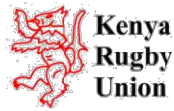


**National Sevens Circuit**

***Season 2025-2026***

***Application to host***





## The Opportunity

With the approval of the KRU Board, the National Sevens Circuit will return to full normalcy in 2025, with the KRU 7s leg opening up for a bidding process. KRU is now seeking to appoint a host team for the fourth leg of the 2025 National Sevens Circuit. A tournament of this significance will deliver a positive impact and legacy for both the host team and county, and the development of the game locally and nationally.

It is the expectation of the Kenya Rugby Union that the bidding club be able to generate revenue from hosting the event to assist them in their annual activities.

### 1. Tournament summary

#### Participating teams

Teams will be invited as guided by the KRU National Sevens Circuit tournament manual.

There shall be two divisions with 16 teams in Division 1 and between 20-24 teams in Division 2.

#### Tournament structure

- Participating teams will play a tournament in a single venue, over two match days. The ideal venue shall have two pitches to accommodate both divisions.
- The teams will be divided into two divisions 1 & 2
  - 1st day: pool matches in each group
  - 2nd day: Quarter finals, Semi-finals and Finals in categories in each division
  - The proposed date for the tournament is **23rd & 24th August 2025**

#### Tournament Expenses

- The hosts shall be expected to bear the full cost of hosting the event.
- KRU will endeavour to engage partners and sponsors to assist in the hosting of the event.
- The tournament costs shall also include costs towards the Match Officials for the event, on a cost share basis with KRU.

#### Application process

Bids shall only be accepted from registered affiliated clubs. Clubs that have not hosted the series before are particularly encouraged to apply.

Bidders must read and fill the bid document. It contains Kenya Rugby's requirements and technical description of the tournament.

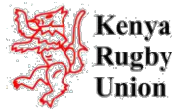
Please use this document to send us your proposal. Should you want to provide additional information or documents, add them in appendix.

Please return documentation to Kenya Rugby Chief Executive Officer on or before the **26th of February 2025**. Copies shall be emailed to [ceo@kru.co.ke](mailto:ceo@kru.co.ke) and [competitions@kru.co.ke](mailto:competitions@kru.co.ke)

Details of the Team expressing an interest to host the 2021 National Sevens Circuit:

#### Club

- Name:
- Address:
- Telephone:



- Email:
- Physical location

#### **Key Team contacts person for all matters relating to the tender**

- Name:
- Position at the Team:
- Telephone:
- Email:

### **2. Organising structure and staffing**

- Outline the organisational structure to be implemented for hosting the Tournament, specifying key linkages and roles of external stakeholders (local government, clubs, external event management or commercial agencies, etc).  
We will need as a minimum:

- A Host Team Tournament Manager (and support structure). This position is a dedicated Tournament role, i.e. this person cannot be involved in their normal home Team activities during the time of the National Sevens Circuit Tournament;
- A tournament director appointed by Kenya Rugby;
- A qualified tournament doctor available before, during and on both match days.
- A Tournament Medical Officer (and support structure);
- Referee Manager (dependent on Host Team resources, and experience);
- In-goal referees, 4<sup>th</sup> and 5<sup>th</sup> referees and possibly assistant referees;
- Venue Liaison Officer;
- Team Liaison Officer (1 per division);
- Results and statistics recording personnel; adequately equipped with paper, printer, laptop, electricity supply available at match venue
- Such other persons as from time to time deemed by Kenya Rugby to be reasonably required for the Tournament including but not limited to administrative support for the Tournament Disciplinary, Anti-Doping and Disputes Programs.
- Communication and media manager. He or she will work closely with Kenya Rugby's Communication manager.
- An adequate number of ball boys with a competent manager.

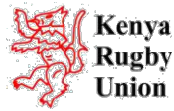
### **3. Host Team Budget**

#### **Budget**

- Complete a Tournament Budget in as much detail as possible in your own format.
- Provide full details of any financial support that has been or will be obtained from national, regional, local government or city authorities
- Hosting grant: There is no hosting grant as at this time.

### **4. Tournament Format &**

#### **Structure Tournament Dates**



Saturday August 23, 2025 and Sunday August 24, 2025.

### **Match Venue/s**

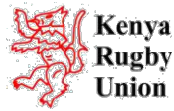
- Please give a list of proposed match venues, clearly indicating the rationale for choosing the venue, and the location of the venue
- Please ensure the availability of two (2) standard playing field adjacent to each other
- Please provide the following information for the match venue:
  - Name
  - Location and distance from the main cities in the area
  - Pitch dimensions (length and width)
  - Distance from the potential Team Hotels/Accommodation venues
  - Capacity (standing and seats) VIP area / Hospitality
  - VIP area / Hospitality
  - Current usage
  - Number of dressing rooms
  - Broadcast facilities (existing broadcast camera facilities, commentary positions, etc)
  - Warm-up facilities outside the playing areas.
  - Dedicated and secure seated area for substitutes and support staff
  - Dedicated and secure seated area for teams' officials and teams not playing
  - Appropriate seating and viewing facilities for Citing Commissioners and Judicial Officers
  - Anti-doping facilities
  - Medical facilities
  - Type of playing surface
  - Scoreboard(s)
  - Big screen (if applicable)
  - Adequate PA system
  - Possibility to display teams', Kenya Rugby and National flags
  - Explain ownership structure of the venue
  - Explain any current restrictions on the normal operation of the Venue including kick-off times, pitch painting, floodlighting or numbers of Matches within the Tournament period outlining how these would be addressed/amended for the Tournament if required

### **Training Venues**

- Provide a list of the proposed Training Venues available showing proximity to proposed Match Venue and teams' accommodation, current usage and facilities (dressing room, swimming pool, gymnasium, running track, etc)
  - Provide sufficient quantity of water and ice for match officials, medical and support staff
  - Provide 5 shields, tackle bags and a set of cones to be shared amongst teams

### **5. Tournament Operations**

- The hosting team shall provide all necessary information regarding local regulations for the guest teams and tournament officials.
- Where possible the hosting team will negotiate with local authorities for the services to be delivered for free or at a minimal fee.



