



BYLAWS

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THE WASHINGTON AREA DARTS ASSOCIATION BYLAWS

ARTICLE I - Name

Section 1 - The name of the organization shall be The Washington Area Darts Association, Incorporated.

Section 2 - Whenever the initials WADA are used in these bylaws, they shall mean The Washington Area Darts Association, Incorporated.

Section 3 - WADA is established as a "Non-Profit Corporation".

ARTICLE II - Objectives

Section 1 - The objective of WADA shall be to promote the sport of darts, to coordinate the functions and activities of darts, and to establish friendly relationships with all darts organizations.

ARTICLE III - Membership

Section 1 - General. Membership is open to anyone who evidences interest in darts as a sport.

Section 2 - Admission. Members shall be admitted upon payment of all fees and dues as may be required by these bylaws, by the rules of league play, and by the Board of Directors. All memberships are subject to approval by the Board of Directors.

Section 3 - Regular Member. Regular membership constitutes full membership in WADA and entitles said member to participate in any events sponsored by WADA, subject to the rules of participation in such events and to provisions of these bylaws.

Section 4 - Honorary Member. Honorary membership constitutes full membership in WADA and entitles said member to participate in any events sponsored by WADA, subject to the rules of participation in such events and to provisions of these bylaws. Honorary membership is free and shall be granted by the Board of Directors.

Section 5 - Voting Rights. Each regular member shall be entitled to vote on each matter that may be submitted to a general vote of the membership. An honorary member shall not be entitled to vote on any matter brought before the membership of WADA.

Section 6 - Termination of Membership. The Board of Directors, by a majority of the total members of the Board of Directors, may suspend or terminate a member for due cause after an appropriate hearing. Membership may also be terminated upon default in payment of any and all fees and dues determined by the Board of Directors.

In addition, the Executive Director of WADA or any member of the Board of Directors may suspend any member for due cause. The member suspended has the right to file an appeal of said suspension to the Board of Directors within fifteen (15) calendar days of notification of such suspension. The Board of Directors must rule on the appeal of said suspension within fifteen (15) calendar days of the receipt of appeal.

In all cases involving the suspension or termination of a member, the member shall have the right to speak in their own behalf where the case shall be brought before the Board of Directors and shall be given five (5) calendar days notice of such a meeting, of the purposes of the meeting, and of the charges which constitute the grounds of his suspension or termination of membership.

Where the original cause of a member's termination or suspension lay in conduct that was deemed prejudicial to order, to discipline, or to ideals of good sportsmanship, their termination or suspension shall be for at least one (1) year duration.

Section 7 - Resignation. Any member may resign by filing a written resignation with the Executive Director. Such resignation shall not relieve the member so resigning of the obligation to pay any fees, dues, or other assessments theretofore accrued and unpaid.

Section 8 - Reinstatement. Upon written request to the Board of Directors, a suspended or terminated member may seek reinstatement to WADA. A two-thirds vote of the entire Board of Directors shall be required to reinstate said former member, upon such terms as the Board of Directors may require.

However, in no case shall a former member be reinstated until said member has paid any financial obligations that may have been due during his former membership.

Section 9 - Transfer of Membership. Membership in WADA is non-transferable and non-assignable.

ARTICLE IV - Team Captains

Section 1 - Captain's Meetings. A meeting of the team captains shall be held for the purpose of electing members to the Board of Directors and for the transaction of such other business as may have come before the Board of Directors (i.e., the presentation of trophies).

Section 2 - Special Meetings. Special meetings of the team captains may be called by the Executive Director, the Board of Directors, a majority of the team captains or by one-tenth of the membership having voting rights. The specific purpose of such a meeting must be included in the notification of the team captains. No match points shall be awarded for attendance at a special

meeting.

Section 3 - Notification. The Board of Directors must announce the time and place for all team captains meetings within ten (10) calendar days prior to such meetings. However, this provision may be waived in the case of an emergency, or of a special meeting.

Section 4 - Proxies. If a team captain is unable to attend a captain's meeting, an authorized representative from his team may represent him at said meeting. Such team representative may participate and exercise the right to vote to the same extent as if the team captain were present.

