



British Universities & College Sport and The British Universities Sailing Association

Team Racing Championship 2018 Bid Process

BUSA is now inviting bids from Member Clubs to host the Finals of the 2017/2018 BUCS Team Racing Championship Final to be held over any consecutive three-day period from the 3rd to 6th April 2018.

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 BUSA Secretary (Jess Beecher) [on busa@rya.org.uk](mailto:busa@rya.org.uk).

About the Championships

The BUCS Team Racing Championships are the annual university team racing competition held between the members of BUSA (British university sailing clubs - USCs). From a total entry of 90+ teams, the Finals represents the best 28 teams of 6 sailors, having qualified through Leagues, Qualifiers and Playoffs.

Why host the Championship Finals?

The Championship Finals is one of the premier team racing events in the UK and is the culmination of the university team racing season. The competition can be fierce and the difference between the top teams very slight, making for excellent racing and good spectating.

The main motivation for hosting Finals should be to run a great event for all teams. In recent years, clubs have benefited in many ways from running a well-planned and financially disciplined event.

What does the Host Club do?

The Host Club is responsible for the logistical organisation of the Finals. This includes booking and liaising with the venue, sourcing all the boats and equipment needed, dealing with the event finances and liaison with teams in the run up to the Finals. The host is also expected to provide sufficient volunteers to run the shore-side activities and also man the start boats/finish boats etc.

The Host Club is usually responsible for sourcing accommodation for the event officials and paying their travel and subsistence expenses at the rates set by BUSA. However, BUSA may decide to organise these aspects itself and will then deduct the necessary costs from the entry fees paid to the Host Club. This approach means the Host Club has less cash outlay before the event begins.

BUSA has no direct financial interest in the Finals, but must approve the event budget prior to publishing the entry fee. BUSA will not permit a Host Club to make an unreasonably high surplus from the event, but recognises that there must be rewards to accompany the risk and effort of hosting the event. The Host Club keeps any profits, but any losses are its responsibility too. Bidding clubs should discuss with their student union or athletic union whether they will underwrite the event to a certain level.

The Host Club may also, at its discretion, run social events alongside the competition (for example, the BUSA Ball). As BUSA has no interest in the organization, or finances, of the social events, the Host Club can run as many or few as they like. The prize giving must always be held at the venue, following racing, not at a social event afterwards.

Dates

BUSA provide a window of dates for the championship; you should indicate your preferred dates that fall within the window in your proposal, together with any local factors affecting the choice of days. The dates will be confirmed with the successful bidder.

Financial

You are not required to submit a full budget with your bid, however an initial indication of key costs, including likely venue & facility fees (if any) and other anticipated expenditure (estimated where necessary). This information is important when comparing Bids. A Full Budget will be required from the winning host.

BUSA can supply you with information from previous organisers and their budgets. However, you may find the following information helpful for budgeting purposes:

- The entry fee in recent years has been between £500 & £650 per team. An admin contribution from the entry is made to BUCS and to BUSA. Exact figures are available from the BUSA Secretary.
- The event will be for 28 teams - 27 qualifying from the Qualifiers and Playoffs and the top Irish team.
- Each team will be liable for up to £250 of damage costs through the BUSA damage system.
- At least 5 - 6 flights of 6 Firefly dinghies will need to be available.
- 6 RIBs are needed for the umpires (some may be able to be sourced from the RYA depending on availability and location). RIBs must be centre console steering and be able to accommodate two people, with the ability for one person to stand.
- A RIB is needed for a course manager. Additional committee boats and powerboats for auxiliary purposes will also be needed.
- The Host will need to ensure that all boats involved in the event are adequately insured.
- 12 umpires and up to 3 Race Committee members (Race Officer & Assistants) are usually appointed to the event.
- Each race official is entitled to mileage at 40p per mile and £20 per day for subsistence if no formal meal is provided in the evening. Breakfast and lunch should be provided at the venue.
- Single room accommodation must be provided on Day 1 and Day 2 of the event nights for each race official. If an official must travel more than 2 hours to reach the venue, then, at their option, they should be offered a room on Day 0 (the day before racing). Accommodation on Day 3 is not required.

How to Bid

First, read the information and guidance in this bidding document and discuss the possibility of bidding with your Club Committee and Student Union / Athletic Union. You must also approach your sailing venue to make sure they would be happy to have the event and that the dates are free.

If you wish to proceed with a bid, please let the BUSA Secretary [\[busa@rya.org.uk\]](mailto:busa@rya.org.uk) know your intention to bid. Feel free to discuss your plans with her, in case we can provide further help and guidance.

