



# BUCS Weekly Captains Training

Scan the QR Code to register your attendance



# BUCS and the AU

## Club Contact

You club contact will be  
Ffion

HewlettF1@cardiff.ac.uk

## AU Membership

BUCS clubs will pay the  
Tier 1 membership fee of  
£40

As well as a £20 BUCS  
squad top up fee

# What is BUCS?

1

BUCS is the NGB for Higher Education Sport

2

The AU pay BUCS approximately £20,000 per year to be affiliated

3

BUCS host the University leagues, knockouts, events and competitions

4

145 institutions across the UK compete in approximately 50 sports

5

Cardiff are the highest ranked Welsh university consistently in 11<sup>th</sup>

6

Head to <https://www.bucs.org.uk/> to find out more information

BUCS has rules and regulations which must be followed

General Regulations Sport Specific Regulations

Not following these can result in not receiving promotion,  
monetary fines and forfeited fixtures.

<https://www.bucs.org.uk/rules-and-regulations.html>

# Rules and Regulations

# BUCS Regulations



## **REG 9.4**

Should there be a clash of colour, it is the responsibility of the home institution to change its kit.



## **REG 4.1.6**

To compete an individual must have paid the appropriate Athletic Union subscription.



## **REG 10.1**

Official requirements for each sport, including neutrality and level of qualification, can be found in Appendix 5.



## **REG 11.1.3**

Teams must be selected as if all teams are playing on a given day, at the same time, in match of equal importance.



## **REG 13.2**

Results of all fixtures must be entered on BUCSPlay no later than 12:00 the next day.



## **REG 9.2.1**

All league matches must take place on the date set by BUCS, unless agreed to by both IA's in writing.



## **REG 13.7.5**

Penalties for conceding walkovers, for example, 1 walkover in Premier Tier = loss of 3 league points, total points attained are halved & ineligible for playoffs.



## **Normality**

an individual who is listed on the team sheet for more than 50% of a team's league fixtures.

# BUCSPlay

BUCSPlay is the platform used to facilitate BUCS activity, fixtures and events

<https://bucs.playwaze.com/british-universities-colleges-sport/>.

All competing members must register an account as soon as possible and join their 'Sport Community', for example, Lacrosse, and apply to the relevant team.



**Fixture details**



**Team sheets**



**Results**



**Kit colour**

# A CAPTAIN'S JOB - on BUCSPlay

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- #1** Managing your squad
- #2** Setting pre-match team sheets
- #3** Approving or disputing opposing team sheets
- #4** Entering scores

# TEAM HUB



## HOME

View IAs and Captains, add Captains, view upcoming fixtures and select team sheets



