



**DELIVERY PARTNER-
KING'S BATON RELAY
SCOTLAND LEG**
REQUEST FOR PROPOSAL

1. INTRODUCTION

Commonwealth Games Scotland (CGS) is seeking to partner with high-calibre individuals/agency to project manage the delivery of the Scottish leg of the King's Baton Relay (KBR).

The KBR provides an opportunity to drive strong engagement, excitement and anticipation on the eve of the Glasgow 2026 Commonwealth Games. Our designated activation window is from the 1st of July through to the Games' Opening Ceremony on 23rd July 2026.

Funding has recently been secured, and we now require experienced individual(s) or agency to take the reins and deliver this exciting and impactful programme.

2. ABOUT US

CGS is responsible for selecting, preparing and leading Team Scotland at the Commonwealth Games and Commonwealth Youth Games. Team Scotland has attended, and won medals at, every Commonwealth Games since the first in 1930, enjoying best-ever performances in 2014, 2018 and 2022.

Our vision is for Team Scotland and the Commonwealth Games to inspire Scotland to be physically active and successful in the sporting arena. We are a member sports organisation comprising 29 sports, with our central focus on:

- Enabling athletes to perform to their potential.
- Recognising and celebrating the hard work and achievements which make the country proud and utilising this profile to benefit sport and Scotland.
- Achieving this in a fair and inclusive way.

Our values are:

- Athlete-centred: Athletes at the heart of what we do.
- Excellence: Aspire to deliver excellence in our actions.
- Leadership: Lead through a participative 'One Team Scotland' approach.



- Inspiration: Promote the achievements of team members to inspire others.
- Inclusion: People respected, engaged and valued as part of the Team Scotland community, regardless of their background, identity or circumstance.

3. ABOUT THE GLASGOW 2026 COMMONWEALTH GAMES

The Commonwealth Games are held every four years, attracting athletes from 74 nations, representing a third of the world's population, to compete across a variety of sports over an 11-day sporting schedule. It is the only multi-sport event in the world which operates a fully integrated para-sport competition. The Commonwealth Games is known as 'The Friendly Games' – a celebration of commonality and diversity as well as top class sport.

Glasgow 2026 promises an altogether brilliant Commonwealth Games, paving the way for a new era of Commonwealth Sport.

Taking place from 23 July to 2 August, Glasgow 2026 is an 11-day celebration that combines world-class sport with a future-focused vision, built and delivered by the vibrant spirit of Glasgow.

Set within a concentrated, eight-mile corridor that brings the Games closer to the fans than ever before, Glasgow 2026 will deliver:

- A record-breaking Para sport programme – 47 events across six sports
- The biggest Track Cycling, Swimming and 3x3 Basketball competitions seen at a Commonwealth Games
- Groundbreaking events like the return of the Commonwealth Mile in Athletics
- 10 exhilarating sports across four of the city's iconic venues; from Scotstoun Stadium to the Scottish Event Campus (SEC), the Sir Chris Hoy Velodrome and Arena, to Tollcross International Swimming Centre.

Glasgow 2026 will see 3,000 volunteers, alongside thousands of fans, and communities from across the city join together to welcome 3,000 athletes from 74 nations and territories to the city.



4. **ABOUT THE KBR**

The KBR began at Buckingham Palace on Commonwealth Day, Monday 10 March 2025, when His Majesty The King placed His Message to the Commonwealth that will be carried as part of the Relay into the first Baton.

The KBR is a tradition that celebrates, connects and excites communities from across the Commonwealth during the build-up to the Games and the journey to Glasgow 2026 will take 500 days and reach every corner of the Commonwealth.

For the first time ever, every Commonwealth nation and territory will receive their own Baton for their celebrations and have been asked to customise and decorate this Baton to represent their culture. All 74 batons will be reunited at the Opening Ceremony of Glasgow 2026, where the final Baton will be presented to His Majesty and the Message read aloud to declare the Games open.

For the first time as part of the KBR, Commonwealth Sport is partnering with the Royal Commonwealth Society (RCS) to deliver the Commonwealth Clean Oceans Plastics Campaign – bringing much-needed attention to both ongoing ocean conservation efforts and interesting new solutions to plastic waste.

The campaign aim is for athletes and communities to come together to prevent one million pieces of plastic from entering Commonwealth waters and spark lasting change in how we view plastic pollution, with this global relay of plastic clean-ups journeying through every Commonwealth nation and territory as part of the KBR.

As the Commonwealth Games Association (CGA) for Scotland, we are responsible for the delivery of the KBR activity in our territory.

5. **OUR OBJECTIVES**

CGS objectives for the KBR include:

- Increase and strengthen support for Team Scotland, Glasgow 2026 and the Commonwealth Sport movement.
- Showcase Scotland's athletes and Scottish sport.



- Engage with communities across Scotland.
- Achieve a memorable and impactful KBR leg, that reflects positively on Scotland as a host.
- Design a baton that reflects the nation well at the Opening Ceremony, being the focal point of an event watched by millions across the world.
- Deliver our obligations as host CGA for baton activity, including sponsor activations and the Commonwealth Clean Oceans Plastics Campaign.

Wider objectives and opportunities include:

- Drive anticipation and excitement for Glasgow 2026 with a drumbeat of content in the immediate build-up.
- Provide high-quality opportunities for public participation and celebrate diverse communities across Scotland.
- Showcase Scotland as a world-class visitor destination through media and social media activity.
- Celebration of community sport and volunteers.
- Consistent look and feel of policing, appropriate to the size and scale of event.

