

England Athletics South West Region



Tender Document: South West Inter Counties Cross Country Championships 2014

Date: 5th January 2014

Venue: Bicton College, Devon

The full cost of the event must be met by the organising body with England Athletics offering a lump sum financial contribution towards the event. England Athletics will contribute £1900 in total towards the event

The organising body must ensure the following:

- Venue is booked and an event permit is obtained
- Liaise with SW Regional Council Representative Neil Miller to agree the design and distances of courses for all age groups
- Risk assessment is done and agreed with facility and made available to all interested parties
- Event Plan to include contingencies

The organising body is responsible for:

- Purchasing of Medals and lanyards – design must be agreed by England Athletics prior to purchase
- First Aid provision - this must meet minimum standards as recommended by UKA and be available all Day (Medical Assessment document must be submitted to England Athletics complete with staffing numbers, qualifications and equipment list).
- Taking all entries for the event but retaining the income (this figure must be agreed on award of contract)
- Organising the event in line with the Rules of the South West Inter Counties Cross Country Championships
- Producing number bibs and issue on the day in an efficient manner
- Organising officials (to include catering and incentives)
- Ensuring the facility is aware of the timetable, equipment requirement and staffing levels and responsibility
- Working closely with England Athletics Regional Councillor for Officials (Keith Reed) and also appointed Chief officials before/during and after the meeting. You will be responsible for covering all expenses for officials and ensuring these are paid in a timely manner. EA recommends that officials are paid at 20p per mile and 25p if they are travelling with a passenger who will also be officiating at the event.
- You may propose a competition entry fee (this will be subject to agreement and share with EA)
- Recruitment and vetting of volunteers to work at the meeting
- Ensure there are a team of announcers on the day to keep spectators informed
- Produce clear instructions before the meeting, this should be available online (course maps are to be produced as part of information to Teams and Team Management)
- Production of marshal positions around the course/s and their instructions

- Working with the facility to ensure, make safe any obstacles and hazards such as wooden and electric fences
- Ensuring refreshments are on sale for spectators/athletes on the day.
- Ensuring that there are adequate toilet facilities available to meet health and safety guidelines
- Clear signage of facilities and also ensure all spectators/athletes are aware of evacuation procedures.
- Agreeing a Car Parking Plan/Policy with the venue and England Athletics SW Region and ensuring compliance
- Produce an accurate set of results on the day to enable medals to be presented.
- Produce clear instructions to athletes/team managers/officials about the event at least 2 weeks before the meeting this should be available on line and in paper format
- Production of post event report with recommendations to be produced for the SW council 2 weeks after the event
- Production of post event web article for the England Athletics website on the Monday following the event (to include photos)
- Attendance at SW council following the event to present report findings

The organising body can do the following:

- Produce a programme which can be sold to spectator s/participants (note some must be available to officials and key event personnel free of charge)
- The cost of the programme can include an entry fee (agreed with the facility)
- Officials and key event staff admitted free.
- Sell any merchandise using the event as a promotion. Any merchandise must have the England Athletics logo included.
- Seek sponsorship for meeting but any sponsors must be agreed with England Athletics
- Organise and advertising and media links (UKA guidelines will apply on TV coverage)
- Make a commercial profit from the event which we (England Athletics) would seek a percentage share
- Invite local VIP/Celebrities to event
- Production of a final set of event accounts within a month of staging the event

England Athletics will do the following:

- Ensure the event is advertised as the England Athletics SW Inter Counties Cross Country Championships
- Provide VIP(s) for medal presentations
- Assist with publicity

To tender for this event please submit full details of your organisation to:

Matt Foad: mfoad@englandathletics.org by 8th September 2013

It should include a cost projection covering proposed fees, event management and volunteer structure, outline event plan with timings and any sponsorship proposals

Shortlisted companies will be informed of final selection process by 18th September