



BUCS/SSS CAPTAINS TRAINING





What's Covered

- Roles & responsibilities of a Captain
- Joining a squad & team
- Squad Management
- Team Sheets & PUP forms
- Entering Results
- Match Day Checklist
- Scenarios & Questions
- Resources & Contacts

A Captain's Role

For BUCS/SSS leagues a team captain must:

- Manage your squad on BUCS Play/SSS Playwaze
- Organise and check pre-match team sheets on BUCS Play/SSS Playwaze
- Enter scores on BUCS Play/SSS Playwaze
- Text scores to the SU fixtures phone 07754134039
- Be the first contact for any issues e.g playing under protest



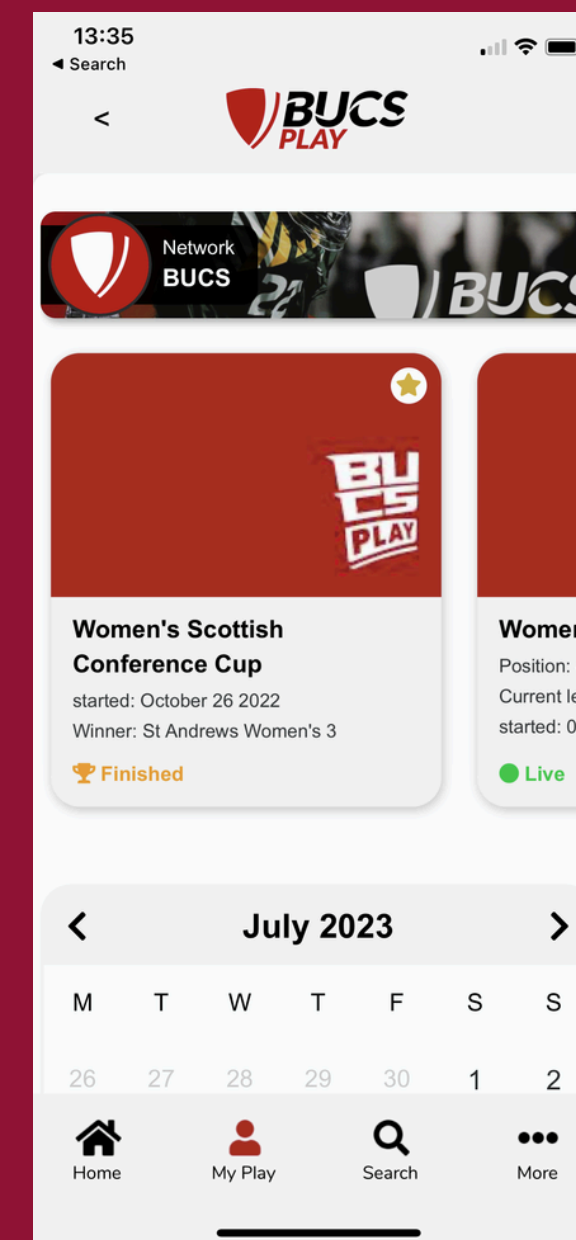
What is BUCS Play & SSS Playwaze?

To be eligible to compete in BUCS/SSS leagues & events all players must be registered on the relevant platforms.

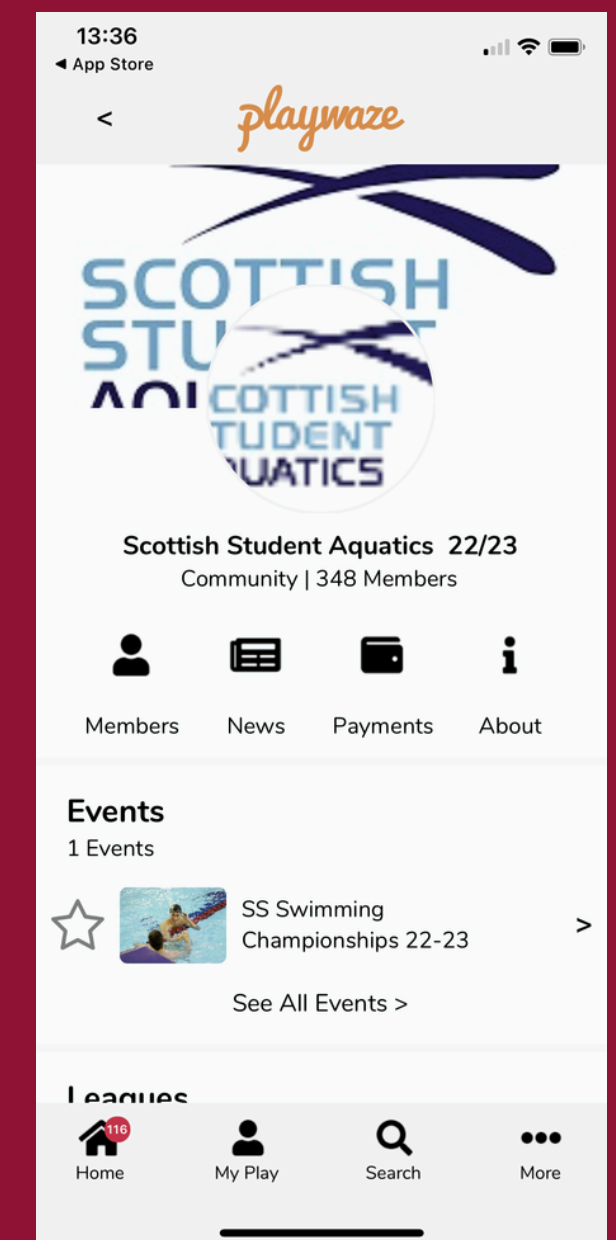
BUCS Play is a hub for all BUCS leagues & events

