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Description automatically generatedBUCS Cross Country Championships 2024-25 Bid Questionnaire

**Deadline for Submission: Friday 26th July 2024**

Applicants should complete this questionnaire and send a proposed budget as a minimum. Additional documents may be included as attachments for supporting evidence.

The following information details the criteria BUCS will use in evaluating bids.

**Venue Facilities**; confidence all technical specifications detailed in this bid questionnaire can be met and delivered on time and in a professional manner.

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

**Finance**; preference is given to the host which provides the best value for money. The host venue is required to meet all of their financial obligations.

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| **Ideally the competition will take place on Saturday 1st February 2025.** |

Please return completed bid questionnaires as a PDF document to **maddi.cannell@bucs.org.uk** by **17:00 on Friday 26th July 2024.**

BUCS Cross Country Championships 2024-25

Event Criteria

**Status**

The BUCS Cross Country Championships are the annual National Championships for Higher Education athletes.

In 2023- 24, Temple Newsam, Leeds hosted the BUCS Cross-Country Championships on the 3rd February 2024. This one-day event saw 2,000 students from across the UK, come together to enjoy a competitive and exciting Cross-Country Championships. You can see a link to the 2023-24 event [here](https://www.bucs.org.uk/events-page/athletics-cross-country-championships-2023-24.html).

BUCS Cross-Country is one of the biggest and best events in the BUCS calendar and we are excited to receive applications to host in partnership with any interested University Athletic Union and/or University Sports Department.

**Format**

The one-day event currently features four races;

Men’s Long: Circa 10km [BUCS Points Available]

Men’s Short: 7-8km

Women’s Long: 7-8km [BUCS Points Available]

Women’s Short: 6-7.5km

[BUCS will apply for and obtain the necessary race permit]

**Dates**

Ideally the competition will take place on **Saturday** **1st February 2025**.

The date is set according to advice from the Home Nation Athletics Bodies to avoid a clash with other major endurance events.

**Host venue**

One venue is required but joint bids from neighbouring Universities will also be accepted.

The venue should accommodate around 2000 competitors, 250 additional spectators and 50 event staff.

The venue should be accessible to all individuals, e.g. accessible toilets, access routes

**Timetable**

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| Tuesday 14th May 2024 | Bid Questionnaire available to complete |
| Friday 26th July 2024 17:00 | Deadline for submission of Bid Questionnaire |
| September 2024 | Host venue announced |

**Officials / Marshals**

Those bidding for the Championships are responsible for sourcing all officials.

The Officials required are as follows:

* X1 Race Referee Level 3 or 4
* X1 Assistant Referee
* X1 Chief Timekeeper Level 3 or 4
* X2 Timekeepers/Recorders
* X1 Chief Finish Co-Ordinator
* X2 Line Judge/Recorders
* X1 Chief Starter Level 3 or 4
* X1 Chief Start Co-ordinator
* X1 Clerk of Course
* X4 Finish Area Team (N.B. some of these roles could be filled by volunteers familiar with Cross Country)
* X6 Start Team (N.B. some of these roles could be filled by volunteers familiar with Cross Country)

The successful applicant will also need to utilise volunteer marshals to supplement the Officials at the Championships. Marshals are required in the following areas:

* At least x10 Course Marshals (in the 2024 event at Leeds approximately 30 marshals were utilised on the course)

The successful applicant needs to contact the Home County or County Officials Secretary or Regional Officials Secretary in England to source officials

**England Athletics**

County Officials’ Secretary

<https://d1laub10p5ibfa.cloudfront.net/2024/02/CofSec-List-Updated-080224.pdf>

**Tri-regional Secretary contact details:**

* Northern – [tronorth@gmail.com](mailto:tronorth@gmail.com)
* Midlands and Southwest – [midsswsecretary@gmail.com](mailto:midsswsecretary@gmail.com)
* Southern – [elsesec2022@gmail.com](mailto:elsesec2022@gmail.com)

In Wales, Scotland or Northern Ireland the successful applicant should look for more information on the following Home Nations webpages:

**Welsh Athletics**

<https://www.welshathletics.org/en/page/official-s-resources>

**Scottish Athletics**

<https://www.scottishathletics.org.uk/officials/>

**Athletics Northern Ireland**

<https://athleticsni.org/Officials>

BUCS can help with securing officials if the successful applicant is struggling to secure officials.

