



BUCS Fleet Racing Championships



Bidding Arrangements for 2016 Event

BUSA is now inviting bids from Member Clubs to host the 2016 BUCS-BUSA Fleet Racing Championships. 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.

About the Championships

The BUCS Fleet Racing Championships are the annual university fleet racing competition held between the members of BUSA (British university sailing clubs - USCs). The event currently combines an individual and a team (inter university) competition, with approx. 250-300 sailors attending each year. The event is sailed in four fleets, including Fireflies, Lasers, Slow & Fast Handicap, over two days on the first weekend of November each year (5th/6th November 2016).

The BUSA Committee, whilst welcoming bids from previous venues, are also open to new proposals across the UK, including inland venues. The racing area does need to be sufficiently large to support two courses for the range of dinghies identified above and to have prevailing weather conditions at the beginning of November to make the Championship possible. Other factors that BUSA will take into account are the likely take-up by both USC-owned and privately-owned boats, availability of boats to charter (a particular feature in recent years), accessibility of accommodation and university / social facilities, as well as on and off the water facilities and equipment.

Why host the Championships?

This is the first event of the academic year and many new students have their first taste of university sailing here. The competition can be fierce and the difference between the top teams very slight, making for excellent racing. Although there is not much financial reward for hosting this event as BUCS manage the budget and take the entry fees, the host university can make a small profit from the socials.

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 [Jess Beecher - 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.

Proposals should be emailed to the BUSA Secretary - busa@rya.org.uk - no later than **5.00 pm on Wednesday, 20th April 2016**. The bids will be circulated to the BUSA Committee which will make a recommendation to BUCS, which has the final decision.

Emily Wiltshire
BUSA Chair

BIDDING INFORMATION

Dates

The dates for the 2016 Championships are Saturday 5 to Sunday 6 November 2015 (inclusive). Most teams are expected to arrive on Friday 6th November 2016, and a registration session will be held between 5.00 and 6.00 pm on Friday.

What will BUSA do?

BUSA is the Organising Authority of the entire Championships, and the event is run formally under its name and that of BUCS, not the host club or sailing club. BUSA sets the competition format, eligibility criteria and fleet structure, as well as publishing the Notice of Race and Sailing Instructions and appointing the Event Director and PRO for the Championships, together with the Jury.

The administration of the event is split between the BUCS Office and the BUSA Office. The BUSA Office chases up incomplete and invalid entries, splits the Handicap fleets and creates the registration and results programmes.

BUSA has no direct financial interest in the Championship. BUSA will not permit a Host Club to make an unreasonably high profit from the social events, but recognises that there must be rewards to accompany the risk and effort of hosting the event. The Host Club keeps any profits from the socials, but any losses are its responsibility too. Bidding clubs could discuss with their Student Unions or Athletic Unions whether they will underwrite the event to a certain level.

What does the Host Club do?

The Host Club is responsible for the logistic organisation of the Championships. It secures the venue, supplies the powerboats and equipment needed, sources the volunteers needed to run the event. It has to provide sufficient volunteers to run the shore-side activities and also to staff the safety boats etc. BUSA will appoint the Event Director, Principal Race Officer, results team and Jury/Protest committee, but the hosts will need also to provide volunteers to assist the race committee.

Social events are regarded as part of the event for disciplinary purposes.



What to include in your proposal

Overall, your bid should explain why your university wants to host the Championship and demonstrate how it will do so. You must provide confirmation of support from your University Sports Director and/or AU/SU and from the sailing/yacht club where the proposed event is to be held. You are required to submit a **venue budget** with your bid. BUSA can supply you with information from previous organisers and their budgets

Guidance on what to include and a factual questionnaire that we ask you to complete are attached – see *“Things to include in your proposal and form for factual, required details”*.

Things to include in your proposal and form for factual, required 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 fleet 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. 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 (possible diagram) of the size of sailing area (2 courses) and typical sailing conditions for the first weekend of November.
- Any proposals you have for providing / facilitating provision of charter boats
In outline, an indication of what social plans you would anticipate making.
- What local sponsorship will you be able to generate (follow BUCS guidelines online)?
- What else can you bring to the event to add value?
- Venue fees and costs. BUCS will pay the host venue a facility fee. Please submit a proposed budget to include, as a minimum, the following details:
 - Single hander and Double hander fees (per boat/per event), inc. any harbor fee where applicable.
 - What costs are included in venue fees (e.g. use of the club house, committee boats, RIBs, marks, Safety Officer, PA system etc.) and any which are not (e.g. extra RIBs, fuel, packed lunches for the volunteers)
- 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.

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?	
Does the water have sufficient sailing space to accommodate two race areas?	
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)?	
Would any pre-event training be offered and/or safety-supported access to the water on the Friday? (not mandatory)	
Can the boat park accommodate an additional c. 150 dinghies, together with secured trailer parking?	
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).	
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)?	
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?	

<p>Details about changing facilities and toilets (including disabled facilities), bearing in mind the potential for c250+ competitors</p>	
<p>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)</p>	
<p>Availability of broadband internet, preferably including LAN cable access.</p>	
<p>Details of catering arrangements at the venue</p>	
<p>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?</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 [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]</p>	

Proposals, together with the completed form for details, should be submitted to BUSA@rya.org.uk by no later than 17.00 on 20th April 2016.