SSS Playwaze is a hub for all Scottish Student Sport leagues & events (Handball, Shinty, Swimming, Archery, Curling).

Both can be downloaded as an app or accessed online by desktop. It's used by captains & staff for all league & event administration.



BUCS Play App



SSS Playwaze App

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

App Levels of Access

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

- 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



Pre-Season Checklist

- Make sure your IA has assigned you as captain on the app
- Player 'onboarding'. Make sure your players are signed up to BUCS Play/SSS Paywaze applied to join their team.
- Team Affiliation – all sports have a different NGB affiliation process, please check the guidance on your sport as you will be fined if not affiliated properly.
- Collect PUP forms and team sheets prior to fixtures either from the office or download from the committee training hub.
- Favourite the BUCS rules & regulations on your phone



Player 'on boarding'



- **No student can play until they have registered on BUCS Play and/or SSS Playwaze.**
- All players must be registered on the app and have joined the 'Sport Community' and applied to be part of the team.
- Make sure players use their University email address, this will help with any eligibility concerns from other teams.

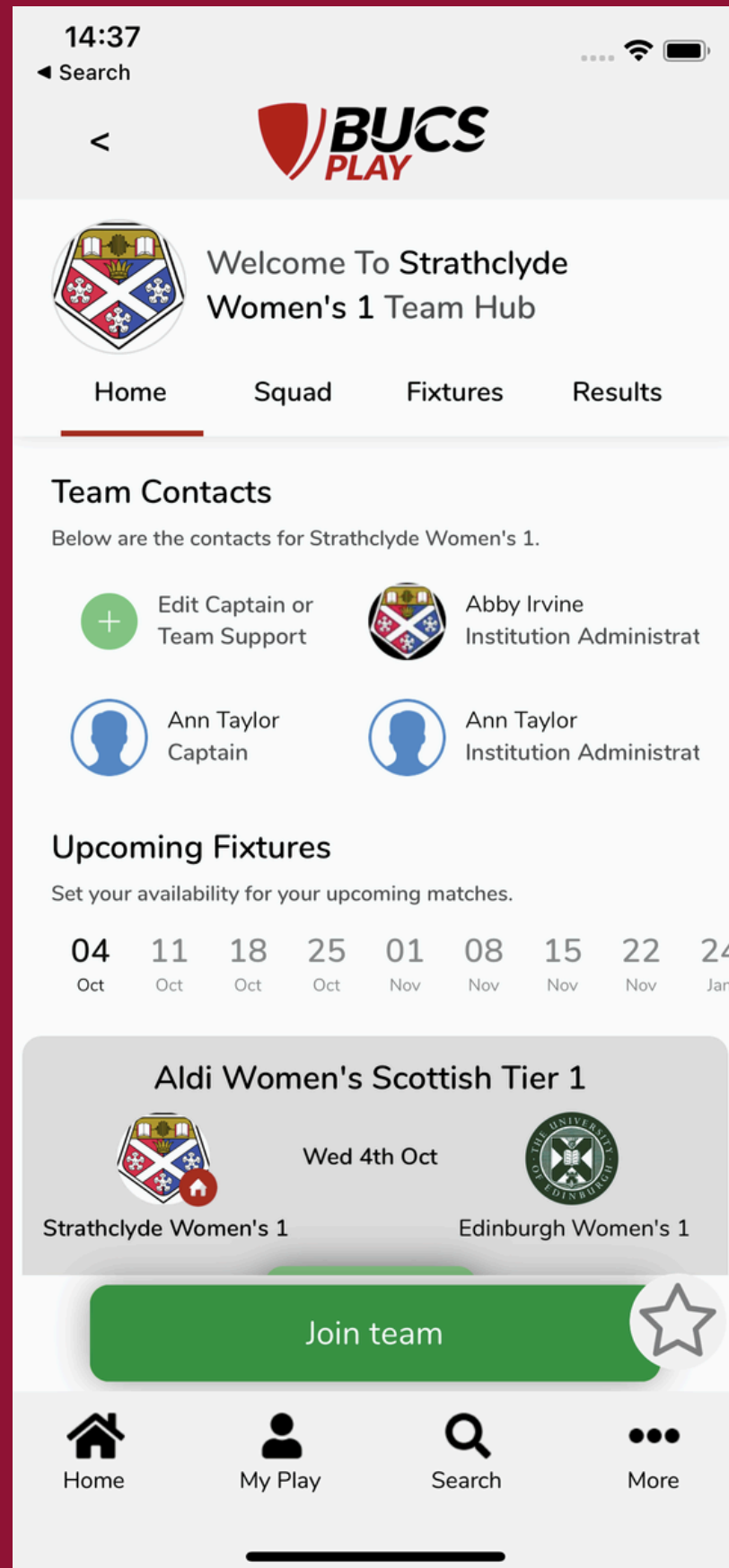
Captains can keep track of who has joined the team in the squad section of the 'Team Hub'

