



## **BUCS/BUSA Team Racing Championships - Bidding for 2015 Finals**

BUSA is now inviting bids from Member Clubs to host the 2015 Team Racing Finals. This document sets out information about the event and how to put together a bid.

### **About the Championships**

The BUCS/BUSA Team Racing Championships are the annual university team racing competition held between the members of BUSA (British universities). From a total entry of 75 to 85 teams, the Finals represents the best 28 teams of 6 sailors. The event is sailed in Firefly dinghies over 3 days during university Easter holidays each year.

### **Why host the 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.

Aside for the prestige of hosting the event, most host clubs have benefited in financial terms from being host. In recent years, there is always a full turnout (28 teams of 6 at present) and a well-run and disciplined event with social functions on the side can return a surplus for the Host Club, allowing the part-funding of replacement flights of boats or other projects.

However, whilst there can be financial benefits, the main motivation for hosting a Finals should be to run a great event for the British team racing universities.

### **Alumni**

Most clubs have a large number of keen alumni who may wish to be involved in the running of the Finals. Using alumni can help increase the amount of experience available to the Host Club and free up students who wish to race.

### **How to Bid**

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 your proposed dates are free.

If you wish to proceed with a bid, please let the BUSA Secretary (Jess Beecher - [busa@rya.org.uk](mailto:busa@rya.org.uk)) know and then prepare a bid document. There is no set format for the bid document, but the information below sets out the types of information BUSA would like to know. Bid documents should be emailed to the BUSA Secretary no later than Friday 4 April 2014. The bids will then be circulated to the BUSA Committee who make the decision by email vote.

**Need more information?**

If you need more information, please feel free to contact the BUSA Secretary on [busa@rya.org.uk](mailto:busa@rya.org.uk) and we will try our best to help you. Thank you for your interest in the Finals and we look forward to hearing from you.

## **BIDDING INFORMATION**

### **Dates (provisional)**

The BUSA Committee's current intention is that the Finals should be held over any consecutive three-day period between 8 and 12 April 2015 (inclusive). You should state your preferred dates in the bid document and the final confirmed dates will be discussed with BUSA once the 2014/2015 university holidays are known.

The Finals dates can only be changed with the permission of BUSA.

### **What will BUSA do?**

BUSA is the organising authority of the entire Championships. 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 collates entries and fees and then remits them to the Host Club. The BUSA Office chases up incomplete forms and deals with invalid entries.

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 could discuss with their student union or athletic union whether they will underwrite the event to a certain level.

BUSA maintains public liability insurance for its events (copy on request). In addition, each RYA-qualified race official will be 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 appoint the race officials after consulting with the Host Club.

### **What does the Host Club do?**

The Host Club is responsible for the logistical organisation of the Finals. It secures the venue, hires the boats and equipment needed, deals with the event finances and liaises with teams in the run up to the Finals. It has 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 a less cash outlay before the event begins.

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 organisation or finances of the social events, the Host Club can run as little or few as they like. The prizegiving must always be held at the venue following racing, not at a social event afterwards.

## **Financial**

You are not required to submit a budget with your bid (this should be submitted in Autumn 2015). 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 £500 - £550 per team. The entry fee is received in mid-March prior to the Finals, although BUSA can agree a cash advance on the entry fees.
- The current format is 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 6 flights of 6 Firefly dinghies are needed (they can be hired from other universities).
- You will need to insure the boats (unless they come insured).
- 6 RIBs are needed for the umpires (some may be able to be sourced from the RYA depending on availability). RIBs must be centre console steering and be able to accommodate two people, with the ability of one person to stand.
- A RIB is needed for a course manager.
- 12 umpires are usually appointed to the event (2 umpires in a boat, 2 umpires per flight, giving 3 flights coverage at any one time).
- Up to 3 race committee members are appointed – the Principal Race Officer and his assistants.
- A boat support team (with sufficient spares) must be provided to fix any breakdowns.
- BUSA and the Host Club work together to appoint race officials from close to the venue, but this may not prove possible. The quality of officiating is important to BUSA.
- 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.

## **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.

The following list of information may help you prepare your bid document. You do not have to provide all of it, but it will help BUSA assess your bid.

- **About you**

- Your Club's name
- Number of Club members
- Number of Club committee members
- A brief summary of your Club's sailing activities and involvement with team racing
- The name, telephone number and email address of the principal contact for the bid
- The name, telephone number and email address of your Club Commodore/President, Club Secretary and Club Treasurer (or equivalents).
- Written confirmation from your student union or athletic union that they support your bid

- **About your proposed organising committee**

- Details of the names, graduation dates and proposed roles of the members of the proposed organising committee. Remember, a majority of your organisers must be around in a year's time when the event is being held, so a group of organisers graduating this year (2014) is likely to be a problem.
- A brief summary of how you propose to organise the event.

- **Venue: Sailing**

- Your proposed dates for the event (within the window stated above)
- The proposed location of the event
- The name and address of the sailing club
- Whether 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 (this is mandatory).
- A description of the size of sailing area and typical sailing conditions in the month of April
- Whether there are any restrictions on the use of the water (including by RIBs) and whether the event would have exclusive use of the water (not required, but preferred)
- Whether any pre-event training could be offered (not mandatory)
- The number and size of pontoons
- The number and size of slipways
- Whether the boat park can accommodate 36 Firefly dinghies
- Access arrangements to the venue, including car parking
- Details about changing facilities and toilets
- Details about any office space that can be used by race management, umpires, scorers etc.

- **Venue: Social**

- Details of catering arrangements at the venue
- Details about any social space for the competitors (for example, if you propose to hire a marquee) when not racing
- Details about spectating
- Any other information you think appropriate

- **Resources**

- How many flights of boats you have access to and how many you would need to hire (most universities with flights will be willing to loan them to you for a fee and transport them to the event if they are competing).
- Details of from where you would source spare parts and spare sails.
- How many RIBs you have access to (including a description of them) and how many you would need to hire.
- Details of how many helpers you would provide (i.e. student volunteers).
- Details of your proposed start and finish boats, and confirmation you have access to standard race management equipment (e.g. flags, radios, sound signals etc.)