



BUCS/SSS TEAM CAPTAINS





What's Covered

- Roles & responsibilities of a Captain
- Joining a team/squad
- Squad Management
- Team Sheets
- Entering Results
- Rules & Sanctions
- Common Questions
- Resources/Contacts

BUCS/SSS Sports

BUCS LEAGUES & KNOCKOUTS

- Badminton
- Basketball
- Cricket
- Fencing
- Football
- Futsal
- Gaelic Football
- Golf
- Hockey
- Lacrosse
- Netball
- Rugby Union
- Squash
- Table Tennis
- Tennis
- Ultimate
- Volleyball
- Water Polo

BUCS EVENTS

- Archery
- Athletics
- Badminton
- Boxing
- Canoe
- Climbing
- Cycling
- Equestrian
- Fencing
- Golf
- Gymnastics
- Handball
- Judo
- Karate
- Korfball
- Pool & Snooker
- Powerlifting
- Rowing
- Sailing
- Snowsports
- Surfing
- Swimming
- Taekwondo
- Trampoline
- Triathlon
- Weightlifting

SSS LEAGUES & KNOCKOUTS

- Basketball
- Handball
- Football
- Netball
- Swimming
- Shinty

Levels of Access on Apps

IAs

(institution administrators)

- IAs have admin control over an institution
- Team entries
- Assign Captains
- Enter/change results
- Approve results
- Approve/add team sheets
- Fixture change requests
- Change fixture details
- Add venues

Captains

- Have admin control over teams
- Manage squad list
- Select team
- Approve/dispute team sheets
- Enter results
- Assign additional captains

Members

- BUCS Play user with no admin control
- Join squad and team

A Captain's Role

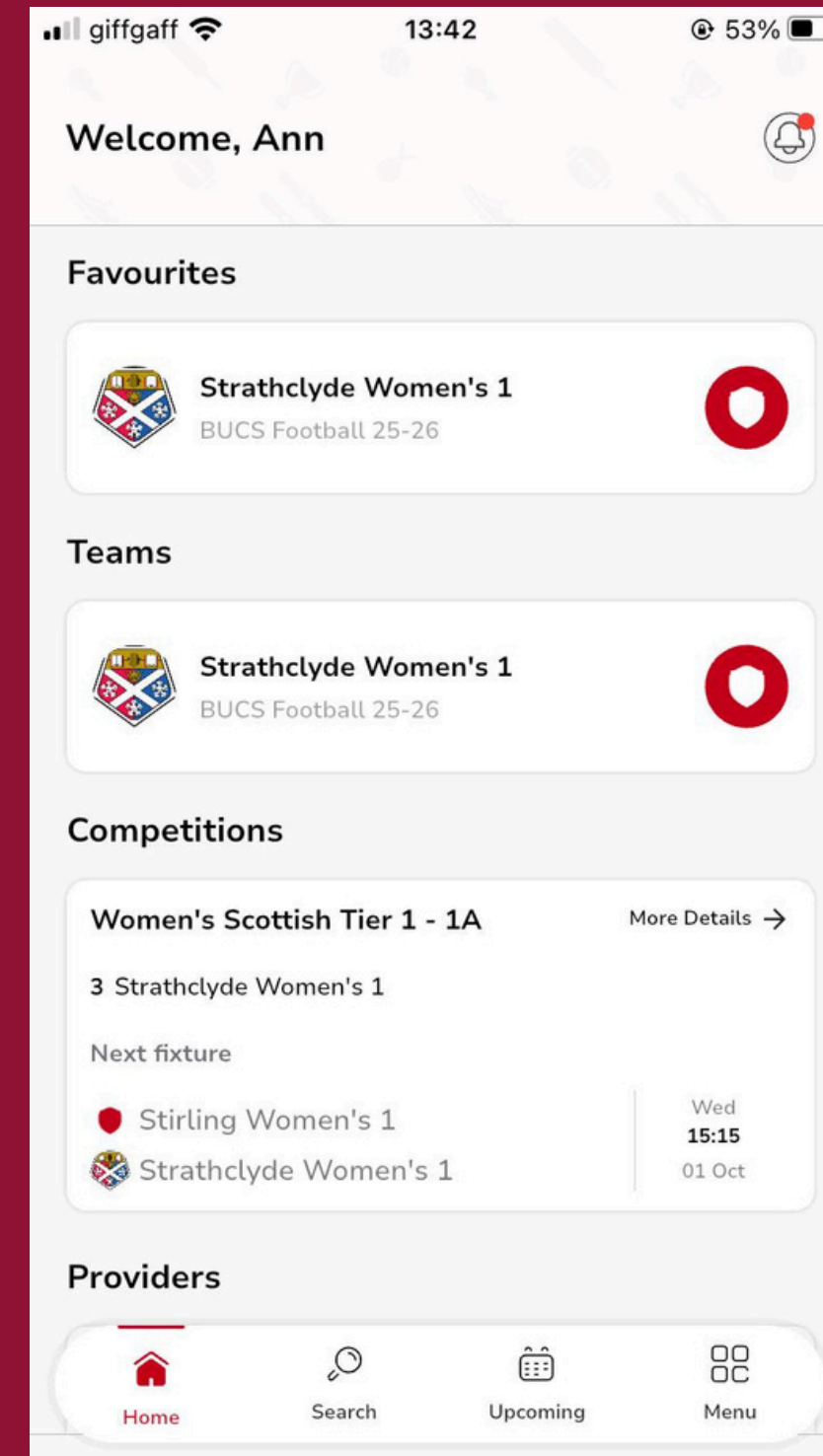
- Be the main team contact for the Sports Union for matches
- Help host trials/select teams fairly for fixtures and competitions
- Ensure that team members prepared for competition; both physically and mentally (fixture details, transport, etc.)
- Ensure team members are equipped with appropriate playing kit
- Attend additional training delivered by the SU
- Help to arrange a referee/umpire & match day equipment for home fixtures
- For BUCS/SSS specifically:
 - Manage your squad on BUCS Play/SSS Playwaze
 - Organise pre-match team sheets on BUCS Play/SSS Playwaze
 - Enter scores on BUCS Play/SSS Playwaze
 - Text scores to the SU fixtures phone (07754134039)
 - Organise/send SU playing under protest (PUP) forms if required