**BUCS Play/
SSS Playwaze**

How to become a Team Captain?

-  **Register on BUCS Play (for BUCS competitions) or SSS Playwaze (for SSS competitions)**
-  **Join your 'Sport Community' (e.g football)**
-  **Search for your team and press 'join'**
-  **Wait for your Institution Administrator (IA) to grant you captain access (you must have completed the previous steps)**
-  **You will receive an email once you've been granted captain access by your IA**

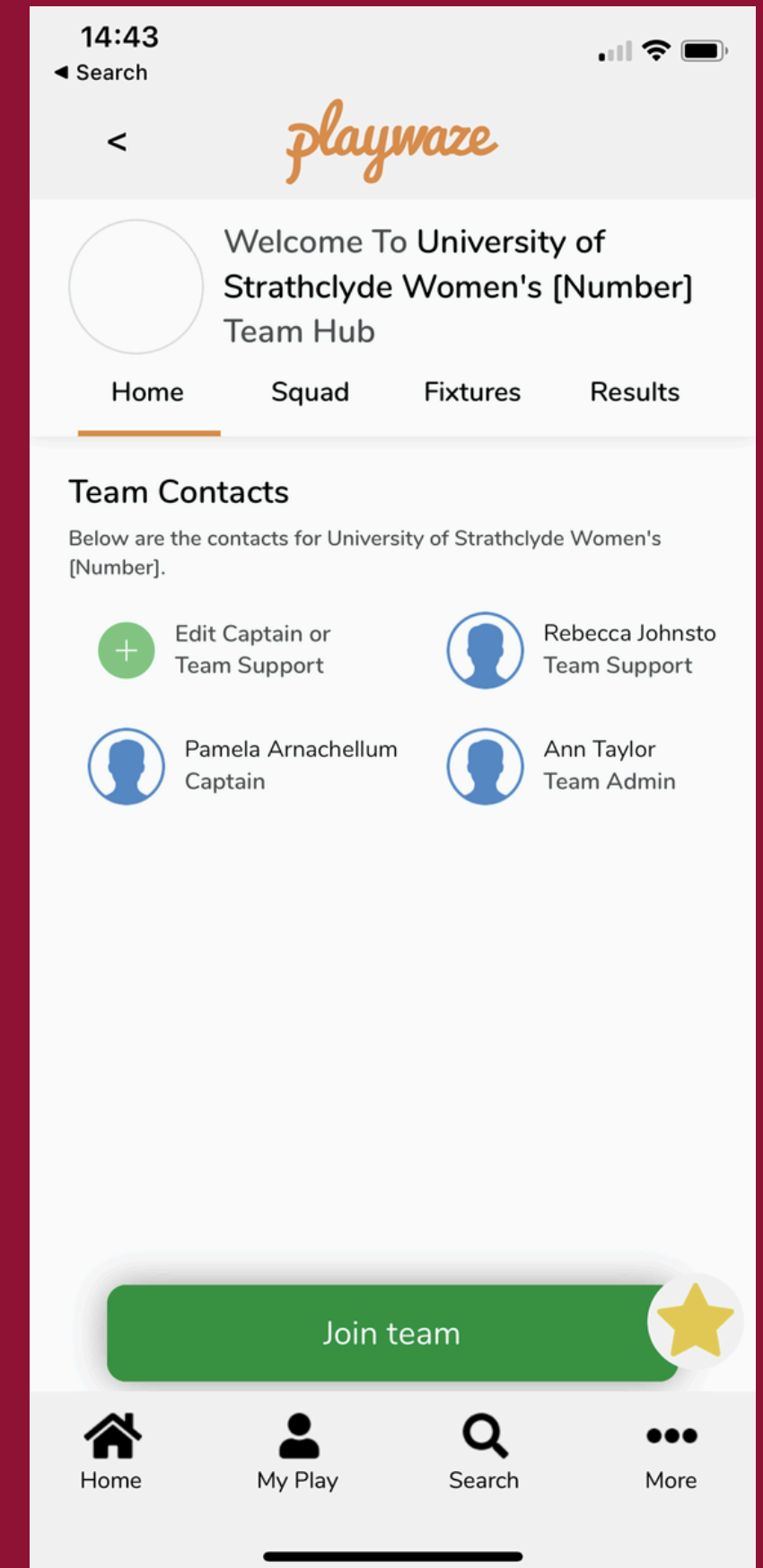
Team Hub

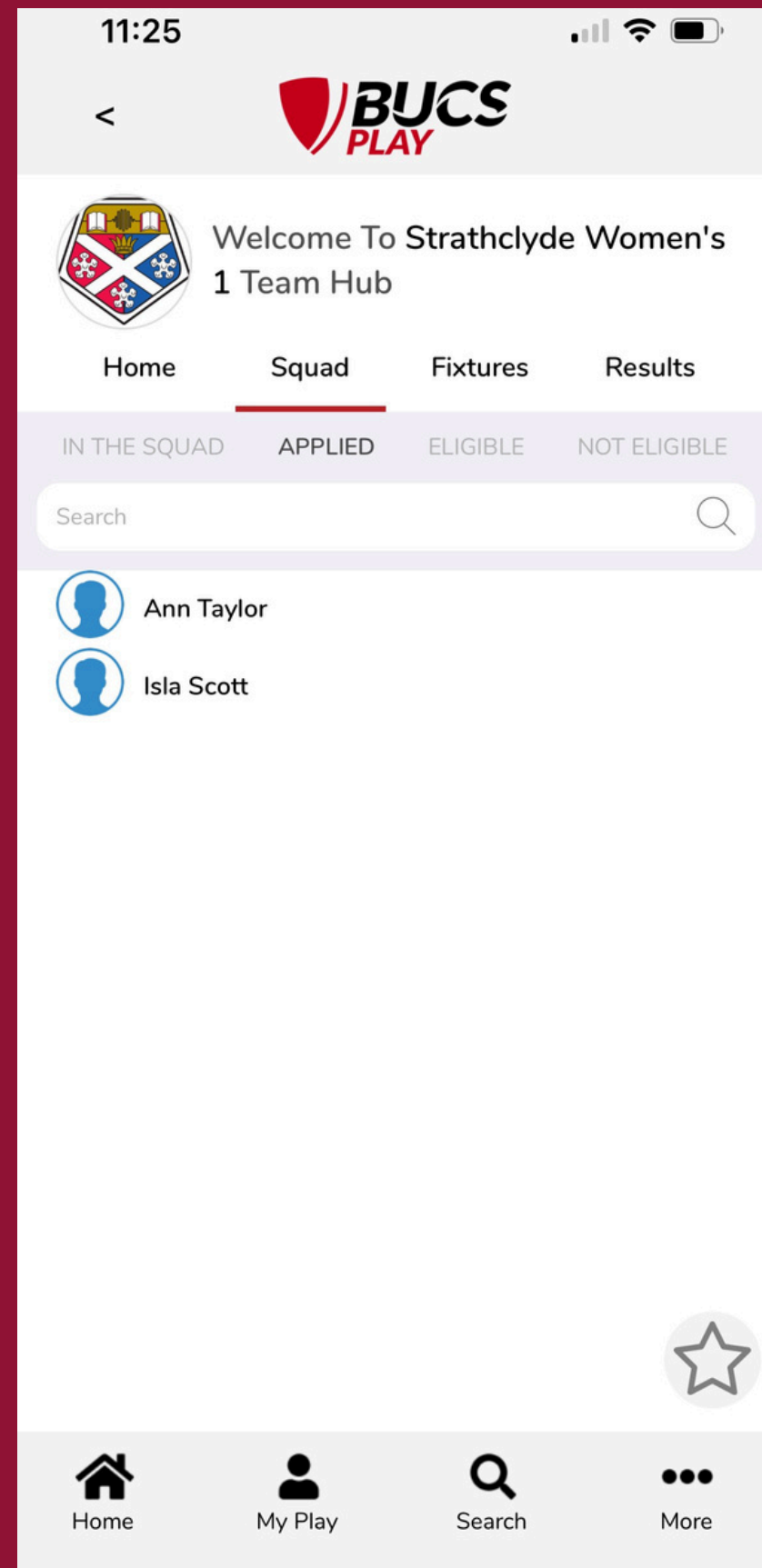


- 1 Go to 'My Play'
- 2 Click on either your sporting community or your league
- 3 Click on your team from the list

Team Hub Functions

- View all fixtures
- View league standings & tables (knockouts & league)
- Manage squad
- Select and approve team sheets
- Enter & view results





Squad Management



