

# Event review

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**what is it?**

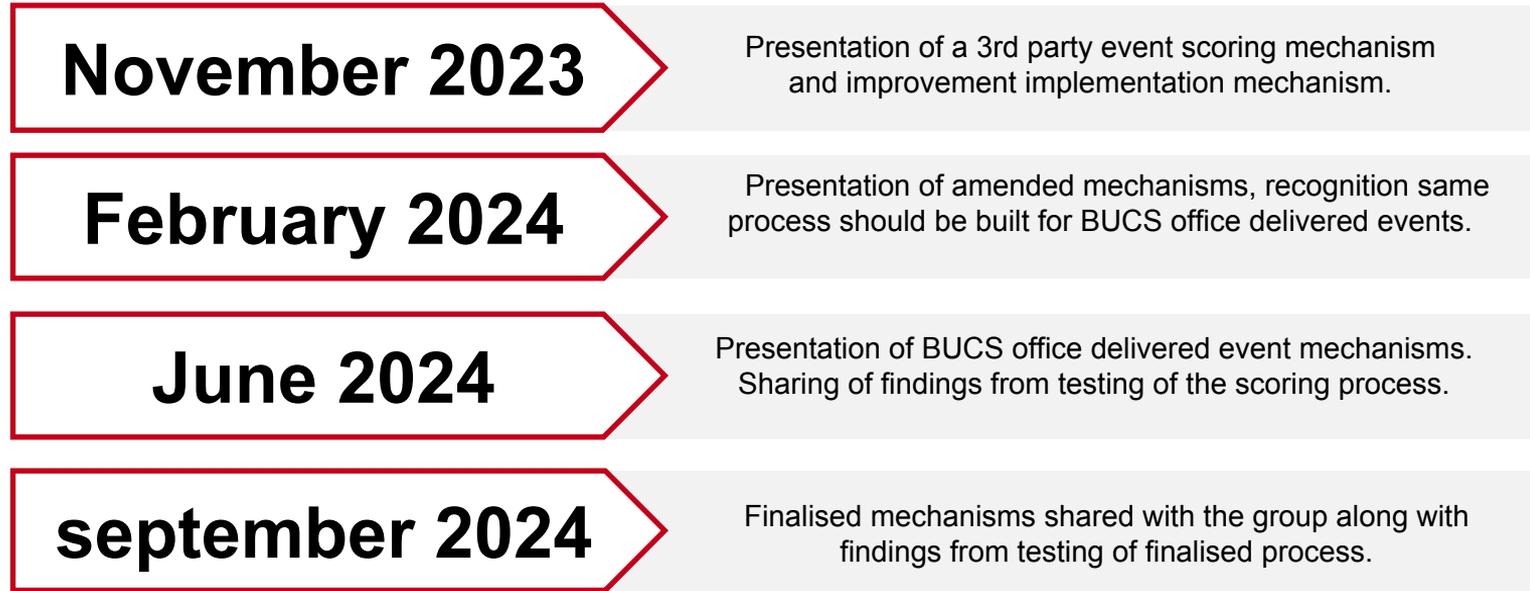
# what is it?

A new approach to assessing the quality of the BUCS Competitions Programme.

This assessment will contribute to the delivery of elements of the BUCS strategic objectives to 2030. The elements of the strategy which the assessment will contribute to are:

- Ensure the **capability** of BUCS competition programme to meet the sporting needs of the next generation
- Provide **experiences** of an **exceptional** quality to BUCS participants
- Ensure that the BUCS programme meets the needs of the **diverse** range of students in the UK

# timeline



# 5 delivery types

1	3rd Party Delivery
2	BUCS Office Delivered
3	Regional
4	Knockout Finals
5	Nationals

# Two building blocks

## Matrix scoring

Matrices for each of the 5 delivery types

- 3rd Party Delivery
- BUCS Office Delivered
- Regional
- Knockout Finals (including BBW)
- Nationals