Section 5 - Quorum. The number of team captains and team representatives equal to one-third of the teams registered at the time of the meeting shall constitute a quorum. If a quorum is not present at a meeting, the Chairman of the Board of Directors or a majority of the team Captains and team representatives present may convene the meeting.

Section 6 - Voting. A majority of the votes cast by the team captains and the team representatives shall be necessary for the adoption of any resolution presented for a vote.

ARTICLE V - Board of Directors

Section 1 - General Powers. The affairs of WADA shall be managed by the Board of Directors.

Section 2 - Membership. The number of voting Directors shall be seven (7): six (6) At-Large directors and the Chairman of the Board all of whom shall be considered neutral advocates for all members of WADA. The Officers of WADA shall be non-voting members of the Board of Directors.

Section 3 - Qualifications. Only persons having full membership in WADA may be elected to the Board of Directors. A person holding a salary paying Officer's position in WADA may not serve as a Board member with voting rights at the same time.

Section 4 - Sponsors. No sponsor of a team which shall participate in league play may be elected to the Board of Directors. A sponsor shall mean the owner of any establishment wherein darts are played and who sponsors a team in WADA league play.

Section 5 - Elections. Members of the Board of Directors shall be elected at the Fall season meeting of the team captains. Elections shall be scheduled to elect three (3) of the Directors annually, or to fill any vacant seats of the Board. The positions of all Directors who have served twenty-one months of their term at the time of an election shall be considered to be vacant.

Every team captain and team representative present at the meeting has the right to nominate a candidate for the Board, providing said nominee qualifies under Section 3 of this article, and is present. Each nomination must be seconded.

All elections shall be by secret ballot. The Executive Director and one (1) member of the existing Board shall count the ballots and record the vote.

The total number of votes cast on each ballot must be one.

A candidate for the Board must receive a majority of the votes cast to be elected. The person with the second highest number of votes shall be elected alternate. In the event of a tie, the person with the least number of votes shall be dropped from the ballot and a second vote shall be cast. In the event of a tie between two candidates on subsequent ballots the Executive Director shall notify the Board of Directors and shall call a special captain's meeting of that region within two (2) calendar weeks for the purpose of holding a run-off election between the two candidates.

A team captain or team representative may not vote more than once for any one (1) candidate on any one (1) ballot. However, if an individual is representing more than one (1) team, they may cast one (1) ballot for each team they represent.

Non-fulfillment of any of the provisions in Section 5 Article 5 will result in the invalidation of that ballot and immediate removal from the Board of Directors.

Section 6 - Tenure. Members of the Board of Directors shall be elected for a period of two (2) years.

Section 7 - Vacancies. Whenever a vacancy on the Board occurs, the Board of Directors has the option to call a special captains meeting or to wait until the next regular captains meeting to elect a member to fill the vacancy. In the event of a special meeting and election, procedures outlined in Section 5 of this Article shall be followed. The new Board members shall take office immediately upon election and will serve the unexpired portion of the vacant term.

- 1) The Chairperson of the Board of Directors may appoint a replacement to fill a vacancy without calling for a special captains meeting. The appointed replacement shall be considered a full member of the Board of Directors for the remainder of the season during which he/she was appointed.

Section 8 - Absenteeism. A Board member is automatically expelled from the Board: (a) after three (3) unexcused absences from regular meetings during his/her term of office, or (b) after two (2) consecutive unexcused absences from regular meetings, or (c) after missing one-third (1/3) of the regular meetings within any consecutive 12-month period. An excused absence is when a Board member notifies the Chairman of the Board of Directors prior to the meeting of his/her inability to attend (for valid reasons, i.e. illness, work schedule, family emergency) and notifies the region's alternate of his/her responsibility to attend the meeting, or in the case of emergency, the board member notifies the Chairman as soon as is practical.

The Chairman of the Board of Directors has sole authority to grant an excused absence. A Board member expelled for absenteeism shall not be permitted to run for office for a period of three (3) years.

Section 9 - Regular Meetings. The Board of Directors should meet at least once each

month. Meetings shall be scheduled to reflect the diverse geography of the League and the diverse schedules of its members. All efforts will be made to rotate the location of the meeting among the regions of the League. The location, date and time of the upcoming meeting will be decided and announced at the preceding Board meeting.

