



BUCS/SSS TEAM CAPTAINS TRAINING





What's Covered

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

Definitions

- SSS = Scottish Student Sport - the organisation that supports and coordinates university and college sport in Scotland
- BUCS = British Universities & Colleges Sport - the national organisation for university and college sport across the UK.
- In simple terms: SSS is Scotland-focused, while BUCS is UK-wide
- Fixtures = individual scheduled sporting match/game

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 Trophy
- Football M Trophy
- Football W Trophy
- Netball Trophy
- Swimming
- Shinty
- Handball

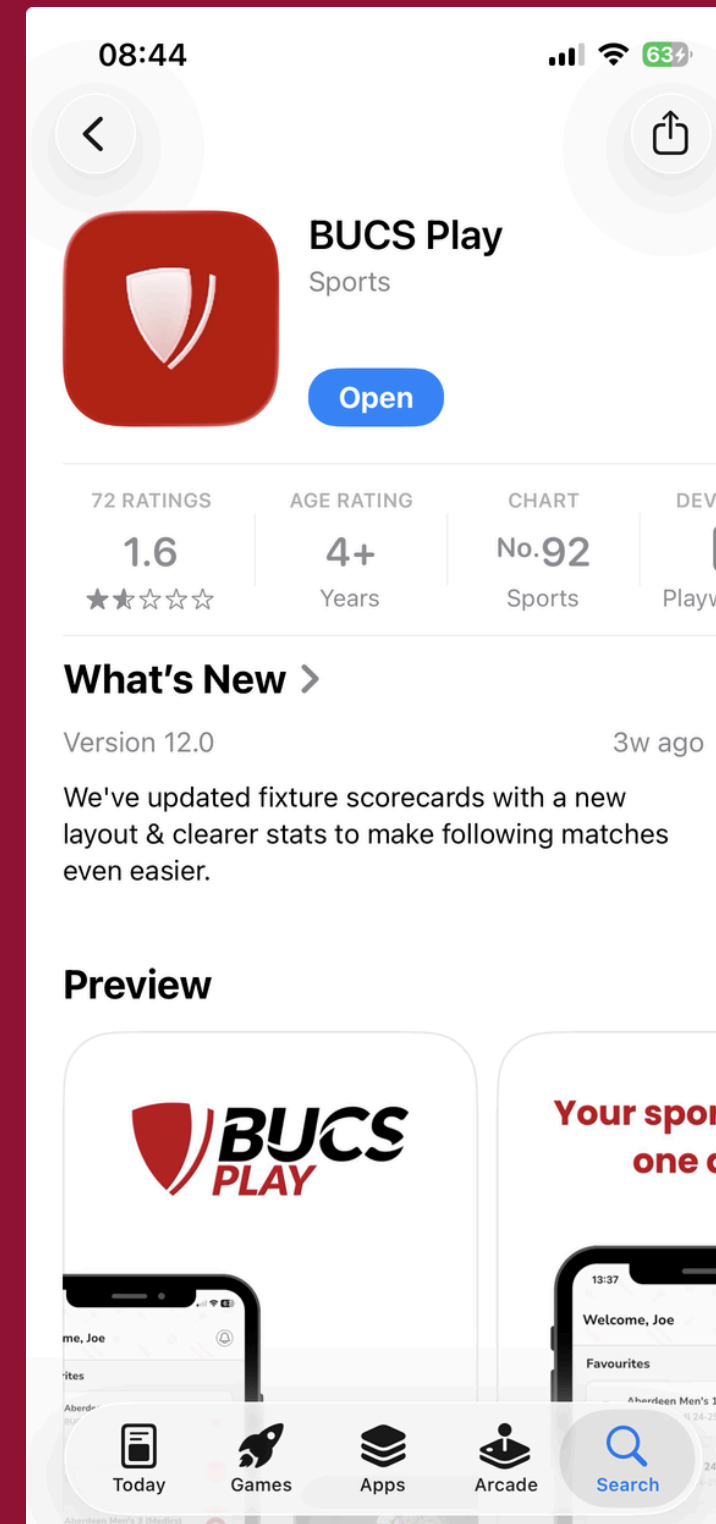
BUCS & SSS Teams

1	Badminton 1st Women's	17	Futsal 1st Women's	33	Netball 2nd Women's	49	Tennis 2nd Women's
2	Badminton 1st Mixed	18	GAA 1st Men's	34	Netball 3rd Women's	50	Ultimate Outdoor 1st Men's
3	Badminton 2nd Mixed	19	Golf 1st Mixed	35	Netball 4th Women's	51	Volleyball 1st Men's
4	Basketball 1st Men's	20	Golf 2nd Mixed	36	Netball 5th Women's	52	Volleyball 2nd Men's
5	Basketball 2nd Men's	21	Golf 3rd Mixed	37	Netball 6th Women's	53	Volleyball 1st Women's
6	Basketball 3rd Men's	22	Hockey 1st Men's	38	Rugby 1st Men's	54	Volleyball 2nd Women's
7	Basketball 1st Women's	23	Hockey 2nd Men's	39	Rugby 2nd Men's	55	Water Polo 1st Men's
8	Basketball 2st Women's	24	Hockey 3rd Men's	40	Rugby 3rd Men's	56	Water Polo 1st Women's
9	Fencing 1st Mixed 's	25	Hockey 1st Women's	41	Rugby 4th Men's	57	Handball 1st Mens
10	Football 1st Men's	26	Hockey 2nd Women's	42	Rugby 1st Women's	58	Handball 1st Women
11	Football 2nd Men's	27	Hockey 3rd Women's	43	Squash 1st Men's	59	Shinty Women's
12	Football 3rd Men's	28	Hockey 4th Women's	44	Table Tennis 1st Men's	60	Shinty Men's
13	Football 4th Men's	29	Hockey 5th Women's	45	Tennis 1st Men's	61	Swimming Mixed
14	Football 1st Women's	30	Lacrosse 1st Men's	46	Tennis 2nd Men's		
15	Futsal 1st Men's	31	Lacrosse 1st Women's	47	Tennis 3rd Men's		
16	Futsal 2nd Men's	32	Netball 1st Women's	48	Tennis 1st Women's		

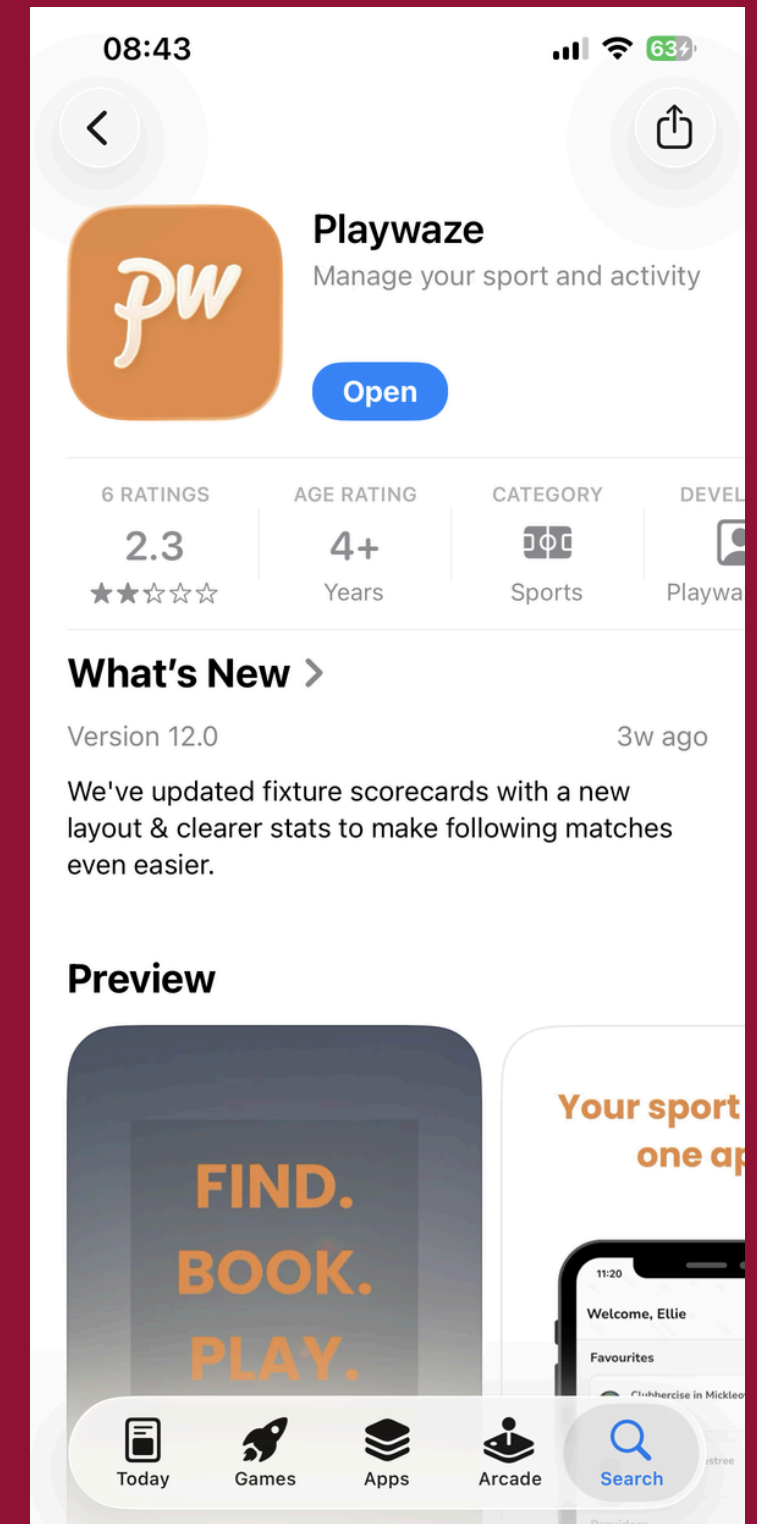
Super important Captain's take responsibility since we have so many teams

What is BUCS Play & SSS Playwaze?

- BUCS Play is the hub for ALL BUCS competitions
- SSS Playwaze is the hub for Scottish Student competitions
- Functions:
 - View league fixtures
 - View knockout fixtures
 - Squad management
 - Complete team sheets
 - Record results



BUCS Play App



SSS Playwaze App

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

**SCOTTISH
STUDENT SPORT**



A Captain's Role

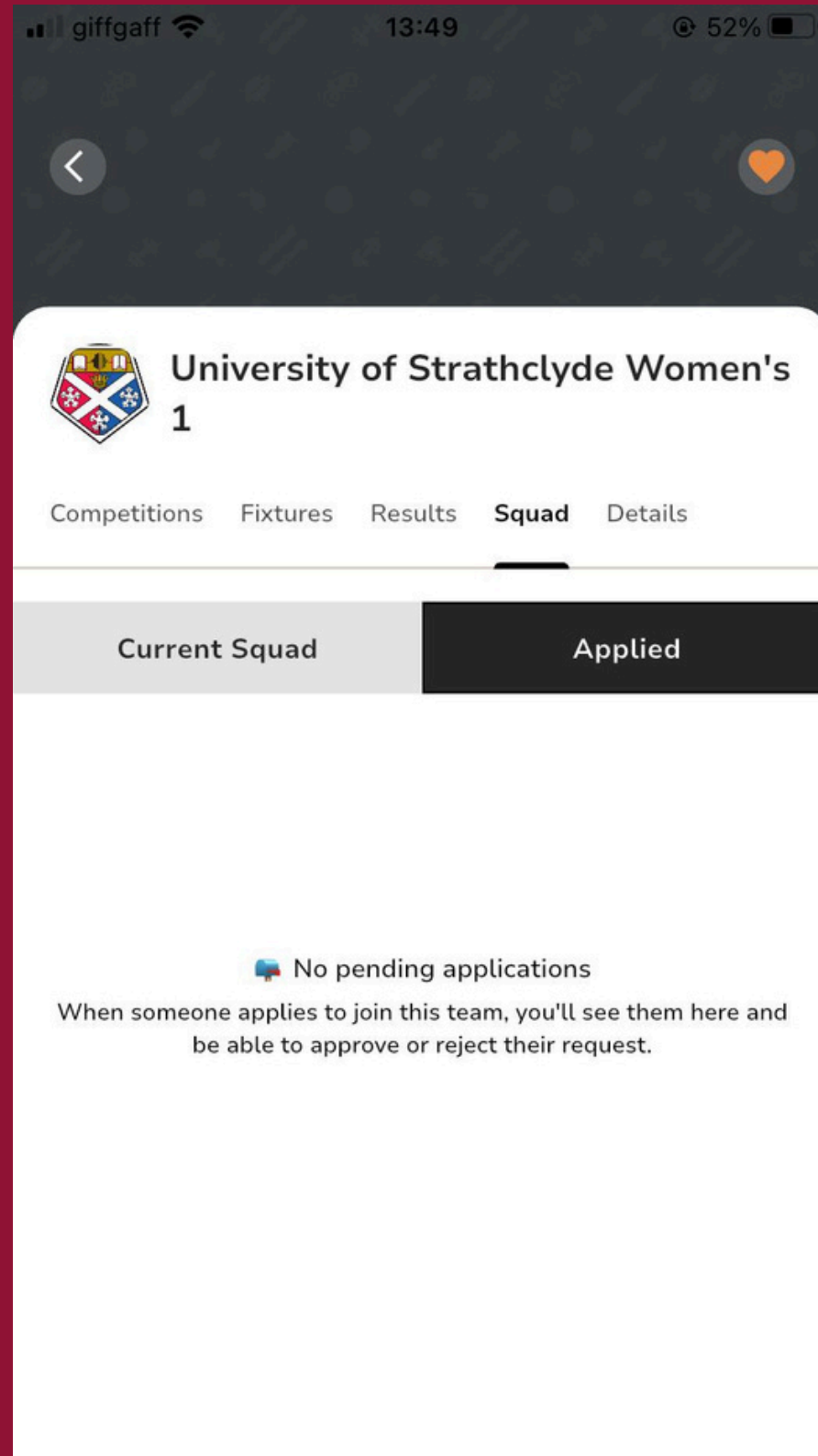
- Manage your squad on BUCS Play/SSS Playwaze
- Complete team sheets pre-match
- Approve (or dispute) team sheets on match days
- Enter scores on BUCS Play/SSS Playwaze
- Text scores to the SU fixtures phone (07754134039)
- Organise/send SU playing under protest (PUP) forms if required
- Help to arrange a referee/umpire & match day equipment for home fixtures

Essentials Captain's MUST take to every fixture:

1. BUCS Team Sheet (paper form)
2. Playing Under protest form (paper form)



Player 'on boarding'



Captains can easily keep track of who has joined the team in the squad section 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**
- ALL players must apply to their team
- Make sure players use their University email address, this will help with any eligibility concerns from other teams and problems with BUCS Play

HOW TO JOIN A TEAM (APP)



