number of votes
- 2.7 In the case of an Executive Member not being proposed beforehand, a discussion will take place with nominations from the Floor

GLDO Meetings

- 2.8 GLDO Meetings shall be categorised as follows:

Full National League AGM	One per season in July
Executive Committee Meetings	When necessary

Selection Meetings – Arranged by the Selectors

- 2.9 The National League AGM shall be convened in July each year at a time and venue determined by the Executive Committee and in accordance with suitable dates convenient to the darts calendar.
- 2.10 The Chairman, General Secretary, Treasurer, Team Managers, Men's League Organiser, Ladies League Organiser, Stage Manager and Travel Manager to be elected at the Meeting
- 2.11 National League Team Selections will be made by the Selection Committee as follows: Men's Team Manager, Ladies Team Manager, Men's League Organiser, Ladies League Organiser and Selection Group Administrator (SGA) The SGA would keep a spreadsheet of all Super League players and advise the Selection Committee who has expressed an interest in playing for London. Then, for each game they would collate the 5 Selection Committee Members' teams then prepare the squad lists and set up a call for the Selection Committee to discuss the outcome of the selected team.
- 2.12 Proposals to amend, add or delete existing rules to the GLDO Handbook at the next seasons AGM must be accompanied by a seconder and sent in writing or via e-mail to the General Secretary 14 days prior to the AGM to which they relate. The proposer and the seconder must not be from the same Super League Team. The proposer/seconder must also meet the eligibility rule 2.6
- 2.13 Subsequently, the General Secretary will send any proposals with their respective seconder to Team Managers of Super League Teams, London National League Players and Officials 7 days prior to the AGM to which they relate

- 2.14** The GLDO Rules will then be re-issued prior to the beginning of the new playing season with any amendments, deletions or additions reflecting the vote at the respective AGM
- 2.15** All persons who are registered members of the GLDO shall be eligible to attend any London AGM. The only exceptions are those who are affiliated to, are an Official of, or play for another National League Team. This also applies to those who will be affiliated to, will be an Official of, or will play for another National League Team in the coming playing season.
- 2.16** All questions should be directed through the General Secretary. Once the matter has been dealt with, the General Secretary shall be empowered to stop any further discussion on the subject. All matters of any other business shall be discussed at the discretion of the General Secretary
- 2.17** The GLDO Executive may discuss at length any proposals submitted at the AGM before being referred back to the original proposer for any amendments.

Extra Ordinary General Meetings

- 2.18** These may be called at the discretion of the GLDO Executive Committee at any time outside of the planned programme of meetings. Such a meeting will deal with emergency measures on any issues which require immediate action

Executive Committee Meetings

- 2.19** These will take place when necessary. However, the Executive Committee may call a meeting at any time for the purpose of discussing the management of the GLDO
- 2.20** At Executive Committee Meetings, the Chairman shall be afforded a vote as an Executive Member and if necessary, the Chairman shall have the casting vote. Attendance at the meetings is only open to GLDO Executive Members. Invitations may be extended to other parties to discuss certain aspects of GLDO affairs
- 2.21** If a Minute Secretary is elected, they may attend GLDO Executive Meetings to record the Minutes but have no powers to vote or have a say
- 2.22** The Quorum for an Executive Committee shall be 50%. Valid GLDO business can only be conducted with a Quorum present

SECTION 3 CODE OF CONDUCT

- 3.1** No Player or Member shall act in a manner which may reasonably be considered prejudicial to the interest or standing of the GLDO, or which could reasonably be considered to injure or discredit the GLDO or bring the Sport of Darts into disrepute
- 3.2** All Players or Members will adhere to the GLDO Rules. Any breaches will invite disciplinary action in accordance with the GLDO Rules
- 3.3** Any Player or Member, who is asked to leave a venue where a darts tournament is taking place under the Rules of the GLDO, must do so immediately.
- 3.4** All Players and Members will desist from any behaviour which may reasonably be construed as gamesmanship before, during or after any match at any darts event held under GLDO Rules.
- 3.5** Members are considered to be an Official, or a Spectator at National League Matches, GLDO Tournaments and GLDO Super League Matches

SECTION 4 GLDO SOCIAL NETWORK / MEDIA DISCLAIMER

4.1 Whilst the GLDO reserves the right to avail itself of the opportunities available on Social Networking and Social Media Services such as Facebook, Twitter and others as deemed appropriate it hereby issues the following Disclaimer:

