A picture containing tool

Description automatically generated**BUCS Table Tennis Individual Championships**

**Bid Questionnaire**

This questionnaire is to be completed by a venue applying to host the *BUCS Table Tennis Individual Championships* during the academic years 2022-23, 2023-2024 and 2024-25.

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. How the questionnaire will be evaluated is detailed below.

The most suitable venue will be awarded the staging of the *BUCS Table Tennis Individual Championships* for three years. A break clause will exist between BUCS and the host venue(s) should it be required by either party following year one. If necessary, BUCS will conduct a site visit prior to the awarding or staging of the event.

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

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 which provides the best value for money. The host venue 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.

**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.

**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 should be included with information on the latest technology and techniques available to broadcast the event.

Thank you for applying to host the *BUCS Table Tennis Individual Championships*. On behalf of the BUCS office we look forward to receiving your completed bid questionnaire. Completed bid questionnaires are to be returned as a PDF document to [**luke.gallen@bucs.org.uk**](mailto:luke.gallen@bucs.org.uk) by **17:00 on Friday 24 June 2022**.

If you have queries regarding this bid questionnaire document please contact luke.gallen@bucs.org.uk, BUCS Event Manager.

|  |  |
| --- | --- |
| **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. | |
| 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) |  |

|  |  |
| --- | --- |
| **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 specification**  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 Sports arena | Unobstructed indoor area of at least 2,400m2 (equivalent to three basketball courts).  The background shall be generally dark and shall not contain bright light sources or daylight through uncovered windows or other apertures. |  |  | Host | Host |
| 3.2 Lighting | The light intensity shall be at least 600 lux uniformly over the playing surface and at least 400 lux elsewhere in the playing area.  The light source shall not be less than 5m above the floor. |  |  | Host | Host |
| 3.3 Loading bay | Access to sports arena for unloading / loading of table tennis tables from vehicles. Access from Thursday for table drop-off, until Tuesday morning for table collection. |  |  | Host | Host |
| 3.4 Flooring | The flooring shall not be light-coloured, brightly reflecting or slippery and its surface shall not be of brick, ceramics, concrete or stone. Preferably wooden with a rollable synthetic flooring approved by the ITTF [desirable but not essential]. |  |  | Host | Host |
| 3.5 Ventilation | The arena shall be well ventilated but there shall be no moving air in the competition hall, and the temperature should not be less than 16°C. |  |  | Host | Host |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **4.0 Venue: additional important requirements** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 4.1 Event office | A separate event office to the main sports arena for event management staff purposes. |  |  | Host | Host |
| 4.2 Access times | Access and sole use of the venue(s) required from 14:00 Friday until 20:00 Sunday. |  |  | Host | Host |
| 4.3 Internet | High speed internet connection (wi-fi) required within sports arena for BUCS use only. |  |  | Host | Host |
| 4.4 Road access | Road access and route to venue(s) from main road. |  |  | Host | Host |
| 4.5 Reserved parking | Reserved parking for staff and officials (minimum 10 car spaces). Competitor coach parking near to venue(s). |  |  | Host | Host |
| 4.6 Spectator parking | Parking available for spectators [floodlit areas preferable]. |  |  | Host | Host |
| 4.7 Spectator access | Path access and route to venue(s) from main road and parking areas for pedestrian and wheelchair users. |  |  | Host | Host |
| 4.8 Toilets | Sufficient toilet cubicles for competitors and spectators. |  |  | Host | Host |
| 4.9 Rubbish / recycling points | Adequate rubbish bins and recycling points distributed within the venue. |  |  | Host | Host |
| 4.10 Spectator seating | Use of bleacher seating or equivalent (if available). |  |  | Host | Host |
| 4.11 Changing rooms | Separate male and female changing areas and showers. |  |  | Host | Host |
| 4.12 Registration area | Indoor area with welcome desk and chairs intended for registration. Circulation space required for queuing indoors. |  |  | Host | Host |
| 4.13 Staging units (low level) | Approx. 20m2. Located within sports arena. Used as Event Control and for Tournament Referee staff. Stairs and handrails to be included. |  |  | Host | Host |
| 4.14 Volunteer break room | Indoor room near to sports arena dedicated for volunteers. Table, seating and space for refreshments and hot water. |  |  | Host | Host |
