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Description automatically generated**BUCS Futsal Men’s and Women’s Championship and Trophy Finals 2025-26 & 2026-27**

**Bid Questionnaire**

This questionnaire is to be completed by a venue applying to host the **BUCS Futsal Men’s and Women’s Championships and Trophy Finals** during the academic years 2025-26 & 2026-27. The opportunity to host the second year will be reviewed, by using the BUCS event evaluation matrix, after the 2025-26 event.

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. All areas of the bid questionnaire should be completed. Additional documents may be included as attachments for supporting evidence.

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 the minimum required technical specifications can be met and delivered on time and in a professional manner. If there is more than one bid achieving the minimum level, provision above the minimum may be used to decide the host.

**Finance**; preference is given to the host which provides the best value for money (not necessarily the lowest cost). The host venue is required to meet all financial/resource obligations. Hosting the event has the potential to attract large numbers of competitors and spectators to your venue, and generate secondary spend to food and beverage sales for example.

**Location**; the bid should include details of proximity to the nearest town or city, distance of venues from nearest main railway station, public transport, accessible main roads and parking, and requirement for a range of accommodation options.

**Promotion of the Event and 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 (including the engagement of student volunteers) should be included, with information on available technology and plans for the event (e.g. social media).

**Dates**

The **BUCS Futsal Men’s and Women’s Championships and Trophy Finals** must take place on the following date:

Wednesday 13 May 2026 (Preferred)

Wednesday 20 May 2026

A date for BUCS Futsal Finals 2027 can be discussed following review of 2026 event and publication of 2026-27 BUCS League & Knockout Provisional Leagues.

Completed bid questionnaires are to be returned as a PDF document to [**Tanyel.mustafa@bucs.org.uk**](mailto:Tanyel.mustafa@bucs.org.uk)by **Friday 28 November 2025.**

The information over the following pages details the main requirements to host the **BUCS Futsal Men’s and Women’s Championships and Trophy Finals**, 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. They must be available to support with the development of event information prior to the event, be present on the event weekend to support with event queries and provide the sport specific knowledge to BUCS. | |
| 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) |  |

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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 senior 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. | | | | | | |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 3.1 Court | Accurately measured and marked out futsal court.  **FUT 6.1.2** The surface of the pitch must be flat and smooth, and be comprised of non-abrasive surfaces, made of wood or artificial material. Artificial turf pitches are not permitted.  **FUT 6.1.3** Pitch markings must be as per the requirements of Law 1 of the FIFA Futsal Laws of the Game, including for the penalty areas, the 10m marks, the substitution zones and the corner areas which each have their own sub-sections. Markings for the technical areas are preferred, but not mandatory, but sufficient space for both must be provided.  **FUT 6.1.4** The dimensions of the pitch must be between 25m and 42m in length and 15m and 25m in width, ideally closer to the larger size, with at least a 1m run off, though at least 2m is preferable. | E |  |  | Host | Host |
| 3.2 Equipment | Futsal goals & scoreboard/timing system.  **FUT 6.1.5** Goals must be as per the requirements of Law 1 of the FIFA Futsal Laws of the Game. | E |  |  | Host | Host |