STEP 1
Go to the Search tab



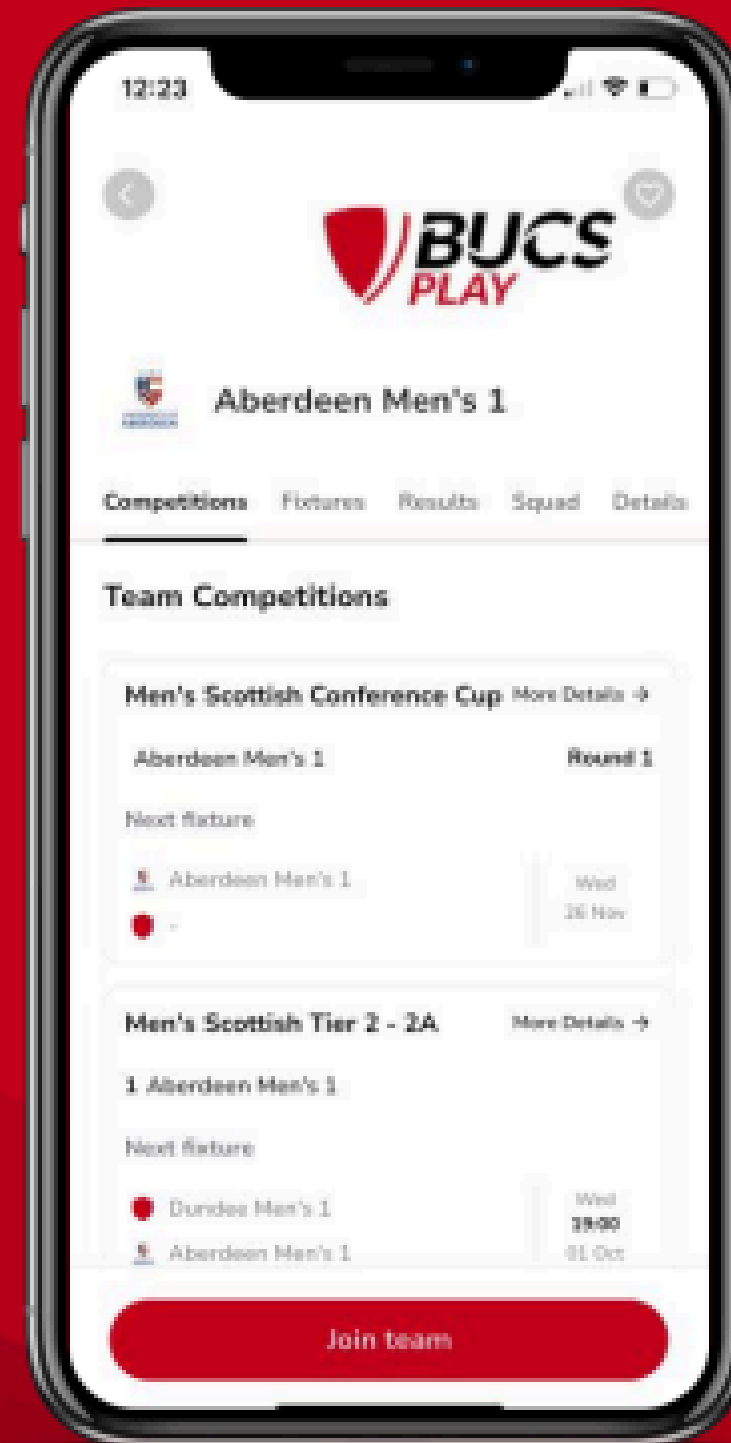
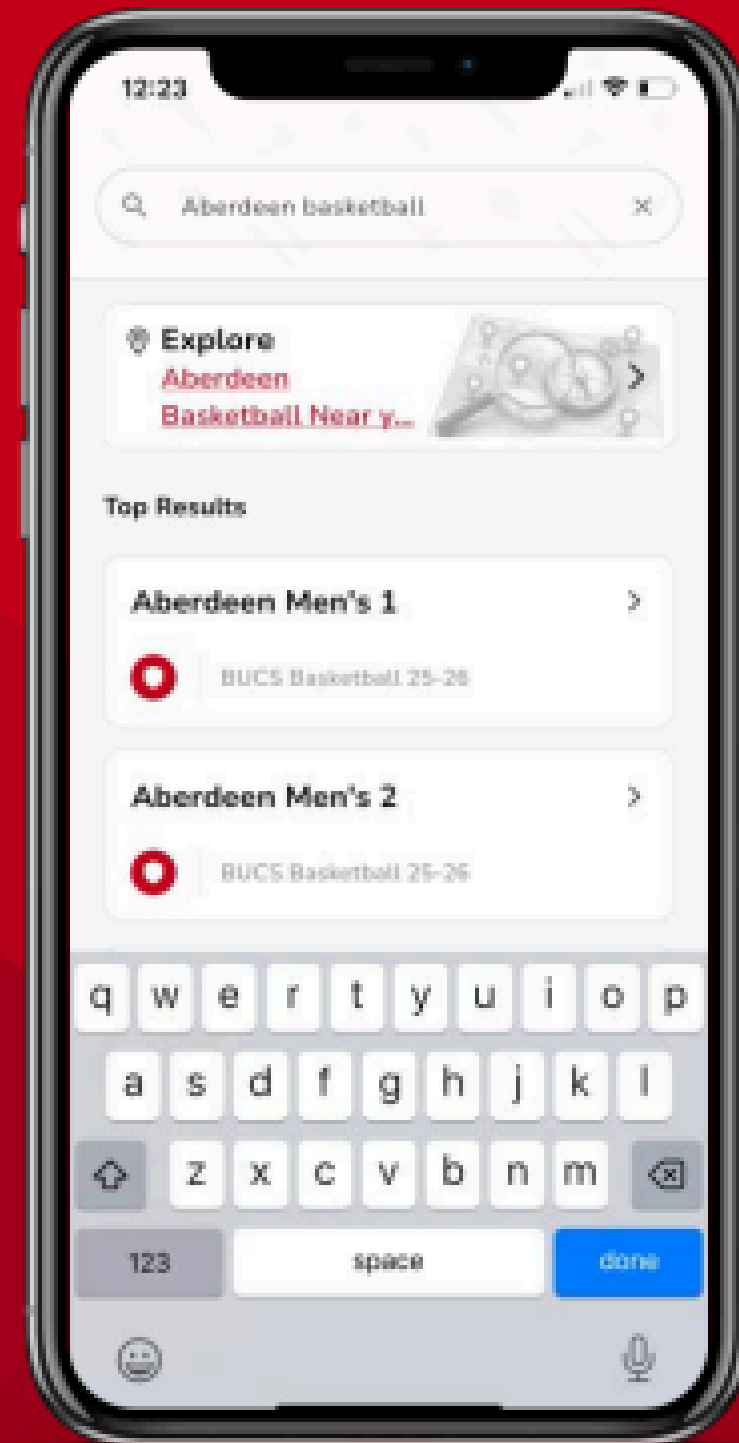
STEP 2
Type in the team
you are looking for



STEP 3
Click on the team
and click Join Team



STEP 4
Click Next



STEP 5
Update or fill in the
relevant data



STEP 6
Click Next to join the team



STEP 7
You will now have applied
to be in the squad



STEP 8
Wait for your Captain or IA to
approve your application and
move you into the squad

****Captain's must apply to join a team as well****

HOW TO BECOME A CAPTAIN



STEP 1

Join your Sport Community



STEP 2

Wait for your Institution Administrator (IA) to grant you Captain access



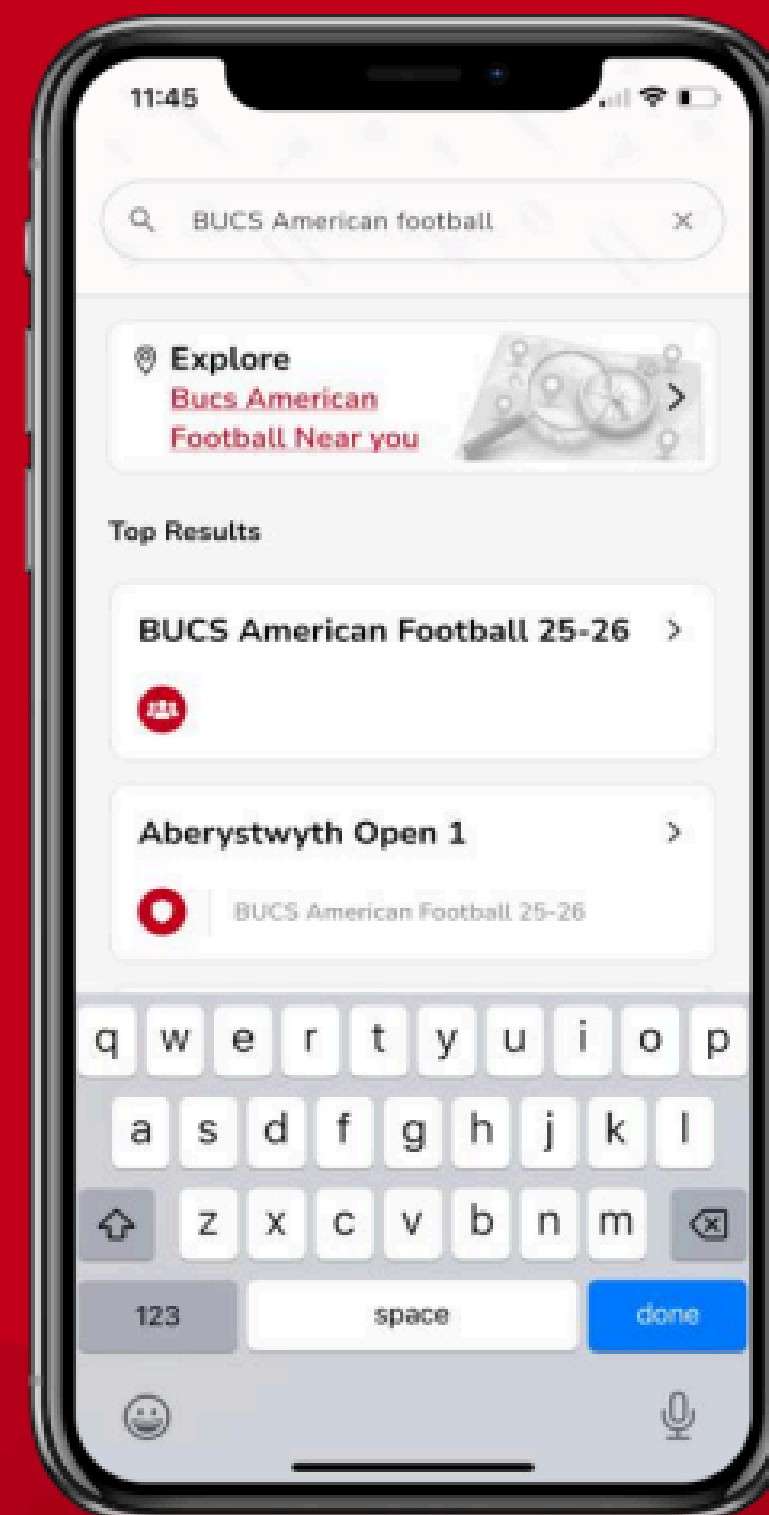
STEP 3

You will receive an email once you've been set up

Captain

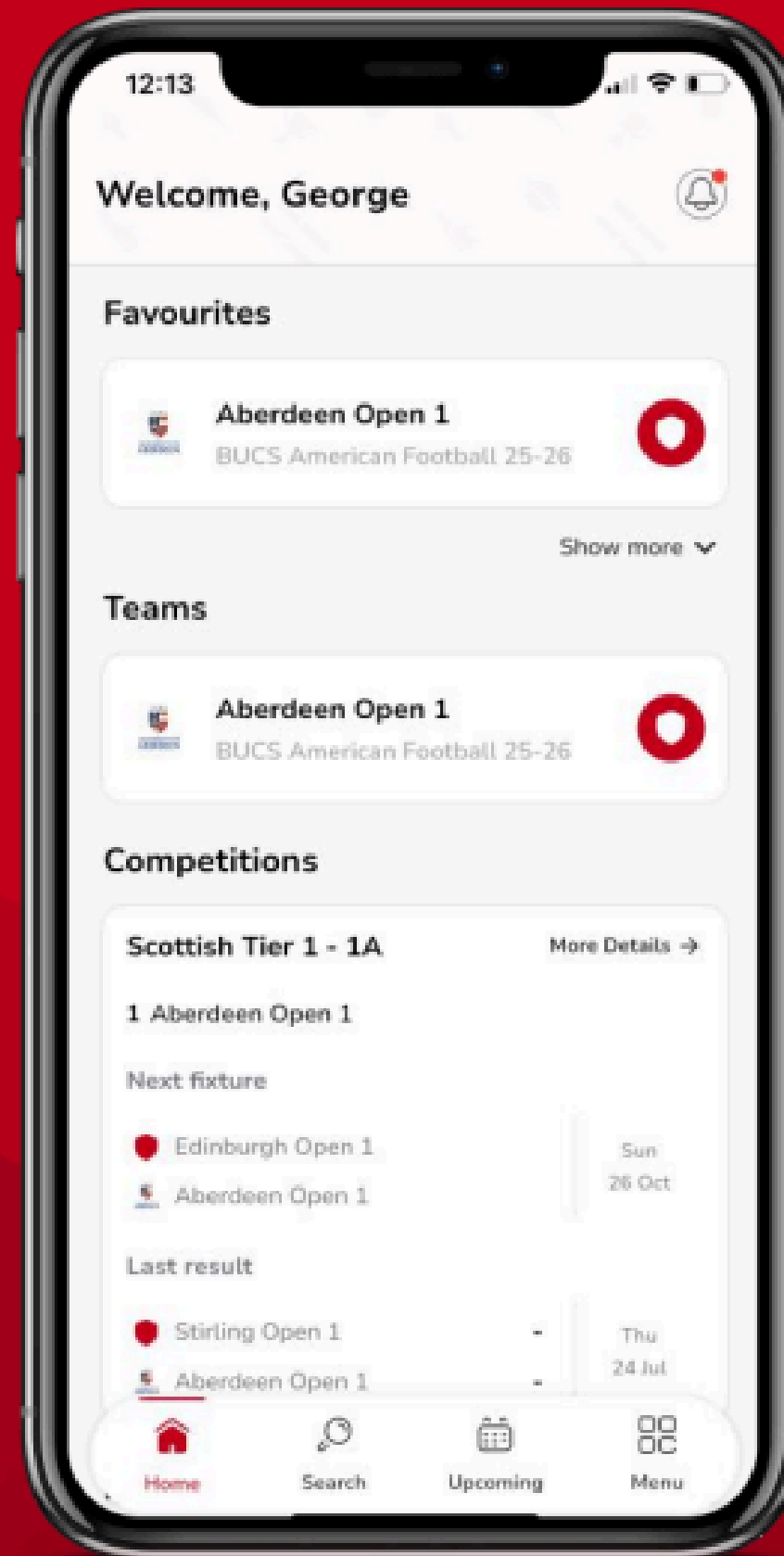
Your Institution Administrator (IA) will not be able to set you up as a Captain until you have joined the Sport Community.

The help guide for IAs on how to set up a Captain can be found [here](#).



