



## BUCS-BUSA Team Racing Championships



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### Bidding Arrangements to host the 2017 Event

BUSA is now inviting bids from Member Clubs to host the Finals of the 2017 BUCS-BUSA Team 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](mailto:busa@rya.org.uk).

#### About the Championships

The BUCS/BUSA Team Racing Championships are the annual university team racing competition held between the members of BUSA (British university sailing clubs - USCs). From a total entry of 75 to 85 teams, the Finals represents the best 28 teams of 6 sailors, having qualified through Leagues, Qualifiers and Playoffs. The event is sailed in Firefly dinghies over 3 days. The BUSA Committee's intention is that the Finals will be held over any consecutive three-day period from to 3 to 7 April 2017 (inclusive).

#### Why host the Championships?

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, each six sailors) 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.

#### 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](mailto: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](mailto:busa@rya.org.uk) - no later than **5.00 pm on Wednesday, 20<sup>th</sup> 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

## **Dates**

The dates for the 2016 Championships will be three consecutive days between Monday 3 and Friday 7 April 2017 (inclusive). You should indicate your preferred dates in your proposal, together with any local factors affecting the choice of days. The dates will be confirmed with the successful bidder.

## **What will BUSA do?**

BUSA is the organizing authority of the entire Championship, and the event is run formally under its name and that of BUCS, not the host club or venue club. 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 collate entries and fees and then remit 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 is 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, sources 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 many or few as they like. The prize giving must always be held at the venue, following racing, not at a social event afterwards.

## **Financial**

You are not required to submit a full budget with your bid (this should be submitted in October 2016), but we do need to have an initial indication of some key costs, including likely venue & facility costs (if any) and other anticipated costs (estimated where necessary). We do need to be able to assess the practical and realistic understanding underpinning proposals when comparing bids.

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 - £650 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 (the Irish team will pay the Host Club the entry fee direct).

- Each team will be liable for up to £250 of damage costs through the BUSA damage system.
- At least 5 - 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 and location). RIBs must be centre console steering and be able to accommodate two people, with the ability for 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 separate boat support team (with sufficient spares and bosuns) must be provided to fix any breakdowns.
- A Damage Officer, who is not a bosun, should record damage and ensure a presence during changeovers, as well as overseeing reception and handover of any loaned boats.
- 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.

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”*.



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## 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.

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 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).	

<p>Details of your proposed committee &amp; 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.</p>	
<p>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)?</p>	
<p>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>	
<p>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.</p>	
<p>Are dinghies available to hire locally? Which classes? Quality?</p>	
<p>Do you have plans to source charter boats? If so, what classes / quality?</p>	
<p>Is there a chandlery onsite/nearby?</p>	
<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 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](mailto:BUSA@rya.org.uk) by no later than 17.00 on 20<sup>th</sup> April 2016.



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