## SQUAD

Add and remove players to the squad for the season



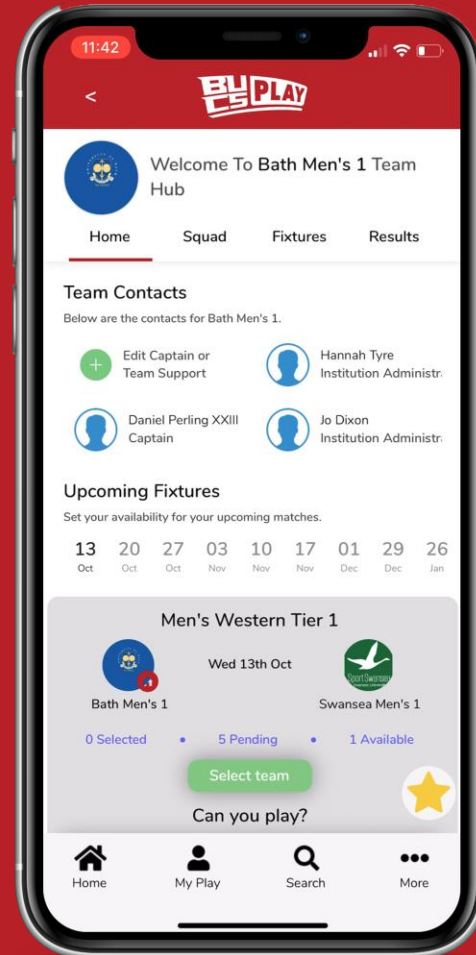
## FIXTURES

View fixtures, enter results, select team sheets



## RESULTS

View results



## STEP 1

Go to MyPlay



## STEP 2

Select the relevant Sport Community



## STEP 3

Scroll down to the Teams section



## STEP 4

Select your team to open your Team Hub





# SQUAD MANAGEMENT



**STEP 1**  
Go to MyPlay



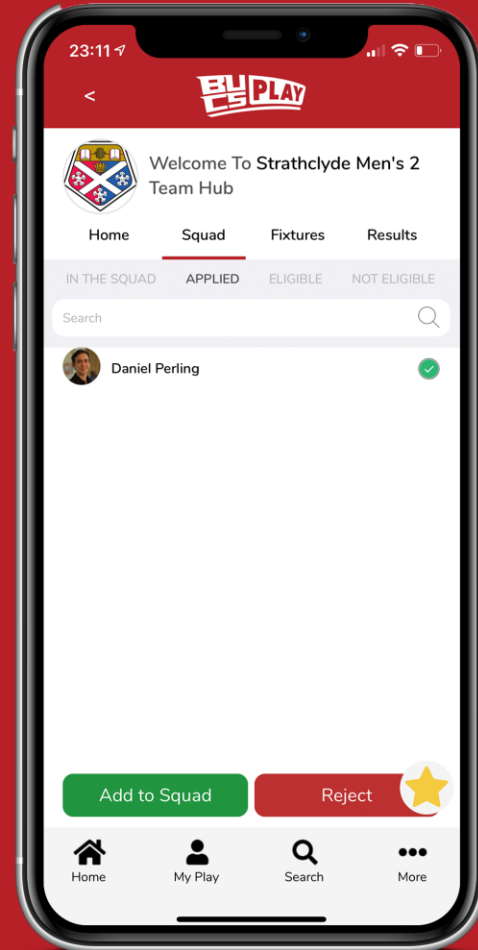
**STEP 2**  
Select the relevant  
Sport Community