Event lead scores event using matrices

Scoring gives a scoring outcome

Review area/process	Scoring Criteria
<b>Quality of event &amp; its organisation</b>	
<b>Organisation &amp; Administration</b>	
<b>SLA completion</b> Signing of SLA - event lead to have record when SLA signed	1- signed less than 3 weeks prior to entries opening 2 - signed less than 4 weeks prior to entries opening 3 - signed less than 5 weeks prior to entries opening 4 - signed less than 6 weeks prior to entries opening 5 - signed at 6 weeks prior or longer to entries opening
<b>SLA timelines</b> Has 3rd party adhered to the timelines detailed within the SLA - this includes production of key re event paperwork, post event results and completion of event debrief.	1 - Not met any timelines detailed in SLA - no mitigating factors 2 - Not met any timelines detailed in SLA but there are mitigating factors 3 - Met some of the timelines but not all - no mitigating factors 4 - Met some of the timelines but there are mitigating factors for others that have not been met 5 - Met all timelines detailed in SLA
<b>Time spent on sport</b> Average time spent dealing with the sport by event lead in 3 months prior	1 - More than 40% of week (2 days) 2 - Between 30-40% of week (1.5 - 2 days) 3 - Between 20-30% of week (1 day - 1.5 days) 4 - Between 10-20% of week (0.5 - 1 day) 5 - less than 10% of week (0.5 of a day)
<b>BUCS staff resource required to deliver the event onsite inc. digital team</b> Score on actual numbers - make note during scoring of desirable numbers if different. NB. appreciation that we do not currently send anyone to 3rd party events -and therefore expect most to score 5 here, however there may be occasion where we do.	1 - 6+ 2- 5 3- 4 4- 3 5 - 2 or less

# Two building blocks

## Development plan

Scoring used to create event **Development Plan**

Mitigating factors for scores detailed

**Objectives** for improvement over next 12 months set with regular progress check-ins

- 3 month
- 6 month
- 9 month

<b>BUCS Office delivered Matrix Criteria</b>			<b>Objective to improve event (linked to criteria in column A)</b>	
<b>Review area</b>				
<b>Quality of event &amp; its organisation</b>	<b>Matrix / NPS Score</b>	<b>Factors contributing to matrix / NPS score</b>		<b>Metric</b>
<b>Organisation &amp; Administration</b>				
<b>Time spent on sport</b> Average time spent dealing with the sport by event lead in 3 months prior				
<b>Staff resource required to deliver the event onsite inc. digital team</b> Score on actual numbers - make note during scoring of desirable numbers if different				

# SCORING OUTCOMES

<b>Score</b>	<b>Outcome</b>
Red – below 65%	Significant review required
Amber – between 65% - 75%	Review required
Green – above 75%	Basic review required

# Why is it needed?

# Event review – why?

- Current processes in place to enable new sports to enter the BUCS Competitions Programme
- Continuous challenges with certain events
- Evolution and ability to take on new sports means we must understand the value of existing events to BUCS and its members

