

Romsey Rugby Club Doubles Darts Championship – Event & Operating Plan

Committee edition | Version 1.0 | 12 October 2026

A Friday evening doubles competition and club fundraiser, open to members, parents, coaches, supporters, sponsors, friends and non-members. This plan gives the committee the decisions, delivery arrangements and reusable forms needed to launch and run the championship.

Event basis

- £20 per two-player team. 50% of the entry pot goes to Romsey Rugby Club. The remaining 50% is the prize fund: 75% to the winning team and 25% to the runners-up team.
- Romsey Rugby Club hosts allocated Friday pool nights, followed by knockout rounds. Cocky Anchor bar and Charlie's at Romsey Rugby Club are open; spectators are welcome.
- Target up to 32 teams, ideally in pools of four. The top two qualify wherever the selected structure permits.

Planning basis: the club has one dartboard. One complete pool is allocated to each Friday, 7pm–10pm. A four-team pool has six matches and each team plays three; a three-team pool has three matches and each team plays two.

Decisions before launch

Confirm the supported entry cap, all playing dates and a reserve date; appoint the organiser and duty team; agree the under-18 policy; confirm public access, bar permissions, food service and insurance; approve the cost budget and published rules. Section 14 provides the implementation checklist.

Using this plan

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The event basis above is agreed. The operational policies and timings below are recommendations for committee adoption before entries open. Complete named owners, dates and contact details in the launch checklist; publish the approved version to entrants.

1 Objectives and event concept

Purpose and measures of success

Create a friendly competition that brings people to the clubhouse over several Fridays, raises funds for the club and gives new visitors a reason to return. Doubles should welcome a mix of experience levels while retaining clear and consistent playing rules.

- Fundraising: report the club share of entry fees, separate add-on income, actual costs and net funds raised.
- Participation: track paid teams, members and non-members, spectators and retention between rounds.
- Delivery: record start and finish times, completed matches, no-shows and any incidents; aim to finish play by 10pm.
- Hospitality: review bar and food trade with their operators, volunteer workload and feedback from teams and spectators.

What a team commits to

A team consists of two named players. Each player may enter only one team. Both must be available for the allocated pool night and all published knockout dates if they qualify. Entering guarantees scheduled pool matches, subject to withdrawals and forfeits; it does not guarantee knockout progression.

Teams attend only their allocated playing dates. Other evenings remain open for them to support friends, enjoy the bar and food, or volunteer. Spectator admission is recommended as free, subject to venue capacity and the adopted age policy.

Recommended scale

Launch the championship as a complete competition. The 32-team target requires eight pool Fridays and five knockout Fridays: thirteen playing evenings, plus a reserve date, using one board and separate semi-final and final evenings. If registrations close below 32, use the nearest supported complete field of 8, 12, 16 or 24 paid teams so the published competition still runs without byes.

Committee oversight

The committee appoints a tournament organiser, approves the budget and dates, and receives a short final financial and event report. The organiser maintains the published rules, fixture plan, staffing rota and decision log. The treasurer controls the entry ledger and prize fund; the venue duty manager controls safe operation and closing times.

Entry income cannot be reduced by equipment or running costs before applying the agreed 50/50 split. Any cost funding, sponsor support or change to advertised conditions must be approved and communicated before it affects entrants.

Launch information still to complete

First Friday: _____ Final Friday: _____ Reserve Friday: _____
Entry closing date: _____ Team cap: _____
Tournament contact: _____ Registration link or form location: _____
Club address and arrival information: _____

2 Competition formats by entry numbers

Every pool is a round robin: each team plays every other team once. For four teams, $4 \times 3 \div 2 = 6$ matches; each team plays three. Adopt the structure before the draw and publish the qualification route alongside the pool allocations.

Teams	Pools	Qualifiers and route	Pool matches	Playing Fridays ¹
8	2 × 4	Top two → SF → Final	12	4
12	4 × 3	Top two → QF → SF → Final	12	7
16	4 × 4	Top two → QF → SF → Final	24	7
24	8 × 3	Top two → Last 16 → QF → SF → Final	24	13
32	8 × 4	Top two → Last 16 → QF → SF → Final	48	13

¹ One pool per Friday. The Last 16 is played across two Fridays; QF, SF and Final each use a separate Friday. Add at least one reserve Friday. SF means semi-finals and QF means quarter-finals.

Registration numbers and waiting list

Open registration to a declared maximum of 16 or 32 teams. If demand stops between supported field sizes, close on the nearest lower complete format: 8, 12, 16, 24 or 32 paid teams. Move later applicants to a waiting list and offer places in payment order if a confirmed team withdraws before the draw.

Every supported format sends the top two from each pool directly into a complete knockout round. There are no byes, play-ins or best-runner-up calculations. If fewer than eight teams have paid by the closing date, consult entrants on postponement or refund them in full.

