***BUCS-BUSA Team Racing Championships 2017***

***Annex to Bidding Invitation and Guidance in Word form for ready completion***

**Things to include in your proposal and a form for required, factual details**

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 graduating this year (2016) 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 (possible diagram) of the relationship between the sailing club and race management control and the racing area, together with spectating opportunities.
* What local sponsorship will you be able to generate (follow BUCS guidelines online)?
* What else can you bring to the event to add value?
* Any other information you think appropriate

But, to aid our assessment and comparison of proposals, it will be helpful if you complete the following factual detail, together with any short notes, in the form below.

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| 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 three consecutive days for the event during the week 3 – 7 April, 2017.  |  |
| 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? |  |
| Does the water have sufficient sailing space to accommodate two race areas? |  |
| Are there are 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 |  |
| Safety management and control arrangements |  |
| Details of how many helpers you would provide (i.e. student volunteers, qualified safety boat drivers, mark layers, beach team etc). |  |

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| --- | --- |
| 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.) sufficient for two race areas. |  |
| 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) |  |
| If you wish to propose the names of any race officers or Jury, please list them. Please note this is not mandatory, and BUSA reserves the right to appoint all the race officials for the event. |  |
| Are dinghies available to hire locally? Which classes? Quality? |  |
| Do you have plans to source charter boats? If so, what classes / quality? |  |
| Is there a chandlery onsite/nearby? |  |
| Details about changing facilities and toilets (including disabled facilities), bearing in mind the potential for c250+ competitors |  |
| Details of office spaces that could be used for registration, by race management, Jury, results team etc.(a separate protest room will be needed) |  |

|  |  |
| --- | --- |
| Availability of broadband internet, preferably including LAN cable access. |  |
| Details of catering arrangements at the venue |  |
| Details of (both wet and dry bar) space to accommodate competitors between races or if racing is postponed. Also for prize giving. Is this available exclusive to the event? Do you plan to provide a marquee? |  |
| Information about available local accommodation, both for the organisers / officials and for competitorsPlease also give examples of accommodation costs suitable for the Officials [BUCS will pay the Officials’ expenses of the Event Director, PRO, Jury and Results team, but we need guidance on accommodation costs for the overall event budget] |  |

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