**BUCS Triathlon 2023-24**

**Bid Questionnaire**

This questionnaire is to be completed by an Event Organiser or venue applying to host the BUCS Duathlon Championships during the academic years 2023-24

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. Additional documents may be included as attachments for supporting evidence.

The most suitable Event Organiser or venue will be awarded the staging of the BUCS Duathlon Championships for the 2023-24 season. 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 all technical specifications detailed in this bid questionnaire can be met and delivered on time and in a professional manner.

**Finance**; preference is given to the host/event organiser who is able to show the event is financial sustainable. As well as considering appropriate entry fee prices for competitors. Hosting the event has the potential to bring large numbers of competitors and spectators to your venue(s) and therefore income generation plans should be documented.

**Location**; including the proximity of the nearest town or city, accessible main roads and parking, and requirement for a range of accommodation options.

**Marketing and publicity**; how the event would be marketed to maximise exposure for the sport including attraction of local and national spectators and press.

Thank you for applying to host the BUCS Duathlon Championships on behalf of the Event Management Group we look forward to receiving your completed bid questionnaire. Completed bid questionnaires are to be returned electronically (PDF is preferred) to **chris.lamb@bucs.org.uk** by **17:00 on Thursday 31st August 2023.** Please ensure you submit all supporting documents such as Risk Assessments, Insurance, Safety Documentation and Medical Plans.

|  |  |
| --- | --- |
| **1.0 Event Organisers Details**  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. | |
| Organisation making application |  |
| Name of Event Organiser |  |
| Job title |  |
| Mobile phone number |  |
| E-mail address |  |
| Organisation address |  |
| Other contact information (if necessary) |  |
| Website |  |

|  |  |
| --- | --- |
| **2.0 Event Details** | |
| Will this event form the part of an already scheduled event or be a standalone event for BUCS competitors? | *Please highlight:*  Scheduled event  Standalone BUCS event |
| 2.1 Event Name |  |
| 2.2 Venue/Location |  |
| 2.3 Event Date |  |
| 2.4 Alternative Date |  |
| 2.5 Normal Field Size |  |
| 2.6 Entry Fee |  |
| 2.7 Event Schedule | *Please provide in the form of an attached document. Please detail whether the BUCS Champs will have their own race, or own wave.* |
| 2.8 Course Description | *Including: road surface details, open or closed roads. Please provide as much information as possible.* |
| 2.9 Medical Cover Provided | *Please detail medical cover, and attach additional documents if required* |
| 2.10 Risk Assessment | *Please attach a copy of your risk assessment* |
| 2.11 Insurance | *Please attach a copy of your Public Liability Insurance* |
| 2.12 Safety Document | *Please attach any additional Safety Documentation Eg. Emergency Action Plan, Road Traffic Management* |
| 2.13 Timing Provider |  |
| 2.14 Licensing | *Is your event a British Triathlon permitted event:* Yes / No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3.0 Venue Services**  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 |
| 3.1 Changing Rooms | Men’s and women’s, with hot showers. Any Gender Neutral provisions. |  |  | Host | Host |
| 3.2 Toilets | For competitors & spectators. Must be wheelchair accessible. |  |  | Host | Host |
| 3.3 Catering | Facilities must be available at the venue to purchase hot and cold food for competitors & spectators  Halal/Vegetarian/Vegan/Gluten Free options available? |  |  | Host | Competitors |
| 3.4 Drinking Water | Access to drinking water for competitors |  |  | Host | Host |
| 3.5 Car Parking | For competitors, including coach drop off. Must be wheelchair accessible. |  |  | Host | Host |
| 3.6 Accessible site | Venue fully accessible for spectators and competitors |  |  | Host | Host |
| 3.7 Space for universities to put up their gazebos | Grassed or concrete area for universities to safely erect gazebos |  |  | Host | Host |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.0 Venue: Event Requirements and Equipment** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 4.1 Run | Accurately measured route of 5km for Run 1 and 2.5km for Run 2 |  |  | Host | Host |
| 4.2 Cycle | Accurately measured closed road route of 20km |  |  | Host | Host |
| 4.3 Transition Area | Bike racks for 700 competitors, boxes for equipment.  Chairs available for para triathletes. |  |  | Host | Host |
| 4.4 Finish | Hard barriered finish straight |  |  | Host | Host |
| 4.5 Accessible course & transition for para athletes | Alterations to the event can be made to be inclusive to para-athletes. These may include:  Providing chairs in transition  Space for tandem bikes  Run & Bike course surface & route is accessible for wheelchair and hand bikes.  Briefing of able-bodied competitors to inform them of hand bikes on course |  |  | Host | Host |
| 4.6 Timing System | Chip timing & use of a recognised timing system |  |  | Host | Host |
| 4.7 Signage | Wayfinding from car park to event registration and clear and consistent signage around cycle and run routes |  |  | Host | Host |
| 4.8 Venue Dressing | Space for installing BUCS branding |  |  | Host | Host |
| **5.0 Personnel (staff and volunteers)** | | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance | |
| 5.1 Event Lead | Main point of contact from host company. Will liaise with BUCS Event Lead in regards to entries, results etc. |  |  | Host | Host | |
| 5.2 Marshalls | Marshalls provided at all key points of the cycle and run route |  |  | Host | Host | |
| 5.3 Medical Personnel | Qualified first aiders on site, paramedics? |  |  | Host | Host | |
| **6.0 Accommodation** | | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance | |
| 6.1 Competitor accommodation | Recommendation of a range of accommodation options for travelling competitors. Booking discounts available. |  |  | Host | Competitors | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **7.0 Presentations** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Staging area | Accessible staging area for presentation of medallists [for up to 9 competitors].  Accessible to para-athletes. |  |  | Host | Host |
| 7.2 Public address system | Speakers and microphone available for announcement of medallists to spectators. |  |  | Host | Host |
| 7.3 Participation Medals | Provide finisher medals for all competitors who complete the race |  |  | Host | Host |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8.0 Health and safety**  *Please attach additional documentation to support this section* | | | | | |
| Area | Specification required | Able to provide (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 8.1 Contingency | Contingency plans for poor weather conditions. |  |  | Host | Host |
| 8.2 Evacuation | Evacuation plans in the case of an emergency. |  |  | Host | Host |
| 8.3 Documents | Risk assessment(s) and safety procedures for venue based activities. |  |  | Host | Host |
| 8.4 Other events | Details of other events which may impact on availability of personnel and spectators. |  |  | Host | N/A |

|  |
| --- |
| **9.0 Additional information**  Please provide details of any additional information to support your application, either detailed here or in the form of an attached document.   * Previous experience of organising or hosting similar events for British Triathlon or BUCS * Experience of integrating para triathletes into 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 * Any provisions to improve sustainability |
|  |

|  |  |
| --- | --- |
| **10.0 Finance**  The host venue or event organiser will be financially responsible for the provision of all the areas listed in the bid questionnaire however to show the event is financially sustainable please provide an indicative event budget.  **Event Budget** | |
| Venue Hire | £ |
| Kit & Equipment Hire/Purchase | £ |
| Officials & Volunteers Expenses | £ |
| Staff Expenses | £ |
| Medical & Safety Cover | £ |
| Security | £ |
| **Total** | **£** |
| Provide the entry cost for the event  NB. BUCS takes 12.5% of entries to cover administrative costs of the programme, so please factor this into your entry price | £ |
| Income generated (consider all areas of income) | |

**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). Event Organisers and venues are 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.