**BUCS Rowing 4s and 8s Head**

**Bid Questionnaire**

This document is to be completed by an organisation applying to host the *BUCS Rowing 4s and 8s Head* during the academic years 2020-21, 2021-22 and 2022-23.

Applicants should complete all sections and provide as much information as possible. It is expected potential host organisations will have varying facilities and resources at their disposal. These should be detailed within the respective sections of this questionnaire. How the questionnaire will be evaluated is detailed below.

Representatives from the host organisation(s) will work alongside the BUCS Rowing Organising Committee to deliver a safe and enjoyable experience for competitors. The requirements of the host organisation(s) are detailed on the following pages. BUCS Rowing will work closely with the host organisation and will lead on the running of the event.

Organisations considering bidding are strongly encouraged to attend the 2020 BUCS 4s & 8s Head – being held on the River Tyne on 22 / 23 February <https://www.bucs.org.uk/events-page/bucs-rowing-4s-and-8s-head.html> to enable them to see how the event operates. Please contact the Organising Committee ( c/o **ryan.koolen@bucs.org.uk** ) ahead of the event for more information.

BUCS may conduct a site visit prior to the awarding of the event.

Applicants should complete this questionnaire as a minimum. Additional documents may be included as attachments for supporting evidence.

The following criteria will be used in evaluating bids.

**Venue**: confidence all technical specifications detailed in this bid questionnaire can be delivered on time and in a professional manner.

**Equipment:** access to and availability of required equipment for the event

**Personnel:** availability of experienced local volunteers and personnel to help deliver the event

**Health & Safety:** provision of / evidence of relevant safety documentation used to run a similar event at the proposed site

**Marketing & Communications**: details of how the event would be marketed to maximise exposure for the sport including attraction of local and national spectators and press.

**Sports Presentation**: access to space and equipment to facilitate announcements and medal presentations

**Accommodation & Local Amenities:** Provide a list of local options for officials, volunteers, BUCS staff and competitors for accommodation and meals

**Finance**: preference is given to the host which provides the best value for money. The host organisation(s) is required to meet all of their financial obligations. Hosting the event has the potential to bring large numbers of competitors and spectators to your venue(s). Income generation plans should be documented.

Please submit completed bid questionnaires - e-mailed as a PDF document to **ryan.koolen@bucs.org.uk** by **17:00 on Thursday 5 March 2020**.

**Timelines for decision:**

* Site Visits March - April
* Final decision made in May

If you have queries regarding the bid questionnaire please contact

Ryan Koolen, BUCS Event Manager

ryan.koolen@bucs.org.uk

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| **1.0 Organisation Liaison**Provide the name and contact details of an Organisation Liaison who will be the main point of contact to BUCS from your host organisation(s). This person will be responsible for; all organisation communication, venue matters, sending of information and adhering to deadlines. |
| Organisation/s making application |  |
| Name of Organisation Liaison |  |
| Job title |  |
| Office phone number |  |
| Mobile phone number |  |
| E-mail address |  |
| Organisation address |  |
| Other contact information (if necessary) |  |

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| **2.0 Guarantor**If this application is completed by a BUCS member institution the bid requires the endorsement and support of the institution’s athletic union or sports department Director of Sport (or similar) |
| Name of staff member |  |
| Job title |  |
| Office phone number |  |
| E-mail address |  |
| **3.0 Venue: technical specifications**The following areas are essential to the competition elements of the event. |
| **Area** | **Specifications required** | **Can provide? (yes / no)** | **Provision / description** | **Responsibility to organise** | **Responsibility to Finance** |
| 3.1 Water course | At least 5.0km of obstacle free water with space to marshal crews before start and after finish. Provide maximum and minimum widths of course. |  |  | Host | Host |
| 3.2 Water access | Pedestrian and vehicle access for officials / medical staff along the course. Essential at 5.0km (start) and each km until 0.0km (finish). |  |  | Host | Host |
| 3.3 Water flow | Provide description of water flow (tidal or non-tidal) and likelihood of flooding. Detail tide times for competition dates. |  |  | Host | N/A |
| 3.4 Boating area | Ability to continually boat multiple crews at the same time. Provide description of boating area, length, location and proximity to main venue. |  |  | Host | Host |
| 3.5 Water license | All necessary waterway / river license(s) granted.  |  |  | Host | Host |
| 3.6 Race Control | Indoor room dedicated for race control and umpires. Table, seating, power supply, internet provision. Ideally a view of the finish area. |  |  | Host | Host |
| 3.7 Weigh In area | Indoor private area for weigh-in of competitors. Table, seating and power supply. BUCS will provide scales. |  |  | Host | Host |
| 3.8 Registration area | Indoor area with welcome desk and chairs intended for registration and boat number distribution. Circulation space required for queuing indoors. |  |  | Host | Host |

