



NETBALL
Europe

European Championships Responsibilities of Host Country

| Activity | Deadline |
|---|--------------|
| <p>FINANCE</p> <ul style="list-style-type: none"> • Set budget for host country expenses • Co-ordinator expenses • Venue costs • Workforce costs • Organising group meeting expenses • Compiling and Printing Programme • Printing tickets • VIP Reception (optional) • Merchandise costs • Ticket and Programme sales income • NGB merchandising income • Travel and accommodation costs of host country member of the Appeal Panel, if required) | ONGOING |
| <p>VENUE-booked in June of previous year and brought to Council meeting</p> <ul style="list-style-type: none"> • One or two match courts with appropriate run off • Chairs for team bench, Officials bench and Umpires Bench (44) per match court • Sufficient spectator seating • PA system with CD player Dedicated announcer with script provided • Warm up court/area • Ample changing rooms and toilets for athletes and umpires with signage • Availability of ice for recovery and courtside (see guidelines) • Provide ice baths for teams and ice buckets for umpires changing rooms • Process for ordering and paying for extra ice • Meeting rooms • Ticketing/VIP desk/Photography registration area • Catering for spectators • Separate spectator toilet facilities • Car parking • First Aid provision for spectators • Appeals/UAP/Umpire rest room • UAP facility for giving post-match feedback • VIP reception area • Appropriate area for drug testing unit • Provision of bottled water • Storage area for suitcases (if teams need to go straight to airport on Sunday) | 6 months out |
| <p>ACCOMMODATION – (Hotel/University/Institute)</p> <ul style="list-style-type: none"> • Identify suitable hotel(s) large enough to accommodate all • Ensure hotel's dining facilities can cope with large numbers | 6 months out |



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| <ul style="list-style-type: none"> • Advise hotel on appropriate nutritional menus, ensuring sufficient quantities for athletes. Seek expert advice if necessary • Agree deposit required (if any) • Forward booking arrangements to countries and NE • Provide specimen menus for countries • Advise hotel that countries will require all their rooms on same floor where possible. If this is not possible the countries' staff rooms must be allocated so athletes are not isolated | |
| <p>EQUIPMENT</p> <ul style="list-style-type: none"> • Warm up for use during the game • Towels for wiping court during game • 3 cool boxes for use courtside • Score board (preferably electronic) • Extension leads • Bench Officials Equipment (ref Bench Officials Manual p 28) • Host Competition Manager 'box of tricks' | |
| <p>TRANSPORT</p> <ul style="list-style-type: none"> • Provide details of travel transfers between airport and accommodation for participants requesting this service • Provide detail of travel transfers between accommodation and venue • Establish costs and advise member countries • Organise schedule of transfers and make publically available in hotel • Volunteer available to administer travel rota and hold a contact list • Transport should not be shared (OPEN ONLY) | 3 months out |
| <p>WORKFORCE</p> <ul style="list-style-type: none"> • Appoint the Host Competition Manager • Appoint host country member of the Appeals Panel <p>Additional workforce required for:</p> <ul style="list-style-type: none"> • Establish workforce and identify roles and responsibilities • VIP Liaison-through the w/end and reception • Press, publicity-Media- Photography • Umpire Liaison- see Role and responsibility guidelines provided • Appropriate number of Bench officials including Bench Manager (see Bench Officials Manual 2012) • Changing Room/Ice Bath Co-ordinator • Dedicated PA • Transport Co-ordinator • Team of Stewards and Programme sellers • Sales Administration – before and during event • Co-ordinator for Ball Girls and Flag Bearers – see guidelines provided • Staff for ticketing, VIP reception and Photography Registration point | 4 months out |
| <p>PROMOTION-PUBLICITY</p> <ul style="list-style-type: none"> • Target local sponsors and market the event • Contact local press and TV networks • Contact known sponsors • Contact and brief NGB official photographer | 4 months out |



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| <ul style="list-style-type: none"> Promote event on NGB websites and provide links to INF and NE sites | |
| <p>HANDBOOK</p> <p>With NECM complete the handbook which will be sent by NECM to all participants, Appeals UAP and Umpires</p> | 2 months out |
| <p>PROGRAMME</p> <ul style="list-style-type: none"> Production of programme Obtain squad and team official details from participating countries Obtain details of umpires from NECM Receive welcome from NE Chairman Ensure that all participants (inc VIPs, Umpires and UAP, Appeals) have a programme | 6 weeks out |
| <p>TICKETS</p> <ul style="list-style-type: none"> Production of tickets Allocation to day or weekend Send ticket application form to countries Allocate tickets for VIPs | 6 weeks out |
| <p>VIP and Country Delegate (1 max)</p> <ul style="list-style-type: none"> Prepare and distribute invitations to VIPs etc. Ascertain from NE and Member Countries to whom invitations should be addressed Host to invite NE service award holders Ensure NE Service Award Holders from the Host Country are invited | 2 months out |
| <p>BENCH OFFICIALS</p> <ul style="list-style-type: none"> Prepare and circulate Bench Officials schedule | 2 weeks out |
| <p>MISCELLANEOUS</p> <ul style="list-style-type: none"> Advise National Doping Control Unit of dates and age group Ensure equitable match conditions for all teams Pre, During, and Post matches | |