Guidance is given on the attached form regarding the information that should be included in your bid document, together with a questionnaire format for some of the specific, factual detail that we will need.

Completed Bid Proposals should be received by the BUSA Secretary [\[busa@rya.org.uk\]](mailto:busa@rya.org.uk) no later than 17:00 on Wednesday 21st June 2017.

The bids will be circulated to the BUSA Committee which will make a recommendation to BUCS, which has the final decision.

What does BUSA do?

BUSA is the organizing authority of the entire Championship, and the event is run formally under its name and that of BUCS, not the host club or venue club. BUSA sets the competition format, eligibility criteria and qualification structure, as well as publishing the Notice of Race and Sailing Instructions.

The administration and paperwork of the Finals is split between BUCS, the BUSA Office and the Host Club. The BUCS and the BUSA Office collate entries and fees and then remit them to the Host Club. The BUSA Office chases up incomplete forms and deals with invalid entries.

BUSA maintains public liability insurance for its events (a copy of the policy is available on request). In addition, each RYA-qualified race official is covered by the RYA's Race Officials' Insurance.

BUSA will appoint officers to oversee the organisation of the Championships known as Technical Delegates. These act as the primary link between BUSA and the Host Club. Subject to the decisions of the BUSA Committee, the Technical Delegates have the final authority over all aspects of the Championships.

BUSA will invite and appoint the Race Officials (Umpires and Race Officers) after consulting with the Host Club. BUSA will also work with the Host Club to ensure the Host provides sufficient volunteers to cover additional roles at the Championship; this will include, but not limited to Start and Finish Boat teams; Beachmasters, Bosuns and additional Admin support.

Other Useful Information

Creating a Bid can be a difficult process. BUSA will try to support a Member Club who intends to as much as possible. In preparing a Bid, Clubs should also be aware of some of the following requirements and limitations.

Sponsorship

All sponsorship rights for the Championship are owned by BUCS and administered through BUSA. Hosts may not make their own sponsorship arrangements, except with prior written agreement from BUCS and BUSA.

World Sailing Seminar(s)

The BUSA Championship Finals are one of the few Team Racing events worldwide that provide a suitable platform for the training and assessment of International Umpires. BUSA may work with the RYA and World Sailing to enable an International Umpire Seminar to take place at the Championship. This will have no additional cost to the host beyond the normal provision of the Umpire Team.

What to include in your bid

Overall, your bid should explain why your university wants to host the Finals and demonstrate how it will do so. You should also explain what 'added value' to BUSA's main Championship you can add by hosting it at your Club.

Remember, BUSA can provide support on the event management side and appoint suitable officials to support the event, so your club need not have a long history of team racing or hosting events. However, the main organisation must come from the Host Club, and it is important your members are enthusiastic and committed about hosting the Finals. If you are also competing in the Championships, BUSA expects you to prioritise the hosting of the event.

Your Bid will be made up of two main parts

- A Bid Proposal Document

This is to be written and fully prepared by you. More details about its contents are below. -Bid Supporting Details

This is a table which BUSA requires you to complete which contains a range of factual information. The Template which contains the questions and required information is downloadable as a separate document.

Bid Proposal Document.

The main feature of your Bid should be a document based proposal, probably with illustrations and photographs. This is a presentation document and will form the main focus for the decision making process by the BUSA Committee. It should be presented in a printable A4 PDF format. The following provides an outline guide as to some of the topics you may like to include.

- A brief summary of your Club's sailing activities and involvement with team racing
- Details of the names, graduation dates and proposed roles of the members of the proposed organising committee, together with any alumni. Remember, a majority of your organisers must be around when the event is being held, so a group of organisers graduating before the Championship is likely to be a problem.
- A brief summary of how you propose to organise the event.
- A description of the size of sailing area and typical sailing conditions in the month of April
- A description (including diagrams) of the relationship between the sailing club and race management control and the racing area, together with spectating opportunities.
- An initial outline budget which covers broad expected costs for the event; including your proposed entry fee.
- Location(s) of likely accommodation for Competitors and Officials
- A summary of possible supporting social activities.
- What else can you bring to the event to add value
- Written confirmation from your Student Union or Athletic Union that they support your bid
- Written confirmation from the sailing venue that they support your bid.
- Any other information you think appropriate

Bid Supporting Detail

To help with the fair comparison of submitted bids, your Bid Proposal must be accompanied by a completed Bid Supporting Detail document. The template for this should be distributed with this Bid Guidelines Document. Please complete this with as much detail as possible to assist BUSA in understanding your bid.

Finally, best of luck with creating a successful bid!