- Should local levies be imposed on services e.g. parking etc, the visiting teams will be liable to pay for this.

### **Teams Accommodation**

- Please provide specific details about accommodation options in the area and capacity for teams' consideration.

### **Water and Ice supply**

This should be available for tournament staff, KRU staff and the medical team on duty at the venue.

### **Kenya Rugby Staff / Match Officials Accommodation.**

- Please provide potential hotel options for Kenya Rugby Staff, Match and Judicial Officials including details on hotel standards, facilities and costs.

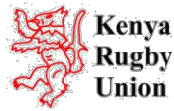
### **Security**

- Describe the security arrangements that will be implemented for the Tournament.
- Please advise if there are any potential security threats or issues that we should be aware of or that may arise during the tournament in any of the proposed match venues.

### **Medical**

- Immediate Care in Rugby Level 2 trained medical officer in attendance on both pitches.
- On match days, two ambulances equipped with the first aid material and capable of evacuating injured people, if necessary, on each field:
  - Resuscitation equipment, IV fluid and essential drugs;
  - Oxygen and suction;
  - Stiff neck collars;
  - Standard stretcher, Jordan Frame, Spinal Board or Scoop stretcher;
  - Readily available telephone with permanent listing of ambulance, rescue helicopter (where available) and local hospital;
  - Adequate lighting including wall light for suturing;
  - Sink and hand washing facilities;
  - Facility for disposal of used needles, syringes and contaminated dressings; and
  - Facility for sterilizing instruments.
  - Medical room or tent within the stadium to bring necessary first health care to any sick or injured person.
- Please advise name and details of hospital / clinic to be used in case of emergencies, post-match consultations, X rays etc

### **Insurance**



The Host Team will obtain and maintain in force full and complete comprehensive insurance cover with a reputable insurer acceptable to Kenya Rugby in respect to all risks regarding the Tournament.

The Host Team shall be required to provide all details of such insurance to Kenya Rugby including certified copies of policies and evidence of payment.

### **Trophies**

The host team should provide trophies and medals (number of which will be determined according to each competition) at its own costs for all participating teams and match officials.

### **Opening and Closing functions**

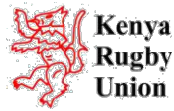
At the host team's costs, a function may be organised at the start or at the end of the tournament. All participants officials will be invited to this function as well as the representatives of Kenya Rugby, match officials and guests from the host team.

#### **6. Broadcast**

- Rights belong to Kenya Rugby Union. Broadcasting must first be validated by Kenya Rugby Union.
- Provide details on the number of experienced broadcasters who may potentially be appointed to cover the event. For each potential Broadcaster provide the following information:
  - Name
  - Type (cable, satellite, terrestrial, online, other)
  - Experience in Rugby and major sport events broadcasting
- Arrangements should be made for matches to be filmed and made available to teams within **2 hours** after the end of each match day
- The tournament will be advertised in such ways as to attract as many spectators as possible and a minimum of 3000 spectators is expected.
- Press and Media will be invited to the press conference and to each match days.

#### **7. Communication**

- As a reminder a local tournament communication manager should be appointed by the host team. He/she should organize:
  - Timely communication of results;
  - Efficient communication with Kenya Rugby's communication manager
  - Submit all promotional material (poster, banners, etc) to Kenya Rugby for approval.
- Local communication officer contact
  - Name and surname:
  - Position at the union:
  - Phone number:
  - Email:
- Please provide a detailed communication strategy (social networks, visuals, sponsorship etc.)
- At least one active website and/or Facebook page



- Link of the digital communication medias:

#### 8. Anti-Doping

- Confirm that there is no current legislation and/or other impediments in place to prevent the implementation of the World Rugby Anti-Doping Programme in the territory of the Host Team prior to and during the Tournament
- Is there a national local anti-doping organisation recognised by WADA in your county?

#### 9. Sponsorship

Alongside with a detailed commercial plan, please list confirmed or potential tournament sponsors and details of partnership:

- The host team agrees to make all necessary arrangements towards potential Kenya Rugby sponsors in terms of visibility, advertising spaces, invitations to matches and functions, etc.
- If Kenya Rugby's broadcasting partner buys the rights to broadcast this competition, the host team agrees to comply with all contractual obligations between KRU and its partners.
- All potential sponsors must be approved by KRU in case of any conflict with existing partners.

#### 10. Legacy

For legacy purpose, the host team may organize a GIR event or/and a women's rugby game or/and an impact beyond activity. There may also be Training and Education Activities. Please describe your proposed project.

#### 11. Other Events

- Are there any other major events (sporting, cultural, political or otherwise) being held at the same time and in the same city as the proposed Tournament that may impact on the capacity to accommodate, transport or otherwise host this event?

#### 12. General

- Please provide in this section any further relevant information, which you believe, will assist us in analysing your ability to host a successful 2025 National Sevens Circuit tournament.

#### 13. Contacts

- Head of Rugby committee:
- Head of competitions committee:
- General Manager:
- Communication Manager:



### Appendix 1

Please provide a breakdown of your proposed budget