



British Universities Sailing Association

Guide to Bids



This document applies to bids for the following events.

- *Team Racing Championships*
- *Student Yachting Nationals*
- *Student Inland Championships*

Thank you for your interest in hosting one of the above events. This document is intended to provide a guide to the content and format of the bid document. This will help both you, and BUSA.

The following points outline the content of the bid document.

- *General Introduction*
This should include an introduction to the reasons why your university would be ideal to host the event. It should also mention what previous experience your club has in hosting events, why the event should be in your part of the country, and who is on your organising committee. The number of people on the organising committee is a decision you must make however BUSA recommends at least 8 people for Team Racing and Yachting, and 4 for Inlands.
- *Venue*
A brief description of the venue, including facilities both on and off the water, and distance from the accommodation. You should include photos of the venue, and any thing else that may be relevant. (See below for information on photographs.) You should also include a letter from the venue or club giving their full support to, and cost of the event. This should be included as an appendix to the document.
- *Proposed Date*
Please consult BUSA for the relevant date, however as a rough guide Yachting and Team Racing occur either side of Easter. However for the Inlands please suggest to us a possible date.
- *Accommodation*
You must find appropriate accommodation for the duration of the event (except yachting, (as sailors sleep on boats) and inlands, however we still ask that you prepare a list of local accommodation). Please remember that you will need accommodation on the night before the event starts and most teams will check out the final morning of the event. All accommodation should be provisionally booked when you submit your bid.
- *Social Plan*
Include an idea of what you intend to do for socials during the event and the potential costs involved. Bids for Team Racing should include information about the Championship dinner.
- *Letter of Support*
University clubs bidding for events should include a letter of support from your AU or Sports Union. The letter should also underwrite the event to the sum of £2000. In the history of BUSA this has not been claimed against, however it is a required precaution. This should be included as an appendix.
- *Financial Plan*
A Full breakdown of costs should be included as an Appendix. BUSA can supply you with previous final budgets to assist you in preparing this. Due to the fact that the cost to students has increased year on year we would like to dramatically reduce the cost of the event and would welcome ideas on how this could be accomplished.
- *Please inform us of how you would publicise the event and what media coverage you will be able to achieve.*
- Provide any further information that you feel is necessary for BUSA to know about the event.

The following points regard the presentation of the bid.

- The bid document should be limited to 2000 words excluding appendixes.
- Any pictures included should be clearly labelled, and suitable for black and white photocopying.
- An electronic version should be included with a paper copy of the bid, as either a single Word document or PDF file. This file should be sent on a CD. The file may also be e-mailed to jessica.mapplebeck@rya.org.uk
- All appendixes should be clearly labelled
- Please ensure that the font size is no smaller than 10pts.

This is not an exhaustive list but is intended to give an outline to the structure of the bid. If you are considering bidding then please speak to BUSA¹ as we will be able to help and advise you through the process. It's also advisable to speak to people who ran the event the previous year, as they will probably be able to give you an idea of what is involved.

Running the event is challenging and requires a lot of hard work, but is rewarding, and a great thing to add to your CV.

You will need to submit the tender by **21st June 2007, by 5pm** and BUSA will the inform you of the date of the decision.

Send to: BUSA, RYA House, Ensign Way, Hamble, Southampton, SO31 4YA

Ben Towell – Chairman bhtowell@hotmail.com
Jessica Mapplebeck – Secretary jessica.mapplebeck@rya.org.uk