**BUCS BOXING CHAMPIONSHIPS 2022-23 & 2023-24**

**Bid Questionnaire**

This questionnaire is to be completed by a venue applying to host the BUCS Boxing Championships during the academic years 2022-23 & 2023-24.

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 Boxing Championships for the next season. BUCS will likely complete a site visit before awarding the host venue.

All applicants should complete this questionnaire. Additional documents may be included as attachments for supporting evidence.

Thank you for applying to host the *BUCS Boxing Championships 2022-23 & 2023-24*. Completed bid questionnaires are to be returned as a PDF document to **olivia.hellas@bucs.org.uk** by 5pm on Friday 2nd September 2022.

The information over the following pages details the main requirements to host the BUCS Boxing Championships 2022-23, 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. |
| 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 |  |
| 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 | Responsibilityto finance |
| 3.1 Competition area | One sports hall (3 basketball courts), with enough space to fit two Championship sized boxing rings. | E |  |  | Host | Host |
| 3.2 Warm up space | One large warm up space, with 2 or more hanging boxing punch bags | E |  |  | Host | Host |
| 3.3 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  | ED |  |  | Host | N/A |
| 3.4 Medical Room | A separate and private medical room. | E |  |  | Host | Host |
| 3.5 Weigh in Room | A private room close to the medical room (preferably next to). | E |  |  | Host | Host |
| 3.6 Event Operations Room | A private room where sport equipment can be stored safely. Reliable power and internet is required.  | E |  |  | Host | Host |
| 3.7 Workforce Operations Room | A social space that accommodates 15+ officials. | D |  |  | Host | Host |

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| **4.0 Venue: additional important requirements** |
| Area | Specification required | Essential (E) or Desirable (D) | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 4.1 Access times | Access and sole use of competition/ warm up/ event space required from 17:00 Thursday until 19:00 Sunday. | E |  |  | Host | Host |
| 4.2 Internet | High speed internet connection (Wi-Fi) required within venue(s) for BUCS use only. | E |  |  | Host | Host |
| 4.3 Spectator parking | Parking available for spectators.  | E |  |  | Host | Host |
| 4.4 Spectator Seating | Spectator seating/viewing area | D |  |  |  |  |
| 4.5 Event Staff/ Officials Parking | Free parking for Event staff and Officials. (Max 50) | D |  |  | Host | Host |
| 4.6 Rubbish / recycling points | Adequate rubbish bins and recycling points distributed across the venue(s) and site. | D |  |  | Host | Host |
| 4.7 Registration area | A space by the competition area and front entrance, with enough space for over 50 students.  | D |  |  | Host | Host |
| 4.8 Results control | A space with table, seating, power supply, internet provision. Ideally a view of the competition area. | D |  |  | Host | Host |
| 4.9 Catering & Drinking water | Catering provisions for competitors/officials/spectators-Any gluten free/halal/vegan/vegetarian optionsAccess to drinking water for competitors, volunteers and staff. | EDE |  |  | Host | Competitors/Spectators/Officials |
| Venue Dressing | Availability to display BUCS branding around the venue & a podium for presentations | 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 Student/ Staff Volunteers | Work with BUCS event team to collate results, manage gloving table and help with set up/down. Approx. 5 required. | E |  |  | Host/ BUCS | N/A |
| 5.3 Physiotherapist(volunteer) | Physiotherapy service at venue(s) during hours of competition. Either free or paid service for competitors. | D |  |  | Host | N/A |
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| **6.0 Media, communications and broadcast** |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 6.1 Social Media | Host institution to work with BUCS to provide social media coverage in the lead up and at event | E |  | Host/ BUCS | N/A |
| 6.2 Broadcast | Live streaming of competition and presentations. | D |  | Host | Host |

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| **7.0 Health and safety** |
| Area | Specification required | Essential (E) or Desirable (D) | Able to 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. | 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 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
* any provisions to improve sustainability
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| **9.0 Finance** |
| The host venue will be financially responsible for the provision of all the areas listed in the bid questionnaire, unless stated otherwise.Please note: The host venue will be financially responsible for the venue hire provision. It is recommended that the institution/venue offsets these costs by spectator ticket sales.* BUCS will cover catering costs for volunteers and staff while at the event.
* BUCS will cover accommodation costs for volunteers and staff while at the event.
* BUCS will cover paramedic costs.
* BUCS will cover the hire costs of the boxing rings.

If you wish to have other contingency costs included please details 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. 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. Modifications to the BUCS logo are prohibited.

All rights associated with the sale of products in connection with the event are non-exclusive rights for the host venue and should be coordinated with BUCS.

The commercial and media rights described above are subject to agreements by BUCS with relevant commercial and media partners. The rights detailed may change. Any changes will be communicated fully to prospective host venue(s) prior to awarding the event. For more detailed information relevant to the commercial and media rights please contact BUCS.