# Who is involved?

# Who is involved? - event matrices

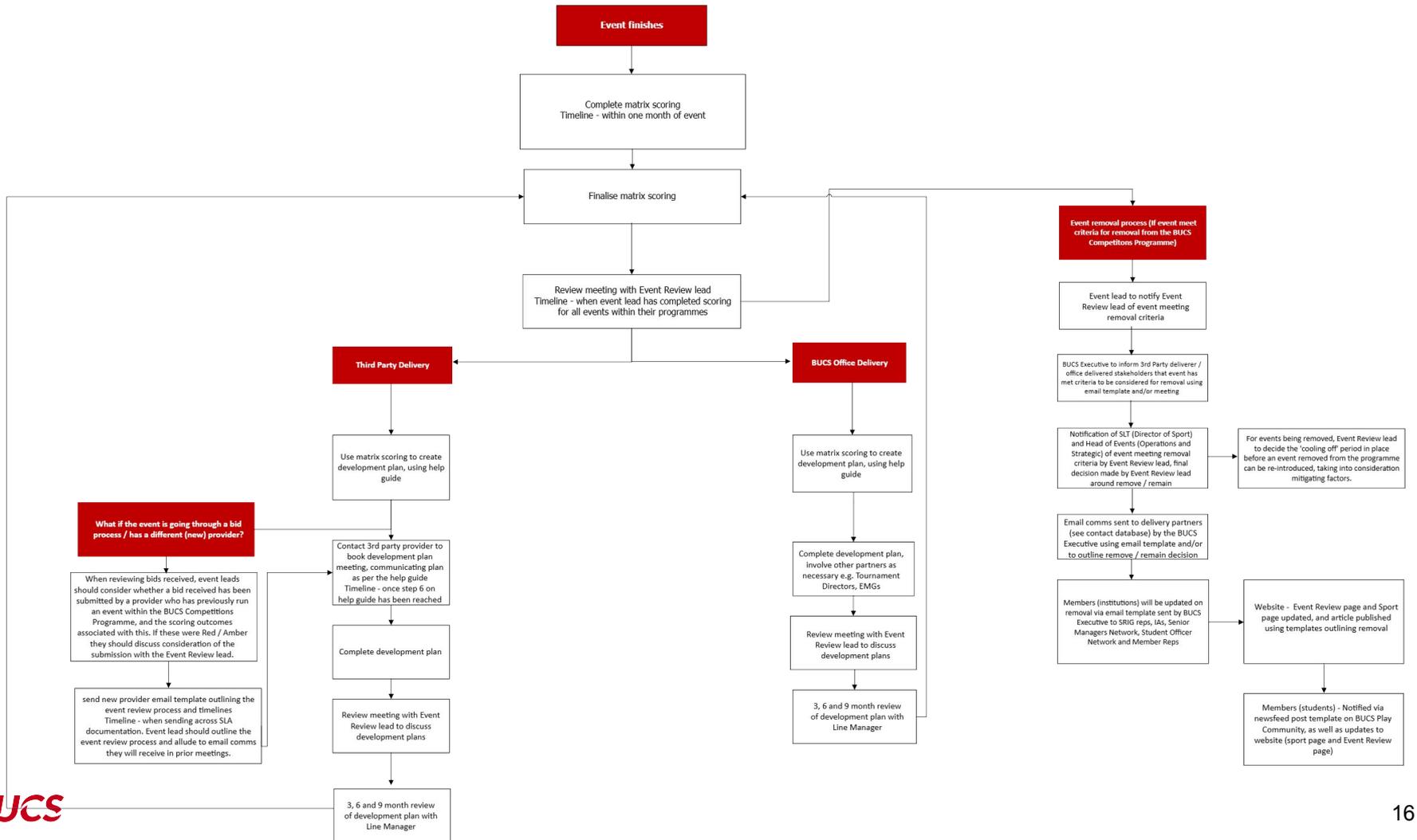
- 5 unique matrices for the 5 event delivery types
- Event lead completes matrix scoring. This is reviewed in conjunction with the Event Review lead
- Looking to identify **sport specific** and **programme wide** themes for improvement
- Event Review lead takes programme wide themes away to relevant areas of wider business  
*e.g. Event Management Group terms of reference – Sport Governance and Compliance team*