3 Weekly schedule and Friday timetable

Friday	16-team model	32-team model
1–4	Pools A–D, one each Friday	Pools A–D, one each Friday
5–7	5: QF 6: SF 7: Final	Pools E–G, one each Friday
8	Reserve evening	Pool H
9–10	—	Last 16: four matches each Friday
11	—	Four quarter-finals
12	—	Two semi-finals
13	—	Final and presentations
14	—	Reserve evening

Publish calendar dates for every stage before payment. Reserve dates should also be held in the venue diary. A whole-field delay shifts subsequent rounds; a reserve evening may be brought forward by agreement.

One complete pool between 7pm and 10pm

Time	Activity
18:00–18:30	Duty team sets up, checks board and clears the throwing lane.
18:30–18:50	Team check-in, short practice turns, bar and food service.
18:50–19:00	Rules and safety briefing; call both teams for Match 1.
19:00 / 19:25	Round 1: 1 v 2, then 3 v 4.
19:50 / 20:15	Round 2: 1 v 3, then 2 v 4.
20:40 / 21:05	Round 3: 1 v 4, then 2 v 3.
21:30–22:00	Overrun buffer, any bull-off, verify standings and announce qualifiers.
After play	Secure darts, reconcile results and receipts, clear up to venue closing time.

The 25-minute slots include warm-up, play, scorecard signing and changeover. They are targets: call the next match as soon as the board is free. Teams stay on site and ready; food breaks happen between their matches.

Keeping the evening on schedule

Call the next match as soon as the board is free, keep practice within the published allowance and ask every team to remain ready throughout its pool night. The organiser records actual match times so later editions can refine the timetable.

If play reaches 10pm, use the suspension procedure in Section 10 and complete unfinished fixtures on the reserve date. Do not impose a surprise time limit, sudden-death rule or bull-off to end a normal leg.

4 Venue setup and equipment

One-board layout

Use the existing club board as the match board, subject to an inspection. Position it so that the entire throwing lane and dart retrieval route are clear of doors, bar queues, food collection, toilets and fire exits. Separate spectators and waiting players behind the thrower, with seats and tables outside the lane.

For steel-tip play, set the bull centre at 1.73m above the playing floor and the throwing position 2.37m horizontally from the board face. Measure from the board face, not the wall. Mark a clearly defined line behind which toes remain, or check the player-side edge of a raised oche. Keep the same setup for every round. [1]

- Provide secure mounting or a stable stand, a surround/backboard and bright, even lighting without glare.
- Protect the floor; secure any mat against slipping. Check the oche is visible without creating a trip hazard.
- Keep a safe standing position for the scorer, clear of the flight path. Only approach the board after the throw has ended.
- Place a results desk and fixture display where teams can find them without entering the lane. Maintain accessible routes and sightlines.

Equipment inventory

Item	Minimum provision	Owner/check
Match board	1 serviceable bristle board; inspect wires and mounting	Venue lead
Backup	1 spare board and fixing tools, available for replacement	Organiser
Lighting and lane	Board light, surround, oche, floor protection, separation signs	Venue lead
Darts	Players bring their own; 2–4 loan sets with spare flights/shafts	Equipment volunteer
Scoring	Whiteboard/chalkboard and pens; paper backup if an app is used	Results lead
Administration	Printed fixtures, pool sheets, scorecards, rules, clipboard and pens	Results lead
Finance	Approved payment method, receipt record and secure cash storage	Treasurer
Safety	First-aid kit; identified first aider, exits and emergency contacts	Duty manager

Opening and closing checks

Before doors open, check mounting, lighting, measured oche, lane separation, cables, floor, exits and first-aid access. Count loan darts in and out. Stop play for any unsafe setup; record the check and corrective action. At close, remove or secure sharps, turn off equipment, restore the room and hand over to the duty manager.

Any extra board must meet the same checks. Borrowing boards also requires suitable space, lighting and scorers; the board count alone does not establish safe capacity.

5 Staffing registration and payment

Role	Responsibility
Tournament organiser	Own dates, draw, rules, staffing, match calls and decisions; appoint a deputy.
Results lead	Check scorecards, update standings/bracket, publish verified results and back up records.
Scorer/marker	Record each visit, announce remaining scores, confirm legs and keep the match moving.
Treasurer/entry administrator	Confirm payments, maintain entry ledger, handle refunds and approve prize reconciliation.
Venue duty manager	Room access, capacity, bar permissions, closing time, incident response and venue handover.
Hospitality and safeguarding contacts	Bar and Charlie's service arrangements; safeguarding contact if children attend.
Welcome volunteer/first aider	Check-in and spectator guidance; identified first-aid cover throughout play.

