



Devon County Indoor Bowls Association

COUNTY MATCH SECRETARY

Responsibilities

1. To liaise with the Regional Co-ordinators on player availability for President and to issue invitations by letter or e-mail to selected/invited players.
2. To liaise with the Regional Co-ordinators on player availability for County games and to issue invitations by letter or e-mail to selected/invited players.
3. In conjunction with President and Secretary/Treasurer to select the rinks for each match from the players invited (names in positions).
4. To be in attendance together with County Treasurer at President and County games.
5. To liaise with County match home venues regarding after match menus and agree inclusive cost per game with County Treasurer.
6. To liaise with Competition Secretaries on players who become eligible for their County badge games.
7. To maintain records of County "badge" players and provide details to Clubs on an annual basis
8. To maintain records of players involved in President and County Games

All Officers must be fully familiar with and abide by the DCIBA Code of Conduct.