



# *Devon County Indoor Bowls Association*

## **County Tour Organiser**

Once the President has decided on the location of his County Tour it is the tour organiser's responsibility to:-

1. Register the names of County members wishing to join the tour.
2. Find suitable hotel accommodation and agree cost including rooms and meals plus any special requirements.
3. Find suitable transport and agree cost plus any other requirements.
4. Determine the cost per person and be responsible for collecting the required monies from each tourist and to liaise with County Treasurer re monies received.
5. Liaise with the Clubs to be visited regarding numbers, match times meal requirements and match fees.
6. In conjunction with County Treasurer arrange payment of all costs associated with the County Tour.
7. To action/address any other matters which may arise in respect to the County Tour

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