| 4.15 Lockable store | Lockable storage space (approx. 20m2) for trade stand kit and equipment. |  |  | Host | Host |
| 4.16 Storage space | Temporary storage space near to main sports arena to contain table tennis tables overnight prior to event set-up. |  |  | Host | Host |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4.17 Media room | Indoor room dedicated for media staff and volunteers. Table, seating, power supply and internet provision (cable or wi-fi). |  |  | Host | Host |
| 4.18 Welfare room/Prayer Room | Indoor private room for welfare issues or staff/competitors to use for religious purposes (if required). |  |  | Host | Host |
| 4.19 Pin boards | 3 x large pin boards or notice boards for displaying draw posters and schedules. |  |  | Host | Host |
| 4.20 Venue dressing | Space for installing BUCS branding and venue dressing [ideally fencing or posts on entrance to venue and on interior and exterior walls / balconies of buildings]. |  |  | Host | Host |
| 4.21 Drinking water | Access to free drinking water for competitors, volunteers and staff. |  |  | Host | Host |
| 4.22 Catering | Facilities must be available at the venue for competitors to purchase hot and cold food [catering should not be reliant on snacks or fast food only – healthy options would be preferred]. |  |  | Host | Host |
| 4.23 Music licence | For broadcast of music within sports arena. |  |  | Host | Host |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5.0 Equipment** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 5.1 Warm-up table tennis tables | Approx. six required within sports arena or nearby room. |  |  | Host | Host |
| 5.2 Chairs | One chair per table for each umpire. Two chairs per table for coaching staff. Six chairs for Event Control. Ten chairs near to Event Control for umpire seating. Two chairs for trade stand.  Approx. 114 chairs total. |  |  | Host | Host |
| 5.3 Trestle tables | 11 tables required in sports arena. |  |  | Host | Host |
| 5.4 PA system | Operational public address system within sports arena including roving microphones. |  |  | Host | Host |
| 5.5 Podium | Use of medal podium (if available). |  |  | Host | Host |
| 5.6 Radios | BUCS to provide radios. |  |  | BUCS | BUCS |
| 5.7 Flat screens TV | At least one flat screen TV within venue to display results. |  |  | Host | Host |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **6.0 Personnel (staff and volunteers)**  BUCS will cover costs associated with volunteer and staff meals (breakfast and lunch) and refreshments. | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 6.1 Set-up Team (volunteers) | Approx. 12 volunteers (either staff or students) required to help table set-up (Friday) and deconstruct (Sunday) table tennis tables and equipment. |  |  | Host | N/A |
| 6.2 Event Team (volunteers) | General volunteers; registering competitors & inputting scores. Table supervisors monitoring a set group of tables and informing umpires table when tables have finished and need further matches. Approx. 6 required each day. |  |  | Host | N/A |
| 6.3 Physiotherapist (volunteer) | Physiotherapy service available at venue during hours of competition. Either free or paid for by competitors. |  |  | Host | N/A |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **7.0 Accommodation** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Accommodation | Recommendation of local hotel accommodation with discount rates for BUCS staff, officials and volunteers. |  |  | Host | BUCS |
| 7.2 Competitor accommodation | Recommendation of a range of accommodation options for travelling competitors. Booking discounts available. |  |  | Host | Competitors |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8.0 Media, communications and broadcast** | | | | | |
| 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 |
| 8.3 Broadcast | Live streaming of competition and presentations [desirable but not essential]. |  |  | Host | Host |
| 8.4 Promotion | Promotion of BUCS event within host venue website and social media channels. |  |  | Host | Host |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **9.0 Presentations** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 9.1 VIP guests | Recommendation of venue and local VIP guests to invite to event and participate in medal presentations. |  |  | Host | N/A |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **10.0 Health and safety** | | | | | |
| Area | Specification required | Able to provide (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 10.1 Evacuation | Evacuation plans in the case of an emergency. |  |  | Host | Host |
| 10.2 Documents | Risk assessment(s) and safety procedures for venue based activities. |  |  | Host | Host |
| 10.3 Other events | Details of other events which may impact on availability of personnel and spectators. |  |  | Host | Host |

|  |
| --- |
| **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 |
|  |

|  |  |
| --- | --- |
| **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 hire costs of table tennis tables and associated equipment.   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 prior to awarding the event. For more detailed information please contact BUCS.