BUCS PLAY HOME

Teams you have joined



Your favourites:
teams, leagues, knockouts,
events and BUCS Points
tables



An overview of your team's
competitions



TEAM HUB

FEATURES



COMPETITIONS

View all upcoming competition details in one place



SQUAD

Add and remove individuals to the squad for the season



FIXTURES

View fixtures, enter results, select team sheets



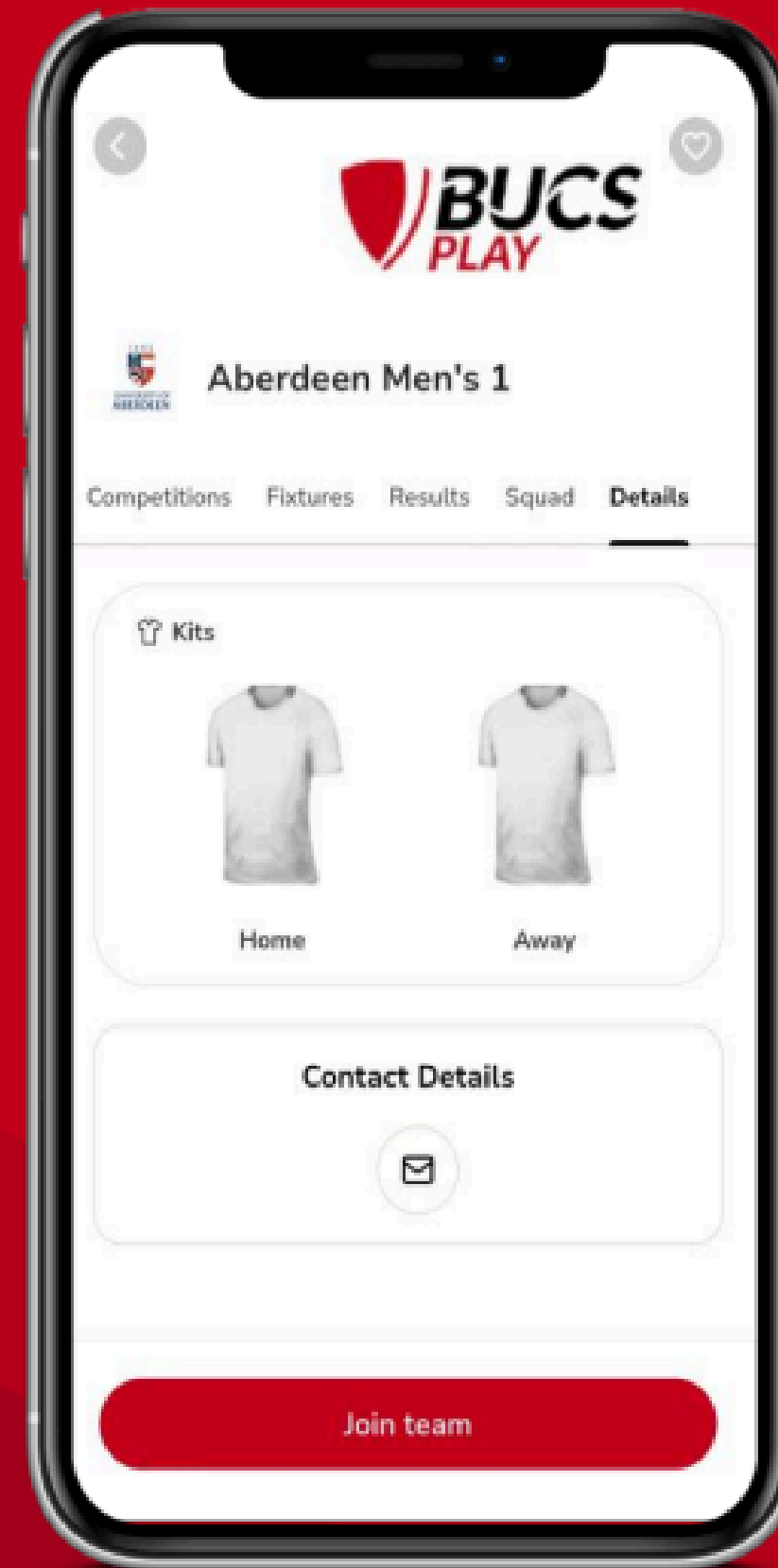
RESULTS

View results



Details

Details about the team



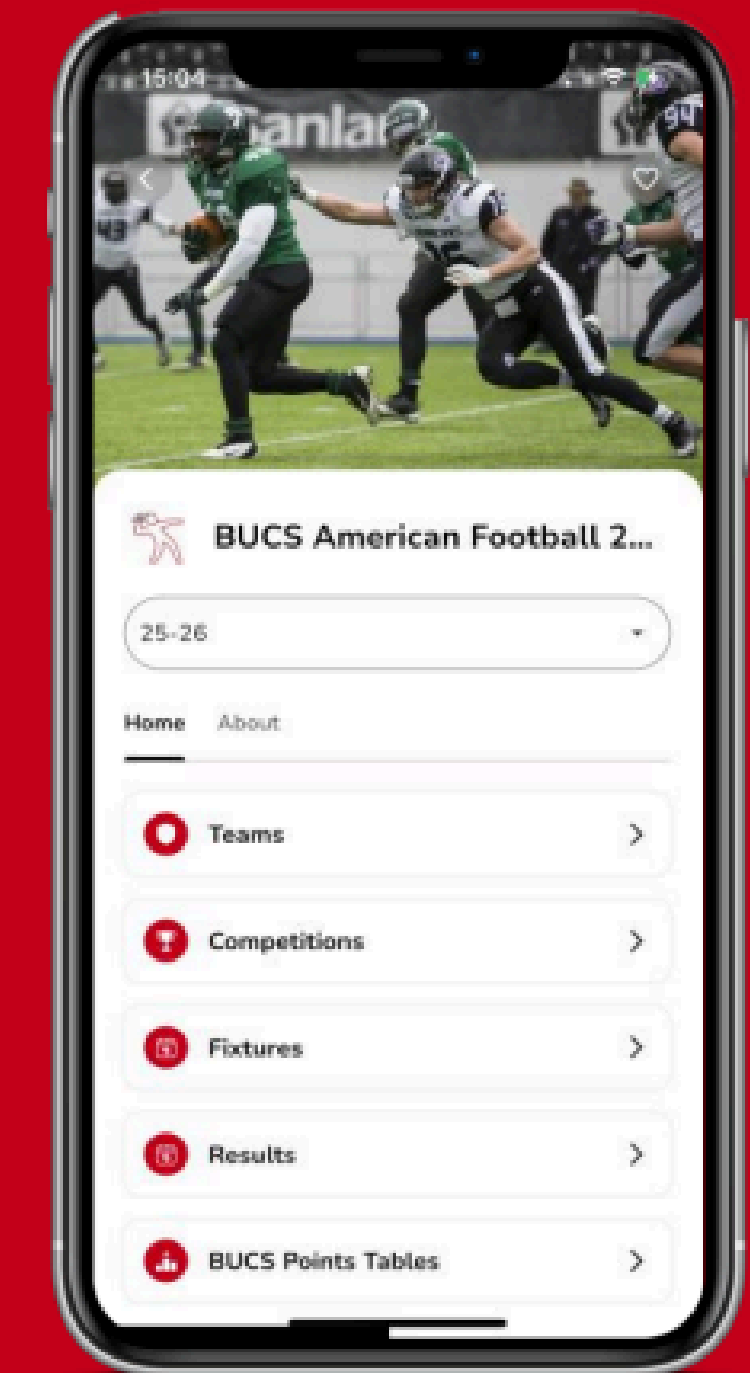
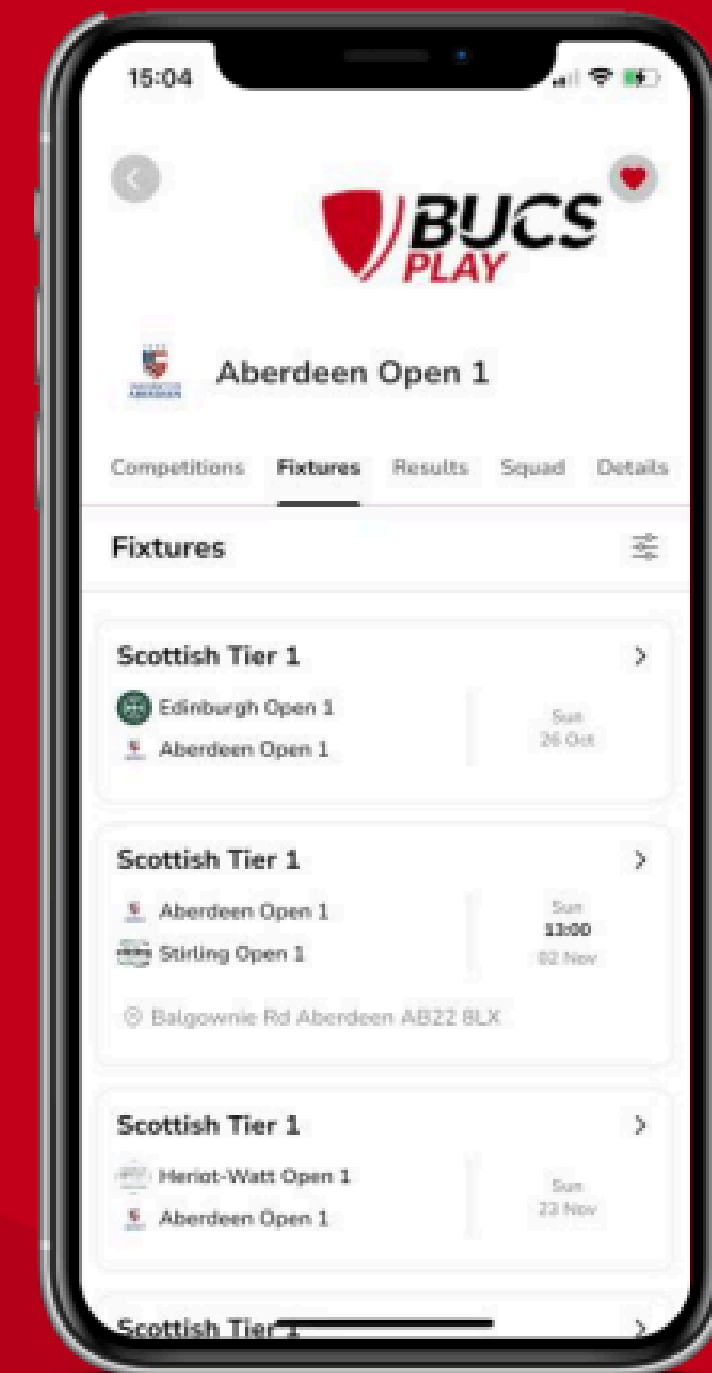
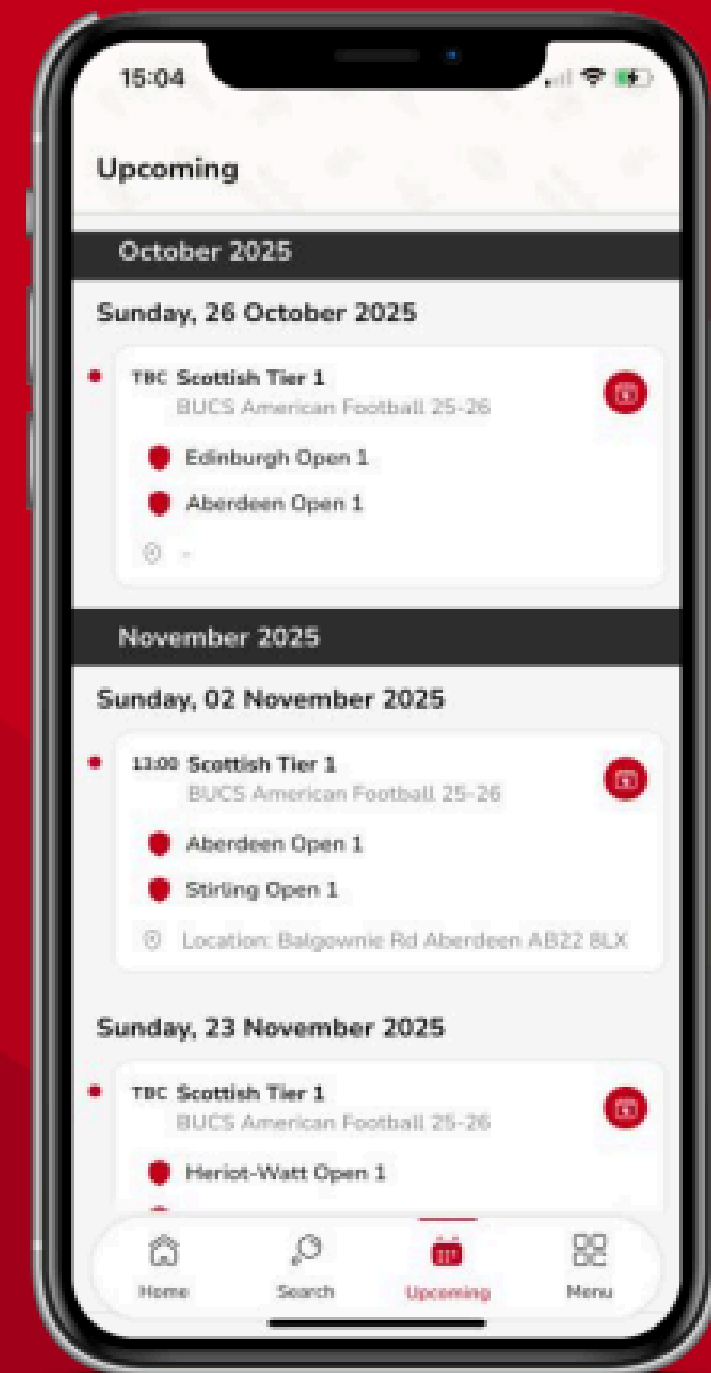
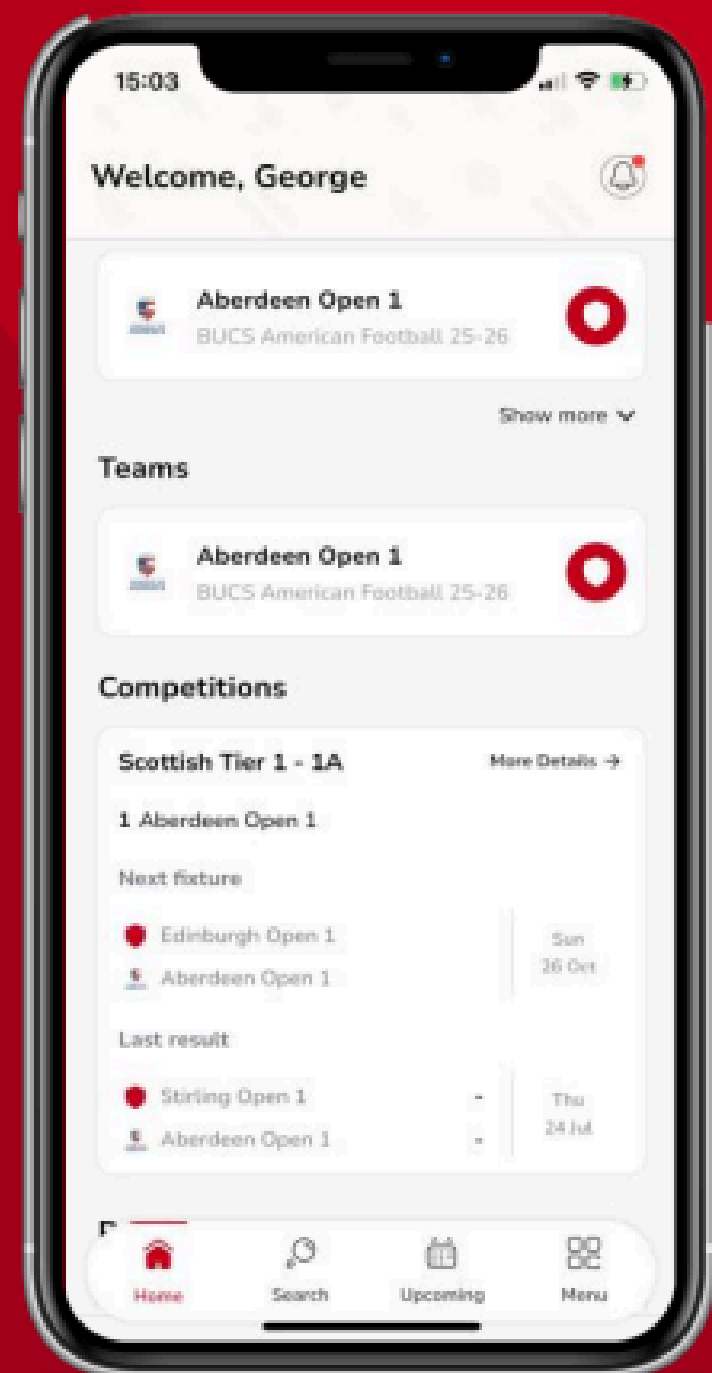
HOW TO ACCESS



