

BUCS LACROSSE 6S 2024-25 & 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 2024-25 & 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 for two 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 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 2024-25 and 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](#) (BUCS Event Coordinator)

by **17:00 on Thursday 1st February 2024**

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.

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)	

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.

Full address of proposed site:					
Area	Specification required	Can provide? (yes / no)	Provision / description	Responsibility to organise	Responsibility to finance
3.1 Pitches	8 x 6's (60-70m x 35m) Preferably artificial surface, within convenient location. NB. 2 x 6's pitches will fit on to 1 full-size pitch.			Host	Host
3.2 Goals	8 sets (16 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 Venue assistance with traffic management			Host	Host
3.5 Medical	Access to a treatment room/suitable access for mobile medical attendance.			Host	England Lacrosse

	Medical cover will be arranged by 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
3.11 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
3.12 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.



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

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

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.