**BUCS Canoe Slalom 2024-25**

**Bid Questionnaire**

This questionnaire is to be completed by a venue applying to host the *BUCS Canoe Slalom Championships* during the academic year 2024-25.

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 Canoe Slalom Championships for **two years**. A break clause will exist between BUCS and the host venue(s) should it be required by either party following year one. If necessary BUCS will conduct a site visit prior to the awarding or staging of the event.

Applicants should complete this questionnaire 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.

**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 which provides the best value for money. The host venue(s) is required to meet all of their financial obligations. Hosting the event has the potential to bring large numbers of competitors and spectators to your venue(s). 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.

**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 should be included with information on the latest technology and techniques available to broadcast the event.

Thank you for applying to host the *BUCS Canoe Slalom Championships*. On behalf of BUCS, we look forward to receiving your completed bid questionnaire. Completed bid questionnaires are to be returned as a PDF document to harry.spinks@bucs.org.uk by 29 July 2024

The information over the following pages details the main requirements to host the BUCS Canoe Slalom Championships event, the standard expected and details the party responsible for both organising and funding each area.

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| **1.0 Lead Organiser** 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 Organiser Liaison |  |
| Job title |  |
| Office phone number |  |
| Mobile phone number |  |
| E-mail address |  |
| Organisation address |  |
| Other contact information (if necessary) |  |

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| **1a. Venue Information**Please provide the venue details below of the intended site you are wanting to use for the event. |
| Venue Name |  |
| Venue Address |  |
| Main Venue Contact  |  |
| Google Maps link |  |

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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. For the technical information on specific distances for the Slalom races, please use this link <http://www.canoeslalom.uk/info/precision.htm>  |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibilityto finance |
| 3.1 Water course | Slalom competition venue to include warm up and cool down areas for the athletes. These areas are open for all athletes that are competing and must not affect the start and finish area |  |  | Host | Host |
| 3.2 Slalom features | Availability of gate poles (a minimum of 18 gates and a maximum of 25 gates, of which six (6) or eight (8) must be upstream gates) and number boards appropriately suspended over the river.    |  |  |  |  |
| 3.3 Water access | Pedestrian and vehicle access for officials / medical staff along the course. |  |  | Host | Host |
| 3.4 Water flow | Provide description of water flow and a description of the water features including river grading. Please also detail likelihood of flooding.  |  |  | Host | N/A |
| 3.5 Water license | All necessary waterway / river license(s) granted.  |  |  | Host | Host |

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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 Internet/Power | Access to power & internet in event control (essential) |  |  | Host | Host |
| 4.2 Road access | Road access and route to venue(s) from main road. |  |  | Host | Host |
| 4.3 Parking/ Traffic Management | Minimum 200 spaces + minibus & coach accessSufficient parking for up to 450 players & spectators. Access for large 52-seat coaches |  |  | Host | Host |
| 4.4 Changing rooms | Separate male and female changing areas and showers. Gender-neutral bathrooms if possible.  |  |  | Host | Host |
| 4.5 Medical | Access to a treatment room/suitable access for mobile medical attendance.Suitable Medical cover will need to be provided. |  |  | Host | Host |
| 4.6 Race control | Indoor room dedicated for race control and umpires. Table, seating, power supply, internet provision. Ideally a view of the course. |  |  | Host | Host |

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| 4.7 Event Control | Suitable location/permanent structure for Event Control. Must be in central location with good view/vantage point of the site. Power and internet access essential. |  |  | Host | Host |
| 4.8 Drinking water | Access to drinking water for competitors, officials, volunteers and staff. |  |  | Host | Host |
| 4.9 Catering | Provide on-site catering for competitors and spectators, or allow access for external caterers. |  |  | Host | Host (but competitors to finance for themselves) |

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| **5.0 Equipment** |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 5.1 Buoyancy Aid |  |  |  | Host | Host |
| 5.2 Knives | Used to cut the rope throwline if needed |  |  | Host | Host |
| 5.3 Throwlines |  |  |  | Host | Host |
| 5.4 Helmets |  |  |  | Host | Host |
| 5.5 Access to Bibs |  |  |  | Host | Host |
| 5.6 First Aid Kit |  |  |  | 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 Safety Officer(volunteer) | Work with BUCS Organising Committee. Must have detailed knowledge of waterway / river conditions and have operated in a similar role on large scale events on the same water. |  |  | Host | N/A |
| 6.2 Marshals(volunteers) | Detailed knowledge of the site, waterway / river and venue safety procedures. |  |  | Host | N/A |
| 6.3 Site Stewards(volunteers) | Site entry points to be staffed at all times during event to direct and control vehicle movements. |  |  | Host | N/A |
| 6.4 Water Safety | Number dependent on the course, but approximately 12 |  |  | Host | N/A |
| 6.5 Venue and Course Set up and De-rig | Will be venue dependent. |  |  | Host | N/A |
| 6.6 Catering (Volunteers) | Two people - If not having external caterers, one to consider internally.  |  |  | Host | N/A |
| 6.7 Registration(Volunteers) | Two people to check competitors in and allocate and collect bibs.  |  |  | Host | N/A |
| 6.8 Officials (volunteers) | Timing & Scoring clerks - 6 |  |  |  |  |

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| **7.0 Commercial and Marketing Considerations** |
| Area | Specification required | Can provide?(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 7.1 Branding | Permit BUCS and Paddle UK to have appropriate levels of branding at the venue and playing facilities. |  |  | Host | BUCS |
| 7.2 Commercial Involvement | Allow access for commercial involvement. |  | All commercial activity shall be sanctioned by BUCS in advance of the event. Inform BUCS and Paddle UK of any organisations that are not permitted access to the site based on current commercial agreements. | Host | BUCS |

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| **10.0 Health and safety** |
| Area | Specification required | Able to provide(yes / no) | Provision / description | Responsibility to organise | Responsibility to finance |
| 10.1 Safety cover | Qualified water safety personnel to provide bankside and water-based cover. |  |  | Host | Host |
| 10.2 Contingency | Contingency plans for poor weather conditions. |  |  | Host | Host |
| 10.3 Evacuation | Evacuation plans in the case of an emergency. |  |  | Host | Host |
| 10.4 Documents | Risk assessment(s) and safety procedures for venue-based activities. |  |  | Host | Host |
| 10.5 Water quality | Consideration of water quality at the time of the event and contingency plans if quality is poor. |  |  | Host | N/A |
| 10.6 Other events | Details of other events which may impact on availability of personnel and spectators. |  |  | Host | N/A |

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| **11.0 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
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| **12.0 Finance**Identify the costs associated with running this event. |
| Provide the facility hire cost for all required event days | £ |
| Additional costs that would be incurred | £ |
| Suggested entry fees (individual and team)  | £ |
|  | £ |

**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.