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Description automatically generated**BUCS Clay Pigeon Shooting Championships 2024-25**

**Bid Questionnaire**

This questionnaire is to be completed by a venue applying to host the BUCS Clay Pigeon Shooting Championships during the academic years 2024-25. If the applicant wishes to host for 2025-26 as well, please indicate this in your application. The opportunity to host the second year will be reviewed, by using the BUCS event evaluation matrix, after the 2024-25 event.

Applicants should complete all sections and provide as much information as possible. It is expected potential host venues will have varying facilities and resources at their disposal. These should be detailed within the respective sections of this questionnaire. All areas of the bid questionnaire should be completed. Additional documents may be included as attachments for supporting evidence.

If necessary BUCS will conduct a site visit prior to the awarding or staging of the event.

The following information details the criteria BUCS will use in evaluating bids.

**Facilities**; Confidence the minimum required technical specifications can be met and delivered on time and in a professional manner. If there is more than one bid achieving the minimum level, provision above the minimum may be used to decide the host.

**Finance**; preference is given to the host which provides the best value for money (not necessarily the lowest cost). The host venue is required to meet all financial/resource obligations. Hosting the event has the potential to attract large numbers of competitors and spectators to your venue, and generate secondary spend to food and beverage sales for example.

**Location**; the bid should include details of proximity to the nearest town or city, distance of venues from nearest main railway station, public transport, accessible main roads and parking, and requirement for a range of accommodation options.

**Promotion of the Event and Media coverage**: a BUCS priority is to increase the profile of Higher Education sport through high quality media coverage. The host venue’s media resources and capabilities (including the engagement of student volunteers) should be included, with information on available technology and plans for the event (e.g. social media).

**Dates**

The Clay Pigeon Shooting Championships generally take place either the first or second weekend in December, depending on the schedule of other events in the Clay Pigeon Shooting calendar. This will be confirmed as early as possible, but it would be helpful if you could include availability of weekends in late November and early December.

Completed bid questionnaires are to be returned as a PDF document to **erin.simmonds@bucs.org.uk** by5pm Friday 24 May 2024.

The information over the following pages details the main requirements to host the BUCS Clay Pigeon Shooting event, the standard expected and details the party responsible for both organising and funding each area.

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| **1.0 Venue Liaison**  You are required to provide the name and contact details of a Venue Liaison who will be the main point of contact for BUCS. This person will be responsible for; all venue communication, sending of information and adhering to deadlines. They must be available to support with the development of event information prior to the event, be present on the event weekend to support with event queries and provide the sport specific knowledge to BUCS. | |
| Organisation making application |  |
| Name of Venue 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 senior staff member |  |
| Job title |  |
| Office phone number |  |
| E-mail address |  |

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| **3.0 Venue: Technical Specification** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 3.1 Clay Pigeon Shooting Stands | Stands with varying difficulty exclusively available from 8am – 5pm Saturday and Sunday. As a guide, 70-80% of stands should be soft stands with 20-30% hard.  Rubbish bins at each stand for used cartridges |  |  | Host | Host |
| 3.2 Targets | 100 per competitor |  |  | Host | Host |
| 3.3 Referees | Recruiting sufficient referees.  Provide Official’s briefing at start of each day. |  |  | Host | Host |
| 3.4 Results Runner (desirable) | To have a volunteer to run the results from the last stand to the clubhouse for inputting |  |  | Host | Host |
| 3.5 Gun Storage | Gun storage available overnight where requested |  |  | Host | Host/ Competitors |
| 3.6 Section 11.6 | Section 11.6 – if you do not have a section 11.6 in place, please detail the processes you have in place for non-license holders to be able to shoot |  |  | Host | Host |
| 3.7 Safety officer | Have a dedicated safety officer on site for the duration of the event along with relevant safety information displayed around the club. |  |  | Host | Host |
| 3.8 Safety Equipment | Have caps, protective eyewear and ear defenders available to purchase or hire |  |  | Host | Competitors |
| 3.8 Cartridges | The ability for competitors to purchase cartridges |  |  | Host | Competitors |

