**BUSA/BUCS Team Racing Championships 2024/25: Bid Specification**

**BUSA invites University Sailing Clubs (USC’s) and non-University Sailing Clubs (SC’s) to bid to host the BUSA/BUCS Team Racing Championships 2025.**

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| **Dates:**  *Please note that the event format is provisional and may be subject to change post-entry should entry numbers be different to expected. The specific region a club may host will be announced post-entry following discussion with the hosts as the number of regions and preferred locations of qualifiers may be affected by entry numbers.*  Qualifiers – seeking hosts in 4 regions for ~18 teams:  North, Midlands, Western, South (see appendix).  **Competition Weekend: 1st & 2nd February 2025**  **Reserve Weekend: 15th & 16th February 2025**  The Scottish region will have their separate bidding process, please speak to the Scottish Area Rep - Becky Caiger.  Playoffs – one host for ~20 teams:  **Competition Weekend: 1st & 2nd March 2025**  Finals – seeking one host for ~28 teams:  **Competition Weekend: 3 consecutive days of host’s choice between the dates 7th- 11th April 2025** |

**Closing Date: Friday 30th August 2024 at 2359hrs.**

Please submit all completed bids to Karen Rawson, BUSA Secretary, by emailing [secretary@busa.co.uk](mailto:secretary@busa.co.uk) before the closing date.

For support with submitting an application or any questions please contact Freya Mason, BUSA Team Racing Officer, [team-racing@busa.co.uk](mailto:team-racing@busa.co.uk).

**Your bid should include:**

* A summary of your Club’s sailing activities and involvement in Team Racing, as well as any prior event hosting experience.
* A summary of how you propose to organise the event.
* A description (possible diagram) of the size of the sailing area and typical sailing conditions for the proposed dates.
* A thorough budget including costings of hosting the event (please use the provided budget document)
  + You should use the predicted format as a guide for the minimum number of team entries to budget for.
* Details of the proposed organising committee and relevant experience to support your club's running of the event. Remember, most of your organising committee should be available on site when the event is taking place.
* Written confirmation from your Students Union or Athletic/Sports Union that they support your bid to host the event
* Written confirmation from the host venue that they support your bid to host the event
* A signed copy of the equity, diversity & inclusion statement found as an addendum to this document with both your Club’s Commodore and Host Club’s Commodore signature.

**Considerations:**

* Does the water have sufficient sailing area to accommodate the race area?
* How would changeovers be carried out?
* What team racing activity happens at the venue?
* Are there any restrictions on the use of the water (including RIBS)?
* Would the event have exclusive use of the water/ what other activities will be taking place at the venue?
* Can the boat park accommodate any additional Fireflies (if applicable), together with secured trailer parking?
* Does the venue have sufficient capacity for ~120 sailors and 25 volunteers?
* Does the venue have wet and dry indoor seating space to accommodate competitors when they are not racing?
* Is there catering available on site, and if not are there any alternatives?

**BID CHECKLIST**

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| --- | --- |
| **Written Proposal** *in your own format* |  |
| **Budget** - *use template* |  |
| **Written Confirmation of support from Students Union/AU** |  |
| **Written Confirmation of support from host club** |  |
| **Complete Host Table** - *see Addendum 1* |  |
| **Signed copy of equality, diversity and inclusion statement** - *see Addendum 2* |  |

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## Addendum 1:

**Please complete the following table:**

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| **Sailing Club Details** | Sailing Club Name: |  |
| No. of Club Members |  |
| No. of Committee Members |  |
| Principal Contact/ Organiser’s Name, Mobile Number and Email Address |  |
| Name, mob. no’s & email of your Commodore, Club Sec & Treasurer (or equivalents). | Commodore -  Club Secretary -  Treasurer - |
| Name, title, direct line & email of AU/SU or University Sports Director supporting bid |  |
| **Venue** | Name and address of sailing club (proposed location for event)  incl. postcode of venue. |  |
| Details of Firefly flights available for use at the venue |  |
| Car parking and boat storage arrangements including estimated capacity. |  |
| Details about changing facilities and toilets (including disabled facilities). |  |
| Details of office spaces that could be used for registration, by race management, Jury, Results team etc. (a separate protest room from the main race office will be needed) |  |
| Details of catering arrangements at the venue |  |
| **Event Management** | Details of the organising committee. |  |
| Details of how many helpers you would provide (i.e. student volunteers, safety boat drivers, mark layers, beach team etc). |  |
| 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 need to hire (potential availability)? |  |
| If you wish to propose the names of any race officers or Jury, please list them here. ***Please note this is not mandatory and BUSA reserves the right to appoint the race officials for the event.*** |  |

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## Addendum 2:

Equity, Diversity & Inclusion Statement

The Bidding Club and Host Club are jointly committed to promoting equity, diversity and inclusion at the Team Racing Qualifier. This applies to all participants, members, coaches, officials, volunteers and employees. All individuals will be treated fairly and respected, irrespective of sex, age, disability, race, religion or belief, sexual orientation, gender reassignment or social status. Discrimination will not be tolerated and it is understood that if needed, the BUSA Code Of Conduct will be referred to.