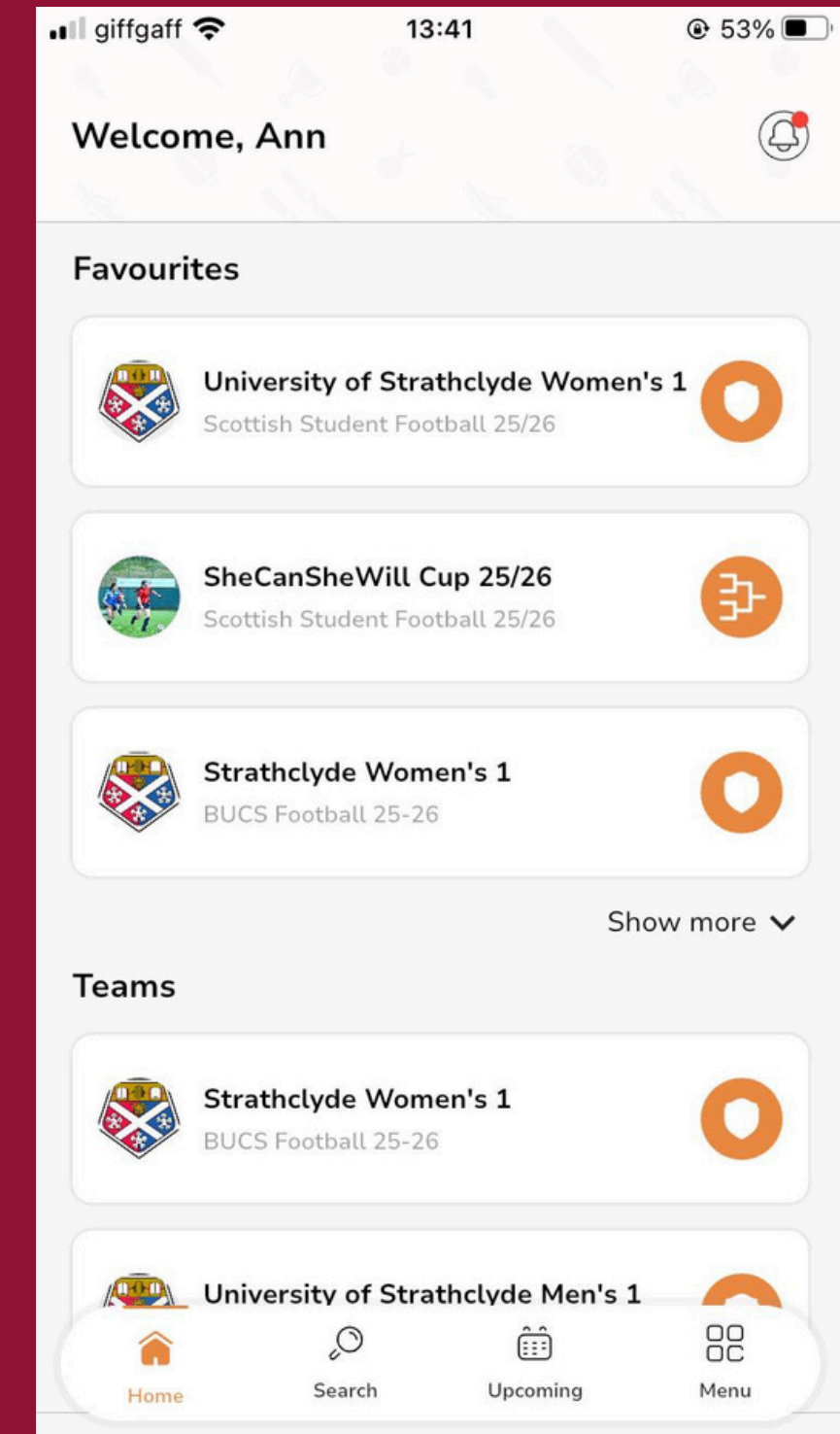
What is BUCS Play & SSS Playwaze?

- BUCS Play is an app for only BUCS leagues & events
- SSS Playwaze is an app for Scottish Student Sport leagues & events but you can access BUCS competitions as well
- Functions:
 - View league fixtures
 - View knockout fixtures
 - Squad management
 - Complete team sheets
 - Record results

BUCS Play App



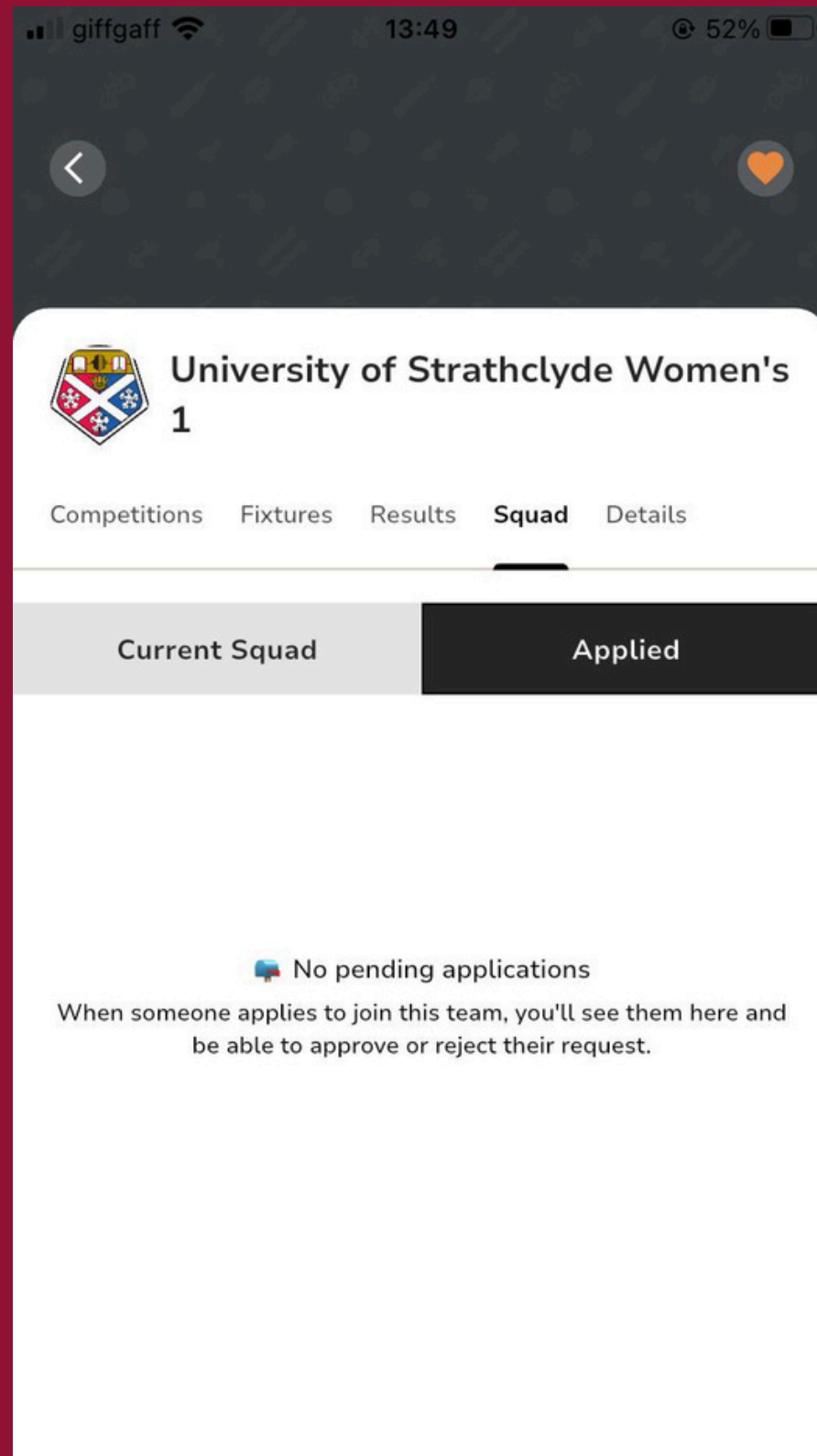
SSS Playwaze App



How to become a Team Captain?