**STEP 3**  
Scroll down to the Teams  
section



**STEP 4**  
Select your team to  
open your Team Hub



**STEP 5**  
Go to Squad



**STEP 6**  
Click Applied



**STEP 7**  
Tick the checkbox to  
select your teammates



**STEP 8**  
Click Add to Squad

# VIEW FIXTURES



## STEP 1

Go to MyPlay



## STEP 2

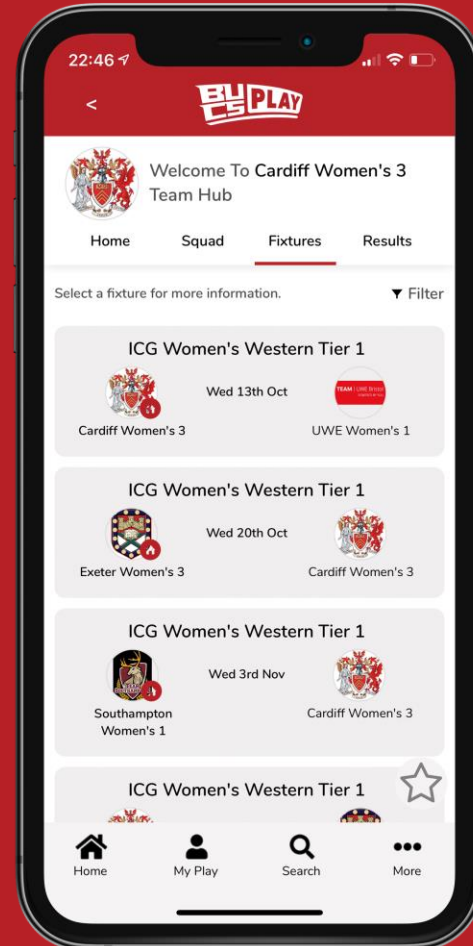
Select the relevant Sport Community

You must have first joined the Sport Community



## STEP 3

Scroll down to the Teams section



## STEP 4

Select your team



## STEP 5

Click Fixtures

# VIEW LEAGUE TABLES



## STEP 1

Go to MyPlay



## STEP 2

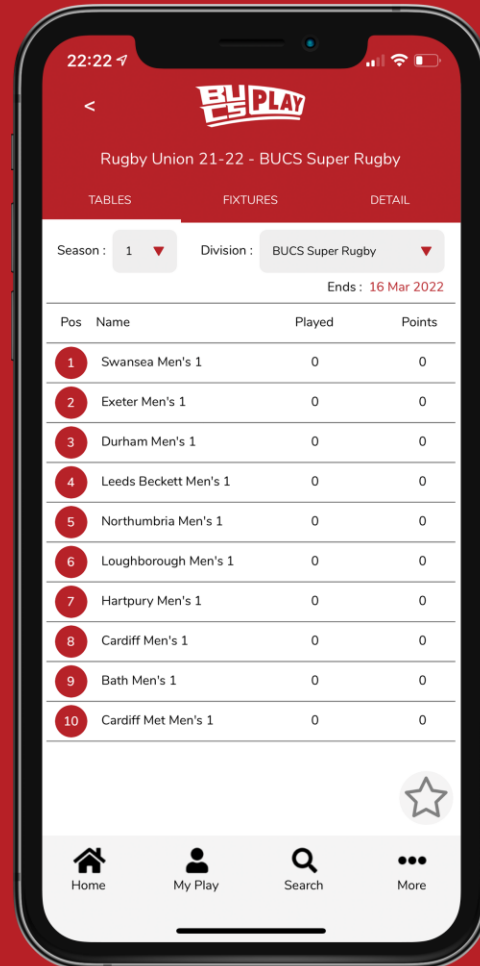
Select the relevant Sport Community

You must have first joined the Sport Community



## STEP 3

Scroll down to the Leagues section



## STEP 4

Select your league



## STEP 5

To favourite the league, click the star icon

# VIEW KNOCKOUTS



## STEP 1

Go to MyPlay



## STEP 2

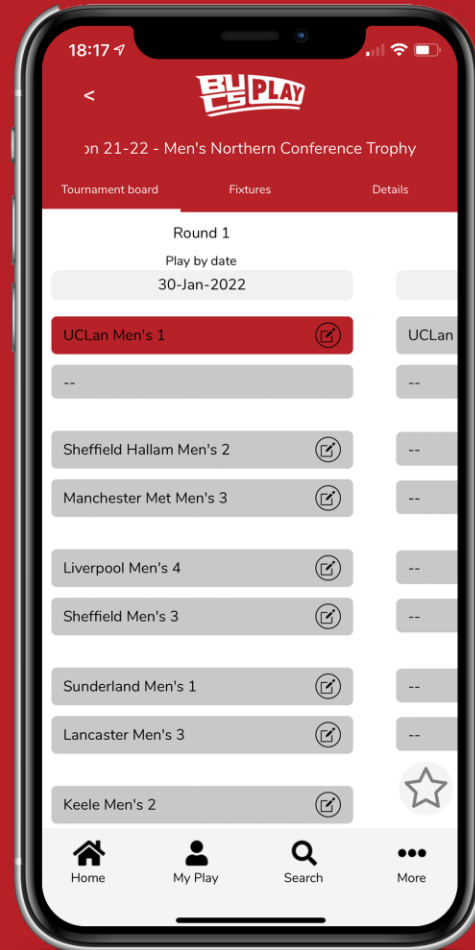
Select the relevant Sport Community

You must have first joined the Sport Community



## STEP 3

Scroll down to the Knockouts section



## STEP 4

Select your knockout



## STEP 5

To favourite the knockout, click the star icon

# TEAM SHEET SELECTION



## STEP 1

Go to the relevant Sport Community



## STEP 2

Scroll down to the Teams section



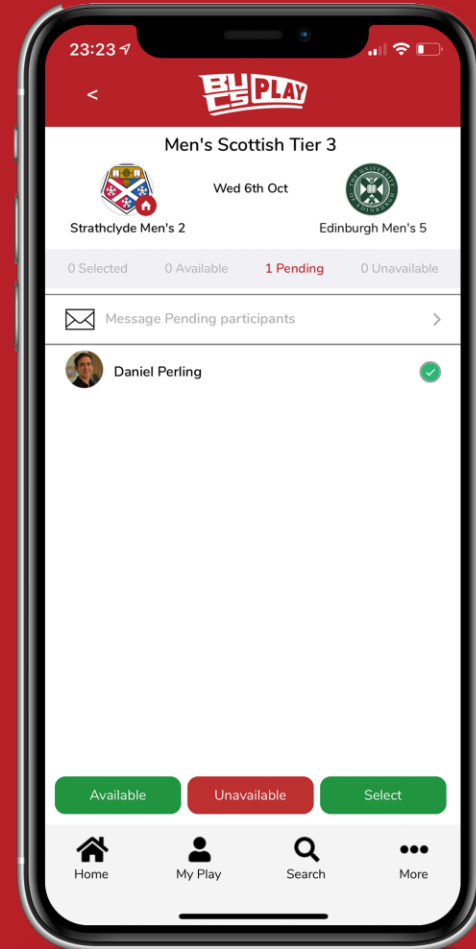
## STEP 3

Find your team to open the Team Hub



## STEP 4

Go to Fixtures or Upcoming Fixtures in Home



## STEP 5

Click Select team for the relevant fixture



## STEP 6

Click Pending/Available



## STEP 7

Tick the checkboxes to select your teammates



## STEP 8

Click Select

# APPROVING A TEAM SHEET

## NB

Approve or Dispute will only open 1 hour before kick-off