Section 10 - Special Meetings. Special meetings of the Board of Directors may be called at the request of the Executive Director, the Chairman of the Board, or any two (2) Directors. The person or persons authorized to call a special meeting of the Board shall set the time and place of the meeting, providing such time and place as reasonable as circumstances permit.

Notice of any special meeting of the Board shall be given at least three (3) calendar days prior to the meeting.

Section 11 - Quorum. A majority of the Board of Directors (voting members only) shall constitute a quorum, but if less than a majority of the Directors is present, a majority of those present may adjourn the meeting.

The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

Only voting members of the Board of Directors may make motions during its meetings.

Section 12 – Online Discussion Forums. WADA shall maintain a centralized, private and secure means for board members and officers to communicate and conduct WADA board business. The forums shall provide the means to conduct and organize discussions and vote on proposals in conjunction with, but not as replacement for in-person meetings. The forums:

- (1) Should be accessible and compatible with most common web browsers on PCs or Macs.
- (2) Should be accessible on Android and Apple smart phones and tablets.
- (3) Should limit access to only current board members and officers.
- (4) Should not be accessible to the public.
- (5) Should provide separate sections for active discussions, officer reports, vetoed proposals, approved proposals and any other sections the board finds necessary or useful.
- (6) Should prevent additional postings to topics or sections as needed (e.g. proposals voted on).

Two board members shall be appointed as administrators/moderators. One as the primary, the second as an alternate to act in the absence (e.g. – vacation, vacancy) of the primary. The moderator is responsible for:

- (1) Adding/inviting new members/officers.
- (2) Providing instructions and assistance for new members/officers.
- (3) Removing access rights for old members/officers.
- (4) Moving postings from one section to another as needed (e.g. – open discussions to approved).
- (5) Moderating discussions to the extent needed to keep topics separate. The intent here is

to minimize or eliminate individual postings that contain multiple topics of discussion by separating them into separate posts and/or discussion threads.

(6) The moderator is not responsible for censoring, controlling or regulating the actual content of any post.

Section 13 – Chairman of the Board, The Chairman of the Board shall be elected to a two-year term. Every second year, at its regular meeting in December, the Board of Directors shall elect from among its voting members, one who shall be designated as Chairman of the Board.

The Chairman shall preside at all meetings. In the absence of the Chairman, the most senior voting member present in terms of continuous service on the Board shall assume the duties of the Chairman.

The Chairman shall have the right to exercise his/her vote on any question before the Board.

Section 14 - Committees. The Board of Directors may, from time to time, appoint committees as they deem necessary, providing always that:

(1) Such committees may include both voting and non-voting members of the Board and any regular member of WADA. Honorary members may not serve on committees.

(2) There shall exist a permanent standing committee on:

- (A) Rules and Bylaws
- (B) Tournaments/Activities
- (C) Judiciary
- (D) League Play

The Chairman of the Board shall appoint the Chairman of each committee. The Chairmen of the Rules and Bylaws and the Judiciary committees shall be appointed from among the voting members of the Board of Directors. The Chairman of each committee shall appoint, with the concurrence of the Board, the members of the committee. Any Director may at any time challenge the composition of any committee and demand a vote by the Board of Directors on a committee's membership.

Section 15 - Compensation. Members of the Board of Directors shall not receive any stated salaries for their services, nor shall any expenses incurred by their attendance at any meeting be reimbursed or paid for in any manner whatsoever. They shall have two (2) of their seasonal Team shooter's fees waived (but must pay the DartConnect fee portion) in recognition of their service to the organization.

Section 16 - Informal Action. Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without meeting, if a consent, in writing, setting forth the action so taken, shall be signed by all of the Directors.

Section 17 – Conflict of Interest. In the event a Board member is perceived to be involved in an action to be brought before the Board, the Board of Directors has the

responsibility to (a) decide, by majority vote, whether a conflict of interest exists and, if so, (b) whether the involved member should be allowed to vote on the action.

ARTICLE VI - Officers

Section 1 - Officers. The Officers of WADA shall be: Executive Director, Secretary, Treasurer and Webmaster. The Board of Directors may, from time to time, elect or appoint such officers as it may deem necessary, said officers to have the authority to perform the duties prescribed. The Officers of WADA are subject to the same qualifications requirements, rules and policies that bind the Board of Directors.