**Event Budget**

BUCS will cover costs for the results service, medical cover, officials’ expenses and associated costs. Hosts are expected to cover venue/facilities costs. This includes indoor space for spectators and competitors. All costs to be covered by BUCS will need invoices/receipts.

Hosts are encouraged to generate additional funding from other supporters. All additional funding must be cleared by the BUCS Office, to ensure compatibility with existing sponsors.

A proposed budget MUST be submitted with application.

For further information please see the [UKA – Guide to Cross Country Event Organisation](http://uka.org.uk/competitions/useful-documents/)

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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. | |
| Name of Institution |  |
| Name of Lead Contact |  |
| Job title / position |  |
| Office phone number |  |
| Mobile phone number |  |
| E-mail address |  |

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| **2.0 Guarantor**  If this application is completed by a University Athletics Club 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: Services**  The following areas are essential to the competition elements of the event. Please attach a site map. | | | | | |
| **Area** | **Specification required** | **Can provide? (yes / no)** | **Provision / description**  **[Include distance from course start/ finish area]** | **Responsibility to organise** | **Responsibility to finance** |
| 3.1 Changing Rooms | Male / Female and Gender Neutral with hot showers. These can be away from the main race area but must be signposted. |  |  | Host | Host |
| 3.2 Toilets | For event staff, spectators and competitors. 30 toilets and 3 urinal units will be required.  A separate indoor toilet must be available for anti-doping. |  | *If you are unable to meet this, please detail plans and capacity to hire facilities for the event.* | Host and BUCS | BUCS |
| 3.3 Catering | Hot and cold food and drink available.  Designated packed lunch option or lunch distribution system for event personnel advantageous. |  |  | Host | BUCS/Competitors/Spectators |
| 3.4 Drinking water | Access to drinking water for competitors, volunteers and staff. |  |  | Host | Host |
| 3.5 Car parking | For up to 100 cars and roughly 20 coaches drop off. |  |  | Host | Host |
| 3.6 Indoor space | Minimum sports hall size for inclement weather & signposting to this facility. |  | *Please detail any additional private and non-private indoor space that can be used for welfare spaces and religious purposes for staff and participants and the distance of these to the event.* | Host | Host |
| 3.7 Timetable | Please attach a schedule for the day, including the timings of the races & all aspects of the pre-event & event (access times, course markings timings etc) |  |  | Host | N/A |
| 3.8 BUCS Timing Requirements | A chip timing service is required  Please confirm that these set up times can be met.  BUCS set up – 2pm on the day prior to the event  Race day – 7am-6pm |  |  | Host | BUCS |

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| **4.0 Venue: Course Information**  Please attach proposed course maps. | | | | | |
| * Is permission attained to use the land? Yes  No | | | | | |
| * Has the course been inspected by a UKA accredited official? Yes  No | | | | | |
| * Has the course been used previously for other major Championships Yes  No   If yes, please provide details: | | | | | |
| **Area** | **Specification required** | **Can provide? (yes / no)** | **Provision / description** | **Responsibility to organise** | **Responsibility to finance** |
| 4.1 Location of Course | Appropriate for Cross Country. |  |  | Host | Host |
| 4.2 Length of Course | 3 distances required  10km (Men’s Long)  7-8km (Men’s Short and Women’s Long)  6-7km (Women’s Short) |  |  | Host | Host |
| 4.3 Course Specification | Courses must conform to UKA regulations. It should be a minimum of county standard and a challenging course for a range of abilities from amateur to elite level runners.  Start Area – The start area should be positioned to prevent any sudden narrowing for at least 400m. Pens are optional at the start line but are advised.  Finish Area – Long, spacious finish area (not on a downward slope)  A suitable outdoor/indoor warm up area is required. |  |  | Host | N/A |
| 4.4 Vehicle Access | Emergency and delivery vehicles must be able to access the course. |  |  | Host | N/A |
| 4.5 Rubbish / recycling points | Adequate rubbish bins and recycling points distributed across the venue(s) and site. |  |  | Host | Host |
| 4.6 BUCS Hub | Volunteer and official room  Private Medical treatment room |  |  | Host | Host |
| 4.7 Event Control | Indoor room for registration and event management. Tables, chairs, power supply, internet provision. Ideally a view of the finish area. |  |  | Host | Host |

