

BUCS Team Sheet Instructions

Here is the step by step for what must be done (if this is not followed we may be forced into conceding walkovers, and possibly given fines).

Before your match:

- 1) Make sure all of your players have **photo ID** available (name and photo necessary, so student ID is fine) **and have paid their membership**
- 2) Where possible, **make photocopies of the ID** at the SU Welcome Desk (multiple ID's per page). These can be kept on file by the captain and used throughout the season instead of relying on members bringing ID to each fixture – THESE PHOTOCOPIES MUST BE SIGNED OFF BY HANNAH (SPORTS CO-ORDINATOR) TO BE VALID
- 3) **Fill in the adapted BUCS team sheet and send** (email or in person) to Hannah **BY MONDAY AT 3PM** (or Thursday 3pm for Sunday matches)

On Match day, EACH TEAM will need to take:

- 1) Verified photocopies of player ID's (any players not on this will need to bring Student ID)
- 2) **2 copies** of the team sheet (collect from Hannah)
- 3) You will also be checked onto the bus by a member of SU staff

Before the match starts:

- 1) Give one copy of your team sheet to the opposition captain
- 2) Receive the opposition team sheet
- 3) Allow the opposition captain to check your members are eligible to play
BEST PRACTICE – line up your players, and call out names as they appear on the sheet so they can be validated on the team sheet. Some teams create a player 'tunnel' when their names are called out
- 4) Check their players off in the same manner, putting a tick next to their name if happy. ANY DOUBTS ABOUT PLAYERS, for example if they are not on their verified team sheets or you do not think are eligible please circle the name on the team sheet. It is at this point you should fill in a playing under protest form. *If you do not, you cannot claim a walkover afterwards (if you wish to claim a walkover, you must see me before 12 noon the following day).*

COPIES OF ALL TEAM SHEETS FROM BOTH TEAMS FOR ALL FIXTURES MUST BE KEPT TOGETHER ON FILE BY THE CAPTAIN UNTIL THE END OF THE SEASON.

If these protocols are not followed, you may be unable to claim walkovers, and will be vulnerable to accusations of player movement or ineligible players

If you are confused at any point, please come in and see me, or call me.