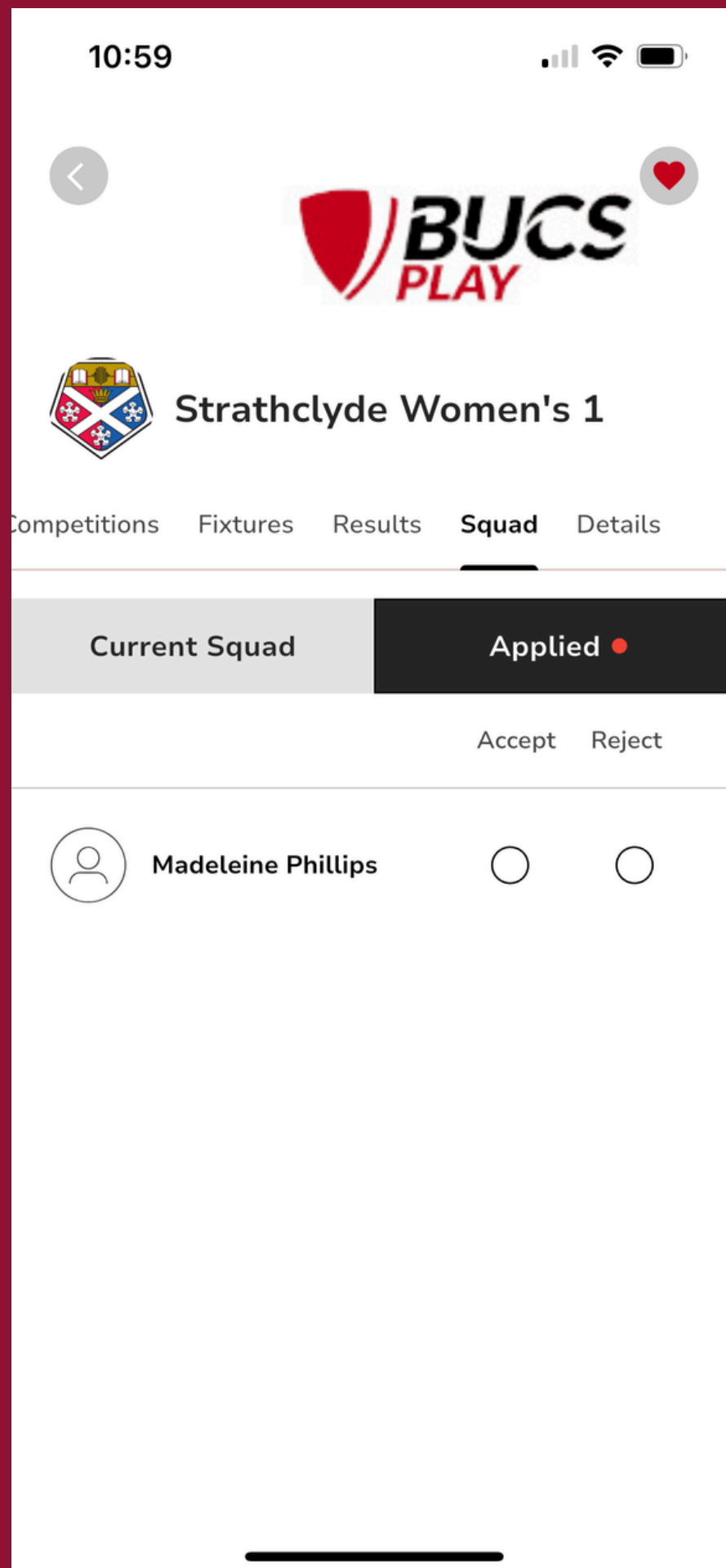
- 1** Register on BUCS Play (for BUCS competitions) or SSS Playwaze (for SSS competitions)
- 2** Search for your team (e.g Football Strathclyde women's 1)
- 3** Press 'Join Team'
- 4** Wait for your Institution Administrator (IA) to grant you captain access
- 5** You will receive an email once you've been granted captain access by your IA

Player 'on boarding'



- As a Team Captain, it's your responsibility to make sure ALL players are registered on the relevant app, have joined the 'Sport Community' and applied to be part of the team.
- **No student can play until they have registered on BUCS Play and/or SSS Playwaze and you accept them to the team**
- Make sure players use their University email address, this will help with any eligibility concerns from other teams and problems with BUCS Play

Captains can easily keep track of who has joined the team in the squad section of the team



Squad Management

➤ Go to team > go to squad tab > accept/reject 'applied' players

Once players begin to register and apply to join the team, Captains can begin to accept players into the squad.

This is different to team sheet selection and can be done anytime.

Each sport has restrictions on squad size numbers (minimum and maximum numbers) so please complete the Rules & Regs Captains training to check these.

BUCS and SSS will do random spot checks on both squad size and team sheet accuracy.

TEAM SHEETS

(REG 11)

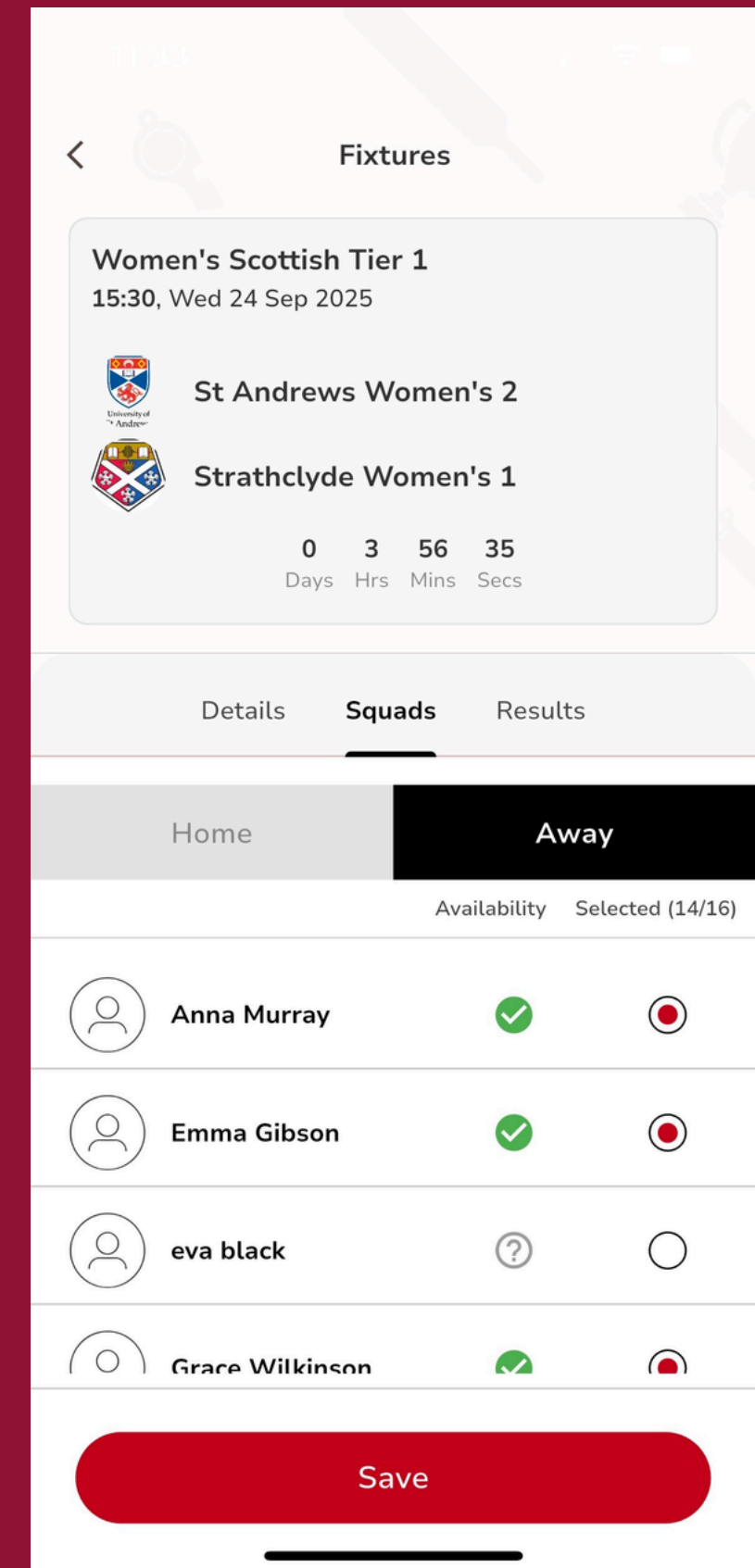
How to select your team sheet

Team sheets need to complete for every fixture

Team selection can be done at any time prior to your fixture (this is different to squad selection)

To do this, go to the team → fixtures → click squad and select your players for the match.

Remember, players only show up in the list if they have been accepted into the squad by a Captain. Player themselves can mark their availability.