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| **4.0 Venue: additional important requirements**The following areas are essential to the competition elements of the event. |
| **Area** | **Specifications required** | **Can provide? (yes / no)** | **Provision / description** | **Responsibility to organise** | **Responsibility to Finance** |
| 4.1 Access times | Access and sole use of venue(s) required from 12:00 Friday until 22:00 Sunday. |  |  | Host | Host |
| 4.2 Internet | High speed internet connection (wi-fi) required within venue(s) for BUCS use only. |  |  | Host | Host |
| 4.3 Road access | Road access and route to venue(s) from main road. |  |  | Host | Host |
| 4.4 Parking | Trailer parking on hard standing area and easily accessible from boating area [parking on grass is accepted but will need to be managed]. Parking for officials, volunteers and medical staff (minimum 12 car spaces). Competitor coach parking near to venue(s). Detail (approx.):- trailer parking m2- car parking m2- coach parking m2 |  |  | Host | Host |
| 4.5 Spectator parking | Parking available for spectators [floodlit areas preferable]. |  |  | Host | Host |
| 4.6 Spectator access | Path access and route to venue(s) from main road and parking areas for pedestrian and wheelchair users. |  |  | Host | Host |
| 4.7 Toilets | At least 20 separate unisex toilet cubicles on site (or 10 male and 10 female). |  |  | Host | Host |
| 4.8 Rubbish / recycling points | Adequate rubbish bins and recycling points distributed across the venue(s) and site. |  |  | Host | Host |
| 4.9 Shelter | Heated rest area complete for approx. 200 people [a temporary marquee is acceptable if no permanent facility exists]. |  |  | Host | Host |
| 4.10 Changing rooms | Separate male and female changing areas please indicate if showers available. |  |  | Host | Host |
| 4.11 Briefing area | Indoor room for volunteers/marshals briefing |  |  | Host | Host |
| 4.12 Welfare room | Indoor private room for welfare issues (if required). Located close to toilets.  |  |  | Host | Host |
| 4.13 Signage | Wayfinding signage from main road(s) to venue agreed with local authority. |  |  | Host | BUCS |
| 4.14 Venue dressing | Space for installing BUCS branding and venue dressing [ideally fencing or posts on entrance to venue and on exterior walls of buildings]. Provide detailed options |  |  | Host | BUCS |
| 4.15 Drinking water | Access to drinking water for competitors, volunteers and staff. |  |  | Host | Host |
| 4.16 Catering | Facilities must be available at the venue(s) to purchase hot and cold food [catering should not be reliant on snacks or fast food only – healthy options should be included]. Please provide sample menus |  |  | Host | Host |

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| **5.0 Equipment** |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 5.1 Safety launches | Approx. three safety launches (not included within umpire launches detailed below).RIBs preferable.  |  |  | Host | Host |
| 5.2 Umpire launches | Approx. 10 umpire launches conforming to British Rowing minimum standards. Lifejackets to be included. |  |  | Host | Host |
| 5.3 Boat racks | Availability of boat racks [not essential but desirable]. |  |  | Host | Host |
| 5.4 Throwlines | Approx. 20 throwlines. |  |  | Host | Host |

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| **6.0 Personnel** |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 6.1 Local Safety Advisor(volunteer) | Work with BUCS Rowing Organising Committee. Must have detailed knowledge of waterway / river conditions and have operated in a similar role on large scale events on the same water. |  |  | Host | N/A |
| 6.2 Marshals/Water based umpires(volunteers) | Detailed knowledge of the site, waterway / river and venue safety procedures. Please detail requirements you feel are necessary |  |  | Host | N/A |
| 6.3 Site Stewards(volunteers) | Site entry points to be staffed at all times during event to direct and control vehicle movements. Please detail requirements you feel are necessary |  |  | Host | N/A |
| 6.5 Security | Overnight security to patrol trailer parking areas and venue(s) as required. BUCS to agree timings with host. |  |  | Host | Host |