- a) Any content, views, opinions and/or responses to questions uploaded, expressed or submitted by the creators, sponsors, advertisers or users of social media services and other public forums as utilised by GLDO, other than the content provided by GLDO, are solely the views, opinions and responsibility of the person submitting them and do not necessarily reflect the opinions of GLDO
- b) The GLDO is not responsible for content that third parties publish post, upload, distribute, disseminate or otherwise transmit via social media services

Terms of Use

4.2 Whilst the GLDO does not wish to stifle conversation on social media sites, users must not post or upload any comments or links that are unlawful, or may defame, offend, interfere with privacy or infringe copyright or other intellectual property rights to GLDO managed social media pages. GLDO reserves the right to moderate comments and may remove any comments that, in the GLDO's opinion are inappropriate

Policy on Discrimination and Intimidation

4.3 The GLDO operate strict policies on discrimination and intimidation, whether at any GLDO event or on social media. The policies cover the following:

- a) Physical harm to any person
- b) Damage to any person's property
- c) Reasonably causes another person to be fearful of physical or emotional harm
- d) Derogatory remarks against a person's race, nationality, gender or disability
- e) Homophobic remarks

4.4 The GLDO will take a strong stance on any of the above, deleting content which is discriminatory, hateful or threatening and any writings or actions which may offend, insult, humiliate or intimidate. The authors of such writings may be deemed to have brought the good name of the GLDO into disrepute and may therefore, at the discretion of the GLDO Executive face disciplinary proceedings as laid down in Sections 11.1 – 15.1 of the GLDO Constitution and Rules.

4.5 However, in cases where writings considered to have offensive content that can be immediately proven as directly attributed to an individual then there shall be a procedure of automatic periods of suspension applied to that individual as directed by the GLDO Executive and laid down as follows: (All effective from the date that any posting is submitted)

1. First proven instance: Written warning
2. Second proven instance: Three months suspension of GLDO Membership
3. Third proven instance: Twelve months suspension of GLDO Membership
4. Fourth proven instance: Expulsion from GLDO Membership

Conditions

4.6 It is important to note that the aforesaid conditions of disclaim and terms of use are likely to change without notice.

SECTION 5 GRIEVANCE / COMPLAINTS PROCEDURES

5.1 Any Player or Member of the GLDO who feels they have a valid grievance/complaint should in the first instance take up the matter with the relevant person as listed below:

- | | |
|--------------------------------|-------------------------------|
| a) Ladies National League Team | Ladies Team Manager |
| b) Men's National League Team | Men's Team Manager |
| c) Ladies Super League | Ladies Super League Organiser |
| d) Men's Super League | Men's Super League Organiser |
| e) Finances | Treasurer |

- 5.2** All other matters should be addressed to the Executive Committee via the General Secretary
- 5.3** If the problem cannot be resolved in the first instance, then the matter should be addressed initially in writing to the General Secretary. This in turn will implement the following procedure:
- a) A written statement dated and signed by the person
 - b) A meeting arranged for the matter to be discussed
 - c) An appeal should this be necessary

Behavioural & Disciplinary Committee

- 5.4** In accordance with Rule 2.3, where the General Secretary receives a complaint in writing, or is of the opinion that a Member or a Player is in breach of the GLDO Rules, the Executive Committee shall consider the matter and shall either:
- a) Determine not to proceed with the matter
 - b) Charge the Member or Player with the breach and refer the matter for a Disciplinary Hearing in accordance with the UKDA Disciplinary Procedures
- 5.5** Members shall be considered to be National League Officials, Executive Committee Members, Super League Players, supporters and people who attend GLDO dart functions and meetings

Conflict of Interest

- 5.6** All members who make up either a Disciplinary or Appeal Committee must declare any conflict of interest to the Secretary. No person shall be permitted to sit on a Disciplinary or Appeal Committee where a conflict of interest has been declared or where it could be construed that one might exist

UKDA Competitions

- 5.7** Players or Teams that have qualified to play in further rounds or finals of competitions but do not attend will have disciplinary action imposed. This could be a fine, or future bans from competitions. The disciplinary action will be decided by the Executive Committee (Rule 12.1). Extenuating circumstances may be taken into consideration but any Player or Team who cannot fulfil the competition obligations should not enter. If they do, they will be liable to pay any costs that may be incurred from entering said competition

No Claim for Reserved Determination

- 5.8** No Member or Player who has a penalty of any kind imposed by a determination of a Committee has any claim against the GLDO or any individual person on the Committee being Executive, Disciplinary or Appeal

