

BUCS Play and Team Sheet Instructions

Here is the step by step for what must be done for BUCS Play and your team sheets (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 THE BUCS SPORT ADMINISTRATOR TO BE VALID.
- 3) Ensure all players are signed up to BUCS Play. **YOU CAN NOT PLAY WITHOUT IT.** Make sure everyone has downloaded the BUCS Play App and created an account using their University of Worcester email address. Once this is completed, they need to find and join your sport and then search for the relevant team.

On a Monday by 9pm:

- 1) Captains must complete the Team Sheet on the BUCS Play App, ensuring everyone who is taking part in the fixture has signed up and can be put on the team sheet.
- 2) You will also need to **fill in the BUCS paper team sheet and send** (email or in person) to the BUCS Sport Administrator. Both these steps need to be completed no later than a Monday at 9pm or a 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 SU Welcome Desk)
- 3) You will also be checked onto the bus by a member of SU staff

Before the match starts:

1) One hour before your scheduled fixture start time you need to go on to BUCS Play and either **APPOVE or DISPUTE** your opposition's team sheet. To do this find the fixture on BUCS Play and click 'Enter Result' where it will bring up both team sheets.

2) 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.

3) Check their players off in the same manner. ANY DOUBTS ABOUT PLAYERS, for example if they are not on their verified team sheets or you do not think are eligible, please press the 'Dispute' button. You should check BUCS Regulation 4 and 11 before you do this. Once you have done this you must fill in a BUCS playing under protest form. *If you do not, you cannot claim a walkover afterwards (if you wish to claim a walkover, you must see the BUCS Sport Administrator before 12 noon the following day).*

4) If the opposition players do not have their team sheet on BUCS Play then you need to use your paper team sheet. Ask the opposition captain to fill out their team list on your form and then both captains should sign this. You will also need to fill out their team sheet. Once this is done then check the players off in the same manner as above and circle the name on the team sheet of anyone you do not think is eligible to play. You will still need to complete the BUCS playing under protest form.

If you complete a paper team sheet, this must be returned to the SU the next day as it is kept on record 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 the BUCS Sport Administrator or Sophie Smith. If it is on a Match Day, please call the sport phone on 07933 428373.