6. PROPOSED APPROACH

The KBR activity has been reimagined for the 2026 iteration, with key features including:

- A hub and spoke delivery model, with the delivery team based in Glasgow and travelling each day to events across Scotland, rather than a continuous route around the country.
- The baton will visit existing events and activities and activate within existing event plans rather than focusing on baton bearers continuously running through the streets.
- Events registering interest in hosting the KBR through the Games' All In programme (<https://www.glasgow2026.com/get-involved/be-all-in>) will be considered for inclusion. Decision on event inclusion will be dependent on route chosen and achieving a balance of activities in line with the Scotland KBR objectives.
- Events should be a celebration of Scottish sport and culture at national and community level and past/present/future athletes and their community links, the Commonwealth and the environment. We will also be servicing sponsor and charity partner visits as part of the process.



- With time restrictions we will not be running an open Batonbearer nomination process and nominations of Baton Bearers by events do not guarantee selection. Any Baton bearers will have connections to the community events or Team Scotland, the Games, and will be selected by CGS after consultation with event hosts and will be incorporated into event activity along with public interaction where possible.

The process for baton bearers, and attendance at established events over a dedicated programme of activity, is consistent with past delivery of baton relay activity in Scotland ahead of the Gold Coast 2018 and Birmingham 2022 Commonwealth Games.

7. YOUR ROLE

We are looking for a dedicated resource to project manage the delivery of the King's Baton Relay project. We are open to approaches from individuals or agencies, though a named project lead will be required.

You will be contracted by and report to CGS, and will work in collaboration with a host of stakeholders including Commonwealth Sport, the Glasgow 2026 Organising Company, Scottish Government, **sportscotland**, Royal Commonwealth Society and Police Scotland.

The role includes:

- Leading the delivery of the KBR domestic leg.
- Recommendation of selection of events to attend and programming of sponsor and charity partner visits.
- Managing the agreed KBR schedule of events and activity
- Liaise with event partners on integration of baton activity and selection of baton bearers.
- Logistics planning, including travel, accommodation, insurance etc.
- Recruitment of delivery team, including event officers, media/content creators and photography and videography resource.
- Management of the baton design process, including liaison with the designer(s).
- Budget management and financial reporting.
- Presenting to the monthly KBR advisory group meetings with key stakeholders
- Coordination with the Games' Ceremonies Team over the final hours of activity leading into the Opening Ceremony.
- Delivery role for the duration of the KBR activity in July.



- Completion of reporting requirements from CGS and wider funding partners.

We're looking for someone with:

- Strong delivery experience with similar projects (baton relays, torch processions, trophy tours etc).
- Ability to hit the ground running and dedicate significant immediate time across the lifespan of the project.
- Knowledge and ability to work autonomously, and leverage support where required from CGS and other partner organisations.
- Understanding of Scotland and local communities and the Scottish and Commonwealth sporting landscapes (past experience of the Commonwealth Games is beneficial).

8. DELIVERY PARTNER BUDGET

The budget associated with the project management of the KBR is £90,000. This includes:

- All project planning human resource (some administrative support will be provided by CGS, but the Delivery Partner is expected to manage all aspects of the project planning).
- Event Officers during the delivery period in July.

9. PROJECT BUDGET

The total project budget, including delivery partner costs outlined above, is £275,000. A high-level breakdown is included in the appendix to this document.

The Delivery Partner will be able to reallocate resources to different budget areas as appropriate, but must deliver within the overall budget envelope.

10. TIMELINE

Our process schedule is as follows:

- Completed submission should be returned to Team Scotland by **midday on Tuesday 17th February**
- Shortlisted submissions will be contacted by **Wednesday 18th February**
- Shortlisted companies will be invited to present to CGS panel on **Thursday 26th February** (online via Teams)



- It is anticipated a decision will be reached by **Monday 2nd March**

11. SUBMISSION REQUIREMENTS

Interested parties are invited to submit a proposal document detailing:

- Executive summary including detailed basic company information
- Portfolio of relevant previous work
- Expected team members to work on the account, and their respective experience
- Declarations of interest - please detail any existing relationships with employees, contractors or member organisations (see Appendix 1) of CGS, including details of work carried out by your company on their behalf

12. SUBMISSION DETAILS

The completed submission should be sent to:

- KBR@teamsotland.scot or KBR, Commonwealth Games Scotland, Airthrey Castle, University of Stirling, Stirling, FK9 4LA

CGS may not consider any late submissions, or which does not meet any of the other requirements set out in this document.

CGS is not bound to accept any submissions.



APPENDIX 1 – PROJECT BUDGET OVERVIEW

Delivery Partner	Includes all planning human resource in the build-up to the delivery period, plus event officers during the delivery period).	£90,000
Delivery Team	Media Officers (x2), Drivers (x2), Mascot (x2)	£40,000
Content Capture	Photographer (1), Videographer (1)	£33,000
Security	High-level estimate	£22,000
Baton	Artist fee, materials, additional batons, stands etc.	£10,000
Branding	Kit of parts, vehicle branding	£6,000
Uniform	Crew and batonbearer	£9,000
Event logistics	Accommodation, subsistence, travel, technology, insurance etc.	£52,000
Contingency	5%	£13,000
		£275,000



APPENDIX 2 – CGS MEMBER SPORTS

Scottish Archery	Paddle Scotland
Scottish Athletics	RYA Scotland
Badminton Scotland	Scottish Rowing
basketballscotland	Scottish Rugby
Bowls Scotland	Scottish Target Shooting
Boxing Scotland	Scottish Squash
Cricket Scotland	Scottish Swimming
Scottish Cycling	Scottish Ten Pin Bowling Association
Scottish Disability Sport	Table Tennis Scotland
Scottish Fencing	Tennis Scotland
Scottish Golf	Triathlon Scotland
Scottish Gymnastics	Scottish Volleyball
Scottish Hockey	Weightlifting Scotland
Judo Scotland	Scottish Wrestling
Netball Scotland	