Click Fixture → click 'squads' → click 'save changes'

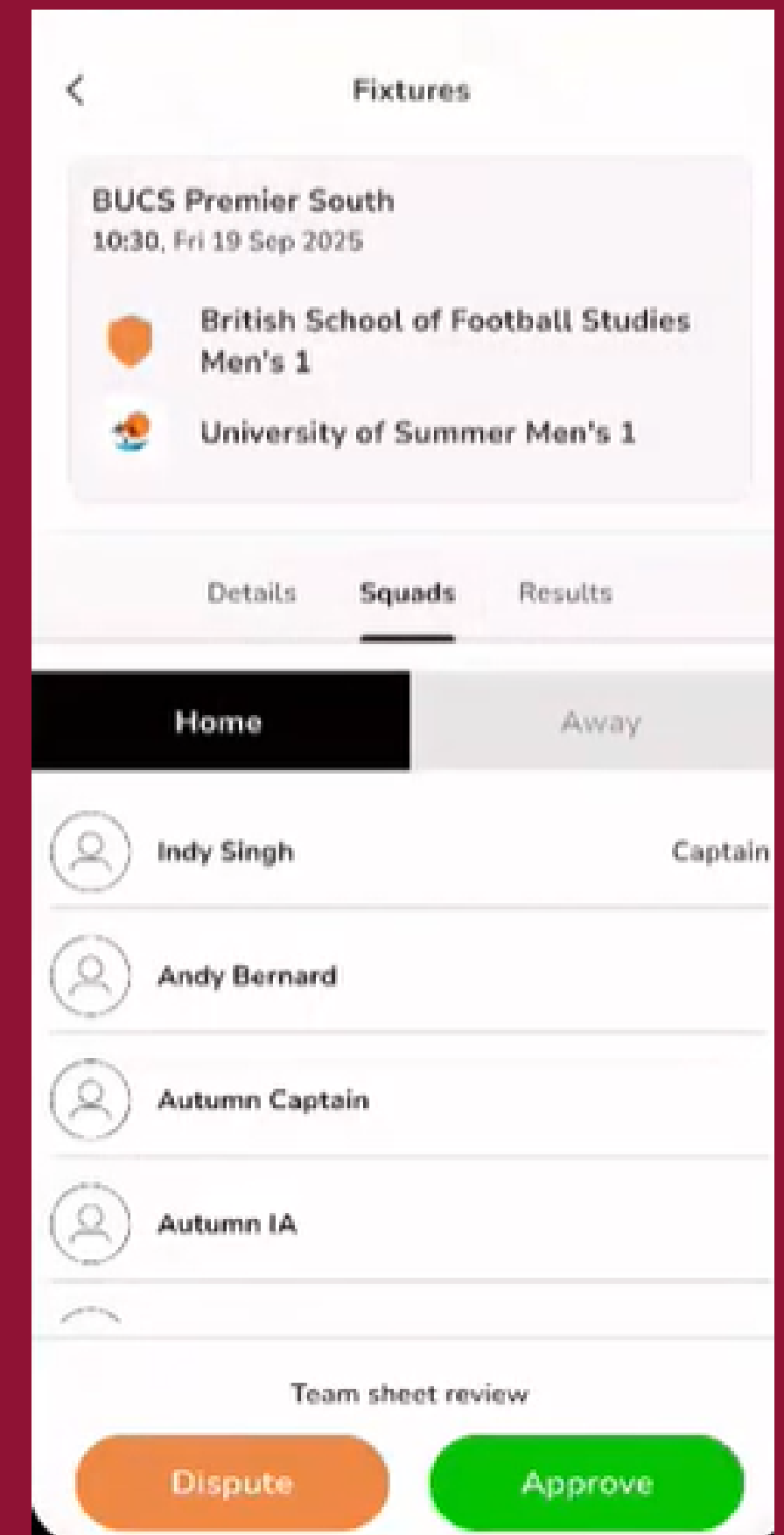
How to Approve A Team Sheet

The button to approve a team sheet will only appear on the day of the match. Captains must have selected the squad before you can select team and approve a team sheet.



Click on the fixture → 'squads' → click on opposition → click 'approve'

- By clicking 'approve', you are agreeing on the opposition's team sheet.
- BLANK TEAM SHEET? DO NOT press approve, talk to the other captain and see what the issue is as they should have selected a team before the match.
- If either you or the other team are having problems with app, then fill out a paper copy of the team sheet.
- A picture of the paper team sheet must be uploaded to the app after the match using the 'upload match card' button in the scorecard tab of the fixture.
- If you have an issue with the opposition's team then click 'dispute' and fill out a PUP form (text the fixtures phone if you do this).



Disputing a Team Sheet

Captains can 'dispute' the opposition's team sheet if there is a clear breach in rules & regulations. The most common team sheet disputes are:

1. An individual is suspected to be from a different institution
2. An individual is not on the BUCS Play team sheet
3. If you suspect there is a player playing from a higher tier team

- Only after speaking to the opposition's team captain about their team sheet would you 'dispute' a team sheet.
- If the issue can't be resolved, then press the 'dispute' button and fill out a 'playing under protest' form (PUP form).
- There are rules & regs on the back of the PUP form to try and help.
- Refer to general Regulation 12 on the website to help fill out a PUP form.



APPENDIX 8 BUCS PLAYING UNDER PROTEST PRO FORMA

PUBLISHED | 9 SEPTEMBER 2024

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. <u>South Eastern 2A</u>)	
Date and Time of Fixture (Scheduled start time)		Venue	
Home Team (E.g. Bath Men's 1)		Away Team (E.g. Bristol Men's 2)	
Reason(s) 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

Paper Team Sheets

Under exceptional circumstances (e.g no signal & app isn't working), if you are unable to complete or approve/dispute a team sheet on the app, the Captain must complete a paper team sheet.

Fixtures

Women's Scottish Tier 1
15:30, Wed 24 Sep 2025

St Andrews Women's 2
Strathclyde Women's 1

0 3 37 50
Days Hrs Mins Secs

Details Squads Results

Upload Matchcard

St Andrews Women's 2		Strathclyde Women's 1
_____	Goals	_____

Result
Please select an option

Save results

- These are to be signed by both team captains BEFORE the game.
- Two copies should be carried by the captain to each fixture.
- The paper copy can be downloaded and printed from the SU website from the captains training page or collected from the SU office.
- The paper team sheet must be uploaded to the app after the match by going to your fixture > scorecard > upload match card (see image).

If you are a sport which has a physical scorecard e.g. tennis, then please send a picture of the paper team sheet to the fixtures phone asap, letting the SU know that a paper copy was filled out. There are fines for not fulfilling a team sheet correctly so please make sure you follow the above steps.