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| **7.0 Health and safety**Please provide all documents in reference to an event that you have hosted at the site. |
| Event: |  | Date |  |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Safety cover | Experienced supplier to provide at least three safety boats and qualified crews to provide water-based cover. |  |  | Host | BUCS |
| 7.2 Contingency | Contingency plan for poor weather conditions |  |  | Host | N/A |
| 7.3 Evacuation | Evacuation plans in the case of an emergency. |  |  | Host | N/A |
| 7.4 Risk Assessment | Risk assessment(s) and safety procedures for venue based activities. |  |  | Host | N/A |
| 7.5 Proposed Race Course |  |  |  | Host | N/A |
| 7.6 Boating Procedures |  |  |  | Host | N/A |
| 7.7 Circulation patterns |  |  |  | Host | N/A |
| 7.8 Site Plan | Please provide a site plan |  |  |  |  |
| 7.9 Other events | Details of other events which may impact on availability of personnel and spectators. |  |  | Host | N/A |

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| **8.0 Marketing & Communications** |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 8.1 Local press | Coverage in local press and reporting of the event before, during and after. |  |  | Host | N/A |
| 8.2 Photographer | Recommended local sports photographer. |  |  | Host | BUCS |
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| **9.0 Sports Presentation** |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 9.1 Staging area | Raised staging area for presentation of medalists [for up to 27 competitors]. |  |  | Host | Host |
| 9.2 Public address system | Speakers and microphone available for announcement of medalists to spectators. |  |  | Host | Host |
| 9.3 Location | Located close to race control and majority of changing rooms and spectator areas. |  |  | Host | N/A |

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| **10.0 Accommodations & Local Amenities** |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 10.1 Accommodation | Recommendation of local hotel accommodation with possible discount rates for Organising Committee. |  |  | Host | BUCS |
| 10.2 Competitor accommodation | Recommendation of a range of accommodation options for travelling competitors.  |  |  | Host | Competitors |
| 10.3 Restaurants | Recommendation of a range of restaurants for institutions and volunteers |  |  | Host | Competitors/BUCS |

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| **11.0 Additional information**Please provide details of any additional information to support your application.For example;* previous experience of organising or hosting similar events
* special skills, qualities and services you can bring to the event
* added benefits to BUCS, our volunteers and staff, and our member institutions
* enhancements to the competitor and spectator experience
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| **12.0 Finance**Identify the costs associated with running this event. |
| Provide the facility hire cost for all required event days | £ |
| The host venue will be financially responsible for the provision of all the areas listed in the bid questionnaire, unless stated otherwise.* BUCS will cover reasonable catering costs for volunteers and staff while at the event.
* BUCS will cover reasonable accommodation costs for volunteers and staff while at the event.
* BUCS will cover reasonable broadcast costs (upon agreement with host venue).
* BUCS will cover safety boat and paramedic costs.

If you wish to have other contingency costs included please details these below. |
|  | £ |
|  | £ |
|  | £ |

**Commercial and media rights**

Commercial and media rights are defined as the advertising, broadcast, sponsorship and merchandising rights associated with BUCS and the event. BUCS reserve the right to host commercial activity of any of its partners or sponsors for the duration of the BUCS event held at the venue within an agreed area (this will be discussed with the venue prior to the start date). A host venue is required to gain approval from BUCS for any commercial and media rights prior to the event. Applicants are requested to detail to BUCS any local restrictions which may apply to advertising and broadcast in and around the venue.

BUCS has the final approval on all aspects of the presentation of the event. All naming, promotional and advertising opportunities are retained by BUCS. The host venue shall incorporate BUCS sponsors in all material where requested by BUCS. All promotional material produced by the host venue must contain the BUCS logo in its original format.

The commercial and media rights described above are subject to agreements by BUCS with relevant commercial and media partners. The rights detailed may change. Changes will be communicated fully to prospective host venue(s) prior to awarding the event. For more detailed information please contact BUCS.