STEP 1

Click on your team from the home page

VIEW FIXTURES



Directly from
the home page



In the
upcoming
calendar

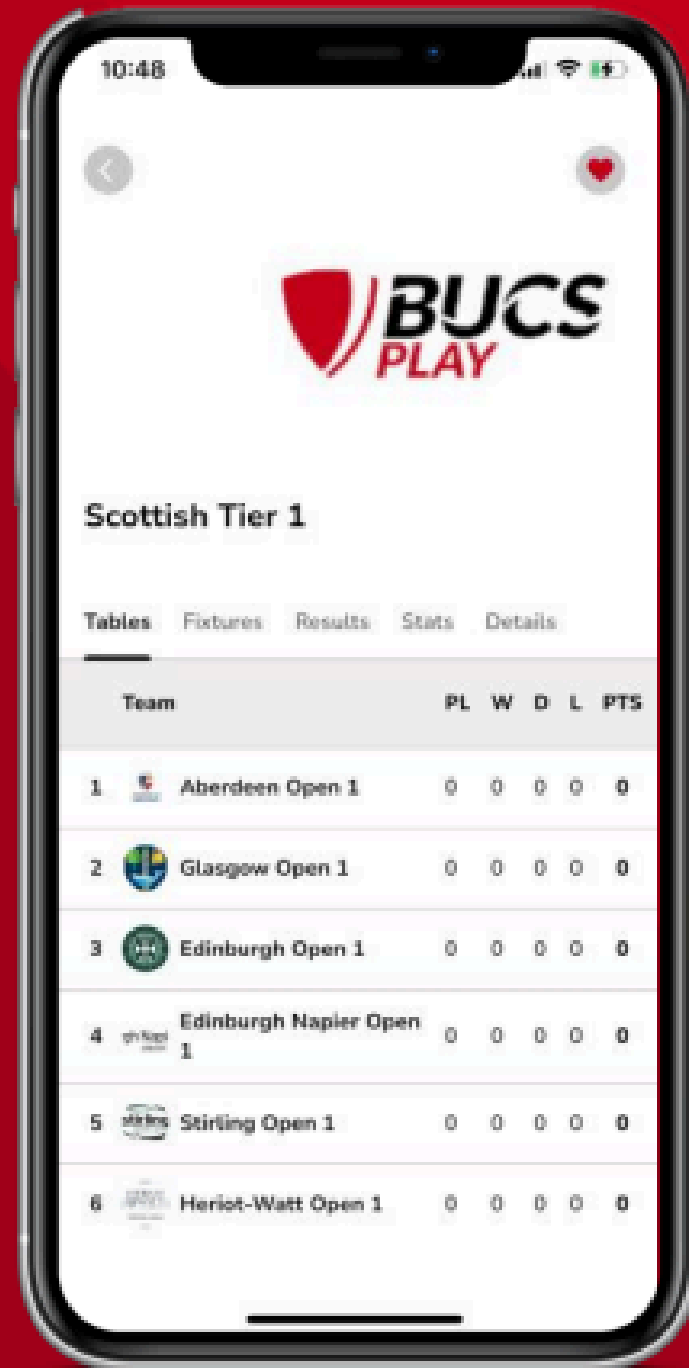


From your
team hub

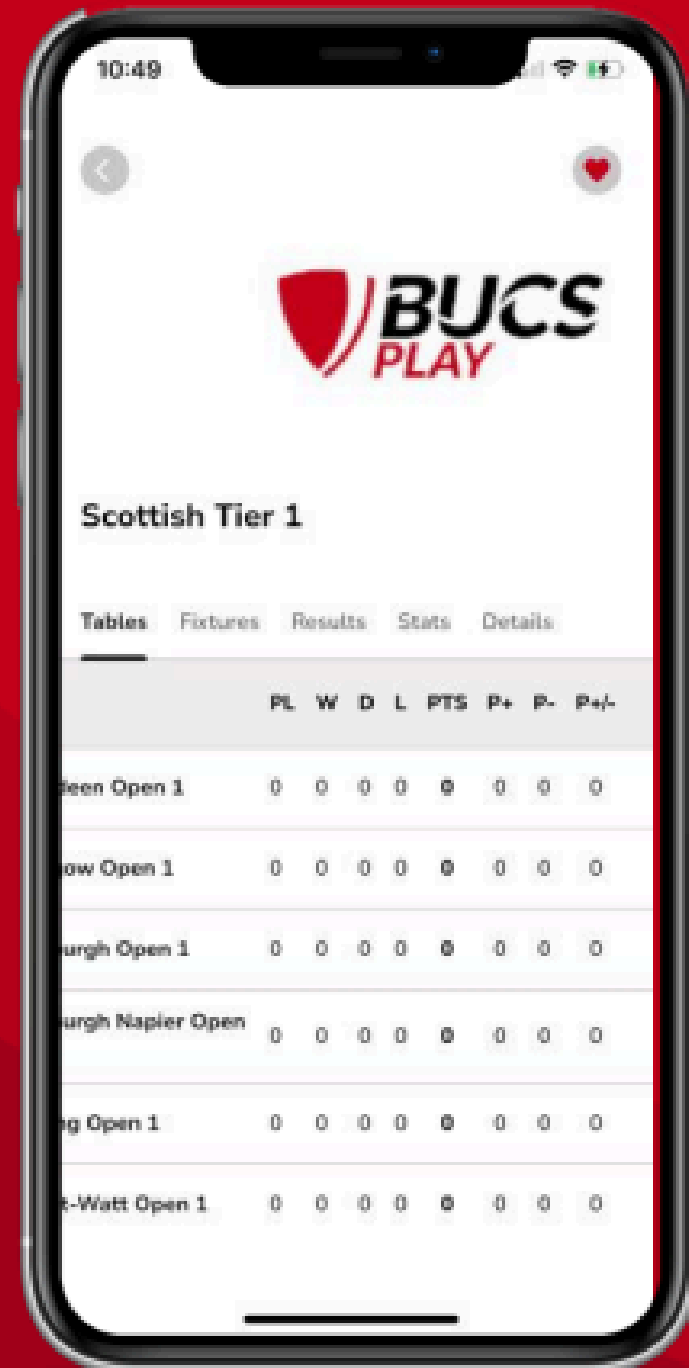


From the sport
community

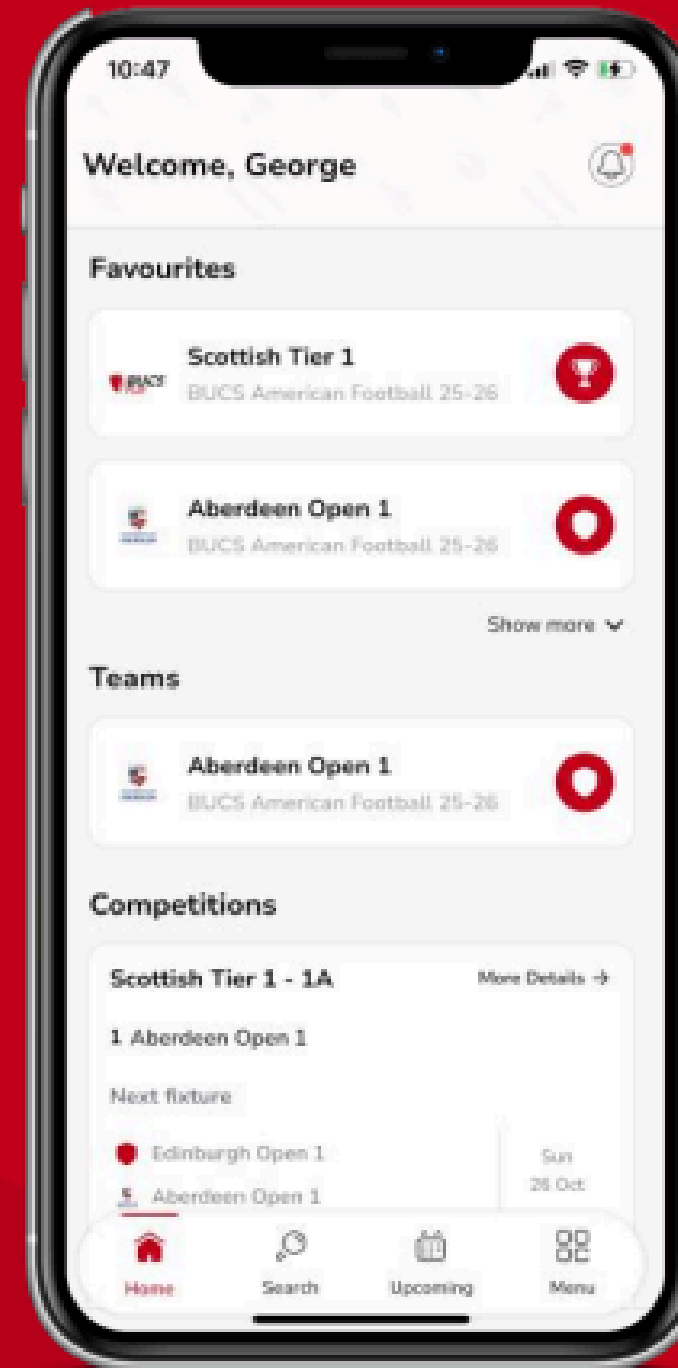
VIEW LEAGUE TABLES



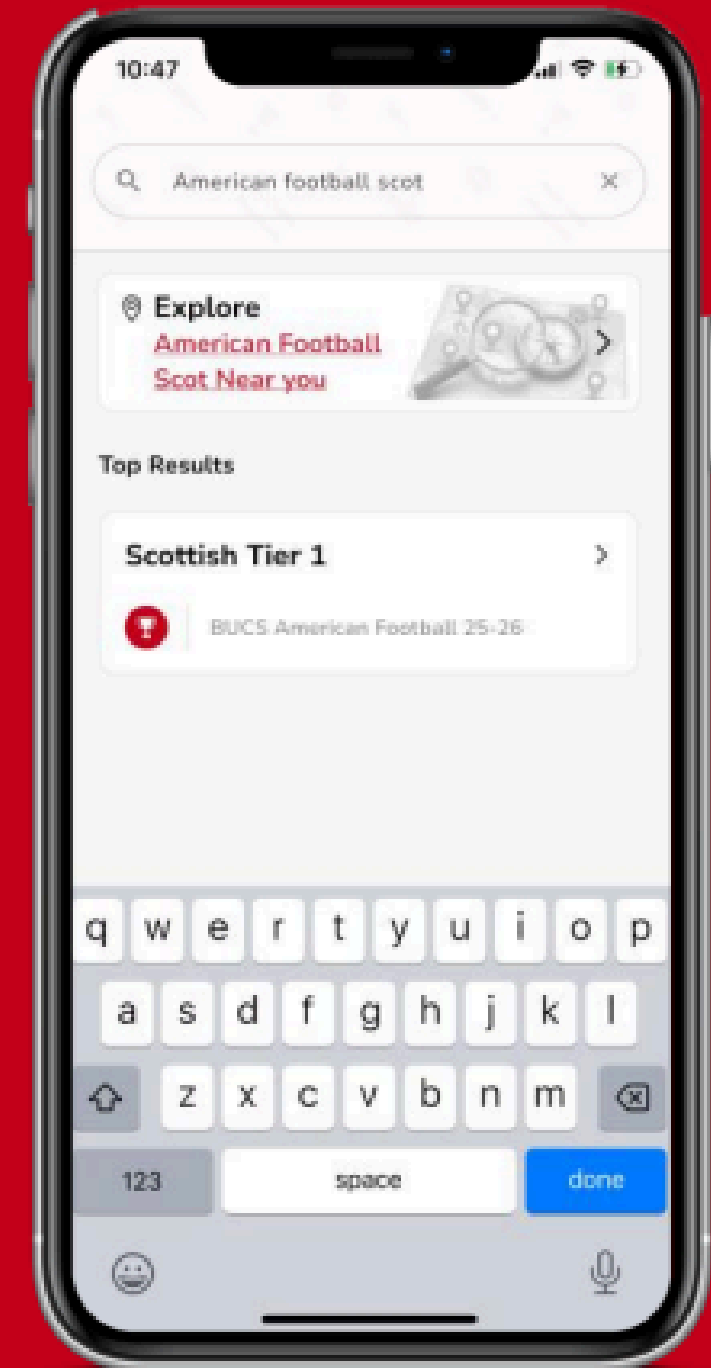
This is the view of a league table



Scroll across to see further detail

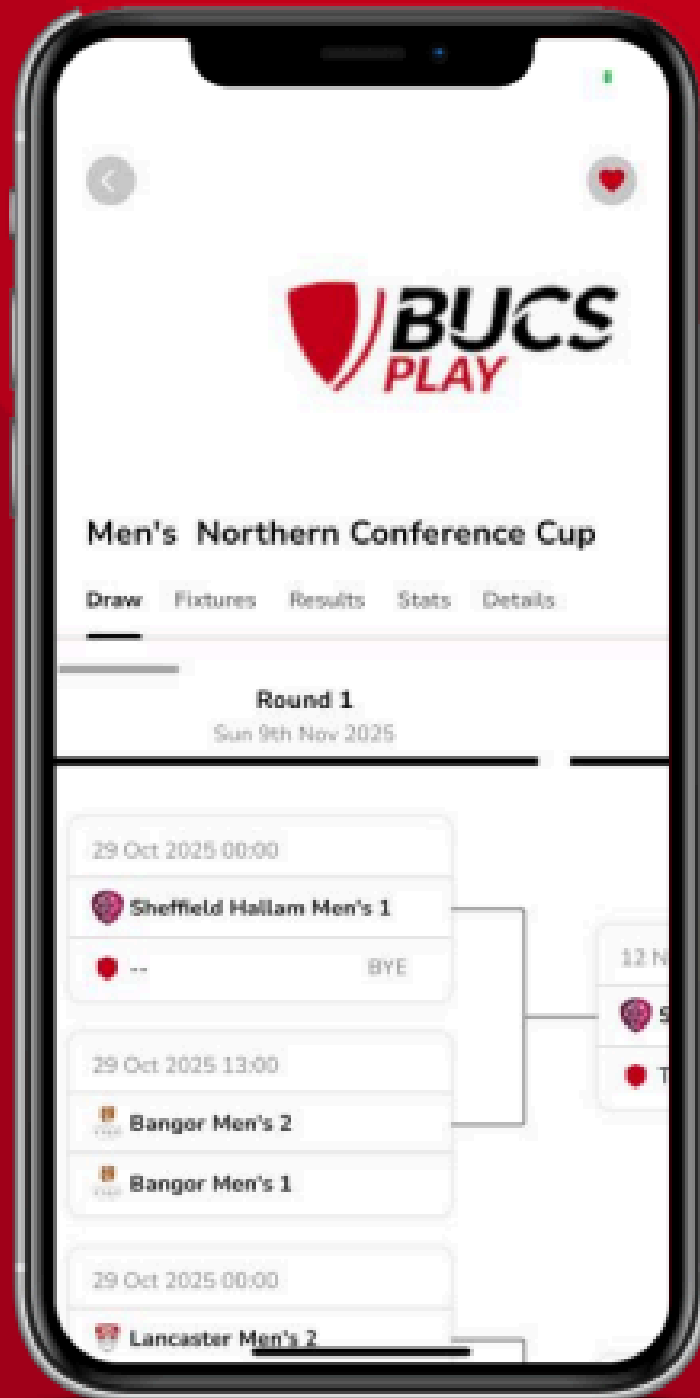


View from the home page

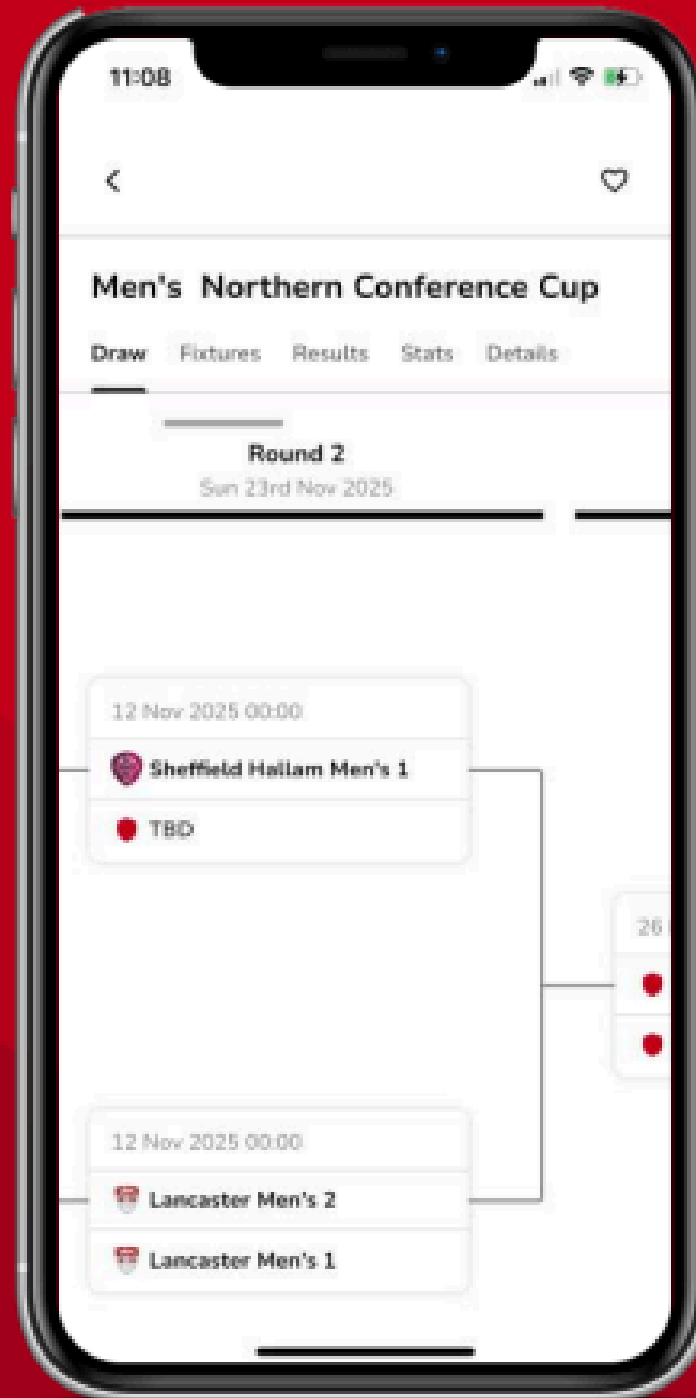


Find via the search

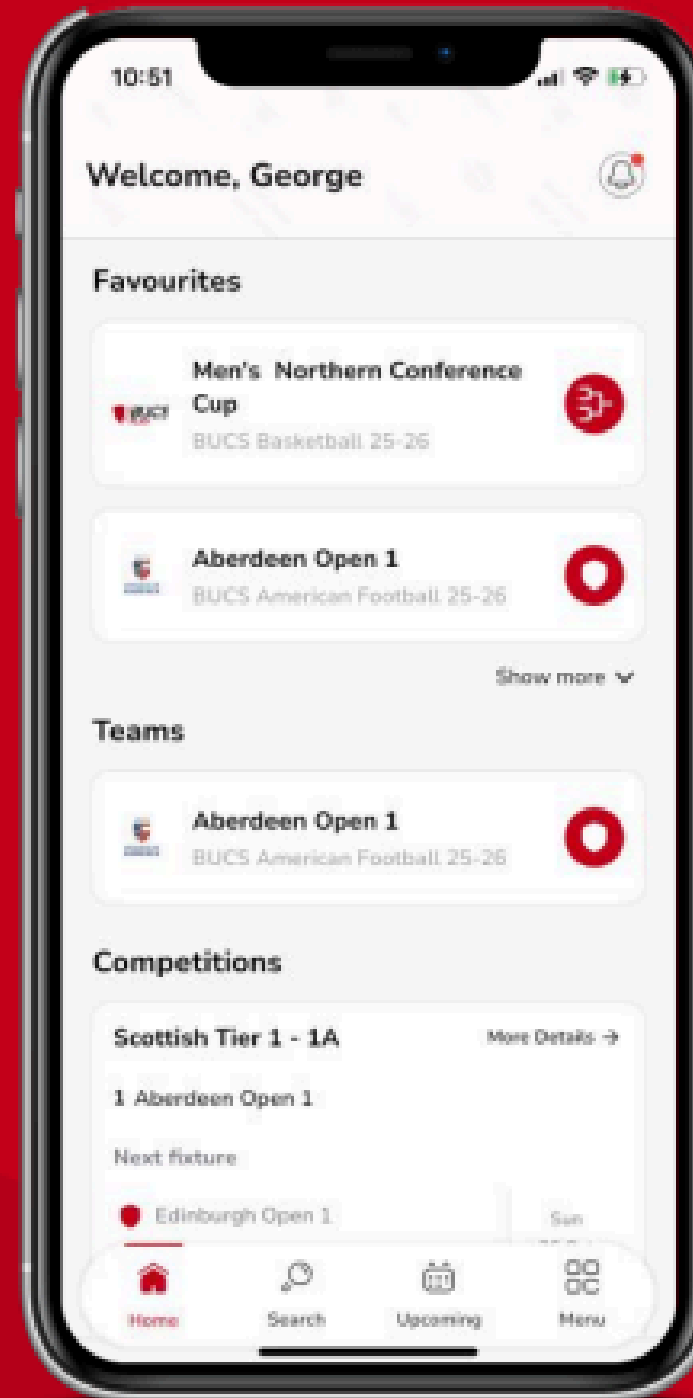