For one board, provide an organiser, a results/check-in volunteer and a scorer, alongside normal bar/food staff and identified first-aid cover. Roles may be combined when workload allows; an organiser who is playing must hand decisions to an impartial deputy. Never leave a live board without supervision.

Entry workflow

- Publish one registration form, £20 fee, entry cap, closing date, all round dates, age policy, refund terms and organiser contact.
- Capture the Appendix A fields and allocate a team ID. A provisional form submission does not secure a place until payment is verified.
- Use the club's approved payment link, bank transfer reference or staffed cash collection. Never publish unconfirmed bank details. Record date, amount, method and receipt reference.
- Confirm both players, pool availability and receipt. Send the rules, prize formula and confirmation that each player is registered for one team only.
- Allocate confirmed places by time of completed registration and cleared payment. Hold a dated waiting list once the cap is reached; refund payments received for unallocated places.

Information and privacy

Collect team name, both player names, captain contact, availability, member/non-member status for planning, experience level if using seeded pools, age eligibility and any essential access requirements. Where minors are admitted, obtain guardian consent and a responsible adult contact privately. Do not request health histories or publish contact details.

Issue a brief privacy notice: club contact, purpose, access, publication of team names/results and retention arrangements. Restrict the full register to authorised organisers. Recommended operational retention is 90 days after reconciliation, subject to the club's existing records policy; retain finance records under that policy. Keep optional future marketing and photo permissions separate from entry acceptance. Avoid adding captains to a group that exposes phone numbers without agreement.

6 Draw pool allocation and qualification

Draw procedure

Close registration, reconcile the paid list and confirm the format. Give each team a stable ID and the available pool dates. Resolve genuine availability constraints before drawing; all teams must be available for the knockout dates. Make allocations balanced in size and publish the method in advance.

Recommended approach: random draw witnessed by two committee representatives, with date constraints recorded beforehand. A seeded draw is optional if experience information is sufficiently reliable: spread stronger teams across pools, then draw the remainder randomly. Do not change seeding after seeing results. Record the draw date, witnesses and any restrictions.

Draw pool slots 1–4 and use the Appendix B order. Publish each pool's Friday, arrival time, six fixtures and qualification route. Keep a signed master copy. Corrections to names or an approved pre-start replacement do not trigger a fresh draw.

Pool standings

Rank teams in this order: (1) match wins; (2) leg difference, legs won minus legs lost; (3) legs won; (4) head-to-head; (5) bull-off if still tied. A match win is worth one win; there are no drawn matches. Record all leg scores, including authorised forfeits.

For two tied teams, head-to-head means their pool match. For three or more tied teams, apply a mini-table of matches among those teams using wins, leg difference and legs won. If only two remain tied, use their head-to-head result; unresolved ties require the bull-off procedure in Section 7. Use this only after the first three overall criteria are equal.

Complete knockout bracket

The supported field sizes produce 4, 8 or 16 qualifiers. Pool winners play runners-up from another pool in the first knockout round. Fix the bracket once published, keep teams from the same pool in opposite halves wherever the field permits, and do not add byes or play-ins.

For 8 teams, two pools produce four semi-finalists. For 12 or 16 teams, four pools produce eight quarter-finalists. For 24 or 32 teams, eight pools produce a complete Last 16. The tournament application generates the appropriate bracket from confirmed standings.

32-team knockout route

Use Appendix D: each pool winner meets a runner-up from another pool in the Last 16. A1 means Pool A winner; A2 means runner-up. Winners follow the fixed bracket to QF, SF and Final. For 16 teams use the four-pool QF mapping in that appendix. Confirm qualifiers only after signed results and any ties or disputes are resolved.

7 Playing rules and match procedure

Stage	Format	Legs to win
Pool / Last 16 / QF	Best of 3 legs, 501 straight in, double out	2
Semi-final	Best of 5 legs, same scoring rules	3
Final	Best of 7 legs, same scoring rules	4

Doubles order and starting a match

Each team shares one 501 score. Declare player order before each leg; players alternate visits of up to three darts. If Team A starts, the sequence is A1, B1, A2, B2, then repeat. Keep each team's order for that leg; the nominated first player may change between legs. Both players must be present; a single player cannot compete alone.

Allow up to six practice darts per player before a match, included in the slot. One nominated player from each team throws for the bull to decide the first-leg starter. Toss a coin for bull-off throwing order; nearest the centre chooses to start or receive. A bounce-out is rethrown for the bull only. Equal distances, two outer bulls or two inner bulls require a rethrow in reversed order. Remove each dart after measurement. Alternate the starting team in later legs, including the deciding leg; no extra match-start bull-off is needed.