Missing Team Sheets


BUCS Team Sheet Spot Checks	<p>1-2 missing/incomplete team sheet(s) – written warning from BUCS. 3 missing/incomplete team sheets – a one-point deduction in their league competition. 4+ missing/incomplete team sheets – a three-point deduction in their league competition.</p> <p>Any missing/incomplete knockout competition team sheets will not count towards the above sanctions, but teams not correctly completing team sheets for knockout competition matches could still face consequences such as not being able to appeal or losing appeals because of this.</p>
Issues raised through Appeals/ by other institutions	<p>1-2 missing/incomplete team sheet(s) – written warning from BUCS. 3 missing/incomplete team sheets – a one-point deduction in their league competition. 4+ missing/incomplete team sheets – a three-point deduction in their league competition.</p> <p>Any missing/incomplete knockout competition team sheets will not count towards the above sanctions, but teams not correctly completing team sheets for knockout competition matches could still face consequences such as not being able to appeal or losing appeals because of this.</p>
End of Season Review	<p>A £100 fine per team in breach capped at 5 teams with the maximum fine of £500.</p> <p>As part of this check, the BUCS Executive will not retrospectively apply any sanctions which would have been imposed for missing/incomplete team sheets if found during the season.</p>

RESULTS

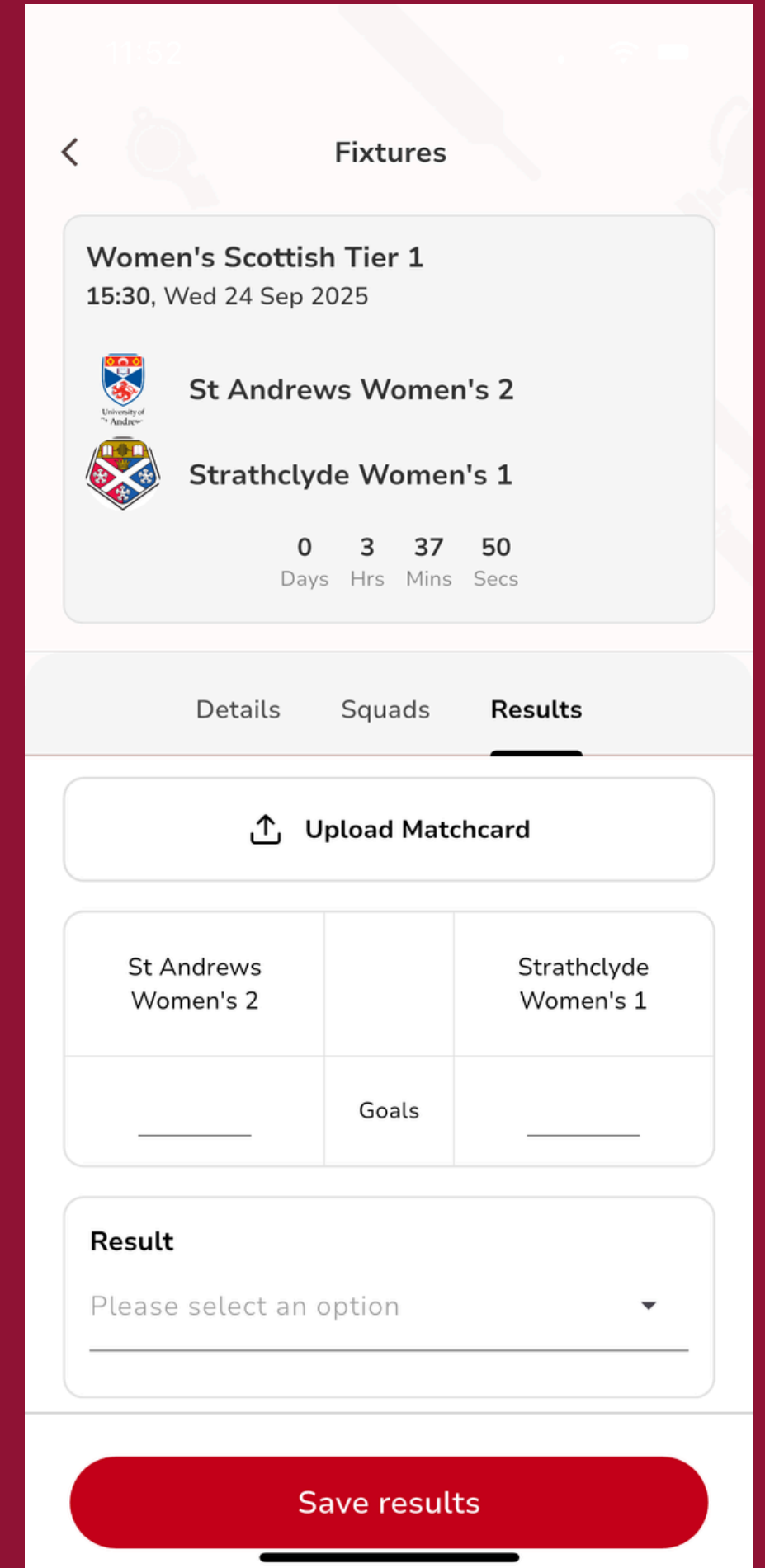
& PUP

(Playing Under Protest)

Entering A Result


 Go to the fixture → Scorecard tab → enter score


- For all home fixtures, it is the responsibility of the home team captain to put the result into BUCS Play/SSS Playwaze.
- Text scores to the fixture phone for every fixtures (07754134039).
- This is important so that your IA can check them against results put in by other captains to avoid wrong scores.
- Results must be submitted before 12pm the next working day to avoid late score fines.
- Please enter as much information as required when entering a result (e.g. tries in Rugby Union for bonus points)
- Captains can view and edit results if needed, but once your IA has approved it on the system then it cannot be changed.



Fixtures


Women's Scottish Tier 1
15:30, Wed 24 Sep 2025

 St Andrews Women's 2


 Strathclyde Women's 1

0 3 37 50
Days Hrs Mins Secs

Details Squads **Results**

 Upload Matchcard

St Andrews Women's 2		Strathclyde Women's 1
_____	Goals	_____

Result
Please select an option 

Save results

Playing Under Protest (PUP) Form

A team can 'play under protest' if they think there has been a clear breach in rules which will impact your team/player(s) performance and result. If this is the case, then fill out a PUP form and continue to play the match.

**The PUP form must be completed and signed at the time of the incident.
Do not leave it until after the fixture to fill out the form.**

- Carry two paper copies of the PUP form to every fixture (one for each captain)
- Both team captains must sign the form and captains cannot refuse to sign!
- Some examples are of playing under protest are:
 - inadequate facilities
 - player eligibility or issue with team sheet
 - no electronic scoreboard

If a PUP form has been filled out, then continue to play the fixture and let your IA know asap afterwards and send picture of the form to the fixtures phone



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PLEASE SEE OVERLEAF FOR PERTINENT REGULATIONS/KEY POINTS TO REMEMBER

