



Devon County Indoor Bowls Association

LEAGUE SECRETARY

Responsibilities

1. To administer the Inter-Club and Over-60s Leagues.
2. To agree play-on dates with the County Fixture Secretary.
3. To establish the level of commitment to the Leagues by the September meeting of the Executive.
4. To produce a fixture matrix for both Leagues, and to publish these on the county website.
5. To ensure results are reported in on time, and to keep the league tables regularly updated, and ensure they are published on the county website.
6. To resolve any issues or disputes which may arise.
7. To ensure that the venue for the final of the Over-60s League is available as planned, and that the relevant officers and an umpire or competent person are in attendance.
8. To keep track of the two Inter-Club trophies, and the Over-60s League trophy.

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