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## BUCS Match Racing Championships 2021

### Bidding Arrangements for 2021 Event

BUSA is now inviting bids from UK Sailing and University Clubs to host the 2021 Match Racing Championships on the 10<sup>th</sup>-12<sup>th</sup> April 2021. This document sets out information about the event and how to put together a bid. If you have any questions or comments about bidding, please contact the Hannah Hunt, the BUSA Match Racing officer at [busacommittee@gmail.com](mailto:busacommittee@gmail.com). We are aware that many clubs are finalising their annual calendars well over a year ahead. Bids are being sought by **23:59 on Wednesday 9th September 2020**. We are continuously reviewing the guidelines set out by the UK government, Royal Yachting Association and British Universities and College Sport regarding the COVID-19 pandemic. This shall continue throughout the bidding window and up until the event, with the successful host included in these discussions.

#### About the Championships

The BUCS Match Racing Championships is the annual university match racing competition held between the members of BUSA (British university sailing clubs). The event is three days long and takes place over the Easter period. It is usually sailed in a minimum of six matched boats, with 18-25 teams competing each year for the chance to be named BUCS Match Racing National Champion.

#### Why host the Championship?

This is the major student match racing event which sees the top university teams compete to be named BUCS Match Racing National Champion, having trained hard through the academic year. As well as experienced student sailors competing, the event also welcomes new sailors to the discipline who may be looking for their first taste of match racing before starting to compete on the national circuit. The competition can be fierce and the difference between the top teams very slight, making for excellent and exciting racing.

The 2021 Championships is an exciting opportunity for a club to bid to host the event. Previously, it has been held annually in conjunction with the RYA at WPNSA. The BUSA Committee, whilst welcoming bids from previous venues and organisations, are also open to new proposals across the UK, including inland venues.

#### What are BUSA looking for?

The racing area needs to be sufficiently large, with the host club ideally having recent experience of hosting a successful match racing event. The location must be accessible for the full BUSA membership with suitable transport links enabling teams from across the UK to attend. Availability of matched boats, proximity of local and affordable accommodation options for competitors, as well as on and off the water facilities and equipment will also be considered.

We acknowledge that the cost associated with hosting a national scale match racing event could be a barrier. BUSA is keen to work with prospective bidders to build a suitable budget that keeps entry fees affordable while ensuring that the standard of the championships remains high and the host club is able to make money to re-invest into their own membership.

As a guide, BUSA suggest an entry fee of c.£350 per team (where accommodation is not included). Should half-board accommodation be included, then the entry fee could increase to no more than £500 per team. In previous years, the BUSA championship has received on average 16 entries. The committee remains open to discussions around the entry fee and can provide, on request, several entry fee and budget scenarios to a prospective bidder should more information be required.

#### How to Bid

First, read the information in this bidding document and discuss the possibility of bidding with your club committee. **It is recommended that this be done without delay. The increasing pressure on venues with calendars being planned well over 12 months in advance is recognised.**

Guidance is given on the attached regarding the information that should be included in your bid document, together with a questionnaire format for specific details required.

Proposals should be emailed to the BUSA administrator ([busasec@gmail.com](mailto:busasec@gmail.com)) no later than 23:59 on Wednesday 9<sup>th</sup> September 2020. The bids will then be circulated to the BUSA Committee, which will make a recommendation to BUCS, who have the final decision. It is intended that a decision should be made by 18<sup>th</sup> September 2020.

If you have any further questions or would like an informal discussion before submitting a bid, please send an email to [busacommittee@gmail.com](mailto:busacommittee@gmail.com).

**Hannah Hunt**  
**BUSA Match Race Officer**

See attached:

- Bidding Information
- Form for supplementary factual information

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## Bidding Information

### Dates

- Saturday 10th to Monday 12th April 2021 (inclusive).

We would propose that registration will be held at the host club between 16:00 and 18:00hrs on the Friday if a training day is organised as well as Saturday morning at the start of the event.

### What will BUSA do?

BUSA is the Organising Authority of the entire Championships, and the event is run formally under its name and that of BUCS, *not* the host club or sailing club.

BUCS & BUSA have the following obligations;

- To set the competition format
- To set the eligibility criteria and fleet structure
- To publish the Notice of Race and Sailing Instructions
- To appoint the Event Director and PRO for the Championships, together with the Umpire team.

The administration of the event is split between the BUCS Office and the BUSA Office. The BUSA Office chases up incomplete and invalid entries and creates the registration and results programmes.

### What does the Host Club do?

The Host Club is responsible for the logistical organisation of the Championships.

They will have the following obligations;

- To secure the venue
- To supply the powerboats and equipment needed, including a flight of matched boats.
- To source the volunteers needed to run the event.

It has to provide sufficient volunteers to run the shore-side activities and also man the safety boats and committee vessel etc. BUSA will appoint the event director, principal race officer, results team and Umpire team, but the hosts will need also to provide several volunteers to assist the race committee. We are happy to take recommendations from the host club.

### Financial

You are required to submit a venue budget with your bid. This budget should take into account a BUCS fee which is 12.5% of the entries, in addition to a BUSA fee of a further 12.5%

BUSA are willing to offer the host club assistance with drafting an appropriate budget. Please see note under "Format for your proposal". BUSA retain the right to make a final decision on the entry fee charge, taking into account your submitted budget.

### What to include in your bid?

Overall, your bid should explain why your club wants to host the Championships and demonstrate how it will do so. You must provide confirmation of support from a member of your sailing club committee and from the administration body of the sailing/yacht club where the proposed event is to be held.

Guidance on what to include are attached, as is a factual questionnaire that we ask you to complete.

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## Format for your proposal

Please submit a proposal, which illustrates coverage of the following points;

- A brief summary of both your clubs sailing activities and involvement with match racing.
- Written confirmation from your committee that they support your bid.
- Details of the names and proposed roles of the members of the proposed organising committee. Please give details of the experience these individuals have with match racing and event organisation.
- A detailed summary of how you propose to organise the event.
- A description (possible diagram or photo) of the size of sailing area and details of typical sailing conditions for April.
- Any proposals you have for providing / facilitating provision of matched boats.
- What else can you bring to the event to add value?
- Venue fees and costs. Please submit a proposed budget to include, as a minimum, the following details:
  - Cost of hiring boats if this is applicable to the club or any harbour fees.
  - What costs are included in venue fees (e.g. use of the club house, committee boats, RIBs, marks, Safety Officer, PA system etc.) and any which are not (e.g. extra RIBs, fuel, packed lunches for the volunteers)
- *Desirable:* An indication of possible links with a University Sailing Club for social arrangements and accommodation
- *Desirable:* An indication of any local sponsorship you may be able to generate to support the event. BUSA must approve of any sponsorship proposals to ensure there are no direct conflicts.

To aid our assessment and comparison of proposals, please complete the supplementary factual details.

Proposals, together with the completed form for details, should be submitted to [busasec@gmail.com](mailto:busasec@gmail.com) by **no later than 23:59 on Wednesday 9<sup>th</sup> September 2020.**

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**Supplementary Factual Details**

UK Sailing Club	
No. club members	
No. committee members	
Principal contact/ organiser's name, telephone and email address	
Commodore name, telephone and email address	
Treasurer name, telephone and email address	
Committee member supporting bid (title, name, phone, email)	
Description of matched boats (ie. number of boats, type of boats, condition of boats and sails)	
Proposed location of the event	
Distance of sailing venue from university/ accommodation and social activities	
Name and address of host sailing club	