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| **4.0 Venue: Additional Important Requirements**  The following areas are essential to the competition elements of the event. | | | | | | |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 4.1 Toilets | Sufficient toilet access for competitors, staff, spectators and officials.  The option of a gender-neutral area would be a useful addition. | E  D |  |  | Host | Host |
| 4.2 Changing Rooms | A minimum of 1 Female and 1 Male changing room with showers and toilet facilities.  The option of a gender-neutral area would be a useful addition. | E  D |  |  |  |  |
| 4.3 Catering & Drinking Water | Hot and cold food available for spectator/competitor/ staff to purchase.  Dietary needs catered for e.g. Vegetarian, Vegan, Halal  Access to drinking water for competitors, officials and staff. | E  E |  |  | Host | Competitors/ Spectators/ BUCS |
| 4.4 Medical Room | A separate and private medical room with access to ice/ice packs and a physio bed. | E |  |  | Host | Host |
| 4.5 Registration Area | 2 x desks, 4 x chairs, access to power and internet. A space by the competition area or front entrance. | E |  |  | Host | Host |
| 4.6 Event Office / Meeting Room | A private room where BUCS Staff and Officials can store any equipment and belongings safely and can be used as a breakroom.  Reliable power and internet is required. | E |  |  | Host | Host |
| 4.7 Power and Internet | High speed internet connection (Wi-Fi) required within venue for BUCS use only.  Access to power across the venue and at registration point. | E  E |  |  | Host | Host |
| 4.8 Parking | Parking available for competitors/spectators.  Coach/minibus parking where possible.  Free parking for Event staff and Officials. (Max 10) | E  D  D |  |  | Host | Host |
| 4.9 Access Times | Set up day before from 17:00.  Event day from 7:00 to 20:00.  Matches to run from 10:00 to 18:00. | E |  |  | Host | Host |
| 4.10 Venue dressing | Space for installing BUCS branding and venue dressing outside and inside where possible. | E |  |  | Host | BUCS |
| 4.11 Spectator Seating | Spectator viewing area, bleacher seating preferred.  Accessible path access and route to venue(s) from main road and parking areas for pedestrian. | E |  |  | Host | Host |
| 4.12 Rubbish / recycling points | Adequate rubbish bins and recycling points distributed across the venue(s) and site. | E |  |  | Host | Host |

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| **5.0 Personnel (Staff and Volunteers)**  BUCS will cover costs associated with volunteer and staff meals (breakfast and lunch) and refreshments. | | | | | | |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 5.1 Event Lead | Main point of contact from host venue. Liaise with BUCS Event Lead. Be present on event day to support BUCS Staff with registration and event day operations. | E |  |  | Host | Host |

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| **6.0 Promotion, Media and Broadcast** | | | | | | |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 6.1 Venue PA System | Venue PA with roaming mic to announce competitors/ results & play entrance music. | D |  |  | Host | Host |
| 6.2 Broadcast | Live stream provision or potential for it to be installed. Any previous livestream experience should be detailed here. | D |  |  | Host | Host |
| 6.3 Promoting the event | Please detail how you plan to promote the event to a wider audience before, during and after the event. | D |  |  | BUCS/Host | BUCS/Host |

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| **7.0 Health and Safety** | | | | | | |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Evacuation | Evacuation plans in the case of an emergency. | E |  |  | Host | Host |
| 7.2 Documents | Risk assessment(s) and safety procedures for venue-based activities. Copy of Public Liability Insurance. | E |  |  | Host | Host |
| 7.3 Other Events | Details of other events which may impact on availability of personnel and spectators. | E |  |  | Host | N/A |

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| **8.0 Transport & Travel** | | | | | | |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 8.1 Local rail station | Please detail distance from closest main railway station to each venue. | D |  |  | Competitor | Competitor |
| 8.2 public transport | Please detail local public transport relevant to accessing the venues. | D |  |  | Competitor | Competitors |

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| **9.0 Accommodation** | | | | | | |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 9.1 Accommodation | Recommendation of local hotel accommodation with any discount rates for event personnel. | D |  |  | BUCS | BUCS |
| 9.2 Competitor accommodation | Recommendation of a range of accommodation options for travelling competitors. Any booking discounts available.  Please indicate distance from venue. | D |  |  | Competitor | Competitors |

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| **10.0 Environmental Sustainability** | | | | | | |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 10.1 Carbon Emissions: Travel and Facilities | Please detail how your organisation and/or the event venue are tackling a reduction in carbon emissions | D |  |  | Host | Host |
| 10.2 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. | D |  |  | Host | Host |
| 10.3 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 | D |  |  | Host | Host |
| 10.4 Adapting to climate change | Please detail how you are adapting to extreme weather, becoming more resilient e.g. Heatwaves & heavy rain | D |  |  | Host | Host |

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| **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 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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| **12.0 Finance**  Identify the costs associated with running this event. | |
| Provide the cost per head | £ |
| 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 catering costs for staff and officials while at the event. * BUCS will cover accommodation costs for staff while at the event. * BUCS will cover medical costs inc. Physios and First Responders.   If you wish to have other contingency costs included, please details these below.  It is recommended that the institution/venue sells spectator tickets, with any revenue generated deducted from the venue hire cost payable by BUCS.  Other financials models can be discussed with BUCS. | |
|  | £ |
|  | £ |
|  | £ |

**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.