### STEP 1

Find the Fixture



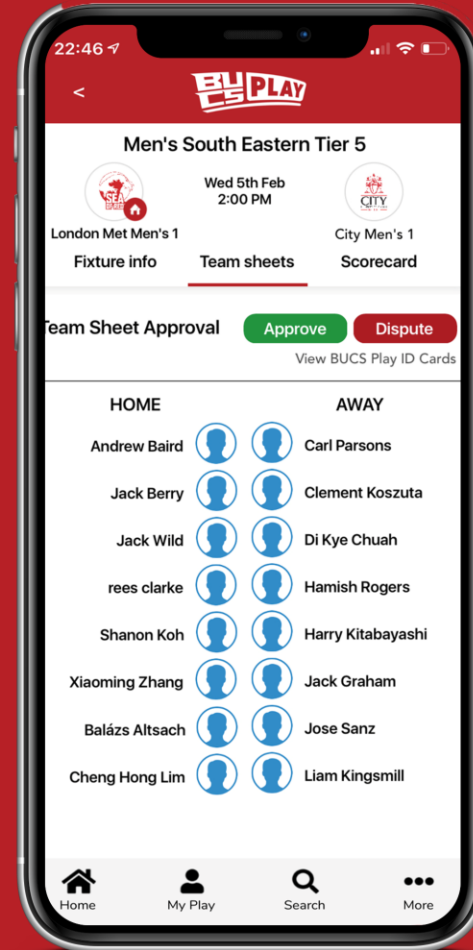
### STEP 2

Click into the Fixture



### STEP 3

Go to Team Sheets



### STEP 4

Check opposition Team Sheet in line with **REG 11.2** with opposition Captain



### STEP 5

Click Approve if Team Sheet meets the regulatory requirements

# DISPUTING A TEAM SHEET

**NB**

Approve or Dispute will only open 1 hour before kick-off



## STEP 1

Find the Fixture



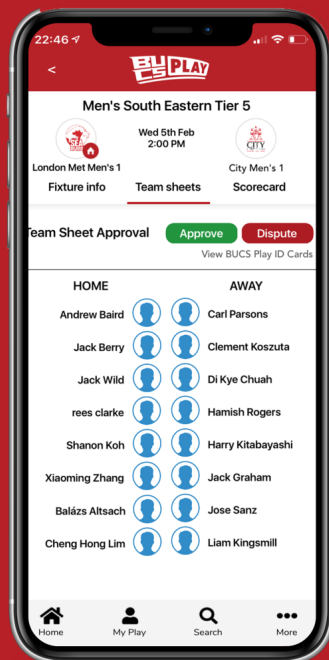
## STEP 2

Click into the Fixture



## STEP 3

Go to Team Sheets



**BUCS PLAYING UNDER PROTEST PRO FORMA**  
PUBLISHED | 1 SEPTEMBER 2019

*This document should be read and completed in conjunction with BUCS REG 12 ('Playing Under Protest').*

Name of Institution/Playing Entity Playing Under Protest		
Sport (E.g. Rugby Union)	League/Knockout Name (E.g. South Eastern 2A)	
Date and Time of Fixture (Scheduled start time)	Venue	
Home Team (E.g. Bath Men's 1st)	Away Team (E.g. Bristol Men's 2nd)	
Reasons for Playing Under Protest: (List and justify all alleged regulation breaches)		
Regulation(s) alleged to have been contravened	Brief explanation of specific grievance and any opposition response (The end of each statement from each captain should be initialled by both captains to note its conclusion)	
Home Captain's Name	Away Captain's Name	
Home Captain's Signature	Away Captain's Signature	
Time of Signing	Time of Signing	

*PLEASE SEE OVERLEAF FOR PERTINENT REGULATIONS/KEY POINTS TO REMEMBER*

BUCS PLAYING UNDER PROTEST PRO FORMA Page 1 of 2



## STEP 4

Check opposition Team Sheet in line with **REG 11.2** with opposition Captain



## STEP 5

Click Dispute if Team Sheet does not meet the regulatory requirements



## STEP 6

Complete BUCS Playing Under Protest Form (**REG 12**)