Scoring and finishing

Start at 501 with any scoring dart. Singles score the segment value, doubles twice and trebles three times; outer bull is 25 and inner bull 50. Finish on exactly zero with a double; inner bull counts as double 25. A score above the remainder, a remainder of one, or zero without a double is a bust: that entire visit scores zero and the remainder returns to the value before the visit. [1]

Only darts remaining in the board until called and retrieved count. Bounce-outs and fallen darts score zero and are not rethrown in normal play. Wait for the scorer to confirm the visit before removing darts. Raise a disputed dart value before retrieval and a subtraction error before that team's next visit. The scorer corrects verified errors; the organiser rules if agreement is impossible.

Toes remain behind the oche. After a warning, a repeated breach may cause the affected visit to score zero, as ruled by the organiser. If someone enters the lane or equipment fails, stop immediately. The organiser restores the last agreed score and order, or restarts the affected leg only if that position cannot be established.

Bull-off for unresolved standings

Use one nominated player per tied team and the same nearest-centre method. For three or more teams, draw an initial order, take one measured dart each and rank by distance. Retain resolved positions; rethrow only tied positions, reversing their order. No money or random prize is attached to a standings bull-off.

A 25-minute match slot is a schedule target, not a game rule. There is no automatic time-out winner, sudden-death leg or forced bull finish. Keep full formats unless a different rule was approved and published before entries opened.

8 Results no shows disputes and conduct

Results administration

The scorer keeps a running score and records every leg winner on Appendix C. After the match, both captains check and sign the final leg score. The results lead enters it once against the fixture ID, updates wins, legs for, legs against and leg difference, then checks the entry against the card. Retain paper cards and photograph or scan them after the evening.

Use one master register of teams, fixtures, results, standings and the bracket. Restrict editing to the results lead and deputy. Mark live results provisional until checked. Announce confirmed qualifiers with the next date and start time; share only team names and results publicly. Back up the master after every Friday.

Late arrival withdrawals and replacements

Teams check in by 6:50pm and remain ready for earlier calls if preceding games finish quickly. Call the absent team and allow ten minutes from its published match time or the board becoming available, whichever is later. The organiser may move that fixture later the same evening only if it fits fairly and the opponent agrees; otherwise record a 2–0 pool/early-round forfeit, 3–0 in a SF or 4–0 in the Final.

An isolated pool forfeit remains in the table. A team withdrawing permanently before finishing its pool has all its pool results removed to avoid unequal treatment; label the amended pool size and fixtures. A team completing its pool and then withdrawing keeps its results. Offer its qualification place to the next eligible team in that pool before the next round begins. Once a knockout round has started, withdrawal gives its opponent a walkover.

Before a team's first match, allow one approved player replacement who is not registered elsewhere; update eligibility and contact records. After the team starts, no substitution is recommended. A late replacement team may enter an entirely unstarted pool only, with the same fee and commitments. Do not transfer a played result to a new team.

Refunds and event cancellation

Recommended published policy: full refund for withdrawal before the entry closing date; after closing, refund if a waiting-list team takes the paid place. If the club cancels before play begins, refund entries in full. If dates change, offer affected teams a refund or transfer before they play. If the championship cannot be completed, seek an agreed restart; otherwise refund all entry fees in full and award no prizes. Keep the full entry pot available until completion so cancellation refunds remain possible.

Disputes and code of conduct

Pause a live scoring dispute and call the organiser. Captains raise result or table objections within 15 minutes of publication and before the next round starts. An impartial organiser/deputy records the evidence and decision; a committee nominee reviews non-urgent complaints afterwards. Safety and safeguarding concerns may be raised at any time.

Treat players, volunteers and staff respectfully. No intimidation, discriminatory language, abuse, deliberate distraction, unsafe dart handling or aggressive drunken behaviour. Use a warning, visit/leg penalty for a relevant playing breach, match forfeiture or removal according to severity; serious threats or unsafe conduct permit immediate removal. Record reasons. Bar refusal and venue safety decisions remain with the duty manager.

9 Bar food spectators and safeguarding

Hospitality arrangements

Cocky Anchor bar and Charlie's at Romsey Rugby Club form part of each advertised Friday. Agree staffing, opening and last-order times for all dates, including reserve evenings. Recommended service starts by 6:30pm; confirm food availability through the main playing period and tell teams the actual food cut-off in reminders.

Offer soft drinks and water, clear menus and access to allergen information from the food operator. Bar staff apply their normal age checks and refusal procedures. Keep drinks and meals off the oche and scoring surfaces; use a separate collection point and clear queues away from the lane. Plan food purchases around fixture order, with no unannounced mid-match breaks.

Welcome spectators with a visible fixture/results display and a short explanation of doubles. Provide seating outside the lane, accessible routes and a named welcome volunteer. Ask spectators to stay quiet during a throw, support all teams and supervise children. Set and monitor the room's safe occupancy; suspend admission when capacity is reached.