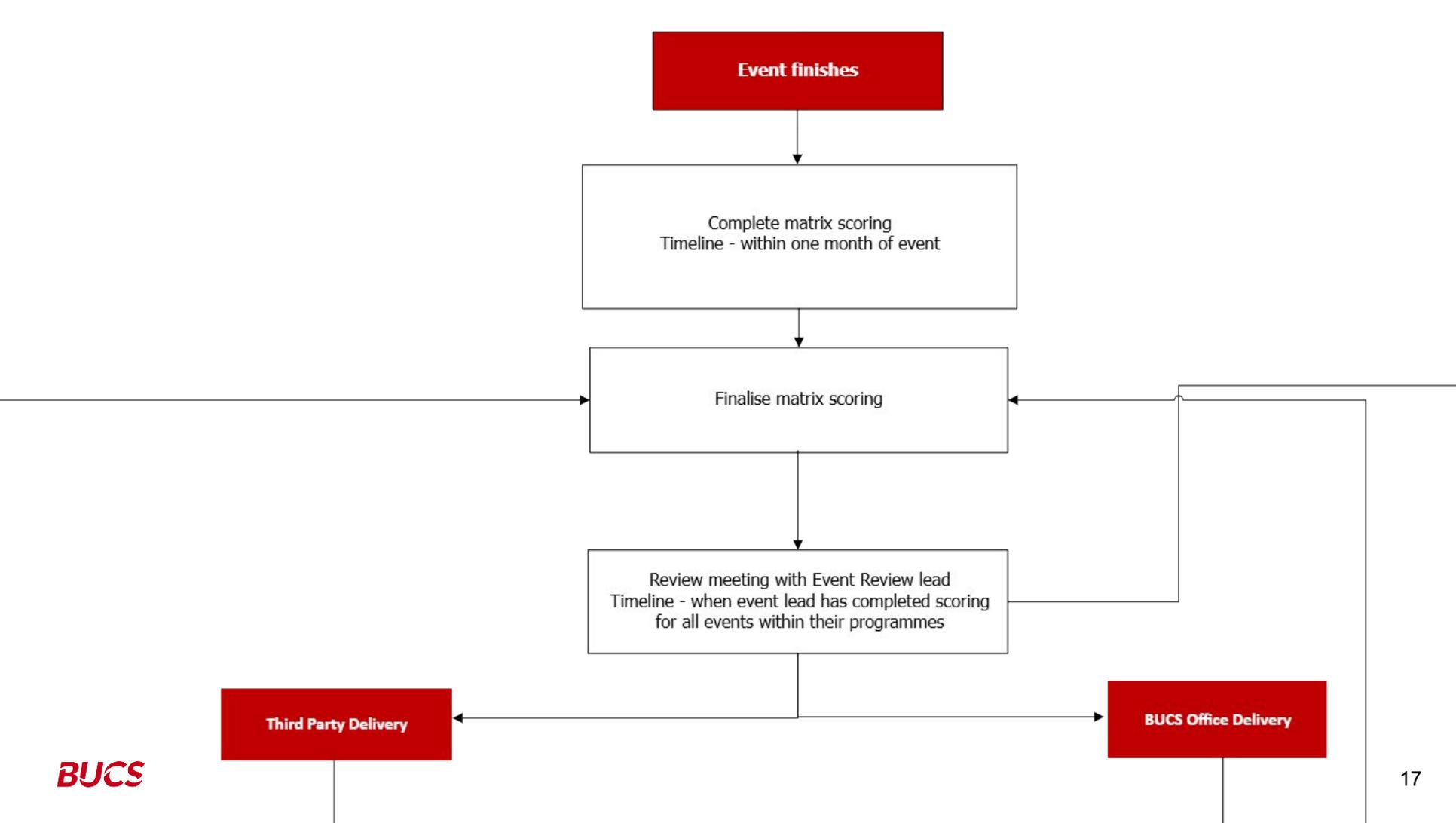
# Who is involved? - development plan

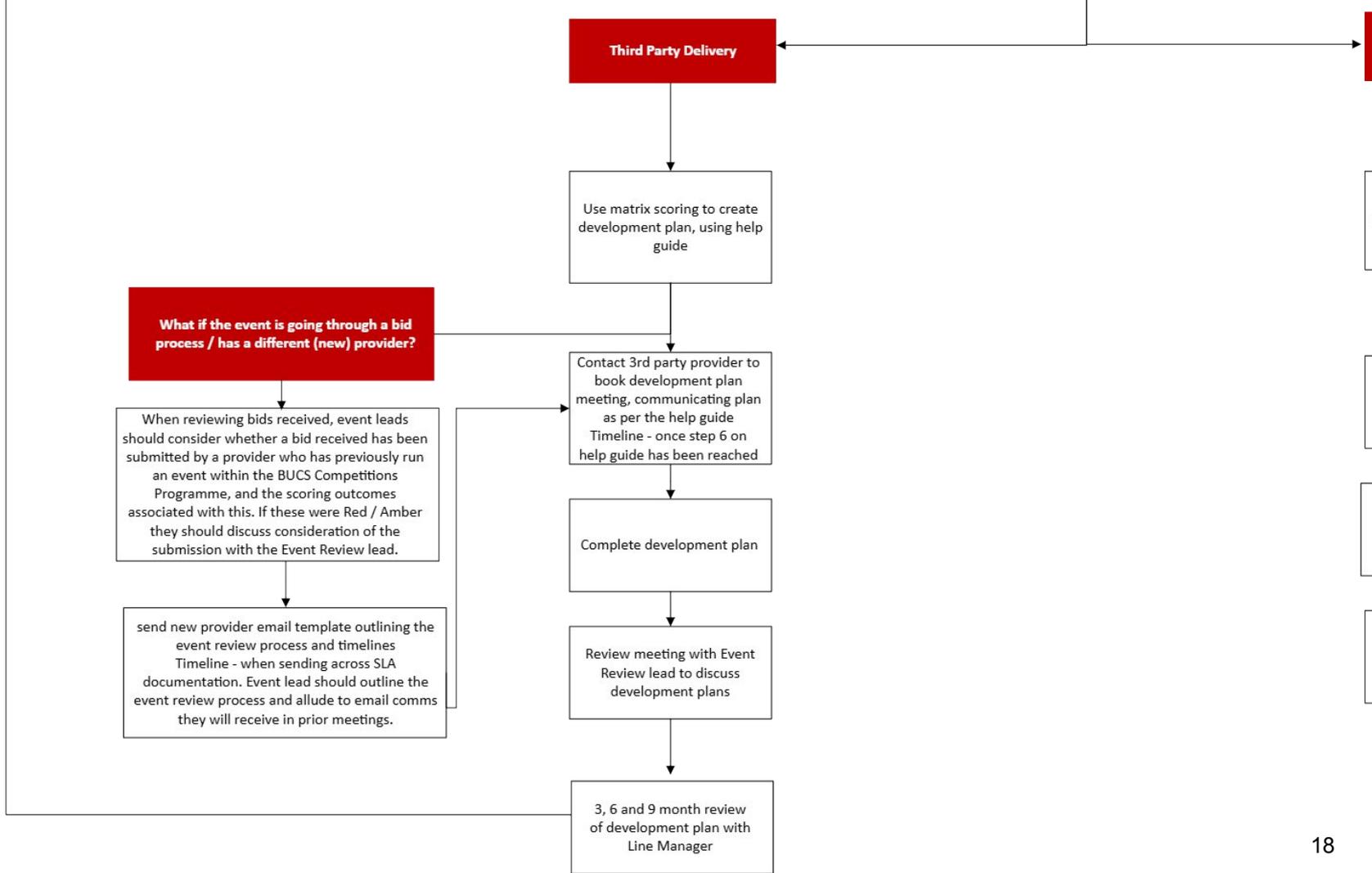
1	3rd Party Delivery	Collaborative approach by BUCS event lead and 3rd party delivery partner
2	BUCS Office Delivered	Led by BUCS event lead, utilise Tournament Directors, EMGs, SAGs, other key event personnel where required
3	Regional	Led by BUCS event lead, utilise Tournament Directors, EMGs, SAGs, other key event personnel where required
4	Knockout Finals / BBW	Led by BUCS event lead, utilise Tournament Directors, EMGs, SAGs, other key event personnel where required
5	Nationals	Led by BUCS event lead, utilise Tournament Directors, EMGs, SAGs, other key event personnel where required

# How Will it happen?

Process flowchart – Event Review







**BUCS Office Delivery**

Use matrix scoring to create development plan, using help guide

Complete development plan, involve other partners as necessary e.g. Tournament Directors, EMGs

Review meeting with Event Review lead to discuss development plans

3, 6 and 9 month review of development plan with Line Manager

BUCS Executive to inform 3rd Party deliverer / office delivered stakeholders that event has met criteria to be considered for removal using email template and/or meeting

Notification of SLT (Director of Sport) and Head of Events (Operations and Strategic) of event meeting removal criteria by Event Review lead, final decision made by Event Review lead around remove / remain

Email comms sent to delivery partners (see contact database) by the BUCS Executive using email template and/or to outline remove / remain decision

Members (institutions) will be updated on removal via email template sent by BUCS Executive to SRIG reps, IAs, Senior Managers Network, Student Officer Network and Member Reps

Finalise matrix scoring

Meeting with Event Review lead  
Event lead has completed scoring  
of events within their programmes

**BUCS Office Delivery**

Use matrix scoring to create  
development plan, using help  
guide

Complete development plan,  
involve other partners as  
necessary e.g. Tournament  
Directors, EMGs

