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Description automatically generated**BUCS nationals: general requirements SPECIFICATIONs**

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| Lead contact  You are required to provide the name and contact details of a lead contact who will be the main point of contact for BUCS and is responsible for submission of this bid. They must be available to support with the development of event information prior to the event and be present on the event weekend to support with event queries. | |
| **Organisation making application** |  |
| **Name of Venue Liaison** |  |
| **Job title** |  |
| **Office phone number** |  |
| **Mobile phone number** |  |
| **E-mail address** |  |
| **Organisation address** |  |
| **Secondary Contact**  *Please detail secondary contacts to support the Lead Contact, or main contacts from other stakeholders* |  |

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| 1.0 ancillary requirements | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| **1.1: Ground Floor Storage** | Located near Event Management Office in a main venue  Accessible for vehicle drop off  Size equivalent to large classroom/meeting room spaces |  |  | Host | BUCS |
| **1.2: Media Room** | Centrally located in key venues, ideally overlooking the field of play  Tables, chairs, power and internet required |  |  | Host | BUCS |
| **1.3: Competitor Catering** | Sit-down & takeaway, athlete appropriate dietary options  Water fountains across all venues |  |  | Host | BUCS |
| **1.4: Workforce Catering** | Lunches for circa 200 staff across all venues (numbers dependant on sports delivered)  Hot drinks station for all sports |  |  | Host | BUCS |
| **1.5: Spectator Catering** | Conveniently located throughout all sporting venues  Healthy food options and dietaries catered for |  |  | Host | Other |
| **1.6: Venue Parking** | Sufficient parking for spectators, competitors and workforce  Free parking for competitors  Minibus/coach parking onsite preferred, drop off areas identified |  |  | Host | Other |
| **1.7: Local Transport** | Identified public transport routes to all sporting venues |  |  | Other | Other |
| **1.8: Inclusivity** | Gender-neutral changing facilities  Male & Female Changing Rooms  Muti-Faith and quiet space identified  Full accessibility at all venues |  |  | Host | N/A |
| **1.9: WiFi/Internet** | High speed and WiFi Network is preferred  Private network for BUCS Staff |  |  | Host | Host |
| **1.10: Accommodation** | Recommendation for a range of accommodation options for workforce (up to 400 bed nights across the event period) |  |  | BUCS | BUCS |
| **1.11: VIP Hosting** | Opportunities and suitable venue space for VIP Hosting |  |  | BUCS & Host | Host |
| **1.12: Live Streaming** | Facilities and infrastructure to support live streaming |  |  | BUCS | BUCS |
| **1.13: Sustainability** | Carbon Emissions: Please detail how your organisation and/or the event venue are tackling a reduction in carbon emissions  Circular Economy: Please detail how your organisation and/or the event venue are tackling the reduction of single use waste, and looking to create a circular economy, through increasing product life cycles.  Blue Green Environment: Please detail how you are intentionally looking to reduce impact on the blue green environment e.g. improving air quality, managing artificial pitches, reducing plastic and other waste going to landfill  Adapting to Climate Change: Please detail how you are adapting to extreme weather, becoming more resilient e.g. Heatwaves & heavy rain |  |  | N/A | N/A |

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| 2.0 health and safety  Please attach supporting documents to this section | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| **2.1 Contingency** | Contingency plans for poor weather conditions. |  |  | N/A | N/A |
| **2.2 Evacuation** | Evacuation plans in the case of an emergency. |  |  | N/A | N/A |
| **2.3 Safeguarding** | Details of safeguarding policies in place |  |  | N/A | N/A |
| **2.4 Documents** | Risk assessment(s) and safety procedures for venue based activities. |  |  | N/A | N/A |
| **2.5 Other events** | Details of other events which may impact on availability of personnel and spectators. |  |  | N/A | N/A |

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| **3.0 volunteering provision**  Please provide details of current volunteering structures and resource from the key stakeholders submitting the bid |
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| **4.0 financial information**  Please provide as much detail as possible:   * Venue hire cost * Additional staffing costs * Catering cost   It is expected that the key stakeholders can input financial contributions to the event or make a proposal for low-cost facility hire | |
| **Option 1** | Financial investment can be made by key stakeholders (Eg. City / Town Council or University Institution) |
| **Option 2** | Low-cost venue hire |
| **Overview** | *Please provide as much detail as possible in regard to venue hire costs across all proposed facilities and agreed rates for the four year period.* |