Non-member access and alcohol permissions

The intended audience includes non-members. The venue manager must confirm that the club's actual premises authorisation, hours and guest arrangements support the advertised public event and alcohol service. A club premises certificate and a premises licence have different operating conditions; obtain any required variation or event permission before launch. Tournament entry alone does not establish a right to be supplied alcohol. [2]

Under 18s and adults at risk

The committee must adopt and publish an age policy before accepting entries. Recommended starting point: competition entries are 18+, with accompanied under-18 spectators admitted only where venue conditions allow. If the committee chooses junior participation, the safeguarding lead must approve the minimum age, supervision, guardian consent and safe handling arrangements before registration opens.

For any under-18 attendance, a parent/guardian or agreed responsible adult remains present and responsible throughout. The tournament is not a drop-off activity. Under-18s must not handle steel-tip darts unsupervised. Brief volunteers on the club's safeguarding arrangements, appoint a contact and make a private reporting route clear. Avoid isolated one-to-one situations; use the club's applicable RFU safeguarding policy. [3]

Adopt an event rule of no alcohol for under-18s, and ask bar staff to check age where required. This event rule is stricter than the limited statutory meal exception for 16- and 17-year-olds. Do not use alcohol as a junior prize or target drink promotions at children. [4]

Use the club's photography policy and permissions, respect no-photo requests, and obtain suitable guardian permission for identifiable child images. Do not publish a child's contact details. For a safeguarding concern, listen, record facts and report promptly to the club safeguarding lead; do not investigate personally. Call 999 for immediate danger.

10 Safety risk controls and contingencies

The duty manager completes a venue-specific risk assessment before launch and checks it each Friday. The controls below are a working starting point; confirm actual room capacity, emergency routes, cover and equipment. Any person may ask for play to stop for an immediate safety concern.

Risk	Required control	Lead
Dart injury / lane crossing	Separate lane from traffic; supervised throwing; retrieve only after visits; secure sharps.	Organiser
Loose board / unstable stand	Inspect mount, fixings and lighting before every session; isolate defective equipment.	Venue lead
Trips / slips / cables	Secure mats and cables; clear food/drink spills immediately; keep exits unobstructed.	Duty manager
Crowding / emergency evacuation	Confirm capacity, exits and assembly point; brief volunteers; stop admission when full.	Duty manager
Alcohol-related behaviour	Normal bar checks/refusal; water available; remove unsafe players; safe onward travel advice.	Bar manager
Medical incident	Identified first aider, kit and emergency access; call 999 as necessary; keep incident record.	Duty manager
Children / vulnerable attendees	Adopted age policy, responsible adult supervision and safeguarding reporting route.	Safeguarding lead
Food allergies / hygiene	Food operator owns food safety and allergen information; do not guess allergen answers.	Charlie's lead
Cash / information loss	Secure cash, two-person counts, restricted register and results backups.	Treasurer
Timing overrun	Use the published timetable, call matches promptly, track progress and move unfinished fixtures to reserve.	Organiser

Incident response and insurance

Stop play, secure the area and obtain first aid. Notify the duty manager and emergency services when needed; record time, people involved, witnesses and action without circulating private details. Confirm the club's insurance covers this event, public attendance, darts equipment and volunteers; obtain any required additional cover before launch.

Contingency decisions

- Board or scoring failure: fit the checked spare board; use paper scoring. Resume at the last agreed position, or apply the affected-leg rule in Section 7.
- Overrun at 10pm: respect the venue limit. Suspend a live match at a recorded score/order/leg state and complete it on the reserve date; move unstarted fixtures. Captains sign the record. Do not decide normal matches by bull-off.
- Venue closure, severe weather or power failure: duty manager decides whether safe play is possible; organiser contacts all captains before travel where possible and issues the revised date.
- Volunteer absence: call the named deputy. If supervision or first-aid arrangements are insufficient, delay or postpone. Food/bar closure: contact teams promptly and confirm whether the event can still operate.

11 Entry income prize fund and budget

Let N be the number of paid, non-refunded entries retained for the completed event. Entry pot = £20 × N. Club share = £10 × N. Prize fund = £10 × N. Winning team = £7.50 × N; runners-up team = £2.50 × N. Prizes are per team; the two players agree their own split.

Teams	Entry pot	Club share	Prize fund	Winners	Runners-up
8	£160	£80	£80	£60	£20
12	£240	£120	£120	£90	£30
16	£320	£160	£160	£120	£40
24	£480	£240	£240	£180	£60
32	£640	£320	£320	£240	£80

Cost and cash controls

Apply the split to the full entry pot before costs. Ring-fence the prize allocation in the ledger; keep all entry funds available for cancellation refunds until completion. Equipment, trophies, printing, fees, staffing and incremental opening costs need a separately approved funding source: sponsorship, add-on income or club budget. Show costs transparently against the club's net benefit, without reducing the advertised prize entitlement.