# ENTER A RESULT



**STEP 1**  
Find the Fixture



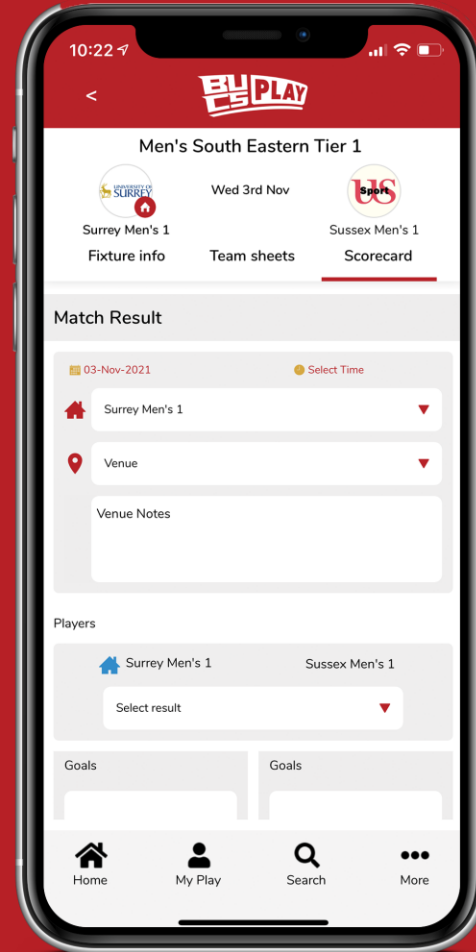
**STEP 2**  
Click into the Fixture



**STEP 3**  
Go to Scorecard



**STEP 4**  
Select the Result



**STEP 5**  
Enter the score for the home and away teams



**STEP 6**  
Click Save



**STEP 7**  
View the Result and edit if needed



**STEP 8**  
Your IA will approve the result





BUCS confirmation emails will be sent out on the Friday before the Wednesday of fixtures

Raise all concerns prior to the weekend

Clubs must organise their own officials and their payment for home fixtures

Facility bookings and fixture scheduling is AU responsibility

Equipment for fixtures is club responsibility E.g. Match balls

The second BUCS confirmation email will be sent out on Tuesday with final fixtures and transport information

Please ensure all concerns and fixture issues are communicated **EARLY**

# ← Important Information →

# Transport

1

Teams are expected to make their own way to home fixtures, as well as those in Cardiff

2

Away transport is coordinated by the AU and communicated via the confirmation emails sent on Friday

3

Please ensure there are members to drive minibuses – We recommend 2 per squad

4

No alcohol is permitted on journeys

# Before the fixture...

1

Ensure team availability

2

Organise officials

3

Check Friday and Tuesday confirmation emails

4

Organise kit and equipment

5

Complete the BUCSPlay team sheet

6

Raise concerns in ADVANCE!

1

## Team Sheets

Approve or Dispute opposition team sheets

If you dispute or have concerns over the fixture, remember to complete a **playing under protest form!**

At the  
fixture...

# After the fixture ...

1

Enter result on BUCS Play

2

Notify us immediately if played under protest

3

Email Ffion with results

# BUCS forms to have on hand

## Playing Under Protest

This can be completed upon arrival or during a fixture, when the conditions do not adhere to those outlined in the BUCS rules and regulations

## Team Sheet


The app can be temperamental. Paper team sheet must be completed and signed by opposition prior to the start if not uploaded to the app

**Please read BUCS Regs 12 and 11**

# Checklist

- 1 Check transport and fixture details sent by AU
- 2 Inform AU of any issues ASAP
- 3 Organise officials and payment
- 4 Complete team sheet
- 5 Go to fixture
- 6 Approve or dispute opposition team sheet
- 7 Submit results on BUCS play and email AU

# BUCS Points (Last updated: Friday , Aug 30 2024,09:09)

View 

Institution

--All sports--

--All Institutions--

1

2

3

4

Position	Institutions	Points
1	Loughborough	9492
2	Nottingham	8227
3	Durham	5717
4	Exeter	4979
5	Edinburgh	4821.3
6	Birmingham	4010
7	Nottingham Trent	3657
8	Newcastle	3643
9	Bath	3636.7
10	Bristol	2920
11	Cardiff	2917





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