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Description automatically generated**BUCS Squash Individual Championships 2025-26**

**Bid Questionnaire**

This questionnaire is to be completed by a venue applying to host the BUCSSquash IndividualChampionships during the academic years 2025-26. If the applicant wishes to host for 2026-27 as well, please indicate this in your application. 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 Squash Individual Championships generally take place** over the weekend at the **start of December**. This will be confirmed as early as possible, but it would be helpful if you could include availability of weekends in late November and early December.

All event dates will be considered in consultation with other events in the **Squash** calendar.

Completed bid questionnaires are to be returned as a PDF document to [**erin.simmonds@bucs.org.uk**](mailto:erin.simmonds@bucs.org.uk)by **5pm Friday 7 February 2025.**

The information over the following pages details the main requirements to host the BUCS **Squash Individual** 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 Squash courts | A minimum of 15 squash courts. The main court and a minimum 3 others in the same venue have adjustable 19”/17” tins.  Minimum of one glass show court preferrable.  Courts must conform to World Squash Federation specifications |  |  | Host | BUCS |
| 3.2 Spectator seating | Main/show court viewing for up a minimum to 60 spectators  Viewing for spectators per court (30-40) behind at least 2 other courts  Please show a diagram of layout |  |  | Host | Host |
| 3.3. Officials’ Room | Dedicated room/space for officials’ refreshment breaks.  Require 1 table for snacks/refreshments. 5-10 chairs required for officials. |  |  |  |  |

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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 and changing rooms for competitors, staff, spectators and officials.  Gender Neutral provisions where possible. |  |  | Host | Host |
| 4.2 Catering | Hot and cold food available for spectator/competitor/staff to purchase.  Dietary needs catered for e.g. Vegetarian, Vegan, Halal |  |  | Host | Competitors/ Spectators/ BUCS |
| 4.3 Drinking Water | Access to drinking water for competitors, officials and staff. |  |  | Host | Host |
| 4.4 First Aid/First Aid Room | Appropriately equipped First Aid/Medical Room for use if required |  |  | Host | Host |
| 4.5 Registration area | 2 x desks, 4 x chairs, access to power and internet. Near to squash courts. |  |  | Host | Host |
| 4.6 Display space | Digital screens to display draws and results (desired) |  |  | Host | Host |
| 4.7 Network / Wi-Fi | High-speed connection essential for tournament software and for streaming. |  |  | Host | Host |
| 4.8 Power | Access to power across the venue and at registration point |  |  | Host | Host |
| 4.9 Parking | Parking available for teams, officials, event staff and spectators. Minimum of 40 spaces required.  Coach/minibus parking where possible |  |  | Host | Host |
| 4.10 Access Times | Exclusive use of courts from 8am Friday – 5pm Sunday |  |  | Host | Host |
| 4.11 Venue dressing | Space for installing BUCS branding and venue dressing outside and inside where possible. |  |  | Host | BUCS |
| 4.12 Spectator Access | Viewing for spectators as per 3.2 above.  Accessible path access and route to venue(s) from main road and parking areas for pedestrian |  |  | 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 for presentation of medallists [for up to 3 competitors]. (Desirable) |  |  | Host | Host |
| 5.2 Public address system | Speakers and microphone available for announcement and 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 | Recommendation of local hotel accommodation with discount rates for event personnel (desirable) |  |  | BUCS | BUCS |
| 6.2 Competitor accommodation | Recommendation of a range of accommodation options for travelling competitors. Booking discounts available (desirable)  Please indicate distance from venue |  |  | Competitors | Competitors |

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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 |  | Competitor | Competitor |
| 7.2 Public transport | Please detail local public transport relevant to accessing the squash venues | n/a |  | Competitor | 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 |  |  | BUCS/Host | BUCS/Host |
| 8.2 Live Streaming | Video gantry or equivalent and access to dedicated Wi-Fi network of suitable bandwidth. Ability to stream show court (desirable) |  |  | Host | 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 |  |  | 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. |  |  | 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, 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 |  |  | Host | Host |

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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 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 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.