



Checklist for organising an event for NCH

Different events have different responsibilities; the main ones are listed here.

Before the event:

Venue

- Visit and source a venue if not completed by NCH and make a risk assessment.
- Confirm and make payment of venue liaising with finance@swissnetball.ch
- Arrange with the concierge regarding time of arrival and/or collection and/or deposit of the keys. You normally have to sign a contract so make sure everything is in working order and you are happy with the facilities.
- Check toilet facilities – we have been known to run out of essentials during an event.
- Read the contract carefully – there may be rules regarding litter disposal at the end of the event. Make sure all the rules are abided by, you are representing NCH.
- Check if you require any codes if the blinds or windows are automatic.
- Carry out a risk assessment highlighting any hazards when checking out the courts and area – a form needs to be completed just before the event but it is good to be aware so Members can be informed beforehand.
- Create a budget for the event taking into account anything you may require. Budget needs to be cleared by finance@swissnetball.ch
- Make sure you have the latest Regulations for the event. These may change from year to year based on feedback.

Management:

- Create (if required) and send out an entry form to all Members entitled to play in the event. This should include a closing date, entry requirements, cost, payment information and who to return the forms to. Liaise with NCH.
- Once entries are in, NCH will do the draw unless prior arrangements have been made. Work together with NCH on the format of the event including how the draw will work.
- Work together with NCH, if required, in checking all the entry forms for the correct amount of C umpires/scorers per teams entered into the event. If insufficient, this must be highlighted to the club and to NCH. NCH will do their best in sourcing umpires but nothing can be guaranteed.
- Work with NCH on the format of the programme and use of the logo. The draw must be included in the programme as does anything noted in the risk assessment. Good idea to also send out information on how to reach the courts. Send out the programme to all participating Members at least 10 days prior to the event along with the event Regulations and Code of Conducts.

- Arrange First Aid Cover, liaising with NCH as there are minimum requirements.
- Source banners and NCH flags to ensure presence at event. Plastic ties are ideal for attaching. Source Hopp Suisse banner.
- Arrange publicity and photographers if required.
- Inform local press, the Ville de Genève and any sponsors of the event.
- Source umpires, timekeepers, scorers and bench officials (request can be made via membership@swissnetball.ch at least 6 weeks in advance of the competition date)
- Source medals, trophies and prizes.
- Create scoresheets and organise clipboards for the scorers.
- Print out spare copies of the draw and codes of conduct to place around venue.
- Create changing room signs for each room/team, including umpires if necessary.
- Appoint an overall head scorer for the event who will keep a record of all matches played and the results. Create a sheet where all the results can be recorded.
- Organise posts for the event if not at the venue.
- Make/Source badges for event officials if required. Ideal to know who the Tournament Referee and First Aider are.
- Source and ensure stopwatches are working, hooter can hoot and cowbells can ring.
- Arrange for pump to be at event if deemed necessary.

The Event:

- Round up your volunteers
- Carry out the risk assessment.
- Highlight any hazards that have not been highlighted in the programme or attention drawn to it before – in the welcome to the event.
- Check court surroundings
- Set up posts sourcing more if not at the venue
- Mark out the courts including the posts with the protection if required *.
- Ensure benches are in place for Officials if required.
- Hang all the banners and strategically place the NCH flags.
- Assign clubs and/or umpires to changing rooms.
- Set up the registration desk in plenty of time. Please note, clubs arrive early to register their teams. The desk must be ready and the Competition Referee waiting to aid the registration process.
- Ensure clipboards are in place at the Competition Referee's desk and all teams are aware.
- Set up scorers desk, close to a plug for a computer – please be aware that the cable must be safe and not a hazard.
- Set up trophies if required.
- Set up shop/merchandise. **
- Ensure all stopwatches/hooters/cowbells are in place.
- Check match balls if needed
- Ensure all teams know what their responsibilities are and ensure all captains/team managers/umpires/players are fully aware of the code of conduct.

- Welcome everyone clearly informing them of the emergency exits, where the First Aider is located, lost property arrangements, where to bring the scoreboards to and who and where the Competition Referee is. Liaise with NCH.
- Work with the Tournament Referee throughout the event ensuring everything working smoothly.
- Check the toilets throughout the day.
- Plan where the presentation will take place and source tables.

End of event:

- Closing words, thanking everyone who was involved in the day (NCH).
- Presentation if required. Plan with enough time for photographs.
- Ask all players to help with the clear up – tape from courts, posts away and litter removed. Tables and chairs to be put back to where they were.
- Toilets and all changing facilities to be checked.
- All windows to be closed.
- Floor normally has to be swept.
- Contact concierge for returning the key and to check the facilities.

*Marking courts – ensure you have tape measures, string if using, tape for the courts and volunteers – this takes much longer than you think so all hands on deck.

**** SHOP**

Drinks:

- Coffee machine
- Kettle
- Tea, Coffee, Hot Chocolate
- Water
- Milk,
- Paper cups, L,M & S
- Spoons
- Sugar
- Straws
- Napkins
- Cool boxes

Food:

- Chopping boards
- Knives for cutting food
- Tea towels
- Kitchen roll
- Bin liners
- Price list – paper and pen, can be done on the day
- Bluetac/Sellotape
- Cloths/Wet wipes
- Knives/forks
- Scissors
- Tablecloths
- Adapters if not CH equipment
- Extension cables – very important!
- Banners or other promotional items!
- Cash boxes with float

Merchandise

Find out from NCH if selling any merchandise.

Request for Umpires through NCH

For data protection reasons and in support of umpires, NCH will no longer hand out lists of names and email addresses to organisers of non-Swiss Netball events.

NCH will contact umpires on the Organiser's behalf:

The organiser of a tournament should submit all details to membership@swissnetball.ch at least 6 weeks in advance of the competition with:

1. Regulations and rules of the specific event
2. Specific start and finish times of the event (not necessarily the final draw)
3. Any remuneration details for umpire services
4. Directions to the event, refreshments for umpire and any notes regarding specific requirements of the event.
5. The name of the Competition Referee
6. The person to contact and by which date if an umpire is available and is interested in attending