Reconcile registrations to cleared payments and refunds weekly. Use two-person cash counts and prompt banking. The treasurer verifies final prize values before publication and records the recipient team ID, amount, payment date and acknowledgement. Pay after the Final and resolution of result disputes, preferably by bank transfer within seven days. Take payment details privately.

Illustrative club contribution at 32 teams

Budget line	Example amount
Club share of entry fees	£320
Sponsor contribution for event costs	£150
Net add-on fundraising income	£100
Less approved event costs	(£180)
Net event contribution to club	£390

These are budget assumptions, not quotes or income commitments. Event costs of £180 could include £70 equipment/spares, £40 trophies, £20 print/consumables, £10 fees and £40 other approved costs. Replace with actual estimates and include any incremental venue, staffing or insurance costs. Record add-on receipts and costs separately before calculating their net income.

Bar turnover and Charlie's sales are separate from tournament entry fees. Include only the club's agreed net margin or actual contribution in the final event report; do not count gross sales as funds raised. Sponsorship goes to the club/cost budget unless a different allocation is explicitly agreed and published.

12 Fundraising marketing and communications

Optional fundraising additions

- Seek a board, trophy or finals-night sponsor; agree a fixed contribution, recognition and delivery obligations in writing.
- Offer a voluntary donation link or collection point for the club. Keep donations separate from entry fees and prize calculations.
- Invite donated goods for an auction or a clearly labelled, separate nightly raffle. Keep a prize and income record; avoid any organised betting or player sweepstake.

If using an incidental raffle, keep it secondary to that Friday's event and raise money for the club's good cause. Provide physical tickets and sell only at the event location during that event. Up to £100 of proceeds may cover raffle expenses and up to £500 may buy prizes; donated prizes have no value limit. No prize rollovers. Treat each Friday as a separate raffle; do not assume advance, online or multi-week sales are covered. The fundraising lead checks current guidance and any required registration before sales. [5]

Audience and channels

Use club email/newsletter, clubhouse notices, club social media, squad and parent groups, coaches, sponsor contacts and local community channels. Ask existing club contacts to share the approved invitation; the communications lead manages posting. Make non-member eligibility and spectator access explicit, with a contact for questions.

Launch message template

Romsey Rugby Club Doubles Darts Championship

Friday evening darts at Romsey Rugby Club, with Cocky Anchor bar open, Charlie's at Romsey Rugby Club open for food and spectators welcome. Open to members, parents, coaches, supporters, sponsors, friends and non-members.

£20 per doubles team. 50% of entry fees supports the club; the remaining prize fund is split 75% to the winners and 25% to the runners-up. Pool stages followed by knockout rounds.

Dates: [approved dates]. Entries close: [date]. Team limit: [cap]. Age policy: [approved policy]. Register/pay: [link or contact]. Check all potential playing dates before entering. Pool allocation and rules sent after the draw.

Communication rhythm

At launch: publish dates, cap, format, fee, age/refund policy and registration route. Two weeks before closing: report paid entries and remaining places, without invented urgency. At close: confirm the final structure and prize example; within two days of the draw send every captain their fixtures and all round dates.

Send a reminder 72 hours before each playing Friday and any urgent update directly to affected captains. Include 6:30pm check-in opening, 6:50pm check-in deadline, 7pm first match, location, food cut-off, code of conduct and organiser contact. After each Friday, publish checked results and next fixtures. Before finals, invite the whole club and acknowledge sponsors; afterwards share winners, funds raised and thanks with appropriate photo permissions.

Never advertise the maximum 32-team prizes as guaranteed. For example: "At 32 paid teams, winners £240 and runners-up £80; actual prizes depend on confirmed entry fees."

13 Tournament management application

Use the Romsey Rugby Club Darts Manager as the working administration record for the competition. It supports team registration, payment status, the pool draw, Friday fixtures, score entry, standings, knockout progression and prize calculations. The rules and supported field sizes in the application match this plan.

Match night workflow

- Before launch, set the team limit, entry fee and first pool Friday. Register each team and mark payment only after funds are verified.
- When the selected field is full and paid, generate the pools. The application creates one pool per Friday and the complete round-robin fixtures.
- Enter each signed match result. The application updates wins, legs for, legs against and leg difference; the results lead checks any head-to-head tie before publishing.
- After all pool results are complete, generate the knockout bracket. Saving a knockout result advances the winner automatically.
- Export a backup after every playing night and store it in the club's approved location. Print pool sheets and brackets where a paper copy is useful.

Hosted tournament platform

The tournament platform is a shared, database-backed web application. It uses Neon Postgres as the central record and supports multiple tournaments, public event pages, online team registration, fixtures, live results, pool tables, knockout progression and role-based organiser access. Public visitors can see only competition information; captain contact details remain inside the authorised management area.