Section 2 - Election. The Officers of WADA shall be elected by the Board of Directors at its regular meeting in December, as specified in Article V. Section 10 of these Bylaws.

Nominations will be made only by voting members of the Board of Directors. However, nominations need not be seconded, provided always that said nominee poses no objection to his/her nomination.

A majority vote of the total members of the Board shall be necessary for election to office. Elections shall be held as proscribed in Article V Section 5.

Section 3 - Tenure. The regular term of office shall be indefinite, with each Officer holding office until his successor be duly elected.

Section 4 - Removal. Any Officer of WADA may be removed by the Board of Directors whenever, in its judgment, the best interest of WADA would be served thereby, by such removal shall be without prejudice to any emoluments or compensation said Officer may have accrued up to the time of removal.

Section 5 - Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

Whenever a vacancy occurs in the office of the Executive Director, the Secretary shall fulfill the duties of the Executive Director for the unexpired portion of the term.

Section 6 - Executive Director. The Executive Director shall be the principal executive and administrative officer of WADA and shall in general supervise and control all of the business and affairs of the corporation.

He/she shall attend and chair all meetings of the team captains and shall be in attendance at all meetings of the Board of Directors.

The Executive Director's signature shall be one (1) of the two (2) valid signatures on the WADA checking account.

He/she may sign any contract or other instrument which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, by these bylaws or the law to some other officer or agent of WADA.

He/she shall attend all WADA activities as a working member.

He/she shall have general supervision of WADA Dart Leagues, prepare schedules of play, and in general perform all and any duties necessary to carry out the purposes of this Association, to include ordering and distributing awards, and scheduling and conducting League Championships.

He/she shall discuss any changes, modifications, problems or concerns about league play with relevant regional directors and together they can make a majority rules decision.

He/she shall represent WADA to the American Darts Organization (ADO), to include scheduling and conducting ADO qualifiers. If for some reason he/she is unable to do so then he/she will appoint someone to do so.

He/she shall be responsible for the compilation and distribution of a weekly newsletter, reporting weekly results of play and individual statistics.

He/she will be responsible for maintaining an accurate inventory of all WADA property, and will report, in writing, any changes to this inventory to the Treasurer, for accounting purposes.

He/she shall be responsible for scheduling, advertising, and supervising all WADA-sponsored tournaments, to include ensuring the facilities and logistical requirements of the tournament are appropriate and complete. He/she will maintain overall supervision of the Tournament Director throughout the event, to include an accurate and complete accounting of all monies paid out and collected.

He/she shall have the authority to delegate to the other Officers of WADA any duties required in the execution of his office.

Whenever a vacancy occurs in any of the Officers' positions, he may perform or delegate any such duties or powers that Officer may have possessed, until such time as that position is filled.

He/she shall receive compensation for his/her services in the manner and amount that the Board of Directors may deem proper to appropriate. Such compensation shall be in the form of a contract for services rendered to WADA. Said contract shall be reviewed at the regular meeting of the Board of Directors in December. A vote shall take place at this meeting to determine if the contract with the current Executive Director shall be renewed. If the contract is not renewed, an election shall immediately take place to fill the position. If the Board fails to vote on the renewal of the contract, it shall be considered as not renewed and an election shall take place to fill the position at the next regular meeting of the Board of Directors.

Section 7 - Secretary. The Secretary will maintain an automated file of the current WADA membership, seasonal player Rosters and shooter/sponsor fees payment status.

He/she shall provide an electronic membership card to all new WADA members.

He/she shall be custodian of all non-financial WADA documents and records. All documents and records, however, shall remain the property of the Association and shall be available to any member of WADA upon written request to the Board of Directors.

He/she, in conjunction with the Executive Director, will be responsible for maintaining an accurate inventory of all WADA property, and will report, in writing, any changes to this inventory to the Board of Directors, for accounting purposes.

He/she shall attend all regularly scheduled meetings of the Board of Directors, record the minutes of the meetings, and forward those minutes to the Webmaster for posting on the website. In the case of the absence of the Secretary, the Board shall appoint, on an interim basis only, a “temporary recording secretary” whom shall be responsible for the recording of the meeting’s minutes. It shall be at the discretion of the Board whether to appoint a voting or non-voting member as “temporary recording secretary.”

