BUCS Indoor Archery Championships 2024-25 & 2025-26

Bid Questionnaire

This questionnaire is to be completed by a venue applying to host a stage of the BUCS Indoor Archery 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. Additional documents may be included as attachments for supporting evidence.

Event dates for the Indoor Archery Championships will be as follows:

Qualifiers - Saturday 8 – Sunday 23 February 2025

Finals - Saturday 8 – Sunday 16 March 2025

The most suitable venues will be awarded the staging of on of the three regionals or Finals at the BUCS Indoor Archery Championships for the 2024-25 and 2025-26 season. 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 all technical specifications detailed in this bid questionnaire can be met and delivered on time and in a professional manner.

**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.

**Location**; including the proximity of the nearest town or city, accessible main roads and parking, and requirement for a range of 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.

Thank you for applying to host the BUCS Indoor Archery Championships 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 **joseph.gallimore@bucs.org.uk** by **17:00 on Friday 30th August 2024.**

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| **1.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. | |
| 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 staff member |  |
| Job Title |  |
| Office phone number |  |
| Mobile 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 | Can provide?  (yes / no) | Provision / description | Responsibility to organise | Responsibility  to finance |
| 3.1 Sports Hall | At least 35m x 30m as a minimum. Ideally be able to fit 20 bosses as a minimum. |  |  | Host | BUCS |
| 3.2 Sports Hall | Ability to hang sufficient back stop netting behind targets, and a plan of how to put this in place. |  |  | Host | BUCS |
| 3.3 Sports Hall | Sufficient lighting, minimum 200 lux. |  |  | Host | N/A |
| 3.4 Sports Hall | Ability to lay down floor tape for 3m line, shooting line and waiting line. |  |  | Tournament Organiser | BUCS |
| 3.5 Registration Area | Space to have 2 tables and 4 chairs for registration in the competition.. |  |  | Host | BUCS |
| 3.6 Event Management Office | Area for storage of event equipment overnight. |  |  | Host | BUCS |

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| **4.0 Venue: Additional Important Requirements** | | | | | |
| Area | Specification required | Can provide?  (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 4.1 Access Times | Access and sole use of venue(s) required the night before competition to allow for 2 hours of set up, in addition to access to the venue from 8am-8pm (approx.) on the day of competition |  |  | Host | BUCS |
| 4.2 Internet | High speed internet connection (wi-fi) required within venue(s) for BUCS use only. |  |  | Host | N/A |
| 4.3 Disabled Access | Disabled access to the venue/hall from the street |  |  | Host | N/A |
| 4.4 Parking | Parking available for teams, judges, event organisers and volunteers. |  |  | Host | BUCS |
| 4.5 Power | Access to power in the main. |  |  | Host | N/A |
| 4.6 Spectator Access | Path access and route to venue(s) from main road and parking areas for pedestrian and wheelchair users. |  |  | Host | N/A |
| 4.7 Toilets and changing rooms | Sufficient changing room and toilet access for competitors. |  |  | Host | N/A |
| 4.8 Waste/ Recycling Bins | Adequate waste and recycling bins distributed across the venue(s) and site. |  |  | Host | N/A |
| 4.9 Drinking Water | Access to drinking water for competitors, volunteers and staff. |  |  | Host | BUCS |
| 4.10 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]. |  |  | Host | BUCS/ Competitor/ Spectators |
| 4.11 First Aid | Facility must have a first aider onsite throughout the hours of competition. |  |  | Host | Host/BUCS |

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| **5.0 Equipment** | | | | | |
| Area | Specification required | Can provide?  (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 5.1 Equipment | Access to foam bosses – please indicate number available and links with local clubs that may be able to help supply. |  |  | Host | Host/BUCS |
| 5.2 Equipment | Access to timing system  (desirable) |  |  | Host | Host |
| 5.3 PA System | PA system for event announcers and music |  |  | Host | Host |

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| **6.0 Personnel (staff and volunteers)** | | | | | |
| Area | Specification required | Can provide?  (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 6.1 Technical Delegate | Provided by BUCS |  |  | BUCS | N/A |
| 6.2 Scoring Team | Provided by BUCS |  |  | BUCS | N/A |
| 6.3 Judges | To be provided by BUCS, unless an institution has their own links or preferences then please state this here. |  |  | BUCS | N/A |
| 6.4 Field of Play Lead | To be provided by BUCS, unless an institution has their own links or preferences then please state this here. |  |  | BUCS | N/A |
| 6.5 Field Party/General Volunteers | Please provide 10-15 people from the institution/club to support scoring, field of play and registration. |  |  | Host | N/A |

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| **7.0 Accommodation** | | | | | |
| Area | Specification required | Can provide?  (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Accommodation | Recommendation of local hotel accommodation with discount rates for organising committee. |  |  | Host | BUCS |
| 7.2 Competitor Accommodation | Recommendation of a range of accommodation options for travelling competitors. |  |  | Host | Competitors |

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| **8.0 Presentations**  *Please attach additional documentation to support this section* | | | | | |
| Area | Specification required | Able to provide  (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 8.1 Staging area | Accessible staging area for presentation of medallists [for up to 9 competitors].  Accessible to para-athletes. |  |  | Host | Host |
| 8.2 Public address system | Speakers and microphone available for announcement of medallists to spectators. |  |  | Host | Host |

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| **9.0 Additional information**  Please provide details of any additional information to support your application, either detailed here or in the form of an attached document.   * Previous experience of organising or hosting similar events * Specific 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 * Any provisions to improve sustainability |
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| **10.0 Finance**  Identify the costs associated with running this event. | |
| Provide the facility hire cost for all required event days | £ |
| The host venue will be financially responsible for the provision of all the areas listed in the bi questionnaire, unless stated otherwise.   * BUCS will cover reasonable catering costs for volunteers and staff while at the event. * BUCS will cover reasonable accommodation costs for volunteers and staff while at the event.   If you wish to have other contingency costs included please detail these below. | |
|  | £ |
|  | £ |
|  | £ |

**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.