Administrators can create tournaments and manage user access. Organisers can approve entries, record payment status, generate pools and fixtures, and manage the competition. Scorers can enter results, while viewers have read-only operational access. New users are invited by email address and connected to their account on first sign-in.

The platform records payment status but does not process card payments or send automatic emails. Until those services are added, the treasurer should reconcile the application against the club payment account and organisers should issue confirmations through the agreed communication channel.

Application ownership

Nominate an application administrator and deputy. Review the user list before launch and after the event, remove access that is no longer required, and keep the paper scorecards as the signed source record. Neon provides the central live data store; an administrator should also take a database export after the draw and after each Friday. If the application is unavailable, continue on the printed pool sheet and enter results when service returns.

14 Launch timeline and implementation checklist

When	Action	Owner
6–8 weeks before first Friday	Approve concept; inspect one-board setup; select a supported field size and book all dates.	Committee / organiser
5–6 weeks before	Confirm room, bar/food service, public access, age policy, insurance and costs; launch entry form.	Venue / treasurer
3–4 weeks before	Promote entries; book volunteers and spare equipment; approach sponsors.	Comms / organiser
2 weeks before	Review paid numbers and waiting list; confirm staffing and service arrangements.	Entry administrator
7–10 days before	Close entries; reconcile money; fix format; witness draw; issue fixtures and approved rules.	Organiser / results lead
72 hours before each Friday	Send reminders; confirm volunteers, bar/food, equipment and any changes.	Organiser
After each Friday	Verify and back up results; reconcile receipts; review timings and incidents.	Results / treasurer
Within 7 days after Final	Pay prizes; publish verified club contribution; thank volunteers and sponsors.	Treasurer / comms
Within 14 days after Final	Review feedback, costs and timing; close decisions and plan next edition.	Committee

Launch and delivery sign off

Record a named owner, completion date and any evidence against each item below. The committee authorises launch once the critical venue, format, finance and age-policy decisions are complete.

- ☐ Dates and reserve booked; supported entry cap and no-bye format agreed.
- ☐ Organiser, deputy, results lead, treasurer and match-night rota appointed.
- ☐ Public/non-member access and bar permissions checked; Charlie's dates confirmed.
- ☐ One-board lane, spare board, lighting and scoring backup ready.
- ☐ Age policy, safeguarding arrangements, accessibility, first aid and insurance confirmed.
- ☐ Budget approved; payment route, refunds and prize fund controls ready.
- ☐ Registration/privacy notice and entrant rules published; paid list reconciled.
- ☐ Draw witnessed; pool dates, qualification route and bracket communicated.
- ☐ Scorecards and standings sheets printed; emergency and venue contacts available.
- ☐ Post-event prize payment, financial report and feedback review assigned.

Committee decision/date: _____ Event organiser: _____

Venue duty manager: _____ Treasurer: _____

Safeguarding/first-aid contacts: _____ Club contact: _____

Appendix A Team registration template

Use these fields in an online form or print one copy per team. Keep this completed form private. Give both players the rules, dates, prize formula, age/refund policy and privacy notice before collecting payment.

Team and players

Team name: _____

Player 1 full name: _____

Player 2 full name: _____

Captain name: _____

Captain mobile: _____

Captain email: _____

Club connection, optional: ☐ Member ☐ Parent ☐ Coach ☐ Supporter

☐ Sponsor ☐ Friend ☐ Non-member

Experience for planning, optional: ☐ New/casual ☐ Regular ☐ League player

Known unavailable pool Fridays before draw: _____

Access or communication requirements, optional: _____

Eligibility and acknowledgement

☐ Both players meet the published age policy and are entered in one team only.

☐ Both players have checked all potential knockout and reserve dates.

☐ Both players accept the published playing rules, conduct and refund terms.

☐ Both players have received the privacy notice, including publication of team names/results.

If junior entries are permitted: guardian name, consent, emergency contact and supervising adult must be collected privately on a separate record approved by the safeguarding lead. Do not collect these details on public fixture sheets.

Separate optional permissions

☐ Captain agrees to join an event group where other members can see their number.

☐ Player 1 consents to event photos being used by the club.

☐ Player 2 consents to event photos being used by the club.

☐ Captain would like future club event marketing, subject to the club's notice.

Declining an optional permission does not prevent entry.

Club administration only

Team ID: _____ Form received: _____ Entry status: _____

£20 payment received: _____ Method: _____ Reference: _____

Verified by: _____ Confirmation sent: _____

Pool/slot: _____ Friday allocation: _____ Check-in: _____

Wait-list position or refund record, if applicable: _____

Captain acknowledgement/signature: _____ Date: _____

Appendix B Four team pool sheet

Pool: _____ Friday/date: _____ Board: 1 Results lead: _____

Arrival from 6:30pm; check-in by 6:50pm; play 7pm–10pm. Slots below are targets; match format remains best of 3 legs, 501 straight in, double out.