Go to My Play > find team > go to squad tab

Once players begin to 'on board' (register and apply to join the team), squad management can be done.

Captains can begin to accept players into the squad. This is different to team sheet selection.

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

Including centralised fixtures!!!

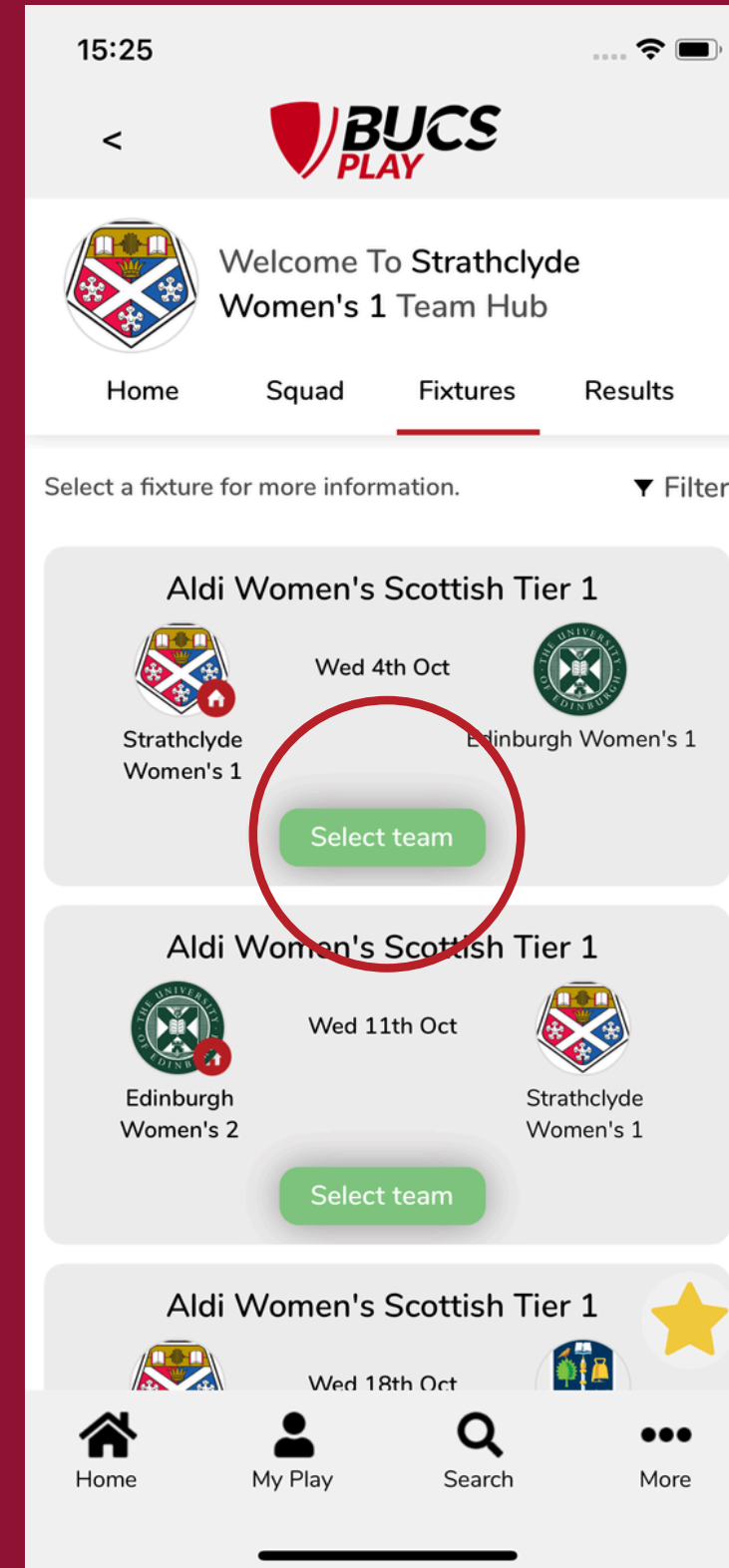
1. Select Team

Team selection can be done at any time prior to your fixture.

