



Devon County Indoor Bowls Association

COUNTY FIXTURE SECRETARY

Responsibilities

1. To agree with Clubs and Counties all fixtures for the Presidents games and Friendly County games and to arrange playing venue where required.
2. To confirm the fixture with the Club/County in writing by letter or e-mail and to action any correspondence relating to the fixtures programme.
3. To prepare a fixtures schedule for inclusion in the County handbook and website.
4. Maintain records of games played and results

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