Slot	Team ID and name	Player names
1		
2		
3		
4		

Fixture record

ID	Target	Match	Leg score	Winner	Verified
P__M1	19:00	1 v 2			
P__M2	19:25	3 v 4			
P__M3	19:50	1 v 3			
P__M4	20:15	2 v 4			
P__M5	20:40	1 v 4			
P__M6	21:05	2 v 3			

Record the score in the listed team order, e.g. 2–1. Note actual start/finish times on scorecards. Reserve 9:30pm–10pm for overruns, tie resolution and checking. Mark walkovers clearly; record any withdrawn-team results removed from the table.

Final standings

Rank	Team	Played	Wins	Legs for	Legs against	Leg diff
1						
2						
3						
4						

Order: wins → leg difference → legs won → head-to-head → bull-off. Leg difference = legs for minus legs against. Check every fixture has one winner, and total legs for equals total legs against across the pool. Use the Section 6 mini-table rule for a multi-team head-to-head tie.

Winner/qualifier 1: _____ Runner-up/qualifier 2: _____

Next round date and arrival time: _____

Tie resolution / walkover / withdrawal notes: _____

Results checked by: _____ Time published: _____

Organiser approval: _____ Date: _____

Appendix C Match scorecard

Fixture ID: _____ Stage/pool: _____ Date: _____ Board: 1
Team A name/ID: _____
A player order: 1 _____ 2 _____
Team B name/ID: _____
B player order: 1 _____ 2 _____
Scorer: _____ Format: ☐ Best of 3 ☐ Best of 5 ☐ Best of 7
Actual start time: _____ Finish time: _____ Duration: _____

Leg record

Leg	Starting team	Winning team	Checkout double	Leg time / notes
1				
2				
3				
4				
5				
6				
7				

Use only the rows needed for the selected format. Record any changed player order before the next leg. The match winner is first to 2, 3 or 4 legs respectively. Remaining leg rows are left blank.

Result and confirmation

Final score: Team A _____ legs / Team B _____ legs
Winning team: _____
☐ Played result ☐ Forfeit/walkover ☐ Suspended
Team A captain signature: _____
Team B captain signature: _____
Scorer signature: _____
Entered by: _____ Checked by: _____
Record any refusal/unavailability to sign and obtain organiser verification.

Dispute incident or suspended match record

Reason and organiser decision: _____

Completed legs A/B: _____ Current leg: _____
Current remainder A: _____ B: _____
Next throw: team/player _____ Starting team this leg: _____
Player order this leg: A _____ B _____
Resume date/time and captain acknowledgements: _____

Use a separate whiteboard, paper running score or scoring app for visit-by-visit subtraction. This card records the match outcome; retain the running score if a live match is disputed or suspended.

Appendix D Knockout bracket and references

32 teams: A1–H1 are pool winners; A2–H2 are runners-up. Populate names only when standings are approved. Last 16 and QF are best of 3; SF best of 5; Final best of 7. Record leg scores and winner names in the master bracket.

Last 16 fixture	Pairing	Winner / score
L1	A1 v B2	
L2	C1 v D2	
L3	E1 v F2	
L4	G1 v H2	
L5	B1 v A2	
L6	D1 v C2	
L7	F1 v E2	
L8	H1 v G2	

Round	Pairing	Winner / score
Q1	Winner L1 v Winner L2	
Q2	Winner L3 v Winner L4	
Q3	Winner L5 v Winner L6	
Q4	Winner L7 v Winner L8	
S1	Winner Q1 v Winner Q2	
S2	Winner Q3 v Winner Q4	
Final	Winner S1 v Winner S2	

16 or 12 teams / four pools: Q1 A1 v B2; Q2 C1 v D2; Q3 B1 v A2; Q4 D1 v C2. Then S1 = winners Q1/Q2; S2 = winners Q3/Q4; Final = winners S1/S2. For eight teams / two pools: S1 A1 v B2; S2 B1 v A2; then Final. For 24 or 32 teams use the Last 16 mapping above.

Reference guidance for organisers

Checked 12 October 2026. These sources support setup and venue/fundraising checks; this plan's competition procedures are local event rules. Confirm the club's actual policies and permissions before launch.

- [1] PDC Europe • Darts setup and scoring fundamentals
- [2] GOV.UK • Alcohol licensing and club premises certificates
- [3] England Rugby Schools • Safeguarding and RFU policy signposting
- [4] GOV.UK • Alcohol and young people
- [5] Gambling Commission • Running raffles at events