

**Greater London Darts Organisation
Handbook & Rules 2018-2019 (County Section Only)**

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GREATER LONDON DARTS ORGANISATION
FULL MEMBER COUNTY OF THE BRITISH DARTS ORGANISATION

SECTION 1

PRIVACY POLICY

We at the **G.L.D.O.** want to make sure all the personal information we have collected about you is safe and secure at all times. The **G.L.D.O.** are Data Processors for the British Darts Organisation (BDO) 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 **G.L.D.O.** 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 **G.L.D.O. 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 **G.L.D.O.**, B.D.O. and B.I.C.C. or just managing our relationship with you.

When the BDO 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 G.L.D.O. (as Data Processors) on behalf of the BDO.

Where the **G.L.D.O.** 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 **G.L.D.O.** 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 off 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 anonymised, 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 BDO 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 **G.L.D.O. General 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 BDO who are certified to the ISO.

Any **G.L.D.O.** or personally owned computer able to access the BDO 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 **G.L.D.O. General Secretary** c/o marilyn-smithies@virginmedia.com or write to us at: Mrs. M. Smithies, 68 The Lindens, Fieldway, New Addington, Surrey, CR0 9EL.

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/>.

9th July 2018

SECTION 2 COUNTY SECTION

Name

- 1.1 The darts body shall be known as the **GREATER LONDON DARTS ORGANISATION** and shall be a full member of the **British Darts Organisation and the England Darts Organisation**. The Greater London Darts Organisation shall be known in this document as the **GLDO**.

Management

- 2.1 The **GLDO** shall be governed by the contents of this handbook.
- 2.2 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.
- 2.3 The **GLDO** shall comply with the rules and regulations of the British Darts Organisation (known as **BDO**) and the England Darts Organisation (known as **EDO**) in so far as membership of those Organisations is concerned.
- 2.4 All darts events under the jurisdiction of the **GLDO** shall be organised in accordance with **BDO/EDO** playing rules.
- 2.5 The **GLDO** shall control, organise and promote all aspects of the sport of darts within the confines of the Greater London Darts Organisation.
- 2.6 The **GLDO** shall be managed by an **EXECUTIVE COMMITTEE** which shall be comprised of the following:
CHAIRMAN
GENERAL SECRETARY
TREASURER
STAGE MANAGER
MEN'S LEAGUE ORGANISER
LADIES LEAGUE ORGANISER
- Other positions which may be co-opted onto the Committee:
MEN'S & LADIES TEAM MANAGERS
PUBLIC RELATIONS OFFICER
- 2.7 Members that are co-opted onto the Committee must be at the discretion of the **GENERAL SECRETARY, CHAIRMAN AND TREASURER** as they are the **Executive Officers** of the **GLDO** and are legally responsible for behavioural and financial matters for the **GLDO**.
- 2.8 The **Executive Committee**, once elected, shall each be responsible for holding a functional office. However, an individual Executive Committee Member may be elected to be responsible for more than one functional office.
- 2.9 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.
- 2.10 Any Executive Committee Member failing to carry out his or her elected responsibilities will be asked to resign from Office.

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Membership

- 3.1 Membership to the County's Super League may be gained by election at a **Super League AGM** providing that all teams are:-
1. Operating within the Greater London boundaries as defined in their respective section rules.
 2. That League Fees, Player Registration Fees, etc are paid by the stated dates/timescales.
 3. That there is no outstanding debt by that team.

Eligibility

- 3.2 Any person who is or will in the coming season become affiliated to, an Official of or a Player for another County shall be ineligible to nominate/propose or second or to be a delegate or an Executive Committee Member of the GLDO and **cannot attend any GLDO meetings.**

SECTION 3 ELECTIONS & MEETINGS

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

- 4.1 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.**
- 4.2 Team Managers of a Super League Team, London County Players and London County Officials shall nominate Officers for election. Another Team Manager of a Super League Team, London County Player or London County 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 3.2.**
- 4.3 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 County AGM,** to enable **Rule 6.2** to be implemented **7 DAYS prior to the date of the County AGM.** Any nominations after this date will be void.
- 4.4 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 County Players and Officials) **7 DAYS** before the date of the County AGM.
- 4.5 Members who are already part of the Executive Committee do not need a nomination or seconder but will have to be voted in at the AGM.
- 4.6 **Only players who complete a County Registration Form for London at the AGM, a current Team Manager of a Super League Team or a current London County Official may vote on any matter.** The outcome of each individual election will be determined by the person receiving the highest number of votes.
- 4.7 In the case of an Executive Member not being voted in by the Floor, a discussion will take place with nominations from the Floor.