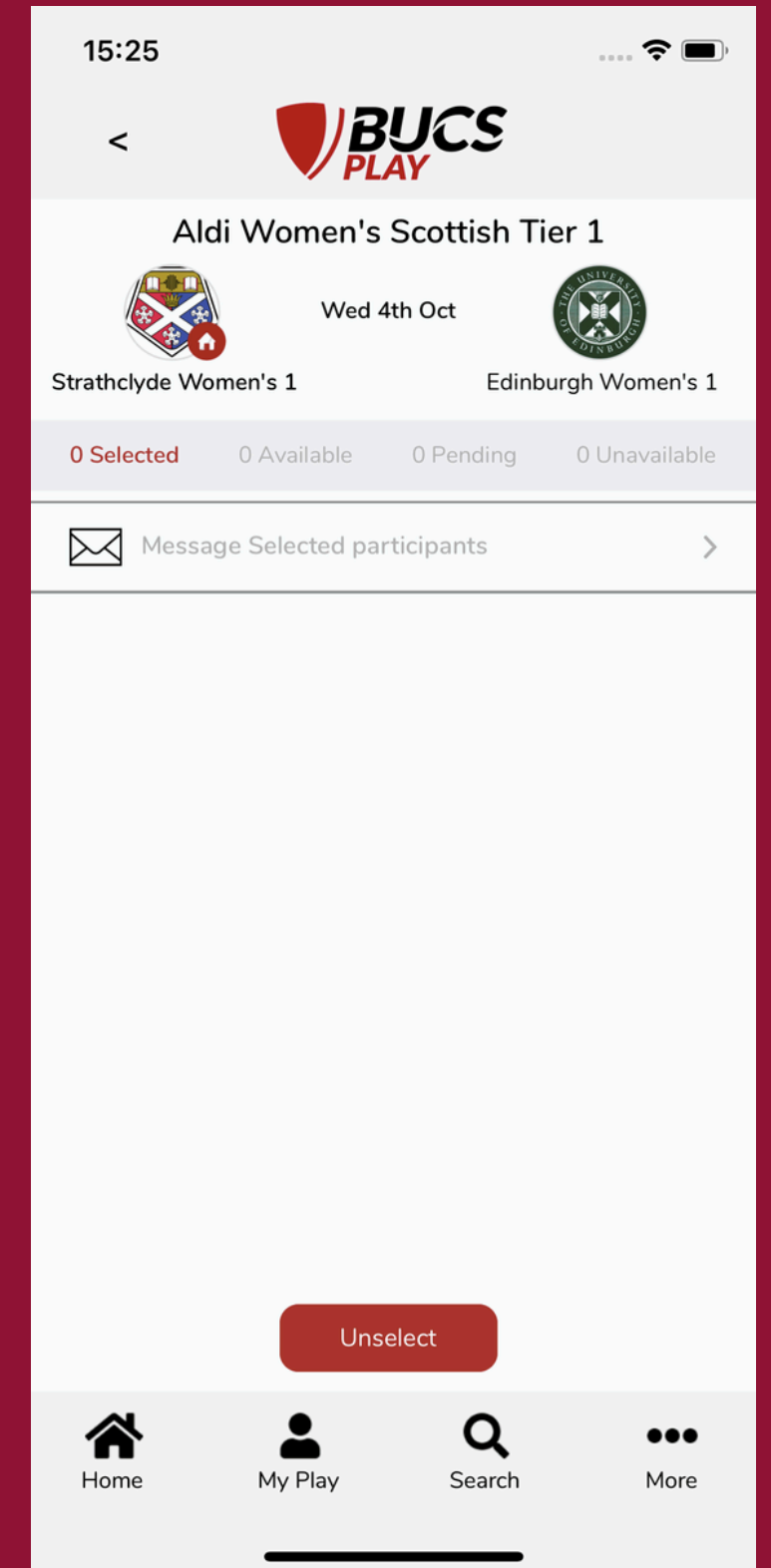
To do this, go to my play > find team > click 'select team' on the fixture > select players from available list

Remember, players only show up in the list if they have been accepted into the squad by a Captain.

