



# *Devon County Indoor Bowls Association*

## County Competitions Secretary

### Responsibilities

1. Administer:-
  - the County team Competitions, ie County Trophy, Charles Parrott and Top Club.
  - the Singles, Triples, and Unbadged Pairs Competitions.
2. Prepare one year ahead the play-by dates for all competitions, and the draw options for the team competitions.
3. Conduct the draws for the team competitions at the September Executive Meeting and notify the website administrator so that details can be included on the County website.
4. At the start of the indoor season, prepare Club-Noticeboard posters for entries to the Singles, Triples, and Unbadged Pairs Competitions, and copy them to the website administrator for posting to the website.
5. When the closing date for the Singles, Triples, and Unbadged Pairs entries is reached, arrange to conduct the draw for each of these competitions. Forward the draw to the website administrator for inclusion on the county website. Pay all receipts in respect of entry fees into the DCIBA Bank Account.
6. Take results and ensure matches are played by the dates nominated. Keep the website administrator advised so that the website can be updated.
7. Mediate as required on all disputes and clarify on points of issue when required.
8. Arrange the venue, time and rink fees for the Competitions Finals Day(s) and ensure umpires/competent-person and markers are available when required, and their fees paid as appropriate.
9. Ensure competition-winners' certificates are available for presentation at the County AGM.
10. Ensure all trophies are engraved and returned by March so they can be presented on Finals Day.

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