

Introduction

Archery GB is the national governing body for the sport of archery in the UK. Our vision is to enrich lives through archery in Great Britain. Our mission is to rebuild, reimagine and represent archery in the next five years.

Background

Archery GB has a solid reputation at delivering events, for both international and British Championships in the sport of archery. We have over 35,000 members and aspire to showcase the very best of our sport at every level in future events and competitions.

Domestic competitions range from club activity, featuring up to 50-100 people, postal or virtual competitions right up to our national competitions of 200+ people. Further information is available here: <https://archerygb.org/competitions/levels-of-competition>.

Competitions can take place indoors – mainly leisure centres and other public buildings - and outdoors – mainly grass pitches that are multi-usage by other sports. There are few dedicated competition ranges. Competitions can be non-record status, UK record status and World record status (conforming to World Archery regulations).

In recent years, Archery GB has hosted the National Tour, at which the top 8 ranked archers within certain disciplines are invited to the National Tour Finals. These have been held in iconic places such as Caldicot Castle, Millennium Point and Wollaton Hall. Further information is available here: <https://archerygb.org/competitions/archery-gb-national-tour>

International Events have been a regular part of Archery GB's calendar. In 2016, Archery GB hosted the European Outdoor Championships working with Nottingham City Council. In 2022, Archery GB hosted the European Youth Championships (delayed from 2020) and Para-Archery European Cup – Final Stage; and in 2023, the European Grand Prix – 1st Leg. In 2024, Sherwood Forest will be the venue for the European Run-Archery Cup.

Project Brief:

The main objective of this tender is the development of an events and competition strategy that supports Archery GB's current strategic plan (https://archerygb.org/files/Archery-GB_Strategic-Plan_2021-26.pdf), and will also inform our 2026+ strategy.

This will provide Archery GB an end-to-end event programme that meets the needs of a diverse membership base.

The strategy should aim to improve on our existing membership base and be innovative and evolving to meet the needs of all those archers that aspire to perform at every level of the sport. In addition, the strategy should ensure that it is affordable, sustainable (both financially and environmentally) and is in line with both the requirements of performance sport as well as grassroots (local clubs and competitions).

The scope of work should include:

- A clear and articulated overarching vision and concept for our sporting events, aligning with the organisation's ambitions and values.
- A comprehensive strategic plan that outlines the goals, objectives, and key performance indicators for archery events.
- Identification and engagement of key staff and stakeholders, including (but not limited to) Archery GB members, archery competition organisers, coaches, judges, clubs/county/region tournament organisers, NGB/government entities and sponsors.
- The definition of the unique selling points and key themes that will set our events apart in the minds of participants and attendees.
- The establishment of efficient logistics and operational plans to support every level of delivery for events and competitions - from a club hosting their first competition to what is required by the NGB to host a World Championship.
- Identification of the use, or improvement, of technology at events to enhance competitor and spectator experiences and provide service delivery improvements.

Deliverables:

- Detailed Events and Competitions Strategy and Delivery Plan, from grassroots to elite leading to affordable improvements of the domestic competition circuit at all levels.
- Regular progress reports and updates to stakeholders.
- Post-event evaluation report highlighting successes, challenges, and recommendations for future improvements.

Timeline:

The delivery of the Events and Competition Strategy is anticipated to be completed within 6 months from the appointment of the consultant.

Regular communication and collaboration with key stakeholders will be maintained throughout the planning and execution phases.

Key Personnel:

Jon Nott	Events & Competitions Manager
Arran Coggan	Director of Sport Development
Ruth Hall	Chief Executive Officer

Budget:

The expected budget range for this work is £8,000- £12,000 including VAT.

Proposal Instructions:

A proposal should be in the form of a single document (word or pdf) and contain:

- Explanation of how the opportunity would be delivered
- Details of the proposed personnel who would be involved and their experience
- Information on why they are suitable for the contract
- A fixed fee quote for the work, which includes the day rate and number of hours/days worked by all individuals involved
- Contact information for two references (if possible) including name and organisation, from projects similar in size, application, and scope

Any costs incurred relating to the submission process are the sole responsibility of the respondent.

Schedule:

w/c 19 February 2024	Invitation to Tender (ITT) published
12 noon 15 March 2024	Closing date for tender proposals
w/c 18 March 2024	Evaluation of proposals and identification of preferred bidder
w/c 25 March 2024	Contract signature and on-boarding
July/August 2024	Contract end date (tbc)

Communication

Inquiries, questions, and requests for clarification related to this ITT must be received on or prior to 8 March 2024 and are to be directed to:

Arran Coggan, Director of Sport Development
Mobile: 07525 233592
Email: arran.coggan@archerygb.org

Where the questions are relevant to other companies involved in the process, answers to those questions may be circulated to those other companies involved in the process, but without revealing the identity of the enquirer.