



**ENGLAND
FOOTBALL**

OXFORDSHIRE FOOTBALL ASSOCIATION COUNTY CUPS 2023/24

2024 COUNTY CUP FINALS VENUES - INVITATION TO TENDER

INTRODUCTION

Oxfordshire Football Association are now keen to give our England Accredited Clubs the opportunity to submit competitive tenders for hosting our historic and prestigious Senior and Junior Shield County Cup Competition Semi-Finals as well as all of the 17 Finals.

We are looking to form collaborative partnerships with chosen venues to ensure the high quality, efficient, cost-effective delivery of each match.

Only our England Accredited Clubs can apply. Each tender submission would need to convincingly demonstrate the ability for that venue to ensure the provision of an inclusive, safe, welcoming, fun and customer-friendly environment which inspires the teams and their supporters.

The Cup Finals List document contains the details for each game which will need to take place on Tuesdays, Wednesdays, Saturdays and Sundays. There will be a maximum of two matches at each venue per day for grass pitches to protect against wear and tear.

You can apply to host as many matches as you feel able to accommodate from the attached options including youth and adult fixtures.

BENEFITS

Venues that successfully win tenders will benefit from keeping any income generated on each allocated matchday - including all gate receipts, food and beverage sales. To ensure consistency and encourage attendances the adult ticket prices are set at £9 (Match Category A), £7 (Match Category B), £5 (Match Category C) with all kids for a quid for everyone under the age of 18.

Venues will also be able to keep existing advertising for the additional benefit of their own sponsors, although Oxfordshire Football Association will also provide our own branding and deal with all matchday programme advertising. Hosting fees will be invoiced by the

Oxfordshire Football Association and payable at least 30 days before each match detailed on the Cup Finals List document. All venues will need to commit in their tender submissions to which combination of Group 1, Group 2 and Group 3 fixtures they would host. The details based on previous experience of match day attendances which can be expected to be from 50 to 500 spectators depending on the type of fixture.

The following criteria would also need to be fully met in each tender:

FACILITIES

Each venue will need to be made exclusively available for the sole use of Oxfordshire Football Association during the agreed times on each match day and meet the following criteria:

Pitch

- A marked, full-size, floodlit natural grass or FA Registered FIFA Quality/Quality Pro 3G pitch must be provided
- Where a pitch is natural grass surface an up to date PitchPower Assessment rating of good or above is desirable but not essential
- Oxfordshire Football Association will need to be the ultimate arbiters on any pitch usage needs, with our match officials having the usual decision-making authority on pitch inspections and any necessary abandonments issues.

Team Changing Accommodation

- First team home and away dressing rooms must be clean and tidy and available for use by the competing clubs from the agreed time
- Team names with their club logo will need to be posted on the door of each changing room (Provided by Oxfordshire FA)
- The drawn home club must be allocated the home team dressing room irrespective of which club the ground belongs to.

Officials Changing Accommodation

- The ability to provide separate changing facilities for male and female as well as adult and under 18 officials must be in place if appointments require it. Notification of this will be provided following the announcement of official selections to games
- Refreshments should be provided for officials at half-time and full-time intervals.

Coverage

- Each game will be filmed and photographed by Oxfordshire FA with no other commercial coverage allowed unless prior agreement is made with Oxfordshire FA. A controlled designated area must be provided to safely position camera equipment for the filming of each game
- Oxfordshire Football Association reserve the right to market and sell photos from each adult match at the venue.

Hospitality

- Bars and kitchens will need to be sufficiently stocked with service available 2 hours before kick-off and 2 hours after the final whistle
- Each tender will need to include details of free post-match food provision for match officials and players.

A designated named match day contact must be provided for liaison with the Oxfordshire Football Association during each event. This contact must be available to meet our staff and photographer as they arrive and so that we can set-up our Veo camera equipment a couple of hours before kick-off.

Written details of stewarding, security and car parking arrangements must be provided and agreed by Oxfordshire FA. Any matchday staff who are paid must for fairness and consistency receive the same rate which in previous years was £20 per hour.

Each tender will need to provide details of best practice safeguarding compliance arrangements, as well as health and safety protocols and emergency

evacuation procedures. Clear access and signage is needed to allow for any ambulance usage. First aid kits will need to be fully-stocked in each team changing room and for the match officials.

Warm-up spaces must be available for each team, preferably on the match pitch.

Six Nike Match balls, provided by Oxfordshire Football Association, must be in the match officials changing room ready for their arrival, fully inflated and safely stored at the venue before each fixture.

Each tender will need to include details of where and how medal and trophy presentations will be made with safe overnight storage facilities. They will also need to include proposals for a licensed music playlist and stadium announcements and arrangements for interviews with team managers and players pre-match, at half-time and post-match.

Venues also have the opportunity at the same time to include expressions of interest if they wish for also hosting any end of season awards dinner at a date to be agreed during the summer of 2024 which Oxfordshire Football Association organises. Hosting that event will need the successful venue to be able to provide free room hire for at least 100 guests seated cabaret style. The venue will then benefit from a 10% share of any agreed proceeds from the evening after all costs including advertising, staffing, security, refreshments and any AV equipment hire have been fully accounted for.

PROCESS

Written tender submissions explaining why you would like to apply - and clearly demonstrating how all of the above criteria will be met - must be sent by your Club Secretary to Ben.Hardcastle@OxfordshireFA.com by Monday 18th December 2023.

Each tender submission application will be considered on its relative merits by the Oxfordshire Football Association County Cup Competitions Committee. The decisions of that Committee are final.