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Description automatically generated**BUCS Table Tennis Championships 2025-26**

**Bid Questionnaire**

This questionnaire is to be completed by a venue applying to host the BUCS Table Tennis Championships during the academic years 2025-26, 2026-27 and 2027-28. The opportunity to host the second year will be reviewed, by using the BUCS event evaluation matrix, after the 2025-26 event, and similarly reviewed for the third year. If either party is not satisfied, then a break clause can be activated.

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 Table Tennis Championships generally take place over a Friday – Sunday in Mid-Late November. All event dates are chosen in consultation with other events in the Table Tennis calendar, in conjunction with Table Tennis England, before being confirmed, to avoid any clashes which may affect entry numbers. Please therefore outline in your bid all dates you could make your venue available for out of the above when applying. However, at this point, the following date works best with the Table Tennis Calendar:

Friday 28th – Sunday 30th November 2025

If you cannot do this date but can provide a date between Mid-November and the Beginning of December, please outline this in your application form and BUCS will be happy to discuss further with you.

Completed bid questionnaires are to be returned as a PDF document to Chris Lamb, Event Coordinator, by **Friday 7th February 2025 at 5pm**

The information over the following pages details the main requirements to host the **BUCS Table Tennis** Championships, 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** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 3.1 Sports arena | Unobstructed indoor area of at least 3,850m2 (equivalent to four basketball courts).  The background shall be generally dark and shall not contain bright light sources or daylight through uncovered windows or other apertures. |  |  | Host | Host |
| 3.2 Practice Area | An area near to the main indoor playing area to be used exclusively for practice. This should contain the same or as similar as possible flooring and should have enough room for 6 tables or more. This would be an approximate space of 1,990m2 This equipment should be provided by the host venue [desirable but not essential]. |  |  | Host | Host |
| 3.2 Lighting | The light intensity shall be at least 800 lux uniformly over the playing area.  The light source shall not be less than 5m above the table. |  |  | Host | Host |
| 3.3 Loading Bay | Access to loading bay / storage space for unloading / loading / storage of table tennis tables from vehicles. Access to this space should be from the week of the event for table drop-off, until Tuesday morning following the event for table collection. |  |  | Host | Host |
| 3.4 Flooring | The flooring shall not be light-coloured, brightly reflecting or slippery and its surface shall not be laid over with carpet. Preferably wooden with a rollable synthetic flooring approved by the ITTF [desirable but not essential]. |  |  | Host | Host |
| 3.5 Ventilation | The arena shall be well ventilated but there shall be no moving air in the competition hall, and the temperature should not be less than 18°C. |  |  | 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 | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 4.1 Toilets & Changing Rooms | Sufficient toilet access for competitors, staff, spectators and officials, including disabled access.  Gender Neutral provisions where possible.  Changing rooms are desirable but not essential. |  |  | Host | Host |
| 4.2 Catering | Hot and cold food available for spectator/competitor/staff to purchase, with early and detailed liaison with BUCS pre-event to ensure that catering teams are aware of the scale of the event to ensure that food does not run out.  Dietary needs catered for e.g. Vegetarian, Vegan, Halal. Both for food available to purchase as well as any food provided to officials and staff through a catering arrangement, adequate dietary options should be readily available.  The option for catering at both lunch and dinner for BUCS staff and officials. It is expected that these options can be provided at a competitive/comparative rate to other options, e.g. a meal deal, and if this cannot be provided, there is provision for BUCS to provide catering itself. |  |  | Host | Competitors/ Spectators/ BUCS |
| 4.3 Drinking Water | Access to drinking water for competitors, officials and staff. We would expect that any venue has plentiful options for refillable water bottles or could provide this should it not be an existing feature, e.g. Rental of water fountains/coolers. |  |  | Host | Host |
| 4.4 First Aid/First Aid Room | This does not need to be exclusive to the event but should be a readily accessible and well signposted space for medical staff should they need it at any point during the event. |  |  | Host | Host |
| 4.5 Registration area | 3 x desks, 4 x chairs, access to power and internet. Can be within the hall or outside in a reception space. |  |  | Host | Host |
| 4.6 Display space | Access to at least two large TV screens to display results and draws within the venue. |  |  | Host | Host |
| 4.8 Network / Wi-Fi | High-speed connection essential within venue for BUCS use only. Stable and secure. |  |  | Host | Host |
| 4.9 Power | Access to ample power across the venue and at registration. |  |  | Host | Host |
| 4.10 Parking | Free parking available for the duration of the event for officials and event staff, as close to the venue as possible.  Other parking options available for teams and spectators.  Coach/minibus parking where possible |  |  | Host | Host |
| 4.11 Access Times | Access to full hall space from 3pm on Thursday through till 8pm Sunday.  If a later access time is needed on Thursday, please state this, but we would expect this to be no later than 5pm to allow for ample set up time. |  |  | Host | Host |
| 4.12 Venue dressing | Space for installing BUCS branding and venue dressing outside and inside where possible. |  |  | Host | BUCS |
| 4.13 Spectator Access | Viewing area for spectators. Bleacher seating for up to 400 players within hall (N.B. This does not have to be bleacher seating; any seating configurations are welcome)  Accessible path access and route to venue(s) from main road and parking areas for pedestrians. |  |  | Host | Host |
| 4.14 Event Office | A separate event office to the main sports arena for event management staff purposes. This office should have ample power, and space to store event equipment in |  |  | Host | Host |
| 4.15 Conference Room/Space | A space that is usable for the entirety of the event, with the ability to hold up to 50 people. Uses could include catering for officials, officials’ briefings, officials development and other event management purposes. This should be as close to the hall as possible and should be accessible to all.  If this space is not close enough to the main hall, it is expected that a space can be provided within the hall dedicated for volunteers. 2x tables, seating and space for refreshments and hot / cold water (Provided by BUCS) |  |  | Host | Host |
| 4.16 Rubbish / recycling points | Adequate rubbish bins and recycling points distributed within the venue. |  |  | Host | Host |
| 4.15 Lockable store | Lockable storage space (approx. 20m2) for trade stand kit and equipment. |  |  | Host | Host |