G.L.D.O. Meetings

- 5.1 GLDO Meetings shall be categorised as follows:

FULL COUNTY AGM

EXECUTIVE COMMITTEE MEETINGS

One per season

When necessary

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Selection Meetings – Arranged by the Selectors

- 5.2 The County 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.
- 5.3 The Chairman, General Secretary, Treasurer, Travel Manager (non-applicable to season 2018/2019), Stage Manager, Men's League Organiser, Ladies League Organiser and Team Managers to be elected at the County Annual General Meeting.
- 5.4 a) Two Team Selectors will be elected at the County Annual General Meeting to assist the Ladies Team Manager with the selection of the Ladies County Squad. **Selectors will be voted in only by the Lady players who have signed a B.I.C.C. County registration form for the new playing season.**
b) The Men's Team Manager only to select the Men's County Squad.
c) The Men's Team Manager will have the **sole option** to co-opt someone else to assist with the selections.
- 5.5 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 3.2.**
- 5.6 Subsequently, the **General Secretary** will send any proposals with their respective seconder to Team Managers of Super League Teams, London County Players and London County Officials **7 days prior to the AGM to which they relate.**
- 5.7 The **GLDO Handbook** 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.
- 5.8 All persons who are bona fide 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 County. This also applies to those who will be affiliated to, will be an Official of, or will play for another County in the coming playing season. **REFER TO ELIGIBILITY RULE 3.2.**
- 5.9 All questions should be directed through the **CHAIRMAN.** Once the matter has been dealt with, the **CHAIRMAN** 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 **CHAIRMAN.**
- 5.10 The GLDO Council 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

- 6.1 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

- 7.1 These will take place when necessary (Rule 5.1). However, the Executive Committee may call a meeting at any time for the purpose of discussing the management of the GLDO.

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- 7.2 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.
- 7.3 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.
- 7.4 The Quorum for an Executive Committee shall be 50%. Valid GLDO business can only be conducted with a Quorum present.

SECTION 4 CODE OF CONDUCT

- 8.1 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.
- 8.2 All Players or Members will adhere to the GLDO Rules. Any breaches will invite disciplinary action in accordance with the GLDO Rules.
- 8.3 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.
- 8.4 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.
- 8.5 "Members" are considered to be an Official, or a Spectator at County Matches, GLDO Tournaments and GLDO Super League Matches.

SECTION 5 G.L.D.O. SOCIAL NETWORK / MEDIA DISCLAIMER

- 9.1 Whilst the G.L.D.O. 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:
1. 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 G.L.D.O., other than the content provided by G.L.D.O., are solely the views, opinions and responsibility of the person submitting them and do not necessarily reflect the opinions of G.L.D.O.
 2. The G.L.D.O. is not responsible for content that third parties publish post, upload, distribute, disseminate or otherwise transmit via social media services.

Terms of Use

- 9.2 Whilst the G.L.D.O. 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 G.L.D.O. managed social media pages.
G.L.D.O. reserves the right to moderate comments and may remove any comments that, in the G.L.D.O.'s opinion are inappropriate.

Policy on Discrimination and Intimidation

- 9.3 The GLDO operate strict policies on discrimination and intimidation, whether at any GLDO event or on social media. The policies cover the following:
1. Physical harm to any person.
 2. Damage to any person's property.
 3. Reasonably causes another person to be fearful of physical or emotional harm.
 4. Derogatory remarks against a person's race, nationality, gender or disability.
 5. Homophobic remarks.
- 9.4 The G.L.D.O. 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 G.L.D.O. into disrepute and may therefore, at the discretion of the G.L.D.O. Executive face disciplinary proceedings as laid down in Sections 11.1 – 15.1 of the G.L.D.O. Constitution and Rules.
- 9.5 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 G.L.D.O. 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 G.L.D.O. Membership.
 3. Third proven instance: Twelve months suspension of G.L.D.O. Membership.
 4. Fourth proven instance: Expulsion from G.L.D.O. Membership.