Review meeting with Event  
Review lead to discuss  
development plans

3, 6 and 9 month review  
of development plan with  
Line Manager

**Event removal process (If event meet  
criteria for removal from the BUCS  
Competitions Programme)**

Event lead to notify Event  
Review lead of event meeting  
removal criteria

BUCS Executive to inform 3rd Party deliverer /  
office delivered stakeholders that event has  
met criteria to be considered for removal using  
email template and/or meeting

Notification of SLT (Director of Sport)  
and Head of Events (Operations and  
Strategic) of event meeting removal  
criteria by Event Review lead, final  
decision made by Event Review lead  
around remove / remain

For events being removed, Event Review lead  
to decide the 'cooling off' period in place  
before an event removed from the programme  
can be re-introduced, taking into consideration  
mitigating factors.

Email comms sent to delivery partners  
(see contact database) by the BUCS  
Executive using email template and/or  
to outline remove / remain decision

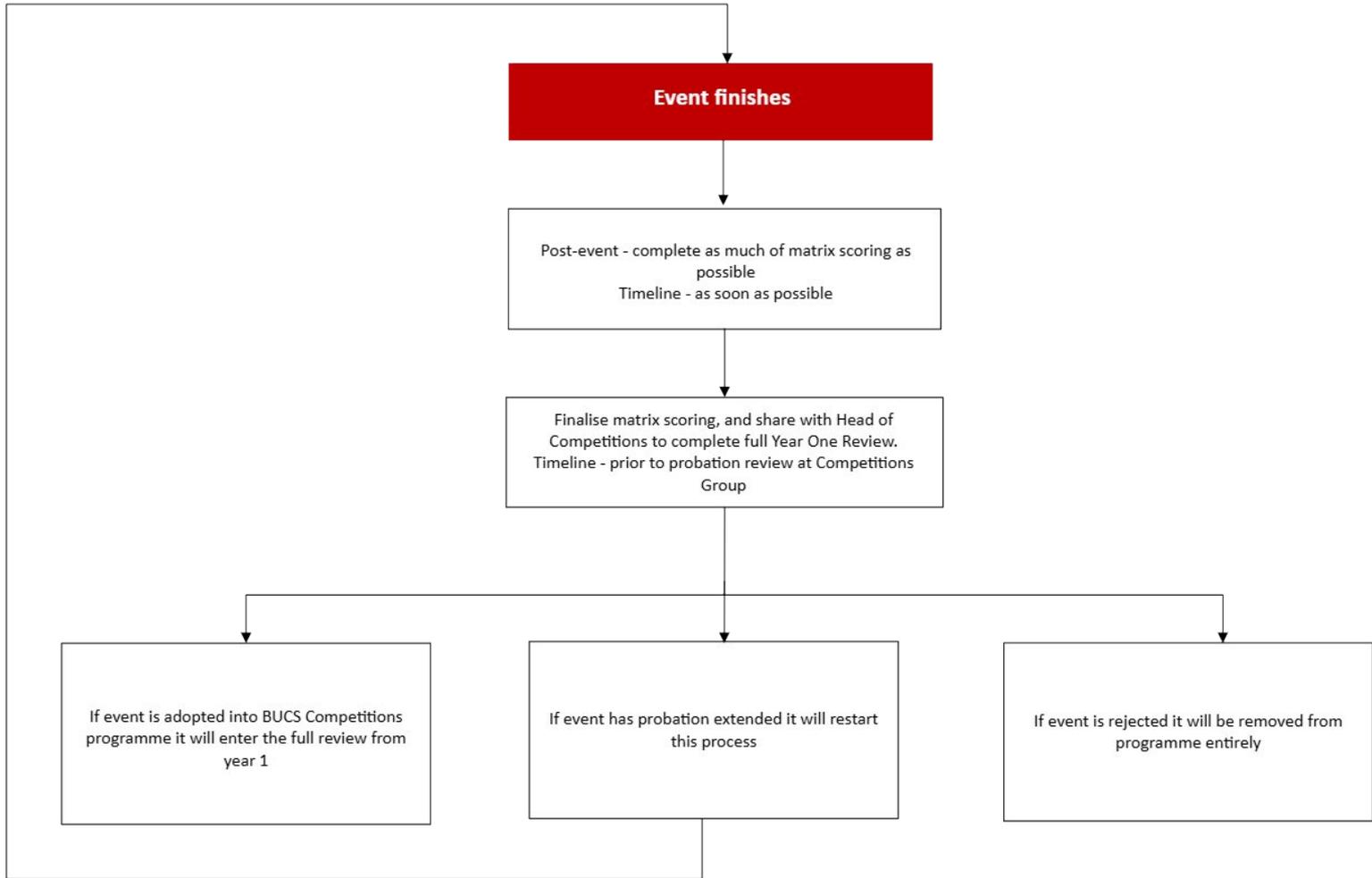
Members (institutions) will be updated on  
removal via email template sent by BUCS  
Executive to SRIG reps, IAs, Senior  
Managers Network, Student Officer  
Network and Member Reps