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| **5.0 Presentations** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 5.1 Presentation Area | Area for presentations with a podium (desirable but not essential). |  |  | Host | Host |
| 5.2 Public address system | Speakers and microphone available for announcements through the event and for medal presentations (desirable) |  |  | Host | BUCS |

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| **6.0 Accommodation**  BUCS will cover costs associated their staff meals (breakfast and lunch) and refreshments. | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 6.1 Accommodation | Access to venue hotels (If applicable) with a preferential and discounted rate for event staff and officials. If a venue has multiple hotels/partnerships, it is expected that the preferential rate will be for the closest hotel to the venue.  If no venue hotel, a recommendation of local hotel accommodation with discounted rates for event personnel. |  |  | BUCS | BUCS |

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| **7.0 Transport & Travel** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Local rail station | Please detail distance from closest main railway station to each venue. | n/a |  | Host | Competitor |
| 7.2 Public transport | Please detail local public transport relevant to accessing the venue. Detail any partnerships with your local authority that could result in discounts or free transport to aid with sustainability aspirations (Desirable). |  |  | BUCS/Host | Host/  Competitors |

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| **8.0 Promotion and Social Media** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 8.1 Promoting the event | Please detail how you plan to promote the event to a wider audience before, during and after the event. This could include social media coverage, local press and/or streaming of the event, for example. |  |  | BUCS/Host | BUCS/Host |

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| **9.0 Environmental Sustainability** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 9.1 Carbon Emissions: Travel and Facilities | Please detail how your organisation and/or the event venue are tackling a reduction in carbon emissions and how you would work with BUCS to achieve any reduction in emissions. |  |  | Host | Host |
| 9.2 Circular Economy: Supply Chains, products and waste | Please detail how your organisation and/or the event venue are tackling a reduction in circular economy product and how you would work with BUCS to achieve any reduction in emissions. |  |  | Host | Host |
| 9.3 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 |
| 9.4 Adapting to climate change | Please detail how you are adapting to extreme weather, becoming more resilient e.g. Heatwaves & heavy rain |  |  |  |  |

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| **10.0 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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| **11.0 Finance**  Identify the costs associated with running this event. | |
| Provide the cost of all the above hire for the entirety of the event. Please state whether this cost is for 2025/26 only or for the duration of the tender. If there would be a raise in cost, please state this here. | £ |
| The host venue will be financially responsible for the provision of all the areas listed in the bid questionnaire, unless stated otherwise.  If you wish to have other contingency costs included, please details these below.  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.