



NETBALL
Europe

European Championships Responsibilities of Competition Manager

AGM/Council	<ul style="list-style-type: none"> • Receive details of Venue, Accommodation and Host country Competition Manager (HCM)
September-November	<ul style="list-style-type: none"> • Book hotel beds for umpires, UAP, Appeals Panel, Competition Manager and Netball Europe officials • Contact INF to confirm address to receive 10 Gilbert balls • Produce entry forms and Regulations, pass to NE Secretary • Set return dates • Produce check list for host country and send • Liaise with INF on the confirmation and contact details of the umpires
December	<ul style="list-style-type: none"> • Produce Playing Schedule and send to Management for approval
January	<ul style="list-style-type: none"> • Distribute playing schedule, Registration forms and WADA forms, with return dates • Liaise with host country re press arrangements / VIPs • Schedule Team Managers Meeting • Finalise Handbook with HCM
February	<ul style="list-style-type: none"> • Send out Handbook to all involved • Liaise with host country regarding production of the programme • Arrange for previous year's winners to return trophies duly engraved • Purchase medals and Umpire Badges • Produce Certificates • Produce Evaluation form
Ongoing Financial	<ul style="list-style-type: none"> • Confirm with finance officer accommodation costs and method of payment • Forward details of estimated travel cost of Umpires/UAP to finance officer