

BUCS CYCLING & PARA-CYCLING EVENTS 2025-26 BID QUESTIONNAIRE

This questionnaire is to be completed by an Event Organiser or venue applying to host one of the following events during the 2025-26 academic year:

- BUCS Cycling & Para-Cycling 10 Mile Time Trial Championships
- BUCS Cycling & Para-Cycling 25 Mile Time Trial Championships

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 for the event as selected above. 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; BUCS must have full confidence the hosts are capable of running an event in a professional and fair way and all technical specifications detailed in this bid questionnaire can be met and delivered on time, whilst upholding the values of BUCS. If the bid is submitted by a university cycling club, it must be accompanied by a letter of support from their university.

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. A full operational budget with breakdown of expenditure and income should accompany the bid.

Location; the bid must state the location, including the proximity of the nearest town or city, accessible main roads, parking and local 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; BUCS aim to increase the profile of Higher Education Sport through high quality media coverage. The host venue's media resources and capabilities should be included, alongside information on the latest technology and techniques available to broadcast the event.

Inclusivity; BUCS ensures that all off our competitive programmes are inclusive to all, it is imperative that our chosen partner delivers a competition that is appropriate and enjoyable for all, taking into consideration the infrastructure for those with protected characteristics.

Thank you for applying to host the one of the BUCS Cycling and Para-Cycling 2025-26 Events; 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 joe.oloughlin@bucs.org.uk by October 17 2025.

Please ensure you submit all supporting documents such as Risk Assessments, Insurance, Safety Documentation and Medical Plans. If you have any questions, please don't hesitate to get in contact

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| 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 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). Please detail this contact below and include a letter of support as an appendix.

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| Name of staff member | |
| Job title | |
| phone number | |
| E-mail address | |

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3.0 Event Details

Please provide details below of the event you wish to host. Please note that all parts of this section must be completed.

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|------------------------|--|
| 3.1 Event Name | |
| 3.2 Venue/Location | |
| 3.3 Event Date | |
| 3.4 Alternative Date | |
| 3.5 Maximum Field Size | |

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|----------------------------|--|
| 3.6 Entry Fee | |
| 3.7 Event Schedule | |
| 3.8 Course Description | |
| 3.9 Medical Cover Provided | |
| 3.10 Risk Assessment | |
| 3.11 Insurance | |
| 3.12 Safety Document | |
| 3.13 Timing Provider | |
| 3.14 Licensing | |

4.0 Venue Services

The following areas are essential to the competition elements of the event. Please note, unless stated, these are not essential for hosting.

| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
|----------------------------------|---|----------------------------|-------------------------|-------------------------------|------------------------------|
| 4.1 Route (essential) | Appropriate route approved by British Cycling/CTT, which is also accessible course for para athletes. | | | Host | Host |
| 4.2 Event Support (essential) | Suitable event support as outlined by BC/CTT for each discipline, including marshals, support car etc | | | Host | Host |
| 4.3 Event HQ (essential) | Suitable room for event HQ identified | | | Host | Host |
| 4.4 Toilets (essential) | For competitors & spectators. Must be wheelchair accessible. | | | Host | Host |
| 4.5 Catering | Facilities must be available at the venue to purchase hot and cold food for competitors & spectators | | | Host | Host |
| 4.6 Drinking Water (essential) | Access to drinking water for competitors | | | Host | Host |

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|---|---|--|--|------|------|
| 4.7 Car Parking | For competitors & event staff/volunteers/officials | | | Host | Host |
| 4.8 Accessible site - Disabled Access (essential) | Venue fully accessible for spectators and competitors | | | Host | Host |

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|---------------------|---|--|--|------|------|
| 4.9 Timing System | Use of a recognised timing system | | | Host | Host |
| 4.10 Signage | Wayfinding to event registration with clear and consistent signage around cycle route | | | Host | Host |
| 4.11 Venue Dressing | Areas identified for branding and venue dressing | | | Host | Host |

| 5.0 Personnel (Staff & Volunteers) | | | | | |
|------------------------------------|------------------------|----------------------------|-------------------------|-------------------------------|------------------------------|
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |

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|--------------------------------------|---|--|--|------|------|
| 5.1 Event Lead (essential) | Main point of contact from host company. Will liaise with BUCS Event Coordinator with regards to entries, results etc | | | Host | Host |
| 5.2 Marshals (essential) | Marshals provided at all key points of the cycle and run route, number in line with distance | | | Host | Host |
| 5.3 Medical Personnel (essential) | Qualified first aiders on site, and medical provision as outlined by British Cycling/CTT | | | Host | Host |

6.0 Presentations

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| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
|---------------------------------|--|----------------------------|-------------------------|-------------------------------|------------------------------|
| 6.1 Staging area (essential) | Area for medal presentations | | | Host | Host |
| 6.2 Public Address System | Speakers and microphone available for announcement of medallists to spectators | | | Host | Host |

| 7.0 Health and safety <i>Please attach additional documentation to support this section</i> | | | | | |
|---|---|----------------------------|-------------------------|----------------------------|---------------------------|
| Area | Specification required | Able to provide (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Contingency (essential) | Contingency plans for poor weather conditions or last minute route issues | | | Host | Host |
| 7.2 Evacuation (essential) | Evacuation plans in the case of an emergency. | | | Host | Host |
| 7.3 Documents (essential) | Risk assessment(s) and safety procedures for venue-based activities. | | | Host | Host |
| 7.4 Other events | Details of other events which may impact on availability of personnel and spectators. | | | Host | N/A |

| 8.0 Environmental Sustainability | | | | | |
|---|---|-------------------------|-------------------------|----------------------------|---------------------------|
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 8.1 Carbon Emissions: Travel and Facilities | Please detail how your organisation and/or the event venue are tackling a reduction in carbon emissions | | | Host | Host |

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|---|--|--|--|------|------|
| 8.2 Circular Economy: Supply Chains, products and waste | Please detail how your organisation and/or the event venue are tackling the reduction of single use waste, and looking to create a circular economy, through increasing product life cycles. | | | Host | Host |
| 8.3 Blue Green environment quality and use (sea and land) | Please detail how you are intentionally looking to reduce impact on the blue green environment e.g. improving air quality, managing artificial pitches, reducing plastic and other waste going to landfill | | | Host | Host |
| 8.4 Adapting to climate change | Please detail how you are adapting to extreme weather, becoming more resilient e.g. Heatwaves & heavy rain | | | | |

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

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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

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| Venue Hire | |
| Kit & Equipment Hire/Purchase | |
| Officials & Volunteers Expenses | |
| Staff Expenses | |
| Medical & Safety Cover | |

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| Other | |
| 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. BUCS will take the entry fees through the online BUCS system and pay the hosts these fees, minus 12.5% admin charge. ALL entries must come through the BUCS Office | |
| 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.