Conditions

- 9.6 It is important to note that the aforesaid conditions of disclaimer and terms of use are likely to change without notice.

SECTION 6 GRIEVANCE / COMPLAINTS PROCEDURES

- 10.1 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:
- | | |
|----------------------------------|-------------------------------|
| 1. Men's County Team Selection: | Men's Team Manager |
| 2. Ladies County Team Selection: | Ladies Team Manager |
| 3. Men's Super League: | Men's Super League Organiser |
| 4. Ladies Super League: | Ladies Super League Organiser |
| 5. Finances | Treasurer |
| 6. Stage Manager: | General Secretary |
- 10.2 All other matters should be addressed **to the General Secretary**.
- 10.3 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:
1. A written statement dated and signed by the person.
 2. A meeting arranged for the matter to be discussed.
 3. An appeal should this be necessary.

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Behavioural & Disciplinary Committee

- 11.1 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:
1. Determine not to proceed with the matter.
 2. Charge the Member or Player with the breach and refer the matter for a Disciplinary Hearing in accordance with the B.D.O. Disciplinary Procedures.
- 11.2 Members shall be considered to be County Officials, Executive Committee Members, Super League Players, supporters and people who attend GLDO dart functions and meetings.

Conflict of Interest

- 12.1 All members who make up either a Disciplinary or Appeal Committee **must declare any “conflict of interest” to the General 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.

County Competitions

- 13.1 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 liable to pay any costs that may be incurred from entering said competition**.

No Claim for Reserved Determination

- 14.1 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 7 FINANCES

- 15.1 The **Treasurer** shall maintain a cash book, accounting package or a spreadsheet which records all transactions made by cash and those made through the County/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.
- 15.2 All cheques issued by the County/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.
- 15.3 All monies and cheques received should be promptly paid into the bank account of the County or Super League. Under no circumstances should any monies or cheques be paid into an individual member of the Executive Committee’s bank account.
- 15.4 **Internet Banking** may be used by the **Treasurer** 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**. In accordance with the Bank, no payments, credits or transfers can be made via **Internet Banking**.

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- 15.5 Expenses must be supported by receipts, which should be given to the Treasurer before payment is received.
- 15.6 Invoices and other documentary evidence should be retained to support all payments and as a cross check to the accounting records.
- 15.7 Only the General Secretary, Treasurer and Chairman should be authorised to incur debts on behalf of the County.
- 15.8 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 BDO Financial Rules, all Counties must send a letter to the BDO Financial Director confirming that the County produced accounts and that they were presented for approval at their County AGM.
- 15.9 Entry fees and travel expenses 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 County Play-Off.
- 16.1 League Organisers to ensure that all Super League Team Managers are informed what players are eligible to play in these competitions.
- 16.2 Ladies Super League registration fee of £5.00 per player as follows:
- a. £1.00 to the B.D.O
 - b. £4.00 to the County account
- 16.3 Men's Super League fees £7.00 per player as follows:
- a. £1.00 to the B.D.O
 - b. £4.00 to the Men's Super League prize fund
 - c. £2.00 to the County account

Room Subsidy for General Secretary

- 17.1 Room subsidy to be paid by the County up to the rate of £50.00 per night. Travel expenses to be in line with that decided on an individual game basis.

SECTION 8 COUNTY PLAYERS

- 18.1 The London County 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 County.
- 18.2 **All London County Players must compete in the Men's & Ladies Super Leagues.** Players who **do not** compete in the London Super Leagues **will not be allowed to play for the County** unless they live **outside the Greater London Area.** **This will be determined by the Executive Committee.**
- 18.3 The selection to be decided after full consultation with the Super League and County averages.
- 18.4 Team Manager's and Selectors 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.
- 18.5 No Player will be allowed to play for the County if they have been charged with a breach of conduct or if they owe money to the County.

SECTION 9 ADDITIONS / AMENDMENTS / DELETIONS TO EXISTING RULES

- 19.1 The General Secretary may add, amend or delete an existing rule without a vote from the Floor if they form a basis of this from the BDO or if the change benefits the G.L.D.O Super Leagues, e.g. Non-attendance at Presentation Night will mean the Team will forfeit any prize money and it will be carried over to the next season.
- 19.2 Any other items or rules not covered in this Handbook will be decided by the G.L.D.O. Executive Committee.