VIEW KNOCKOUT COMPETITIONS



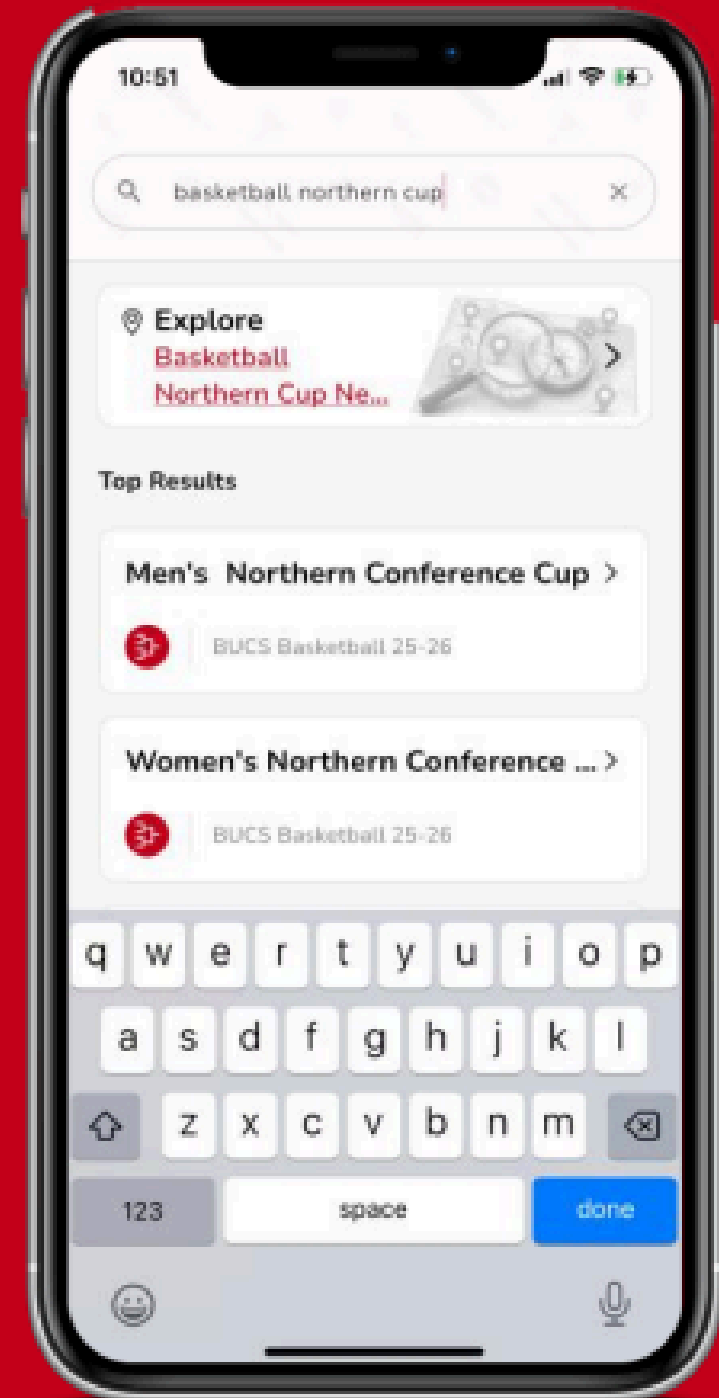
This is the view of a knockout competition



Scroll across to see further detail



View from the home page



Find via the search

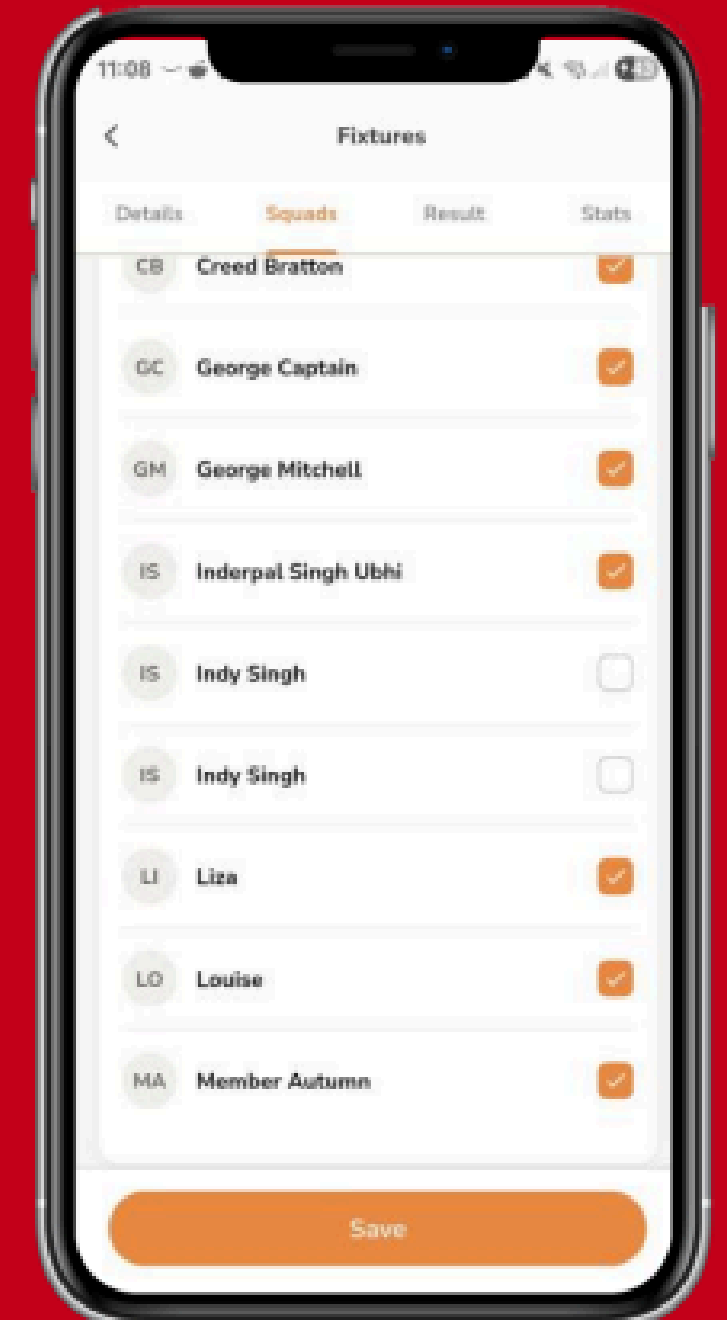
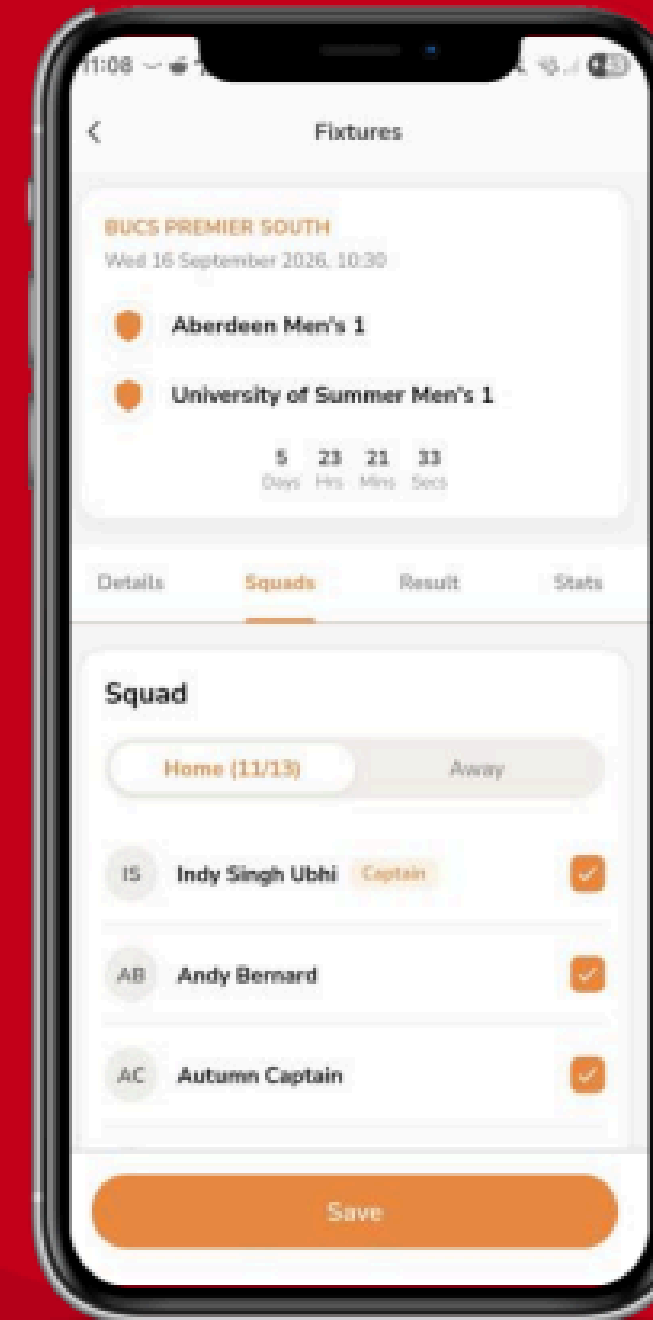
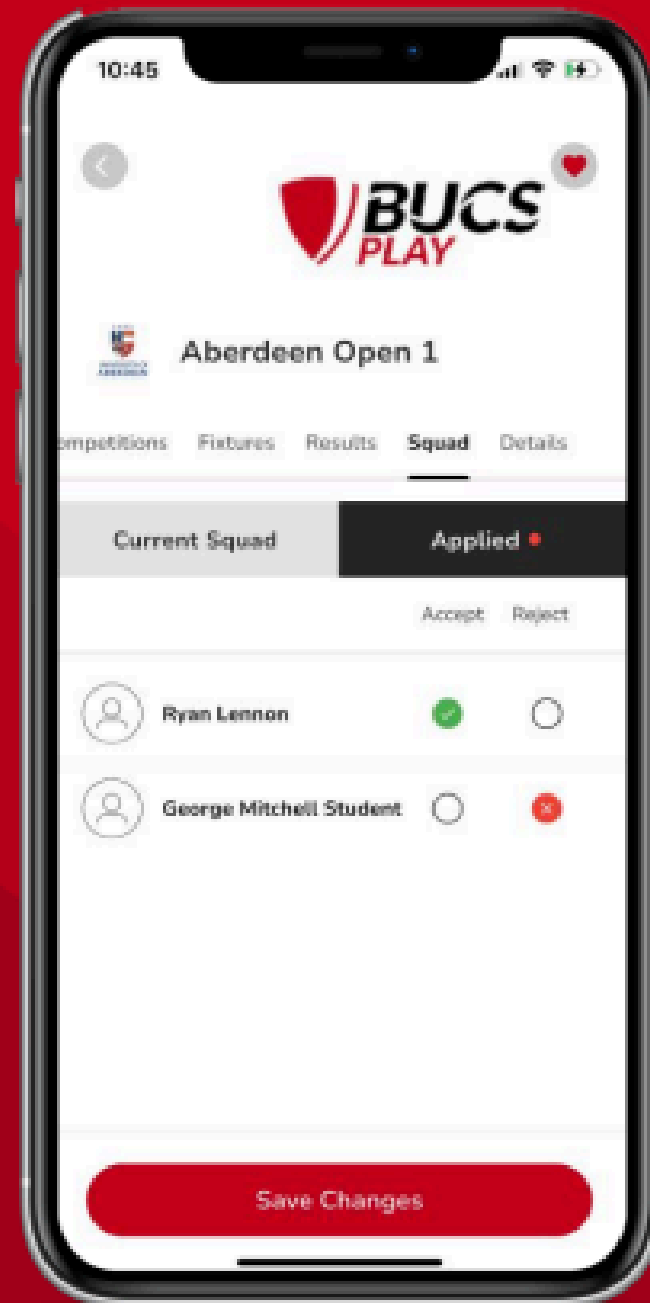
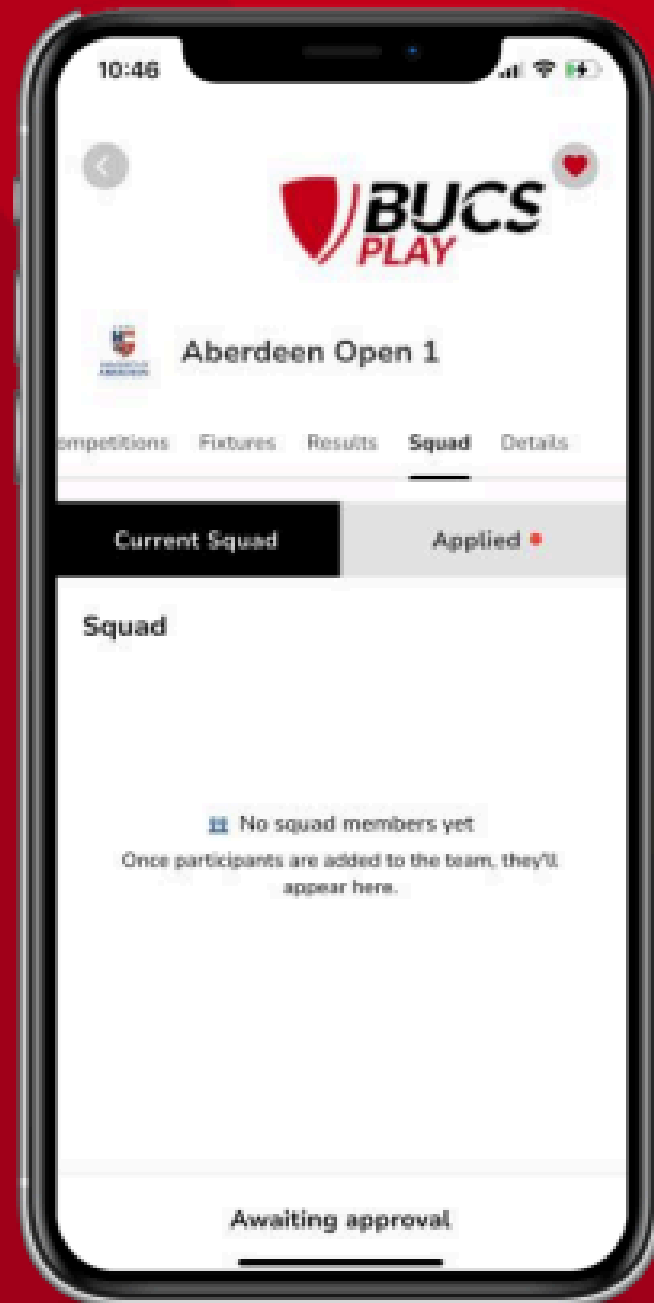
TEAM SHEETS

(REG 11)

SQUADS

VS

TEAM SHEETS



Squad management is typically a one-off task at the start of the season, although you can add new individuals during the season, or if an individual has moved from the 2nd Team to the 1st Team for example.