➤ Click Select Team



➤ Select players



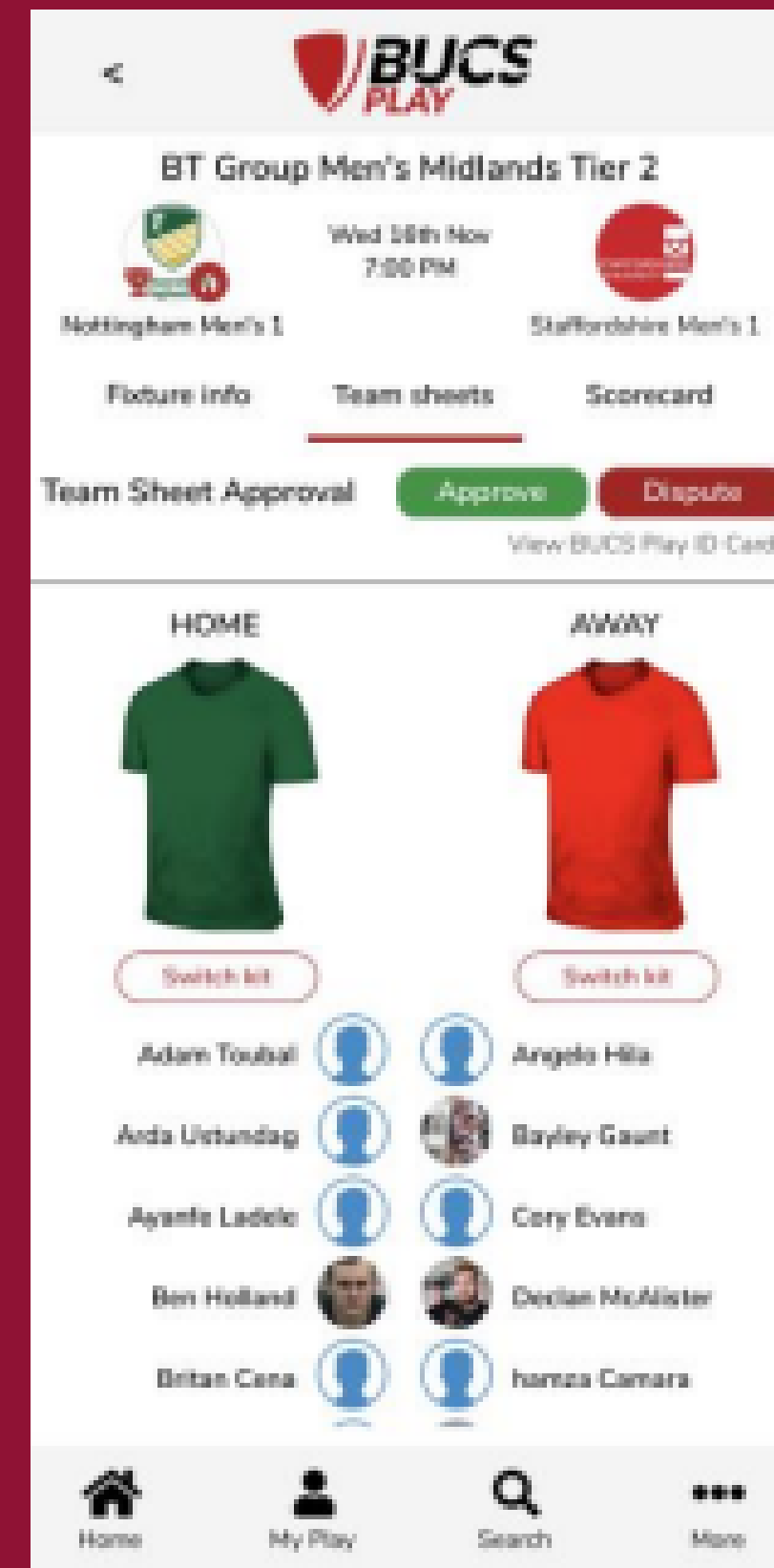
2. Approve Team Sheets

Team sheets can only be approved on the day of the fixture, the button will appear 1 hour before start time stated.



Go to My Play > find team > find fixture > click on team sheet tab

- Click the 'approve' button to confirm the opposition's team sheet
- DO NOT press 'approve' if the other team don't have a team listed (talk to the other captain and see what the issue is).
- Problems with the app? Then fill out a paper team sheet
- A picture of the 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 (sports with scorecards don't do this).
- If you have an issue with the opposition's team then click 'dispute' and fill out a PUP form.




These buttons will only appear 1 hour before kick off.