SECTION 6 FINANCES

- 6.1** The Treasurer shall maintain a cash book, accounting package or a spreadsheet which records all transactions made by cash and those made through the National League /Super League/Reserve bank accounts. For any other cash/cheque transactions, it is recommended that another receipt book be used by each person who handles cash/cheques, i.e. collecting travel monies and then hand to the Treasurer. The Treasurer is then able to enter these receipts into the accounting records and the bank paying in book
- 6.2** All cheques issued by the National League /Super League should require a minimum of two Executive Officers' signatures. The bank mandate signatories should cover for illness and unavailability and be worded "Any two of the following signatures", as appropriate
- 6.3** All monies and cheques received should be promptly paid into the bank account of the National or Super League. Under no circumstances should any monies or cheques be paid into an individual member of the Executive Committee's bank account
- 6.4** Internet Banking may be used by the Treasurer and nominated alternate to ascertain debits and credits on all accounts without the need to wait for a Bank Statement. Only he or she will have control over the Internet Banking. No payments, credits or transfers can be made via Internet Banking without authorization by the Chairman or General Secretary
- 6.5** Expenses must be supported by receipts, which should be given to the Treasurer before payment is made



- 6.6** Invoices and other documentary evidence should be retained to support all payments and as a cross check to the accounting records.
- 6.7** Only the General Secretary, Treasurer and Chairman are authorised to incur debts on behalf of the National League
- 6.8** At the end of each playing season, the Treasurer should produce a Balance Sheet and an Income and Expenditure Account at the AGM. In accordance with UKDA Financial Rules, all National League Teams must send a letter to the UKDA Financial Director confirming that they have produced accounts and that they were presented for approval at their National League AGM
- 6.9** Entry fees and travel expenses for the National League Finals to be made up out of respective Men's and Ladies Super League funds and will also include play-off entry fees taken on the day of the respective National League Play-Off
- 6.10** League Organisers to ensure that all Super League Team Managers are informed what players are eligible to play in these competitions
- 6.11** Ladies Team Fees - £150 per team Men's Team Fees - £185 per team.
- 6.12** Ladies Super League registration fee of £25.00 per player as follows:
- £10.00 to the UKDA
 - £6.00 to the Ladies Super League
 - £4.00 to the National League account
 - £5.00 to the Presentation Night Fund
- 6.13** Men's Super League fees £25.00 per player as follows:
- £10.00 to the UKDA
 - £6.00 to the Men's Super League
 - £4.00 to the National League account
 - £5.00 to the Presentation Night Fund

SECTION 7 NATIONAL LEAGUE PLAYERS

- 7.1** The London National League representative teams shall be selected from Players who have completed the Players Registration Form for the Men's & Ladies Super League and who are eligible and available to play for the National League
- 7.2** All London National League Players should compete in the Men's & Ladies Super Leagues. Players who do not compete in the London Super Leagues will be allowed to play for the National League at the Team Managers discretion, but must be registered in the London Super League and pay their £25 registration fee
- 7.3** The selection to be decided after full consultation with the Super League and National League averages
- 7.4** Team Manager's and the Selection Committee shall come under the control of the Executive Committee and the Executive Committee will have the power to suspend or change the Team Manager's, Selectors or a selection should just cause be found
- 7.5** No Player will be allowed to play for the National League if they have been charged with a breach of conduct or if they owe money to the National League

SECTION 8 ADDITIONS / AMENDMENTS / DELETIONS TO EXISTING RULES

- 8.1** The Executive Committee may add, amend or delete an existing rule which must be ratified at the next AGM of SGM or EGM as appropriate

SECTION 9

PRIVACY POLICY

We at the GLDO want to make sure all the personal information we have collected about you is safe and secure at all times. The GLDO are Data Processors for the United Kingdom Darts Association (UKDA) who are the Data Controllers

This Policy sets out our commitments to you in compliance with and beyond the General Data Protection Regulation (commonly known as the GDPR) and explains how we collect, store and use your personal information

We have not appointed a Data Protection Officer to oversee our compliance with data protection laws as we are not required to do so, but our Data Protection Team [i.e. The GLDO Executive Committee] has overall responsibility for data protection compliance in our Organisation

If you have any questions about this Policy or what we do with your personal information, contact the GLDO General Secretary using the information provided on this document

PRIVACY NOTICES

Collecting specific, relevant personal information is a necessary part of us being able to provide you with assistance when dealing with the GLDO and UKDA or just managing our relationship with you

When the UKDA hold or use your personal information as a data controller (see below for a description of what this is) they will provide you with a privacy notice which sets out in detail what information they hold about you (such as your contact details, address, etc.), how your personal information may be used and the reasons for these uses, together with details of your rights. This information is collected, and Privacy Notices supplied by the GLDO (as Data Processors) on behalf of the UKDA