Team sheets are selected for every fixture throughout the season and must be approved or disputed at the venue.

SQUAD MANAGEMENT ON APP



STEP 1

Click on your team



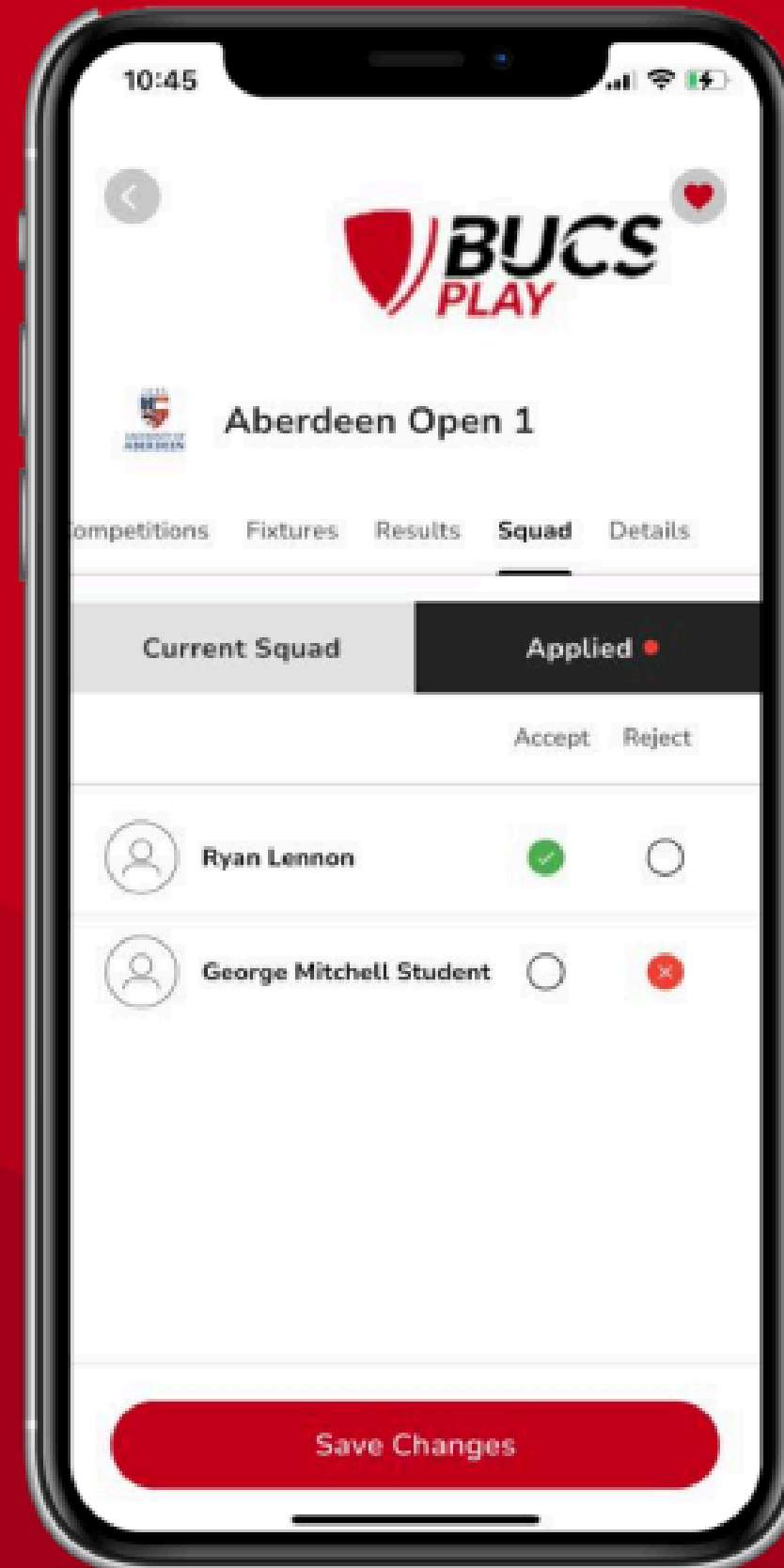
STEP 2

Go to the Squad tab



STEP 3

Move to the applied section



STEP 4

Tick accept or reject



STEP 5

Click Save Changes



STEP 6

You will now see the individual(s) in the squad

Each sport has restrictions on squad size numbers (min & max numbers) so please check your sport specific rules!!

BUCS will do random spot checks on both squad size and team sheets

SQUAD MANAGEMENT ON APP



STEP 1

Click on your team



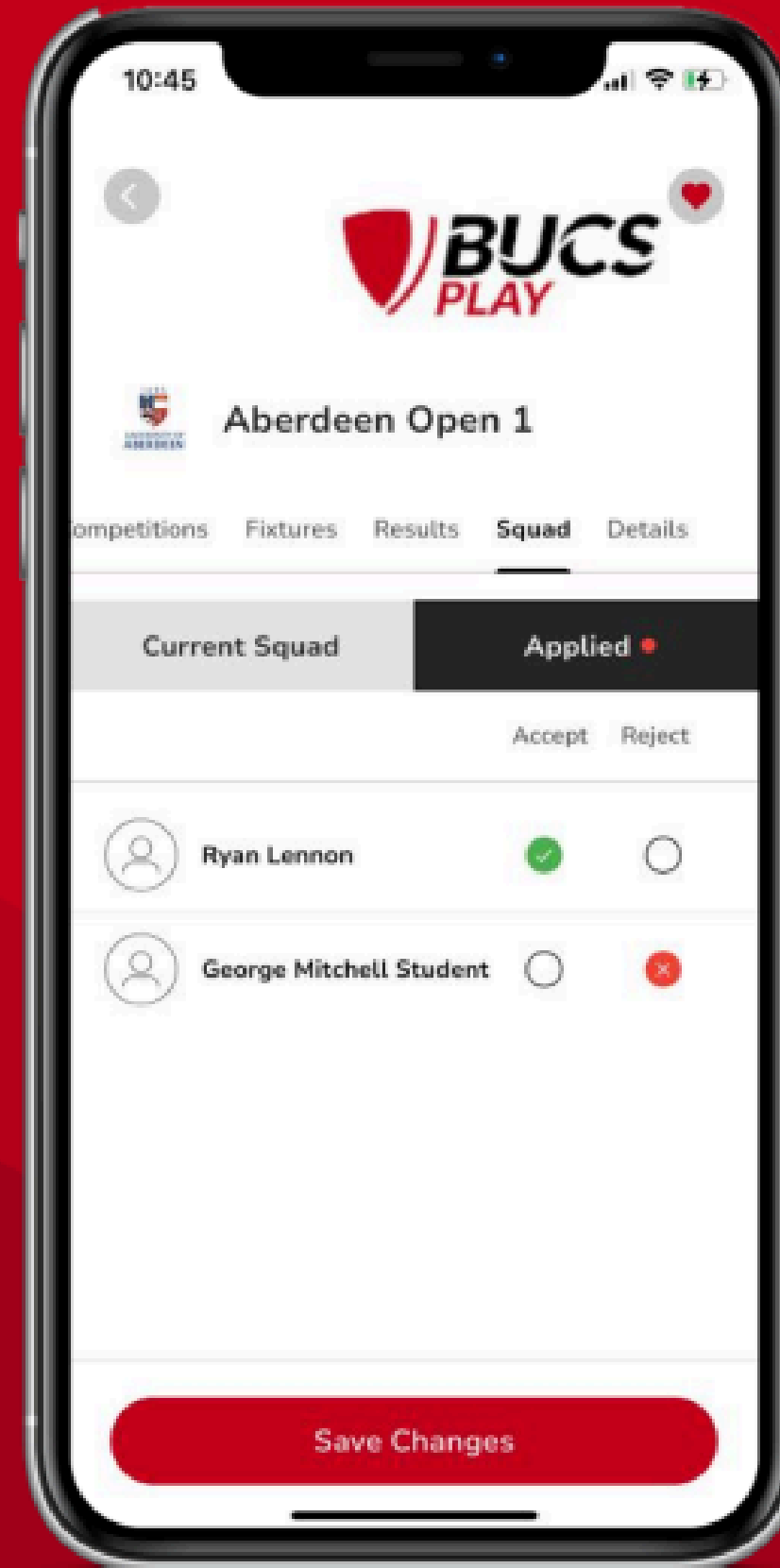
STEP 2

Go to the Squad tab



STEP 3

Move to the applied section



STEP 4

Tick accept or reject



STEP 5

Click Save Changes



STEP 6

You will now see the individual(s) in the squad

TEAM SHEET SELECTION ON APP



STEP 1

Click on your team from home



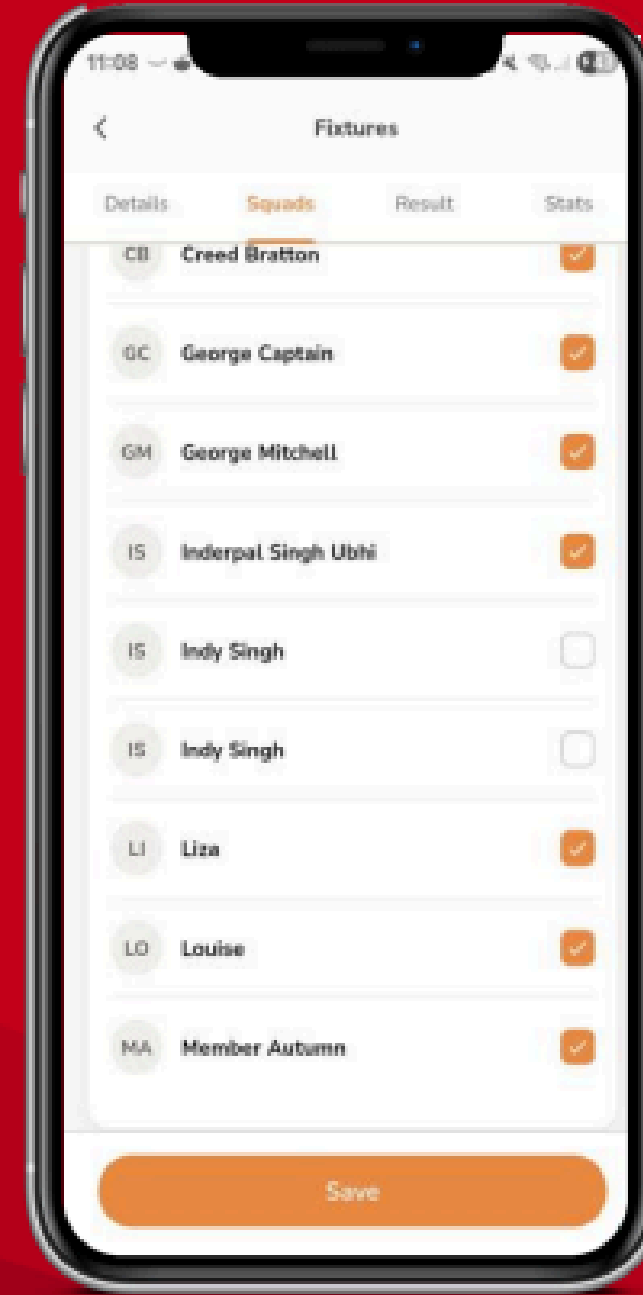
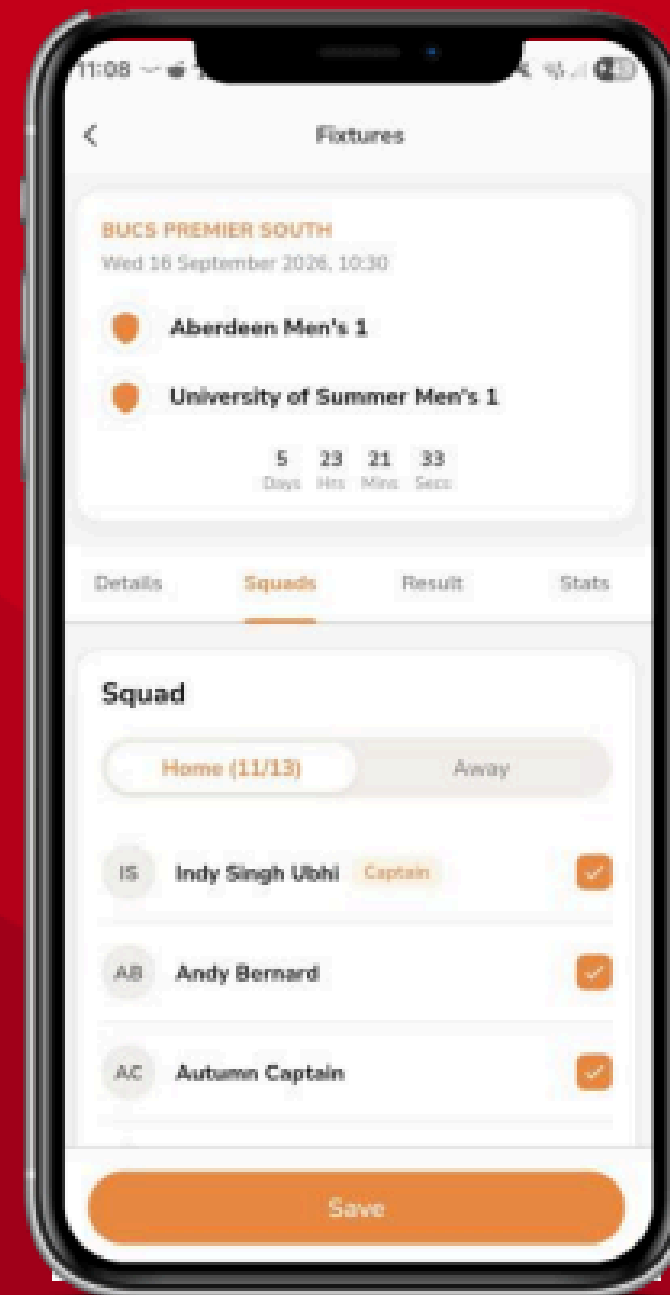
STEP 2

Find the fixture in the team hub



STEP 3

Click on the Squads tab



STEP 4

Click select squad



STEP 5

Tick everyone who is selected for that fixture



STEP 6

Click Save changes

Once selected, team sheet selection for this fixture is complete. You may make changes until the team sheet is approved or disputed.

Team Sheet Important rules...

- Team selection can be done at any time prior to your fixture (this is different to squad selection)
- Team sheets on BUCS Play/SSS Playwaze MUST be completed for every fixture
- 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.

TEAM SHEET APPROVAL ON APP

****Captain's do this on the day of your match****



STEP 1

Click on your team



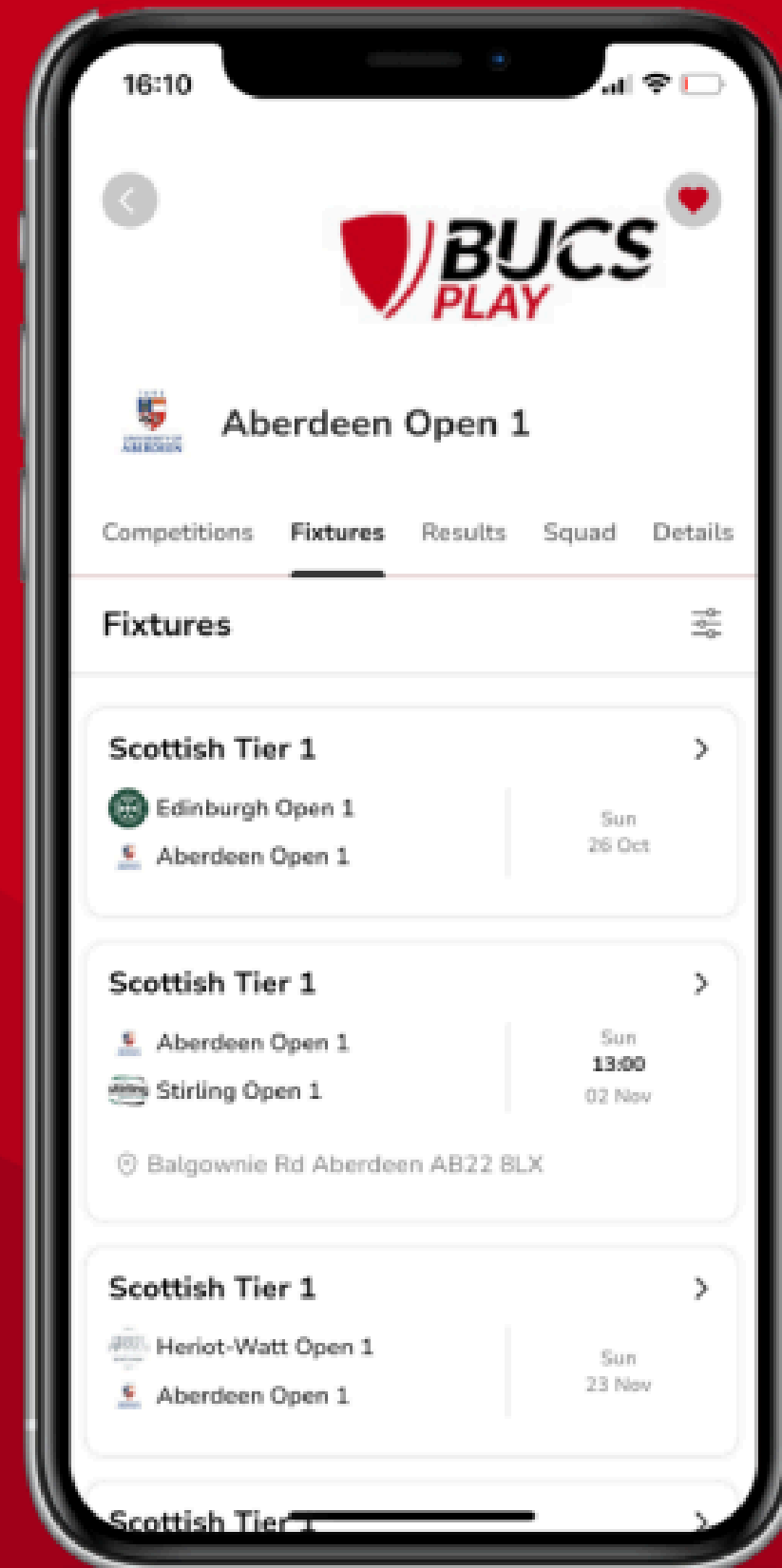
STEP 2

Click into the fixture from the fixtures tab



STEP 3

Go to Squads



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

NB

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

Approval of a Team Sheets Rules...