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| **5.0 Equipment** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 5.1 Course Spikes | Enough for course setting and keeping spectators behind. |  |  | Host | Host & BUCS\* |
| 5.2 Course Tape | Enough for course setting and keeping spectators behind. Some BUCS tape will be provided. |  |  | Host | Host & BUCS\* |
| 5.3 Commentator and PA system | Primarily for Start / Finish  Roving mic preferred |  |  | Host | Host & BUCS\* |
| 5.4 Start / Finish Arch | Inflatable is desirable. Start line to be a minimum of 30 metres wide. |  |  | Host | Host & BUCS |
| 5.5 Timing | Race numbers and timing system |  |  | BUCS | BUCS |
| 5.6 Radios | BUCS to provide radios. |  |  | BUCS | BUCS |
| 5.7 Presentation | Presentation area and podium |  | *BUCS can bring a presentation table and signage but there will need to be suitable space and facilities for this.* | Host & BUCS | Host & BUCS |

\* It is expected that the host provides & finances this, however this can be discussed with BUCS.

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| **6.0 Personnel** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 6.1 Staffing | Staffing must be detailed, including roles, responsibilities and number of staff. Please note that the below list is not exhaustive, and it outlines who is in charge of recruiting said staff.  Provisional roles are:  Registration / Results / Presentation – BUCS  Race Referee - Host  Starter - Host  Clerk of Course - Host  Course Marshals – Host  Race Officials – Host  Race Announcer – Host  General Volunteers – Host (specific volunteer role manage starting pen necessary) |  |  | Host | BUCS |
| 6.2 Site Stewards (volunteers) | Site entry points to be staffed at all times during event to direct and control vehicle movements. Please detail requirements you feel are necessary. |  |  | Host | N/A |
| 6.3 Security | Overnight security to patrol event build as required. BUCS to agree timings with host. |  |  | Host | Host |

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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 Event Personnel |  |  | BUCS | BUCS |
| 7.2 Competitor accommodation | Recommendation of a range of accommodation options for travelling competitors. Booking discounts available. |  |  | Competitors | Competitors |

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| **8.0 Health & Safety** | | | | | |
| Area | Specification required | Can provide? (yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 8.1 Risk Assessment | Risk Assessment & safety information for venue & additional facilities |  |  | Host | N/A |
| 8.2 Site Maps | Proposed site map showing intended layout of course, car parking plan & location of other amenities |  |  | Host | N/A |
| 8.3 Medical Cover | Proposed required medical personnel for event (based on previous similar scale events hosted) |  |  | Host/BUCS | BUCS |
| 8.4 Evacuation | Evacuation plans in the case of an emergency. |  |  | Host | N/A |

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| **9.0 External Activity - Commercial** | | |
| Please list any proposed supporters or partners (subject to BUCS approval) | | |
| **Organisation** | **Business Type** | **Type of Support (Financial, value in kind, service)** |
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| **10.0 Additional information**  Please provide details of any additional information to support your application. Attach additional documents if required. |
| *For example;*   * *Previous experience of organising or hosting similar events* * *Staffing plan for the day (including roles and numbers of staff)* * *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* * *Site maps with proposed locations of course, parking, access routes, access to amenities (water, changing etc)* |
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| **11.0 Finance**  The host venue will be financially responsible for the provision of all the areas listed in the bid questionnaire, unless stated otherwise.  When submitting a bid, you should identify the costs associated and how you will meet these financial responsibilities. Please attached a proposed budget to your bid. |
| * BUCS will cover reasonable catering costs for volunteers and staff while at the event. * BUCS will cover reasonable travel and accommodation costs for volunteers and staff while at the event. * BUCS will cover medical personnel costs.   If you wish to have other contingency costs included, please details these. |
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Please return completed bid questionnaires as a PDF document to [**maddi.cannell@bucs.org.uk**](mailto:maddi.cannell@bucs.org.uk)by 17:00 on Friday 26th July 2024**.**

If you have any questions in the meantime, please do not hesitate to get in contact.