Website - Event Review page and Sport  
page updated, and article published  
using templates outlining removal

Members (students) - Notified via  
newsfeed post template on BUCS Play  
Community, as well as updates to  
website (sport page and Event Review  
page)

# How Will it happen?

Process flowchart – Probation Year



**When will it happen?**

The Event Review process will operate on a continuous yearly cycle. Scoring outcomes within this continuous cycle will guide decision making on the makeup of the BUCS Competitions Programme.

On a yearly basis, each event within the BUCS Competitions Programme will score one of three outcomes within the Event Review.

**So, what do those scores mean ...**

# next steps of each scoring outcome - red

Year 1 score (2024-25)	Year 2 score (2025-2026)	Year 3 score (2026-27)	Outcomes
Red	Red	N/A	If after 2 years score is still Red – the event has not met the minimum standard required, BUCS reserves the right to remove the event from the BUCS Competition Programme
	Amber	Red / Amber	If after 3 years score is still under 75% - not met minimum standard required, BUCS reserves the right to remove the event from the BUCS Competition Programme
	Amber	Green	Event continues to be scored yearly, and re-enters cycle if it scores in Red / Orange
	Green	N/A	Event continues to be scored yearly, and re-enters cycle if it scores in Red / Orange

# next steps of each scoring outcome - amber

Year 1 score (2024-25)	Year 2 score (2025-2026)	Year 3 score (2026-27)	Outcomes
Amber	Red	Red / Amber	Given the event was at a higher level and then dropped the event would move into a third review year – if it remained below 75% after this point, BUCS reserves the right to remove the event from the BUCS Competition Programme
	Red	Green	Event continues to be scored yearly, and re-enters cycle if it scores in Red / Orange
	Amber	Red / Amber	If after 3 years score is still under 75% - not met minimum standard required, BUCS reserves the right to remove the event from the BUCS Competition Programme
	Amber	Green	Event continues to be scored yearly, and re-enters cycle if it scores in Red / Orange
	Green	N/A	Event continues to be scored yearly, and re-enters cycle if it scores in Red / Orange

# next steps of each scoring outcome - green

Year 1 score (2024-25)	Year 2 score (2025-2026)	Year 3 score (2026-27)	Outcomes
Green	Red / Amber		Goes into full review – (start at either a or b depending on score)
	Green	N/A	Event continues to be scored yearly, and begins cycle if it scores in Red / Amber

# Next steps of each scoring outcome – examples

2024-25 Scoring Outcome	2025-26 Scoring Outcome	2026-27 Scoring Outcome
Red	Amber	Green

- Event 2

2024-25 Scoring Outcome	2025-26 Scoring Outcome	2026-27 Scoring Outcome
Amber	Red	Amber

# Information sharing

# Information sharing

- 2024-25 Scoring Outcomes to be shared with the membership via Advisory Group (October)
- Member webinar (Today!)
- Quarterly reporting on Event Review / Scoring outcomes in Regions and Nations papers
- Email communications from the BUCS Executive around the decision to remove any events.
- Website page dedicated to Event Review and resources.
- Website articles outlining decision to remove any events.
- BUCS Play newsfeed post in relevant sporting community outlining decision to remove any events.

# Questions?