Team Kit

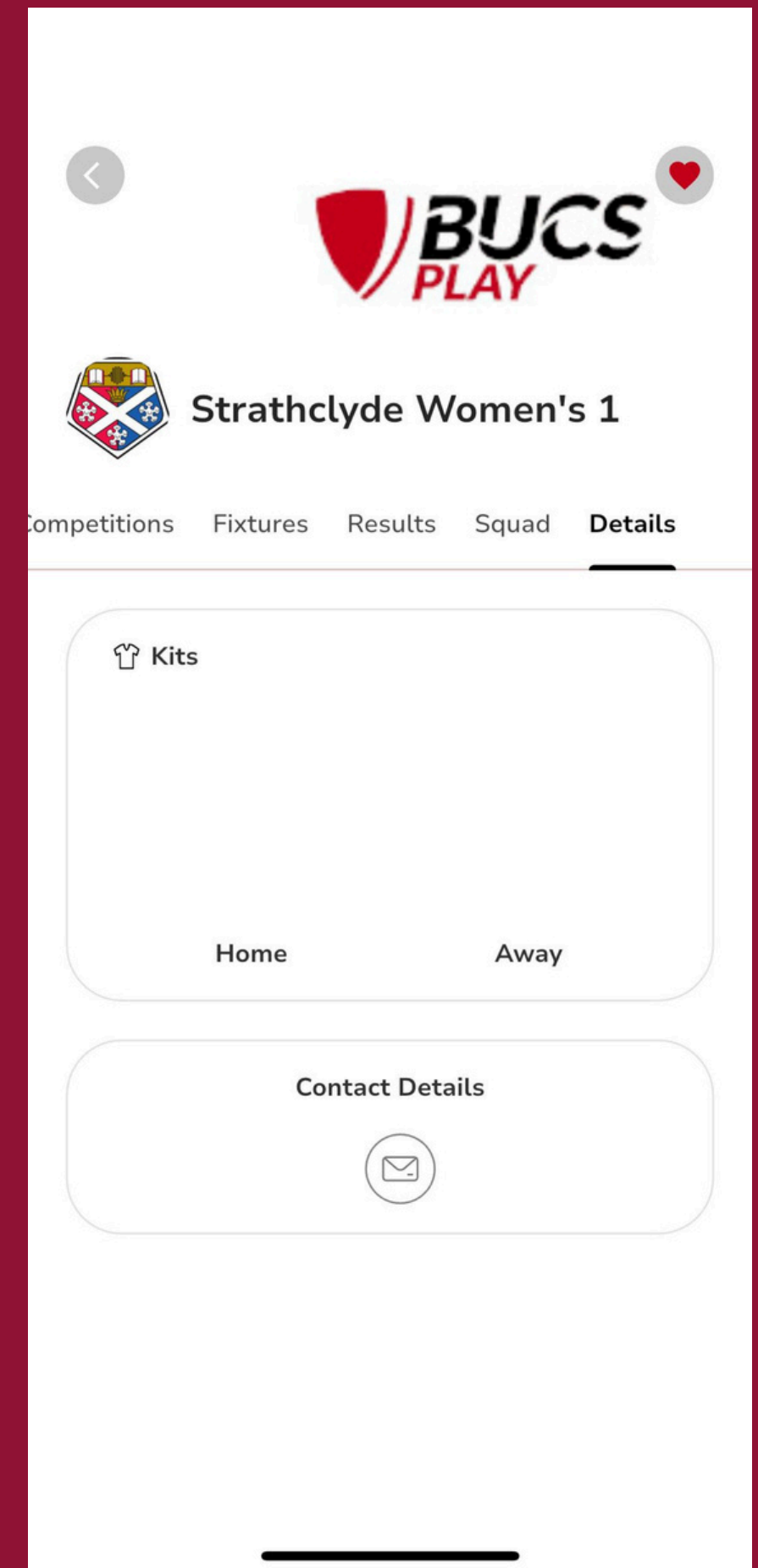
Picking Your Team Colours

- Captains must ensure you have the correct team colours selected for every match to avoid a clash of colours.
- It is the responsibility of the first named (home) team to change its kit (Reg 9.4).



Go to team → click on fixture → squad → choose kit colour

Your IA will have assigned maroon for all Strathclyde home team and white for all away teams but please ensure your team is playing in the correct colour before the day of your fixture!



BUCS CAPTAIN'S HELP SHEET



Pre-Season

1. Complete BUCS Captain's Training + download BUCS Play
2. Register on BUCS Play (use Strath email)
3. Ensure all players are registered on BUCS Play and assigned to their team
4. Collect paper team sheets & PUP forms from SU
5. Check sport affiliations & player memberships

Match Day

- Team Sheet (BUCS Play):
 - Select team 1 hour before KO
 - Ensure team sheets are approved
 - Issues? Press dispute + PUP form
- Results
 - Text to: 07754134039
 - Home team → upload to BUCS Play
 - Deadline: 12pm next day
- If BUCS Play fails:
 - Use paper team sheet
 - Upload photo to BUCS Play later

Transport

Book vehicles via SU at least 7 days in advance

Key Links

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

Support

- SU Office: Mon–Fri, 9:00–16:30
- Fixtures Phone (match day): 07754134039

Sanctions

- Missing team sheets = points deduction
- Incorrect squad size = £15 fine
- Walkovers = heavy fines & point deductions

First Aid

- Each team must bring a first aider & kit to every match
- Kits can be signed out of the SU office & restocked for free
- Not handed back = fine

GENERAL RULES & REGS

General Regulations :

Match Officials

Team Sheets

Team Selection

Misconduct

Playing Under Protest

Results & Forfeits

Match Appeals

Individual Eligibility

Abandoned matches

BUCS Points

We strongly recommend that Captain's bookmark both the General and Sport Specific rules & regs on their phones so they can quickly access them on fixture days if a regulation needs to be checked.

Match Officials

- The 'home' team are responsible for arranging and paying match officials.
- There are certain requirements which match official must meet (e.g. neutrality, level of qualification). Please check these!!
- Below are the most important regs relating the match officials:

REG 10.4

It is the responsibility of the first named (home) institution/Playing Entity to ensure that all match officials are aware of the BUCS general and sport specific regulations, especially where these differ from International/National Governing Body regulations.

REG 10.6

Failure to obtain officials. Failure to obtain the appropriate officials, as per Appendix 5 ('BUCS Match Officials Requirements'), may lead to the forfeiture of the affected match, unless there is written notification from the appropriate officials appointments body that they were unable to provide officials and this is communicated at least 48 hours before the fixture start time, or where officials withdraw from the fixture on the day (written evidence required, refer to REG 10.6.3).

REG 10.6.1

For all competitions, if at least 48 hours' (outside of weekends and bank holidays) notice ahead of the start time of the fixture has been given and the appropriate written evidence provided, then the away institution/Playing Entity may choose to host the match provided it can supply the appropriate officials and facilities, and notifies the opposition and the BUCS Executive by 11:00 on the last working day before the fixture. In this case the original home institution/Playing Entity is obliged to travel.

REG 10.6.2

Any institution/Playing Entity failing to notify the opposition of the failure to obtain the appropriate officials at least 48 hours (outside of weekends and bank holidays) before the fixture start time will forfeit the match and concede a walkover.

REG 10.6.3.1

If the away team has arrived at the venue and the home team is let down by an appointed/booked official and can prove in writing that the official was appointed/booked, the original home team will be obliged to travel to a rescheduled match.

REG 10.6.3.2 I

If the away team has not yet travelled, and the home side notifies them that they have been let down by an appointed/booked official within 48 hours of the fixture start time (providing written evidence as per REG 10.6.3.1) the match shall be rescheduled to be played at the original home team venue.

Knockout Walkovers

- We understand there can be many varying factors within student sport and sometimes a walkover is unavoidable.
- However, please try and avoid them at all costs.
- If your team must concede a walkover, then please let the SPC (Ann Taylor) know ASAP, we will work with teams as much as possible to ensure matches can be fulfilled
- Consequences for knockout competitions are more severe so please ensure everything is taken into consideration before deciding to concede.



COMPETITION	1 WALKOVER OR MORE
NATIONAL CHAMPIONSHIP & NATIONAL VASE	An automatic <u>£750</u> fine and loss of all BUCS Points allocated to the knockout competition.
NATIONAL TROPHY	An automatic <u>£500</u> fine and loss of all BUCS Points allocated to the knockout competition.
CONFERENCE CUP/ TROPHY/SHIELD	An automatic <u>£250</u> fine and loss of all BUCS Points allocated to the knockout competition.

League Walkovers

Please pay attention to what tier your team is in and the consequences

LEAGUE	1 WALKOVER	2 WALKOVERS	3+ WALKOVERS
PREMIER TIER	<ul style="list-style-type: none"> Loss of three league points and half of BUCS Points attained through final league position.* If finish bottom of league table then ineligible to take part in playoff, i.e. automatically relegated. 	<ul style="list-style-type: none"> Further loss of three league points and all BUCS points attained through final league position. Automatically relegated following season regardless of final league position. Not eligible to progress to knockout competition. 	<ul style="list-style-type: none"> In addition to those listed to the left; loss of three league points per occurrence and having conceded three walkovers*, an automatic £250 fine, increased by an additional £100 per subsequent concession.
TIER 1	<ul style="list-style-type: none"> Loss of three league points and half of BUCS Points attained through final league position. 	<ul style="list-style-type: none"> Further loss of three league points and all BUCS points attained through final league position. Ineligible for progression to, or automatic withdrawal from, the knockout competition through an involuntary walkover. 	<ul style="list-style-type: none"> In addition to those listed to the left, loss of three league points per occurrence and having conceded three walkovers*, an automatic £100 fine, increased by an additional £50 per subsequent concession. Not eligible for promotion.
TIER 2 +BELOW	<ul style="list-style-type: none"> Loss of three league points and half of BUCS Points attained through final league position. 	<ul style="list-style-type: none"> Further loss of three league points and all BUCS points attained through final league position. 	<ul style="list-style-type: none"> In addition to those listed to the left, loss of three league points per occurrence and having conceded three walkovers*, an automatic £50 fine, increased by an additional £50 per subsequent concession. Not eligible for promotion. Ineligible for progression to, or automatic withdrawal from, the knockout competition through an involuntary walkover.

