



BUCS/BUSA Team Racing Championship 2018 Playoffs 3 & 4 March 2018

Invitation to submit a proposal to host the Playoffs

The place of the Playoffs in the Championship

The Team Racing Championships consist of four 'area' Qualifiers (held in England and Wales) on the weekend of 3/4 February 2018 and three Scottish League weekends (held over weekends in November, January and February) [A Reserve Qualifier Weekend is earmarked in the BUSA Calendar on the weekend of 17/18 February 2018 should this be needed]. From the Qualifiers and Leagues 20 teams will qualify to proceed direct to the Finals to be held between 2 and 5 April 2018. The next 15 teams not qualifying automatically at that stage are then invited to the Playoffs.

The Playoffs will be held on the weekend of 3 and 4 March 2018.

Submission of proposals

University Sailing Clubs, with the explicit support of their University Sports/Athletics Unions, are invited to make proposals to provide these Playoffs. Proposals should reach the **BUSA Secretary at busa@rya.org.uk not later than 16.00 hours on Friday, 1st September 2017**. The BUSA Committee will aim to be in a position to invite the successful proposer by mid-September.

First, read the information in this bidding document and discuss the possibility of bidding with your Club Committee and Students 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 and any support that you need from them will be forthcoming.

There is no set format for making a proposal, but the consideration below suggests some of the types of information BUSA would like to know. Obviously, the more practical information supporting your proposal that you can provide will better enable a positive selection. However, we do require bidders to complete the form below to aid in comparing bids.

Some suggested considerations:

- Fireflies – You will need 3 flights of Fireflies, with some spare boats in case any breakages occur. Securing boats of an acceptable and comparable standard is a key criteria.
- Due to the nature of the weather in early March, you will also need to provide cut-down sails for all flights.
- In terms of other boats, you will need a start boat, finish boat, and three umpire boats, with central consoles, in addition to any craft required for course management, the organiser and, if on the water, transfers.
- Availability of racing and ancillary equipment (e.g. marks, sufficient radios for all officials – on the water and on shore - flags and full race management kit).
- Availability of appropriate beach, launch and pontoon facilities and management resources, particularly having regard to chosen arrangements for quick changeover.
- Bosuns of sufficient skill to effect repairs.
- Provision of sufficient spares and resources so as to ensure no interruption to the racing programme.

- In the light of experience, BUSA are expecting event organisers to appoint a Damage Officer, separate from the bosun(s), whose responsibility is to identify and record all damage in the course of handovers, as well as signing off any loan boats with loaning clubs both before and after the event to ensure that any damage is clearly identified and agreed at the time (bearing in mind that damage is sometimes claimed to have occurred 'in transport').
- There need to be sufficient volunteers to cover all aspects of the event, both on and off the water. Occasionally at events, the level of support on Sunday drops; *this is not acceptable for a key event in the Championships.*
- Officials: BUSA will appoint the Principal Race Officer and umpires. You can suggest names of race officers and umpires in the questionnaire, although BUSA have already surveyed race officials. BUSA will pay the expenses of the race officials and deduct these costs from the entry fees.
- You will need to find the following volunteers as a minimum: start/finish boat (2 on each), Damage Officer, Bosuns (at least 2 people), beach management, registration and results - spare people are always useful!
- Venue facilities.
- Catering arrangements, including food and drink for the officials.
- Costs: You need to identify the main costs, including likely venue & facility fees (if any) and other anticipated expenditure (estimated where necessary) that you will incur and list these, with an indication of your overall cost estimate. When agreed, you will need to manage the budget to cover costs. It is not intended that there should be a surplus, but you will need to ensure that you realistically assess risk and ensure that the AU/USC cover this. BUSA will need to approve the proposed fee. This will include the 12.5% BUCS administration fee.
- Opportunities for finding accommodation for visiting teams.
- Any social plans, bearing in mind that teams will be focusing on obtaining a place in the Finals!

Other things to include in your proposal:

You will wish to submit a text proposal, possibly with illustrations. This should include coverage of the following issues, which require description, or in (an) attachment(s):

- A brief summary of your Club's sailing activities and involvement with team racing
- Written confirmation from your Student Union or Athletic Union that they support your bid
- 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 predominantly graduating this year (2017) or committed to Finals in 2018 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 March.
- A description (possible diagram) of the relationship between the sailing club and race management control and the racing area, together with spectating opportunities.
- Any other information you think appropriate (e.g. see "suggested considerations" in invitation)

But, to aid our assessment and comparison of proposals, it will be helpful if you also complete the Bidding Details Form. This is reproduced below, but also as a separate Word document for easy processing.

If you would like any advice, or have queries, please contact Jess Beecher via busa@rya.org.uk.

Proposals, together with the completed Bidding Details Form, should reach the BUSA Secretary at busa@rya.org.uk not later than 16.00 hours on Friday, 1st September 2017.

BUCS Team Racing Championships 2018

PLAYOFFS 2018 – BIDDING DETAIL FORM

(this is available for download separately in Word format for easy processing)

USC name	
No. club members	
No. committee members	
Principal contact / Organiser's name, mob. no. email address	
Name, mob. nos & email of your Commodore, Club Sec & Treasurer (or equivalents).	
Name, title, direct line & email of AU/SU or University Sports Director supporting bid	
Proposed location of the event	
Distance of sailing venue from university / accommodation / social activities	
Name and address of the sailing / yachting club (inc. postcode of venue)	
Do you have the agreement of the sailing club to host the event and confirmation that they are not hosting another event at the same time?	
Are there any restrictions on the use of the water (including by RIBs)? Would the event have exclusive use of the water (not required, but preferred)?	
Access arrangements to the venue, including secured car / van parking	
Details of how many helpers you would provide (i.e. student volunteers, qualified safety boat drivers, mark layers, beach team etc).	
Details about the fleets of boats available and/or top be sourced	
Details of your proposed committee & finish boats and confirmation that you have access to the standard race management equipment (e.g. flags, radios, sound signals etc.)	
How many RIBs do you have access to (including a description of them – central console, engine size, seating and space etc.) and how many you would you need to hire (potential availability)?	
Will the venue charge any facility fee or other costs? Please indicate. (this specific is in addition to the wider range of costs to be identified in the proposal)	

<p>If you wish to propose the names of any race officers or umpires, please list them, but BUSA will appoint and have a list of available officials.</p>	
<p>Details about changing facilities and toilets (including disabled facilities), bearing in mind the potential for c100 competitors</p>	
<p>Details of office spaces that could be used for registration, by race management, Jury, results team etc.</p>	
<p>Availability of broadband internet, preferably including LAN cable access.</p>	
<p>Details of catering arrangements at the venue</p>	
<p>Information about available local accommodation, both for the organisers / officials and for competitors Please also give examples of accommodation costs suitable for the Officials</p>	

Please complete this form (a separate Word doc is also provided for easy processing) and send it, with your Proposal, to reach the BUSA Secretary at busa@rya.org.uk not later than 16.00 hours on Friday, 1st September 2017.