He/she shall, on an interim basis, perform duties and have the powers of the Executive Director, when a vacancy occurs in that office, until the next meeting of the Board of Directors.

He/she shall receive compensation for his/her services in the manner and amount that the Board of Directors may deem proper to appropriate. Such compensation shall be in the form of a contract for services rendered to WADA. Said contract shall be reviewed at the regular meeting of the Board of Directors in December. A vote shall take place at this meeting to determine if the contract with the current Secretary shall be renewed. If the contract is not renewed, an election shall immediately take place to fill the position. If the Board fails to vote on the renewal of the contract, it shall be considered as not renewed and an election shall take place to fill the position at the next regular meeting of the Board of Directors.

Section 8 – Treasurer. The Treasurer will have custody of all WADA funds and shall promptly deposit all monies received into the appropriate WADA checking account. He/she, in conjunction with the Secretary, shall be responsible for the collection of fees due to WADA.

His/her signature shall be one (1) of the two (2) valid signatures on the WADA checking account. (The Treasurer is not authorized to withdraw any funds from any WADA account without authorization of the Executive Director.)

He/she shall attend all regularly scheduled meetings of the Board of Directors and shall submit a Monthly and Annual Treasurer’s Report to the Board of Directors, and, at the direction of the Board of Directors, shall submit the financial records for an annual audit at the end of each calendar year, this occurring at the January Board of Directors meeting.

He/she shall be solely responsible for all necessary compliance issues associated with the Association, including but not limited to, preparation and filing of all necessary tax documents.

He/she shall receive compensation for his/her services in the manner and amount that the Board of Directors may deem proper to appropriate. Such compensation shall be in the form of a contract for services rendered to WADA. Said contract shall be reviewed at the regular meeting of the Board of Directors in December. A vote shall take place at this meeting to determine if the contract with the current Secretary shall be renewed. If the contract is not renewed, an election shall immediately take place to fill the position. If the Board fails to vote on the renewal of the contract, it shall be considered as not renewed and an election shall take place to fill the position at the next regular meeting of the Board of Directors.

Section 9 – Webmaster. The webmaster will be responsible for all items on the WADA web site, to include maintenance of all existing pages and documents, addition of new pages and documents, and providing member technical support.

He/she shall receive compensation for his/her services in the manner and amount that the Board of Directors may deem proper to appropriate. Said contract shall be reviewed at the regular meeting of the Board of Directors in December. A vote shall take place at this meeting to determine if the contract with the current Webmaster shall be renewed. If the contract is not renewed, an election shall immediately take place to fill the position. If the Board fails to vote on the renewal of the contract, it shall be considered as not renewed and an election shall take place to fill the position at the next regular meeting of the Board of Directors.

ARTICLE VII - Fees

Section 1 - Membership fees, sponsor's fees, tournament fees, and all other fees shall be established by the Board of Directors.

Section 2 - Seasonal shooting and sponsor fees will be established by the Board of Directors and paid according to the Rules of Play.

ARTICLE VIII - Contracts

Section 1 - The Board of Directors, by a majority vote, shall have the authority to enter into contracts and agreements in the name of WADA.

Section 2 - The Board of Directors, by a majority vote, may authorize any Officer or agent of WADA, in addition to the Officers so authorized by these bylaws, to enter into any contract or execute and deliver any instruments in the name of WADA.

Section 3 - All contracts will be reviewed by the Board of Directors at the December meeting, annually, and/or upon termination or expiration. These include the contracts of the Officers of WADA.

ARTICLE IX - Appropriations

Section 1 - Authorization for the appropriations of funds by the Executive Director or the Chairman of the Board for the general and ordinary expenditures of WADA which include: postage, printing, dart boards, event supplies, office supplies and tournament supplies do not need a specific resolution of the Board of Directors if the cost is less than \$250.00. The Executive Director or the Chairman of the Board may not spend more than \$250.00 in any calendar month without specific approval from the Board of Directors.

Section 2 - All other expenditures must be specifically approved by the Board of Directors, and in these cases funds may not be expended in the name of WADA without prior appropriations by the Board of Directors.