Other notable Rules & Regs

Results & Forfeits

REG 13.1

The results of all league and knockout competition matches must be recorded on BUCS Play no later than 12:00 on the first working day following the fixture.

REG 13.1.1

Results for any knockout competition matches not entered in accordance with REG 13.1 shall automatically incur a £10 fine per occurrence.

REG 13.7.2

An institution/Playing Entity claiming a walkover must notify the opposition of this, in writing (email), including stating the reason and regulation(s) under which the walkover is being claimed, before the walkover is entered on BUCS Play.

REG 13.7.4

Where a team has forfeited a league match it is imperative that a walkover is entered and awarded to the appropriate team on BUCS Play by the league result submission deadline (REG 13.6).

Abandoned Matches

REG 14.2.1

Abandoned matches are matches called off, for whatever reason, by the match official(s) once play has begun. When a match has been abandoned, the fixture shall be replayed at the venue of the opposition (away) institution/Playing Entity unless covered under REG 9.3.4.2.

Late Scores

REG 13.2

The results of all league and knockout competition matches must be entered, and approved, on BUCS Play no later than 12:00 on the first working day following the fixture.

Player Movement

REG 11.1.2.2 Normality An individual establishes normality for a particular team by being fielded (including as an unused substitute) for a majority (more than 50%) of that team's total league fixtures scheduled for the season and is then no longer eligible to be fielded (including as an unused substitute) for a lower ranked team in the same Championships in any league, knockout competition or playoff fixtures for the remainder of that season, except in cases where other regulations provide an exemption.

In the rare case that an individual has not established normality for a particular team based on being fielded (including as an unused substitute) for this team alone, but has been fielded (including as an unused substitute) for multiple higher ranked teams, then the totals of these will be combined and counted against the lowest ranked of these teams' total league fixtures scheduled for the season. If this would result in them establishing normality for this team, then they are no longer eligible to be fielded (including as an unused substitute) for any lower ranked team in the same Championships in any league, knockout competition or playoff fixtures for the remainder of that season.

Misconduct

REG 5.1

Each BUCS member institution/Playing Entity and its clubs shall be responsible for ensuring that its student-athletes, officials and all persons purporting to be its supporters or followers conduct themselves in an orderly fashion whilst attending or taking part in BUCS competitions. They shall also be responsible for ensuring that its student-athletes, officials and all persons purporting to be its representatives do not conduct themselves in a way, or print/have published any material, which will bring the company into disrepute, including on social media platforms.

REG 5.2.7

The Disciplinary Panel will convene in a timeframe appropriate to the complaint, with consideration for the ability of all parties to provide representation at the hearing and taking into consideration potential impact on future participation in BUCS competitions.

Any consumption of alcohol or drugs

Violent, threatening, abusive, obscene or provocative, conduct or language

Disregarding requests/instructions of Tournament Directors or appointed officials

Encroachment on the playing area by spectators or unauthorised persons, save for reasons of safety

Throwing missiles, bottles or other potentially harmful or dangerous objects at, onto or adjacent to the playing area

Entering, or attempting to enter the venue of a BUCS competition while in possession of recreational drugs

Entering, or attempting to enter the venue of a BUCS competition while in possession of a flare, smoke bomb or firework

SPORT SPECIFIC RULES & REGS

Sport Specific Regulations:

Tournament Structure

Ranking Lists

Match Format

Scoring System

Duration Of Play

Scorecards

Court/Pitch Dimensions

Match Officials

Squad Sizes

Facility Requirements

Each sport has their own individual rules and regulations, these can be found on the [BUCS website](#). Each year there will be some changes to sport specific rules & regs, so BUCS have created a document highlighting these changes. This is on the captain's fb page, in the captain's pack and [BUCS website](#) so please check these!