- Captain's must do this BEFORE your match
- 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.
- You can take a picture of the paper copy
- 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).

Paper Team Sheets...

The screenshot shows the 'Fixtures' section of an app. At the top, it says 'Fixtures' with a back arrow. Below that, it lists 'Women's Scottish Tier 1' and '15:30, Wed 24 Sep 2025'. The match is between 'St Andrews Women's 2' and 'Strathclyde Women's 1'. A timer shows '0 Days 3 Hrs 37 Mins 50 Secs'. Below the match details, there are tabs for 'Details', 'Squads', and 'Results'. The 'Results' tab is selected. Under the 'Results' tab, there is a button labeled 'Upload Matchcard' with an upward arrow icon, which is circled in red. Below this, there is a table with two columns for the teams and a 'Goals' column. At the bottom, there is a 'Result' dropdown menu with the text 'Please select an option' and a 'Save results' button.

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

- Signed by both team captains BEFORE the game.
- 2 copies should be carried by the captain to each fixture (one for each captain)
- A picture 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.

APPENDIX 7 BUCS TEAM SHEET PRO FORMA

PUBLISHED | 14 SEPTEMBER 2026

TO BE COMPLETED IN CONJUNCTION WITH BUCS REG 11.2 PRIOR TO THE MATCH STARTING

Team sheets should be retained, and if required submitted to opposition Athletic Unions (or equivalent) or BUCS for verification and must be kept securely in line with current data protection regulations. Should BUCS request a copy, the data provided on this team sheet will only be used in line with BUCS' Privacy Policy.



Sport (E.g. Rugby Union)		League/Knockout Name (E.g. <u>South Eastern 2A</u>)	
Date and Time of Fixture		Venue	
Home Team (E.g. Bath Men's 1)		Away Team (E.g. Bristol Men's 2)	
Name of Team Member		Name of Team Member	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20		20	
21		21	
22		22	
23		23	
Captain's Name		Captain's Name	
Captain's Signature		Captain's Signature	
Time of Signing (Pre-fixture)		Time of Signing (Pre-fixture)	

A team sheet is only deemed to be completed when it has been signed and time stamped by the opposition captain.

A paper copy of the BUCS team sheet can be picked up from the SU office (inside Strathclyde Sport)

or

Downloaded from the BUCS website/SU website and printed off

****All boxes must be filled out for BUCS to accept it as a valid team sheet****

Issues with 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</u> 2A)	
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

Missing/incomplete Team Sheets...

- It is the captain's responsibility to make sure the team sheet is completed correctly and submitted as required.
- BUCS monitors missing or incomplete team sheets. The consequences build up over the season:
 - **1–2 missing/incomplete team sheets: written warning from BUCS**
 - **3 missing/incomplete team sheets: 1-point deduction in the league competition (3 points for squash)**
 - **4 or more missing/incomplete team sheets: 3-point deduction in the league competition (10 points for squash)**
- Knockout matches: team sheets don't count towards those league sanctions. However, completing the team sheet incorrectly can still have serious consequences, including potentially being unable to appeal a decision or having an appeal rejected.

End of season

- £100 fine per team for incomplete/missing team sheets (capped at £500 per institution)
- The key message is simple: don't leave the team sheet until the last minute!!

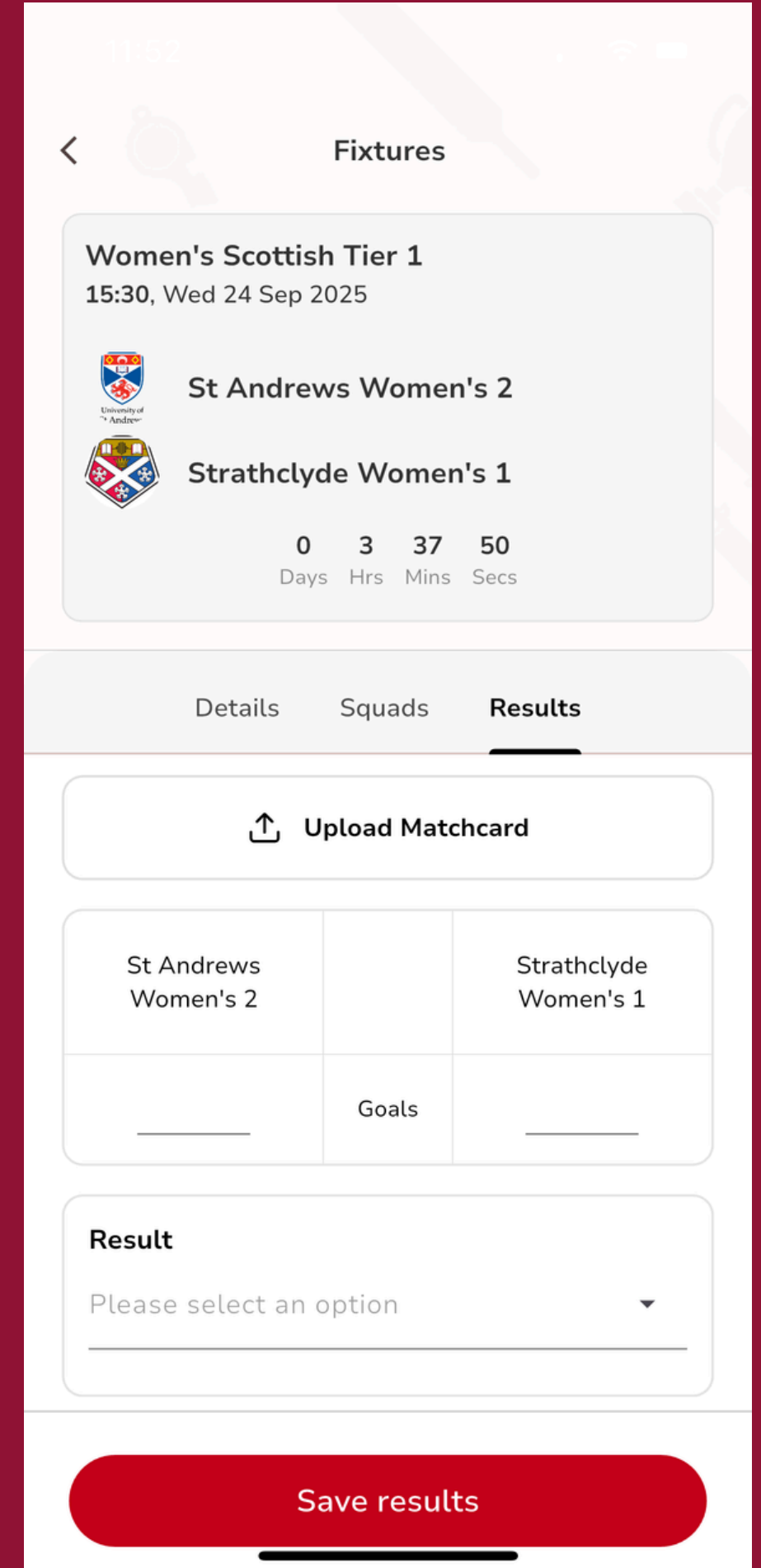
RESULTS

(Reg 13)

Entering A Result

 Go to the fixture → Scorecard tab → enter score

1. Captain to put the result into BUCS Play/SSS Playwaze.
 2. Text score to the fixture phone (07754134039).
- Results must be submitted before 12pm the next working day to avoid late score fines (Monday for weekend fixtures)
 - 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

ENTERING A RESULT ON APP



STEP 1

Find the Fixture via the Home or Upcoming tab



STEP 2

Click into the Fixture



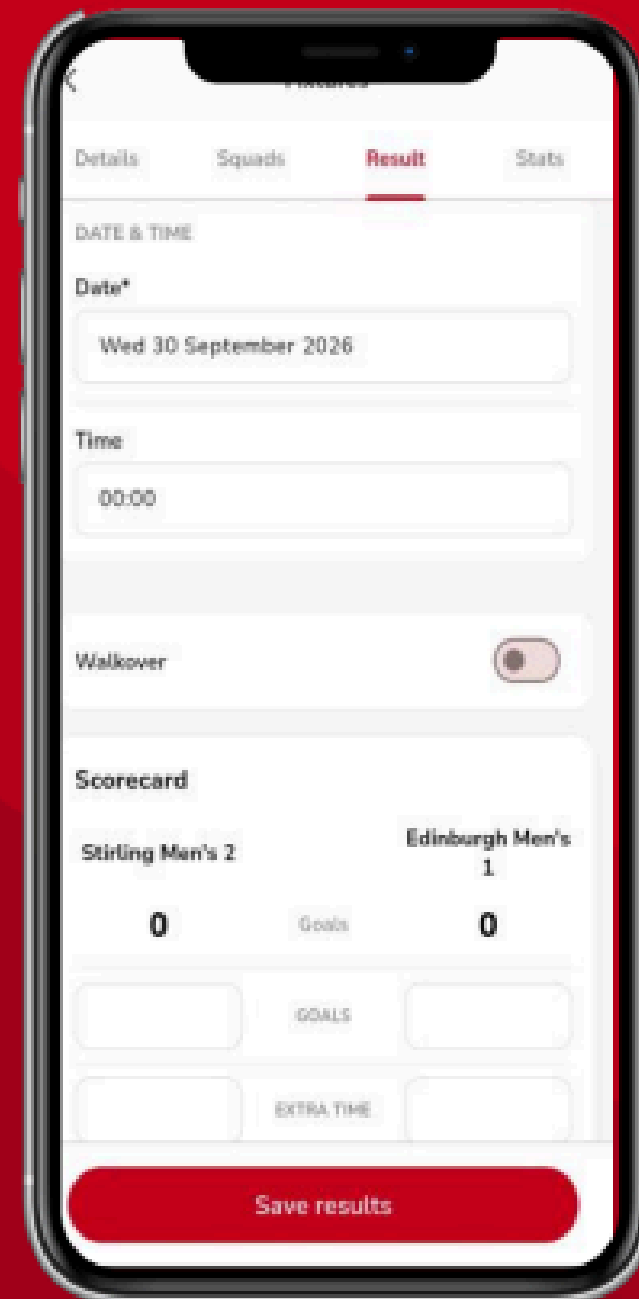
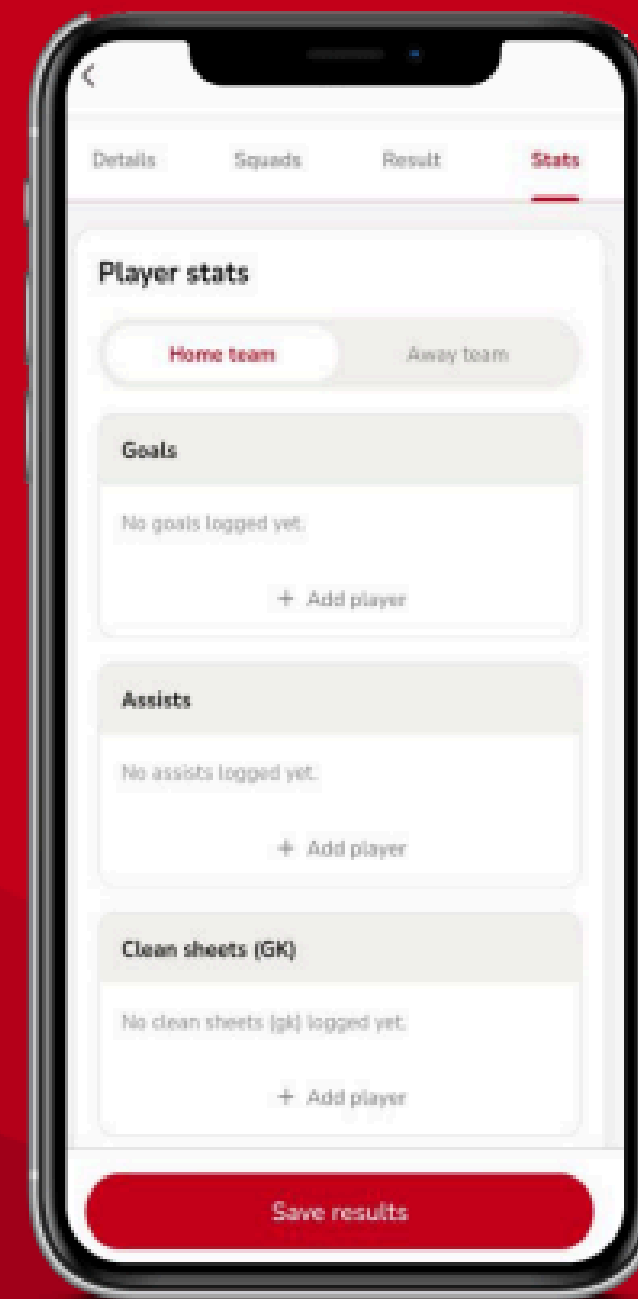
STEP 3

Go to Result



STEP 4

Enter the score for the home and away teams


STEP 5

Enter and extra result info and the player stats



STEP 6

Click Save result



STEP 7

View the Result and edit if needed



STEP 8

Your IA will approve the result to lock to future changes

NB

For racquet sports, the team sheet must be completed beforehand for players to be selectable for individual results

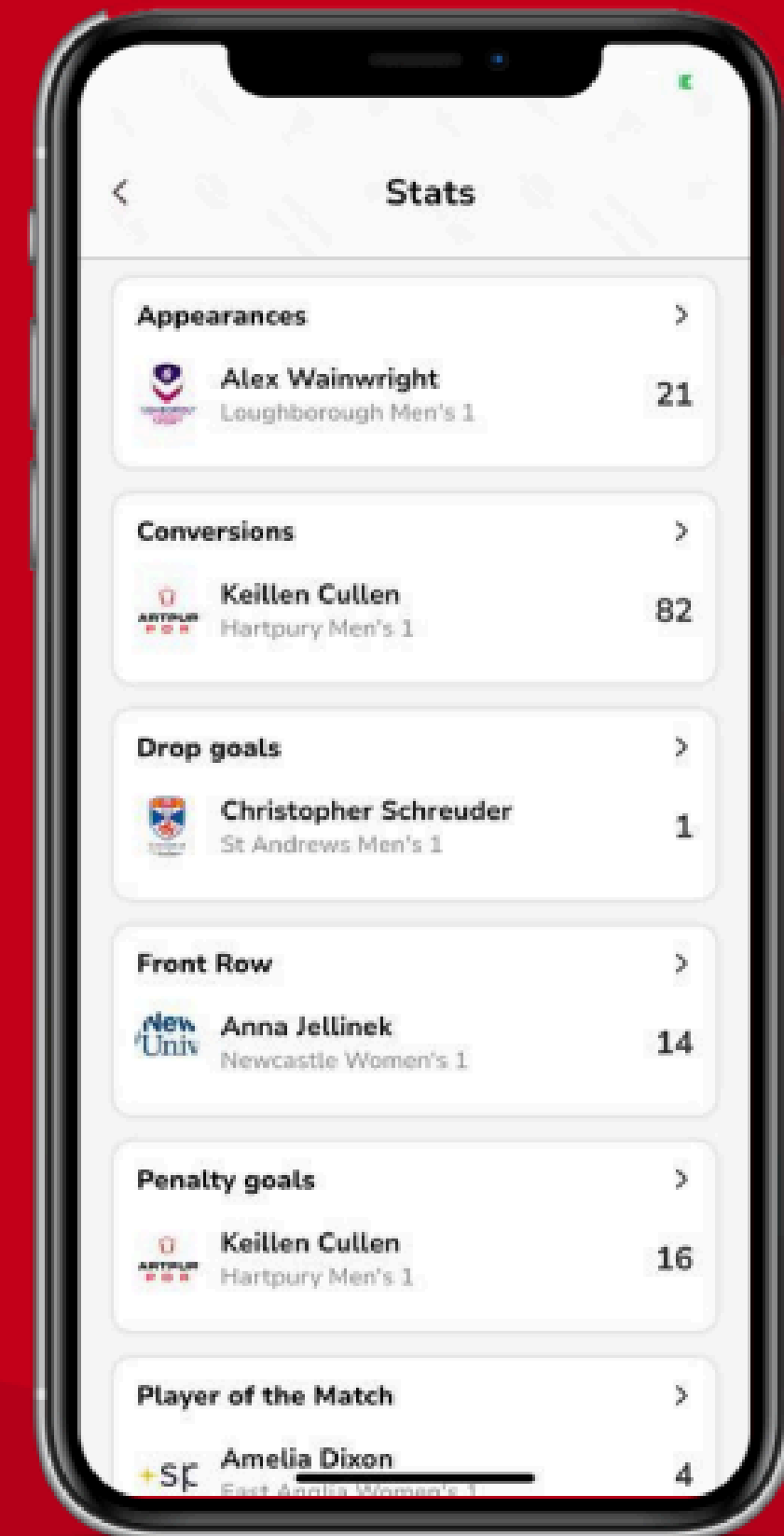
PLAYER STATS

You can track statistics such as goals, points, tries, yellow cards, player of the match, and appearances across 20 league and knockout sports.