ARTICLE X - Accounts Payable

Section 1 - All checks, drafts or orders for the payment of monies, notes or other evidences of indebtedness issued in the name of WADA shall be signed by the Executive Director or the Treasurer and need not be counter-signed.

Section 2 - All funds of WADA shall be deposited in a timely manner to the credit of WADA in such banks, trust companies or other depositories as the Executive Director may select, always subject to the approval or disapproval of the Board of Directors.

Section 3 - The fiscal year of WADA shall begin on January 1 and end on December 31.

ARTICLE XI - Recall of a Board Member

Section 1 - Any member of the Board of Directors may be recalled from office by two-thirds majority of the entire Board of Directors. Members other than Board members may institute a recall under the provisions set forth in Article IV, Section 2. The Board member to be recalled must receive written notification of the time and place the recall vote will take place at least seven (7) days prior to the meeting. The Board member to be recalled shall be given an opportunity to be heard at the meeting either in person or by having a statement read aloud. He/she may not be represented by proxy at the meeting.

Section 2 - Any Board member recalled by the Board of Directors may appeal under the provisions set forth in this Article. Such an appeal must be in writing and received by the Chairman of the Board no later than fifteen (15) calendar days after the recall ruling. The appeal must state whether it is directed to either the Board of Directors or WADA team captains. This is the only means for appeal of a recall vote.

The Board of Directors' recall ruling may be overturned by a two-thirds majority of the team captains present at a special meeting called for the purpose of voting on the recall decision. A

recall initiated by the team captains may not be overturned by any act of the Board of Directors.

Section 3 - Recall voting shall be done by secret ballot in all cases.

Section 4 - Should a recall appeal prove unsuccessful at a special meeting of the captain's called together for that purpose, a nomination and election pursuant to Article IV, Section 2 should be followed in order to fill the newly created vacancy.

In the event the recall appeal proved unsuccessful at a Board of Director's meeting, the vacancy shall be filled at the next scheduled captain's meeting.

Section 5 - Any Board member who is recalled will not be eligible for re-election to office for a period of one (1) year from the recall date.

ARTICLE XII - Certificates of Membership

Section 1 - The Board of Directors shall provide for the issuance of certificates in the form of membership cards evidencing membership in WADA. Said certificate entitles a member of WADA to all rights and privileges of WADA, but does not entitle a member to pecuniary or financial profit of any kind.

Section 2 - Should a member resign, be suspended or expelled from WADA, the certificate of said member shall become null and void.

Section 3 - All certificates evidencing WADA membership of any class shall be numbered, bear the name of the card holder, be signed by the Executive Director and bear the seal of WADA.

Section 4 - If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued upon such terms and conditions as the Board of Directors may determine.

Section 5 - A certificate of membership shall be issued only when a member shall have been admitted to membership in WADA and shall have paid any fees and dues that may be required.

ARTICLE XIII - Amendments, Rules and Regulations

Section 1 - These bylaws may be amended by the following steps: 1) a majority vote of the Board of Directors, 2) posted for member feedback on the website for at least 21 days, 3) ratified by a majority vote at a scheduled captains meeting then 4) announced to members. In the event that a ratified change to the bylaws requires an amendment to the Articles of Incorporation, such a change shall be made.

Section 2 - Rules and regulations, other than the WADA Rules of Play, written to supplement and implement the provisions of these bylaws shall be devised by the Rules and

Bylaws committee for the fulfilling of the purposes of this Association, for clarity, uniformity and edification.

Section 3 - All changes to the rules and regulations and supplementary provisions to these bylaws, including the WADA Rules of Play, made by the Rules and Bylaws committee shall be announced to the membership, and sent to all Board Members, Officers of WADA, team captains after approval of the Board of Directors by a majority vote.

ARTICLE XIV - Policy

Section 1 - Policy changes, temporary rulings, and general information shall be announced in the weekly results sheet or in a supplementary sheet. These policies will be considered to be in force immediately. It is the responsibility of each member to read these announcements.

Section 2 - It is understood that members are responsible for any and all WADA information that has been, or should have been, posted by league night.

Section 3 - The captain of each team is responsible for obtaining and disseminating information from WADA office when the weekly results sheet has not been received nor posted at his team's home location.