Where the GLDO collect personal information from you directly, we will provide the Privacy Notice at the time we collect the personal information from you. The Privacy Notice will be available through the Super League representatives at the time of signing on to a team as they are representing the committee in this duty

The GLDO will only provide the Privacy Notice to you once, generally at the start of the relationship with you

However, if the applicable Privacy Notice is updated substantially, then we may provide you with details of the updated version. You are encouraged to check back regularly for updates

Your Super League Representative or Team Captain might collect contact information from you as per usual and they will control that information. They will not pass it on to third parties without your permission

THE DIFFERENCE BETWEEN DATA CONTROLLERS / PROCESSORS

A data controller is a person who controls how personal information is processed and used. A data processor is a person who processes and uses personal information in accordance with the instructions of a third party, i.e. the data controller

This distinction is important. You have certain rights in relation to your personal information, for example the right to be provided with the personal information held about you and details of its use and the right to have certain of your personal information either erased or anonymized, commonly referred to as the right to be forgotten (see below to see what rights you have). These rights can generally only be exercised against a data controller of your information

In most cases we will be a data controller of your personal information. In any case where we are not a data controller this means that you cannot exercise these rights against us directly (i.e. where we only act as a data

processor), but you can do so against the data controller (i.e. the person who controls how we process the personal



information). In these cases, we will endeavour to inform you who is the data controller of your personal information so that you can direct any such requests to them

Also, it is only a data controller that will provide you with a Privacy Notice about your personal information, so where we process your personal information as a data controller we will provide you with a Privacy Notice. Where we process your personal information as a data processor for a third party, that third party should provide you with a Privacy Notice which will set out details regarding the processing of your personal information, which should also include the processing to be carried out by us on their behalf

HOW DO WE USE YOUR PERSONAL INFORMATION?

We will use your personal information as described in the Privacy Notice provided to you, but, for example, we pass on some of your personal information to the UKDA when completing entry forms for end of season team and individual competitions

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

Details of how we disclose your personal information are set out in the relevant Privacy Notice provided to you, but generally it is where we need to do so in order to run our Organisation on your behalf. In such circumstances, we will put in place arrangements to protect your personal information. Outside of that we do not disclose your personal information unless we are required to do so by law

We will not transfer personal information about you outside the European Economic Area (EEA). We do not sell trade or rent your personal information to others

HOW LONG DO WE HOLD ON TO YOUR PERSONAL INFORMATION?

Further details of how long we hold onto your personal information for are set out in the relevant Privacy Notice provided to you, but we will only hold your information for as long as is necessary or where you ask us to delete records we may delete it earlier

Information will not be kept for longer than 18 months. This is based on being used during the current season and overlapping the start of the next

WHAT ARE YOUR RIGHTS?

Full details of your rights set out in the relevant Privacy Notice provided to you, but you are entitled by law to ask for a copy of your personal information at any time. You are also entitled to ask us to correct, delete or update your personal information, to send your personal information to you or another Organisation and to object to automated decision making. Where you have given us your consent to use your personal information in a particular manner, you also have the right to withdraw this consent at any time

To exercise any of your rights, or if you have any questions relating to your rights, please contact the GLDO Secretary by using the contact details below

You should note that some of your rights may not apply as they have specific requirements and exemptions which apply to them and they may not also apply to personal information recorded and stored by us. However, your right to withdraw consent or object to processing for direct marketing are absolute rights

If you are unhappy with the way we are using your personal information you can complain to the UK Information Commissioner's Office (ICO) or your local data protection regulator. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/> However, we are here to help and would encourage you to contact us to resolve your complaint first



SECURITY

We employ a variety of organisational measures to keep your personal information safe and to prevent unauthorised access to, or use, or disclosure of it. Unfortunately, no information transmission over the Internet is guaranteed 100% secure nor is any storage of information always 100% secure, but we do take all appropriate steps to protect the security of your personal information. We take information and system security very seriously indeed and only share with the UKDA who are certified to the ISO.

Any GLDO or personally owned computer able to access the UKDA Database or scanned application / entry forms is to be password protected.

Documents with personal data on must be locked away.

CHANGES TO THIS POLICY

Any changes we may make to this Policy in the future will be notified to Super League representatives by e-mail.

CONTACT

In the event of any query or complaint in connection with the information we hold about you, please e-mail the GLDO General Secretary at the contact details in Section 1

Whilst this Privacy Policy sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>

ANY OTHER ITEMS OR RULES NOT COVERED IN THIS DOCUMENT WILL BE DECIDED BY THE GREATER LONDON DARTS ORGANISATION EXECUTIVE COMMITTEE

29th July 2023