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| **4.0 Venue: Additional Important Requirements**  The following areas are essential to the competition elements of the event. | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 4.1 Toilets & Changing Rooms | Sufficient toilet access for competitors, staff, spectators and officials.  Gender Neutral provisions where possible.  Changing rooms are desirable but not essential |  |  | Host | Host |
| 4.2 Catering | Hot and cold food available for spectator/competitor/staff to purchase.  Dietary needs catered for e.g. Vegetarian, Vegan, Halal |  |  | Host | Competitors/ Spectators/ BUCS |
| 4.3 Drinking Water | Access to drinking water for competitors, officials and staff. |  |  | Host | Host |
| 4.4 First Aid | Facility must have a first aider onsite throughout the hours of competition |  |  | Host | Host |
| 4.5 Registration area | 2 x desks, 4 x chairs, access to power and internet. Near to field of play or in clubhouse. |  |  | Host | Host |
| 4.6 Display space | Suitable display space at each venue for event information e.g. squads |  |  | Host | Host |
| 4.7 Clubhouse | Suitable clubhouse for officials and staff breaks and competitors |  |  | Host | Host |
| 4.8 Network / Wi-Fi | High-speed connection essential within venue for BUCS use only. |  |  | Host | Host |
| 4.9 Power | Access to power in clubhouse/at registration point |  |  | Host | Host |
| 4.10 Parking | Parking available for teams, officials, event staff and spectators.  Coach/minibus parking where possible |  |  | Host | Host |
| 4.11 Access Times | Access from the Friday afternoon for branding and registration set up. Access from 7:30am-5pm Saturday and Sunday. |  |  | Host | Host |
| 4.12 Venue dressing | Space for installing BUCS branding and venue dressing outside and inside where possible. |  |  | Host | BUCS |
| 4.13 Spectator Access | Viewing for spectators per stand.  Accessible path access and route to venue(s) from main road and parking areas for pedestrian |  |  | Host | Host |

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| **5.0 Presentations** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 5.1 Presentation Area | Area for presentations with a podium (desirable). |  |  | Host | Host |
| 5.2 Public address system | Speakers and microphone available for announcement and medal presentations (desirable) |  |  | Host | BUCS |

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| **6.0 Accommodation**  BUCS will cover costs associated their staff meals (breakfast and lunch) and refreshments. | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 6.1 Accommodation | Recommendation of local hotel accommodation with discount rates for event personnel (desirable) |  |  | BUCS | BUCS |
| 6.2 Competitor accommodation | Recommendation of a range of accommodation options for travelling competitors. Booking discounts available (desirable)  Please indicate distance from Clay Pigeon Shooting venue |  |  | Competitors | Competitors |

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| **7.0 Transport & Travel** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Local rail station | Please detail distance from closest main railway station to each venue | n/a |  | Competitor | Competitor |
| 7.2 public transport | Please detail local public transport relevant to accessing the squash venues | n/a |  | Competitor | Competitors |

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| **8.0 Promotion and Social Media** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 8.1 Promoting the event | Please detail how you plan to promote the event to a wider audience before, during and after the event |  |  | BUCS/Host/CPSA | BUCS/Host/CPSA |

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| **9.0 Additional information**  Please provide details of any additional information to support your application.  For example;   * previous experience of organising or hosting similar events at national or international level * 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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| **10.0 Finance**  Identify the costs associated with running this event. | |
| Provide the cost per head | £ |
| The host venue will be financially responsible for the provision of all the areas listed in the bid questionnaire, unless stated otherwise. The cost per head should cover:   * Venue Hire * Referee fees and associated costs   If you wish to have other contingency costs included, please details these below.  Other financials models can be discussed with BUCS | |
|  | £ |
|  | £ |
|  | £ |

**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.