OTHER RESOURCES

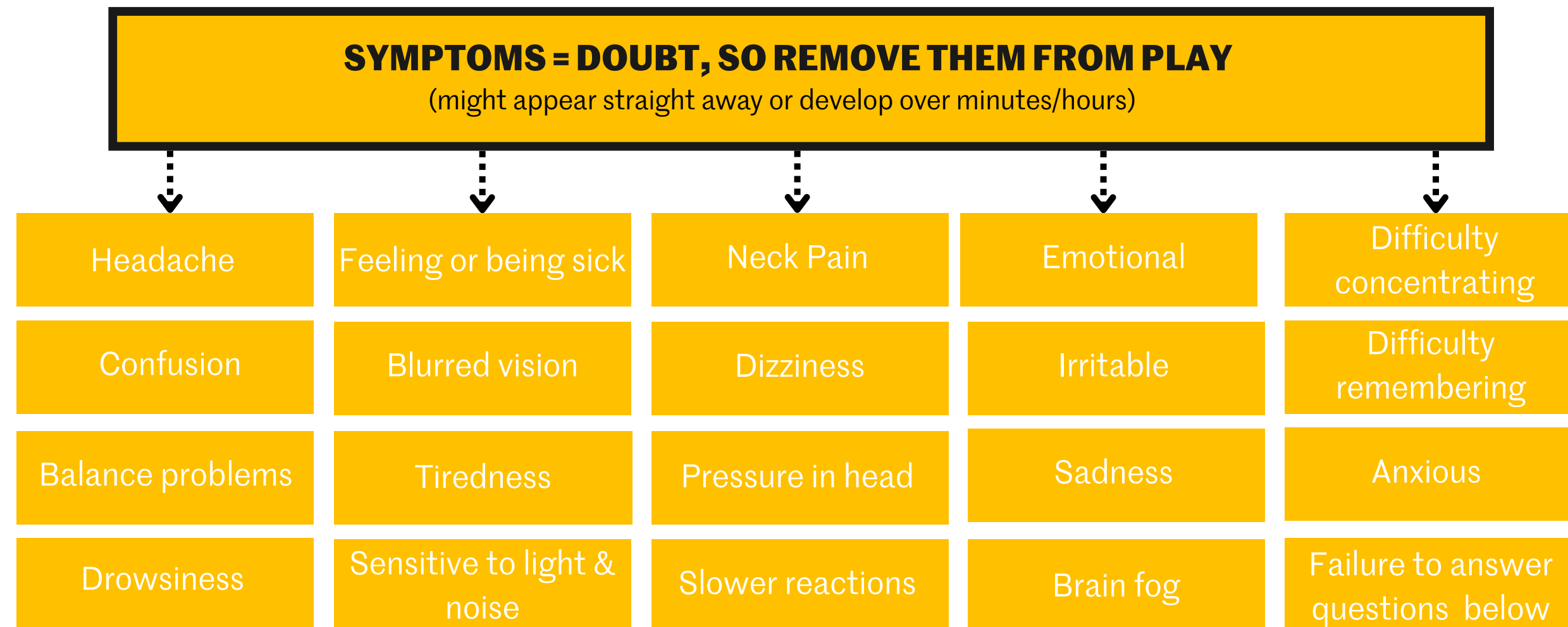
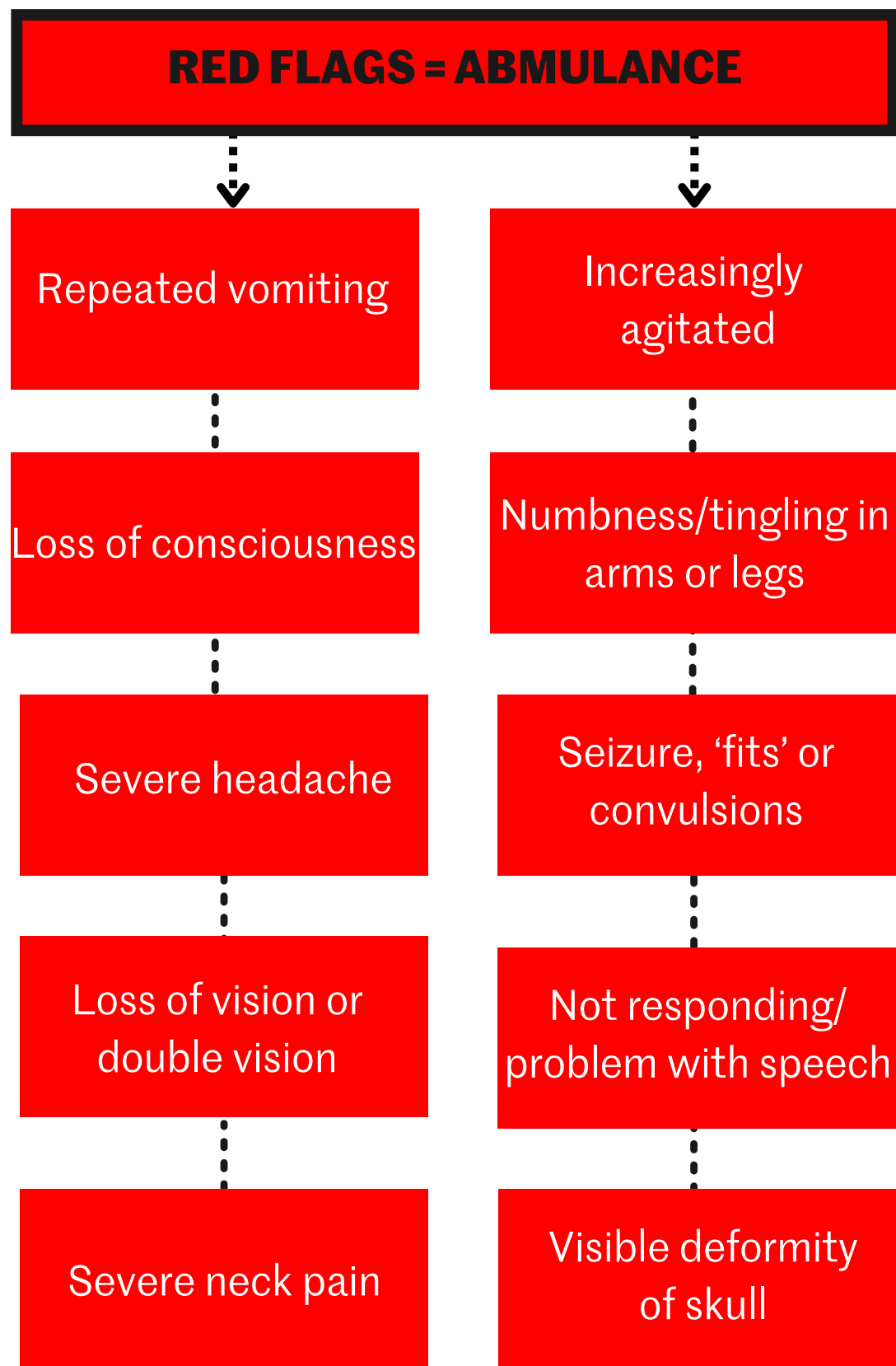


- [BUCS/SSS Captain's Facebook page](#)
- [Committee Training](#) (on the Sports Union website)
- [Rules & Regulations on BUCS Website](#)
- [BUCS Play App](#)
- [SSS Playwaze App](#)
- SU Fixtures Phone 07754134039 (on game days if you have any issues or questions, send a text or phone. We are here to help!)

How to spot a concussion

A concussion is a brain injury. Individuals do not have to be knocked out to be concussed. All concussions are serious.

Females may be more susceptible to concussion and may take longer to recover



Questions to ask to spot a concussion

- What venue are you at today?
- What sport were you doing?
- Who scored last in the game?
- What team/who are you playing against?
- How did you get here today?

If any of the red flags and symptoms show, and/or the person gives a wrong answer to any of the questions, then REMOVE and stop the person from playing

Suspected Concussion? Follow the steps below

Immediate Action

- 1 Immediately remove the person from play and should not be allowed to return to activity
- 2 Observe the player to monitor the individual for signs & symptoms
- 3 Arrange for the player to get home safely, the person should not drive themselves!
- 4 Person should be assessed by an appropriate healthcare professional onsite or call NHS24 on 111
- 5 Ensure an accident/incident report form is completed and sent to the Sports Union

First 48 hours

- 1 Do not be left alone, ensure the person is being observed
- 2 Do not drive a vehicle or consume alcohol
- 3 Limit screen time (e.g. phone, TV, computer). This has been shown to improve recovery
- 4 Do not return to play, follow the return to play steps below. Females may take longer to recover from concussion
- 5 Inform your school/work and other sports clubs

If symptom-free at rest for 14 days consider full training, return to competition after 21 days (NOT before day 21)

Stage 1

Rest for 24-28 hours
Minimise screen time
Gentle exercise

Stage 2

Introduce daily tasks
e.g. TV, reading
Light exercise
e.g. short walks

Stage 3

Increase tolerance for
mental & physical
exercise
No return to
school/work yet

Stage 4

Return to part time
work/studies
Return club training
e.g. non contact

Stage 5

Resume normal work/studies
**If symptom free after 14 days,
consider full training**
e.g. contact

Stage 6

Return to competition
**NOT before day 21 and
as long as symptom-free**



Expectations

We understand that committee members can change every year and levels of experience can vary from person to person, including team captains. Please try and support help each other.

The Sports Union is here to help you deliver a great student experience for your members, but to achieve success, it's important that you and fellow committee members proactively engage with the office.

When representing the University, there is an automatic expectation to uphold the core values of the University and Sports Union.

#webleedmaroon



Useful Contacts

If you have any questions regarding anything BUCS or SSS, please do not hesitate to contact a member of staff or the Sports Executive:



Ann Taylor



**Sport Programme Coordinator
(BUCS/SSS Institution Administrator)**



ann.taylor@strath.ac.uk



Sports President



strathunion.vpsport@strath.ac.uk

Questions?

FAQs

Q) Can I change a wrong score?

Yes, but let your IA know ASAP if you have already text it to the fixtures phone.

Q) Does it matter which team players can join?

Yes, team selection is important. Players can be a member of as many squads as they want, however player movement rules apply! (Reg 11).

Q) Do you need to enter results for BUCS events?

No, BUCS will do this. It's only league and knockout fixtures.

Q) What do you do if the opposition has a blank team sheet?

Remind their team captain, if they refuse then press the dispute button and fill out a PUP form.

Q) Are there fines for not completing a team sheet? YES there are:

1 incomplete = verbal warning from BUCS

2 incomplete = fine from BUCS

3+ incomplete = league point deduction & fine for every team sheet.

Q) Problem on match day?

Captains to complete a 'playing under protest' form (PUP form). This must be signed by you, and the opposition Captain at the time.

Opposition cannot refuse to sign one as per rules (BUCS Reg 12.3.2.1). It's not an admission of guilt.

Q. No signal or access to BUCS Play?

Captains to fill out paper copy of the team sheet (signed by both teams), upload picture of team sheet later in the 'scorecard' section