We encourage you to enter your team's stats after each game on BUCS Play, which can be inputted when submitting the match result within the scorecard.

The more teams that input their stats, the more accurate the stats tables will be throughout your sport.

Let's see the top scorers across the BUCS leagues!



PLAYER STATS ENTRY ON APP



STEP 1

Find the fixture



STEP 2

Click into the fixture



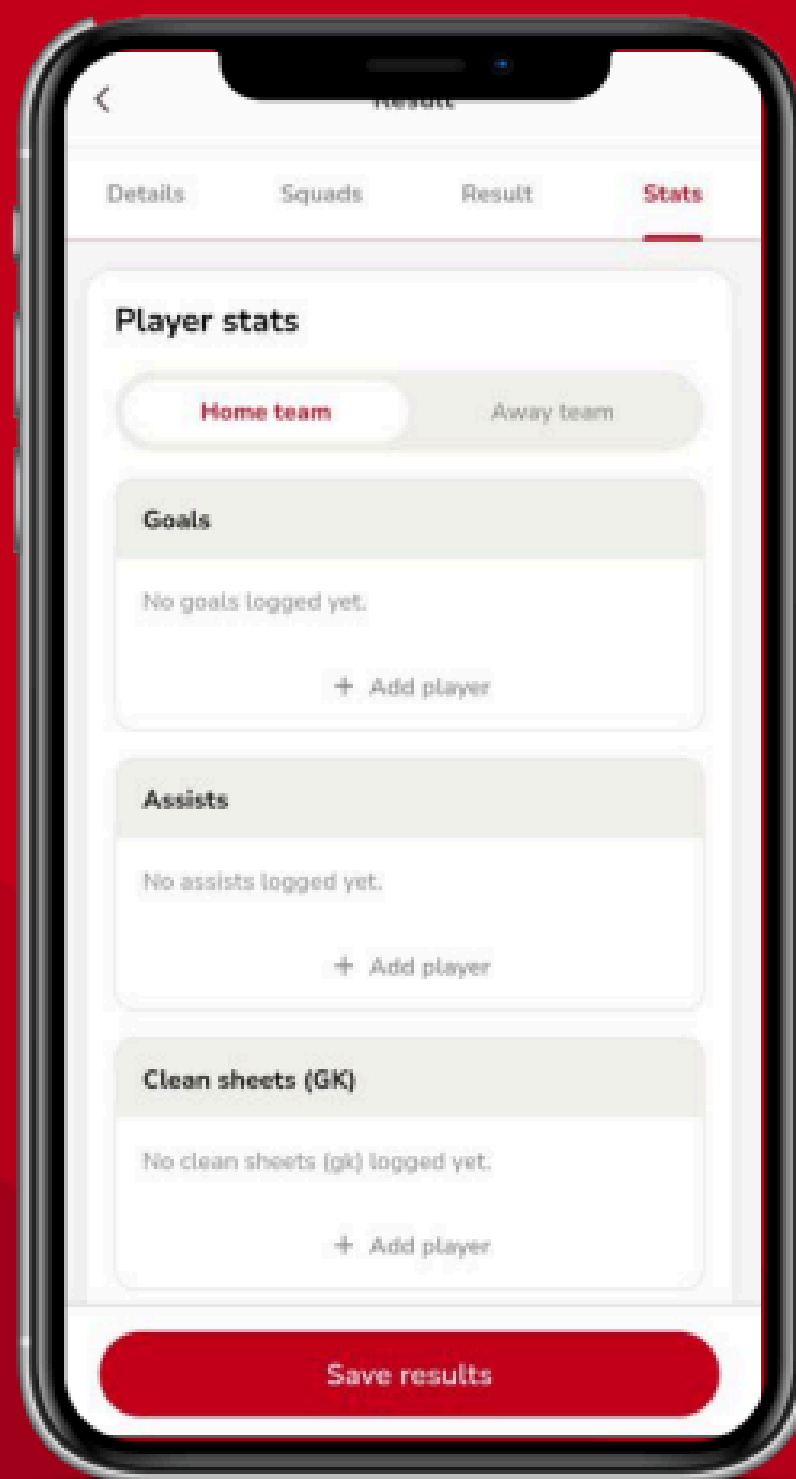
STEP 3

Go to Stats



STEP 4

Select the relevant team.
You can input your
opponent's stats too.



STEP 5

Click the add next to the stat to
add a player.



STEP 6

Input the stat



STEP 7

Repeat this for each stat and
player



STEP 8

Scroll down and click Save
result.

Playing Under Protest

(Reg 12)

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



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

Team Kit

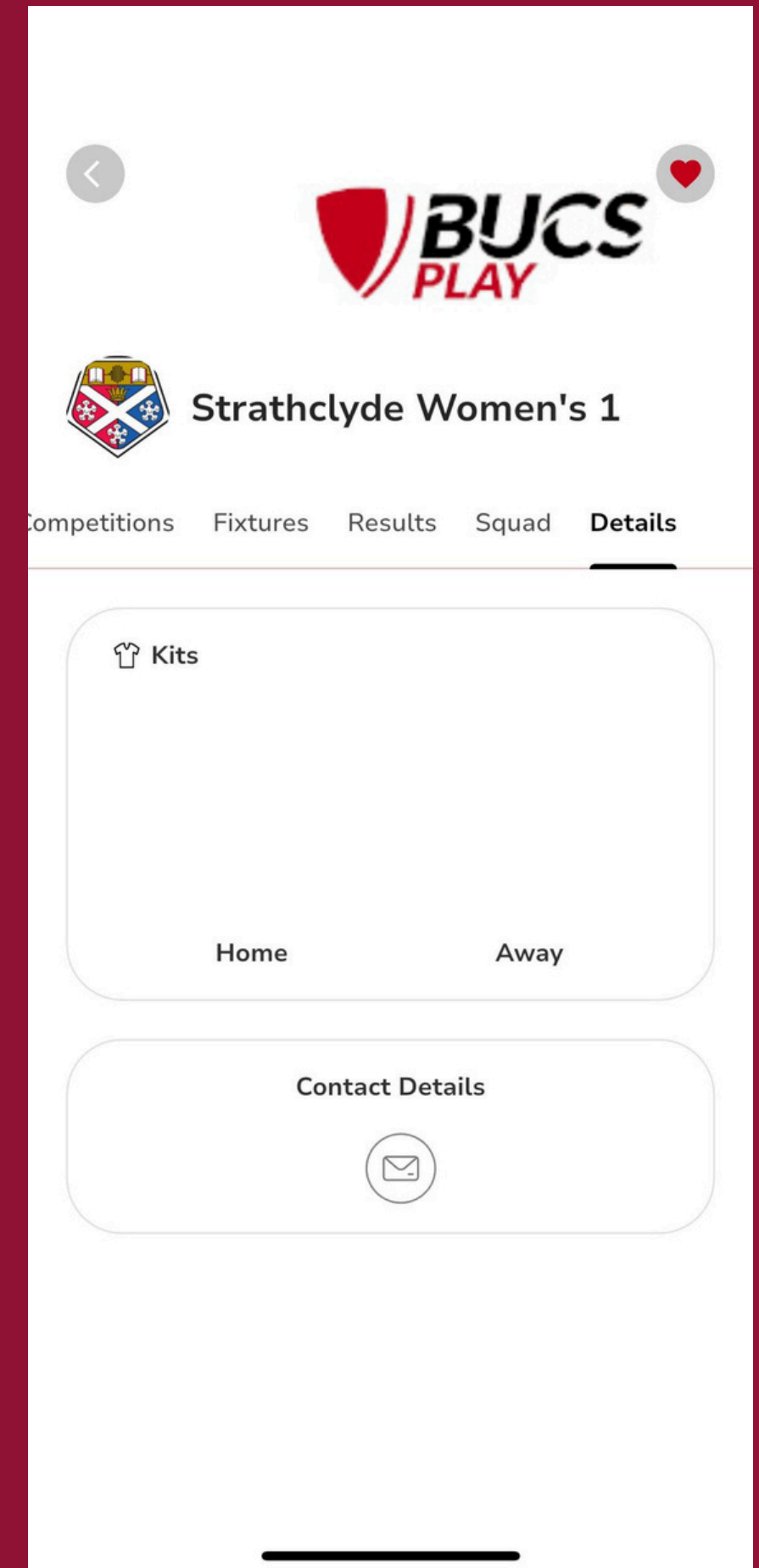
Picking Your Team Colours

- 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



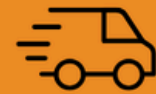
Pre-Season

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

Results & Forfeits

Team Sheets

Match Appeals

Team Selection

Individual Eligibility

Misconduct

Abandoned matches

Playing Under Protest

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	- 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.	- 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.	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	Loss of three league points and half of BUCS Points attained through final league position.	- 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.	- 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	Loss of three league points and half of BUCS Points attained through final league position.	Further loss of three league points and all BUCS points attained through final league position.	- 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.

Bad Weather Rules...

Postponed Matches

REG 14.1.1

Postponed matches are matches called off up to and including the day of the match, due to the following:

- Bad weather
- ground conditions
- bad light
- unforeseeable facility issues
- Force majeure events

Postponed Matches

REG 14.1.4

Should a match have to be postponed, this match shall be rearranged at the venue of the first named (home) team, except in cases where the notification of postponement has not been sent until after the opposition (away) team's intended departure time - subject to this having been communicated as per REG 9.5.

In such cases the fixture shall be replayed at the venue of the opposition (away) institution/Playing Entity.

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.

If there is bad weather/dangerous conditions, please do the following:

Phone the fixtures phone 07754134039

Try and contact the opposition's captain to give them a heads up

The Sports Union will give guidance and help make a decision and contact other team/SU

Other Key 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).

Match Appeals

REG 15.1

There are two circumstances teams can submit a match appeal:

1. Standard match appeals: Appeals against the results of fixtures based on alleged breaches of regulations.
2. Walkover appeals: Appeals against claims of walkovers based on a perceived lack of grounds for a walkover, or the view that the walkover should be reversed for a breach of regulation(s) by the opposition.

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.

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 15.1

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!

USEFUL RESOURCES



1. Committee Training (on the Sports Union website)
2. Rules & Regulations on BUCS Website
3. Concussion Toolkit (on Strath Sport app & SU website)
5. SU Fixtures Phone 07754134039 (on game days if you have any issues or questions, send a text or phone. We are here to help!)



CONCUSSION

CONCUSSION TOOLKIT

CONCUSSION TOOLKIT

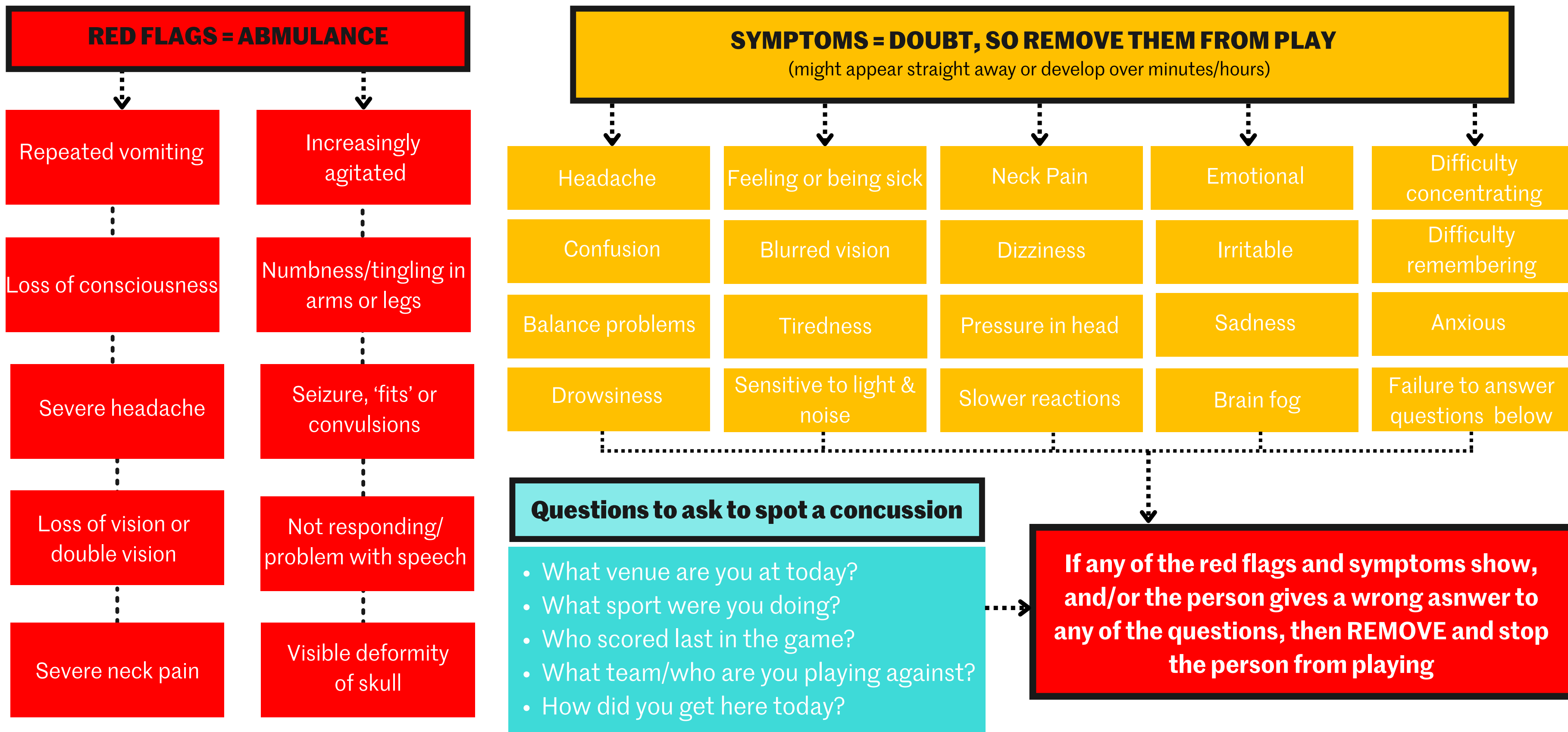
GENERAL CONCUSSION GUIDANCE

The following guidance is intended to provide information on how to recognise sports concussion and on how this should be managed from the time of injury through to safe return to play. We have provided some resources below to help players, coaches and officials recognise and know what to do when there is a suspected concussion. For more in depth advice and guidance, please see the [SportScotland concussion guidance](#).

How to spot a concussion

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

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



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 below:

👤 Ann Taylor (Sport Programme Coordinator,
(BUCS/SSS Institution Administrator)

✉ ann.taylor@strath.ac.uk

☎ *fixtures phone: 07754134039*

☎ *office: 0141 574 5404*

👤 **Sports President**

✉ strathunion.vpsport@strath.ac.uk

☎ *office: 0141 574 5403*

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