**BUCS Lacrosse 6s 2025-26**

**Bid Questionnaire**

This questionnaire is to be completed by a venue applying to host the BUCS Lacrosse 6s Championships during the academic years 2025-26.

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 Lacrosse 6s Championship. If necessary, BUCS or England Lacrosse 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.

Thank you for applying to host the BUCS Lacrosse 6s Championships 2025-26.On behalf of the Organising Committee, we look forward to receiving your completed bid questionnaire. Completed bid questionnaires are to be returned as a PDF document to:

[Chris Lamb](mailto:chris.lamb@bucs.org.uk) (BUCS Event Coordinator) and [Helen Amos](mailto:h.amos@engalndlacrosse.co.uk) (England Lacrosse Lead for Competitions)

by **17:00 on Thursday 27th February 2025**

The information over the following pages details the main requirements to host the BUCS Lacrosse 6s Championships 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. This person should where possible be a full-time member of sports staff at an institution, or if a non-university venue, should be the person normally responsible for arranging/organising events. It should **not** be a coach or player – However coaches and/or players are encouraged to submit an application, with the support of the aforementioned staff. | |
| 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) |  |
| Has the University Club been involved in the preparation of this bid? | Yes / No |
| University Lacrosse Club Captain(s)  Name (s): |  |
| University Lacrosse Club Captain(s)  Email (s) |  |

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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 |  |

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| **3.0 Venue: Technical Specification**  The following areas are essential to the competition elements of the event. | | | | | |
| Full address of proposed site: |  | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 3.1 Pitches | 6 x 6’s pitches (60-70m x 35m)  Preferably artificial surface, within convenient location.  NB. 2 x 6’s pitches will fit on to 1 full-size pitch Rugby pitch. |  |  | Host | Host |
| 3.2 Goals | 6 sets (12 goals)  Either on site, or ability to source additional locally |  |  | Host | Host |
| 3.3 Changing Rooms | Minimum of 8:  6 Team Changing Rooms  2 Officials Changing Rooms. |  |  | Host | Host |
| 3.4 Parking/Traffic Management | Sufficient parking for up to 450 players & spectators. Access for large 52-seat coaches and minibuses.  Venue assistance with traffic management |  |  | Host | Host |
| 3.5 Medical | Access to a treatment room/suitable access for mobile medical attendance.  Medical cover will be arranged by England Lacrosse. |  |  | Host | England Lacrosse |
| 3.6 Power/Internet | Access to power & internet in event control **(Essential)** |  |  | Host | Host |
| 3.7 Event Control | Suitable location/permanent structure for Event Control. Must be in central location with good view/vantage point of the site. |  |  | Host | Host |
| 3.8 Gazebos/ shelter | Provide suitable access to gazebos/shelter for pitch volunteers |  |  | Host | Host |
| 3.9 Tables & Chairs | Access to 10-12 tables & 20-25 chairs |  |  | Host | Host |
| 3.10 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] or allow access for external caterers. |  |  | Host | Competitors |
| 4.7 Toilets | Additional to changing rooms, separate unisex toilet cubicles on site (mobile or permanent), or ability to source these from a local supplier. |  |  | Host | Host |
| 4.8 Rubbish / recycling points | Adequate rubbish bins and recycling points distributed across the venue(s) and site. |  |  | Host | Host |

**Please include a site plan showing an outline of the proposed pitches, changing facilities, parking and access as part of your bid.**

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| **4.0 Commercial and Marketing Considerations** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 4.1 Branding | Permit BUCS and England Lacrosse to have appropriate levels of branding at the venue and playing facilities |  |  | Host | BUCS |
| 4.2 Commercial Involvement | Allow access for commercial involvement |  | All commercial activity shall be sanctioned by BUCS in advance of the event. Inform BUCS and England Lacrosse of any organisations that are not permitted access to the site based on current commercial agreements. | Host | BUCS |

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| **5.0 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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| **6.0 Finance**  Identify the costs associated with running this event (An estimate at this stage is acceptable but please ensure it is as close as possible to a final cost and identify any elements that are not confirmed and why). | |
| Provide the facility hire costs for all required event days | £ |
| Additional costs that would be incurred | £ |

**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.