

## **BUCS teamsheet Instructions**

Here is the step by step for what must be done (as mentioned previously, if this is not followed we will be forced into 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 teamsheet and send** (email or in person) to Hannah **BY MONDAY AT 3PM** (or Thursday 3pm for Sunday matches)

### **On Matchday, EACH TEAM will need to take:**

- 1) Verified photocopies of player ID's (any players not on it will need to bring ID)
- 2) **2 copies** of the teamsheet (collect from Hannah)
- 3) List of paid-up members (collect from Hannah)
- 4) You will also be checked onto the bus by a member of SU staff

### **Before the match starts:**

- 1) Give one copy of your teamsheet to the opposition captain
- 2) Receive the opposition teamsheet
- 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 teamsheet. 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, like if they are not on their verified lists or you do not think are eligible should be circled. 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. The sooner you complete the photocopied ID's, the easier your season will be.