Disputing a Team Sheet

Only 'dispute' the opposition's team sheet if there is a clear breach in rules & regulations. The most common disputes are to do with the below breaches in regulations:

1. An individual who is from a different institution
2. Not registered on BUCS Play
3. Not putting out your strongest first team to give your lower team a better chance of winning

- Always speak to the captain first before pressing dispute
- 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 Regulation 12 to help fill out a PUP form.

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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	

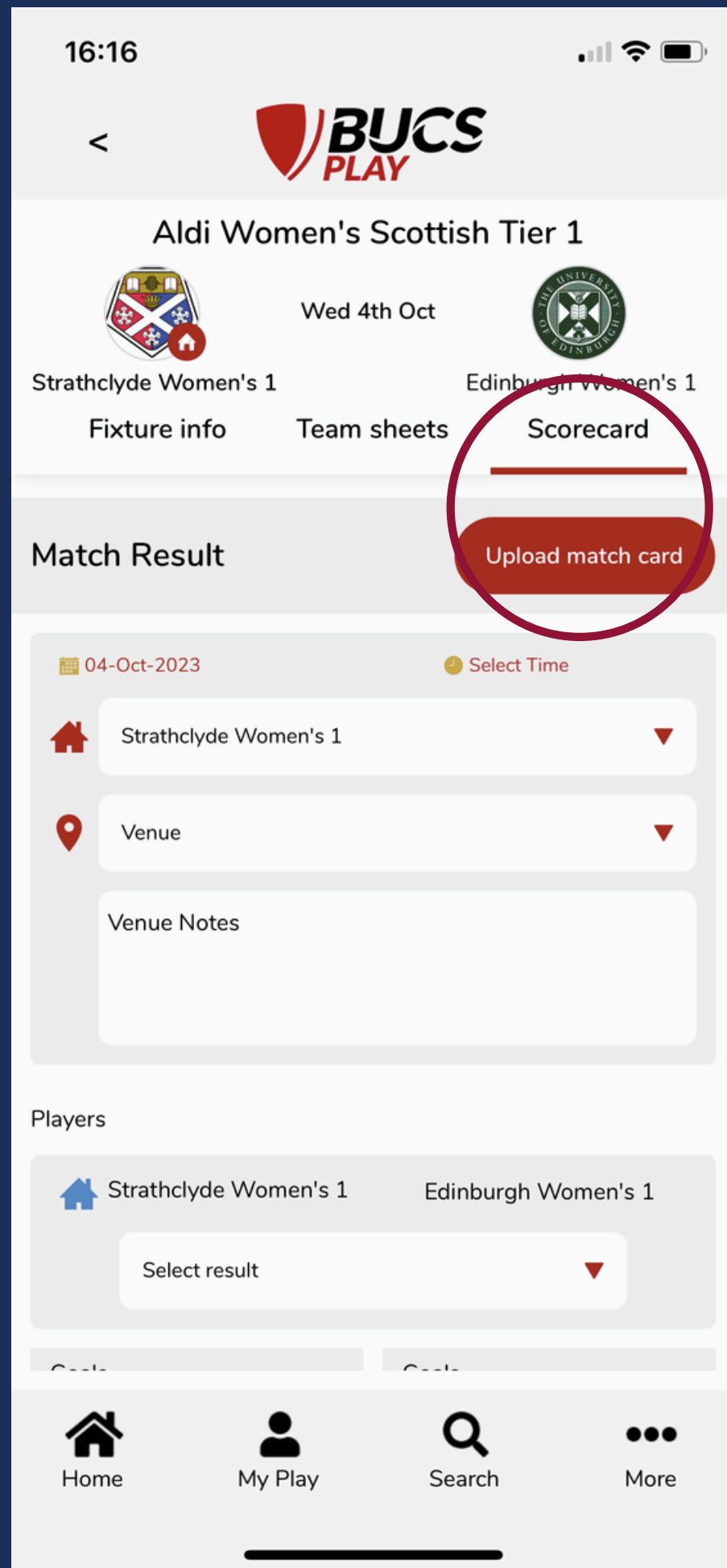
PLEASE SEE OVERLEAF FOR PERTINENT REGULATIONS/KEY POINTS TO REMEMBER

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.

- Must be signed by both team captains BEFORE the game.
- 2 copies should be carried by the captain to each fixture.
- The paper copy can be downloaded and printed from the committee training hub 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.



Team Sheet Rules

- Team captains are responsible for ensuring both team sheets are filled in and verified correctly PRIOR to the fixture starting (Reg 11.2)
- Captains are to carry 2 copies of paper team sheets to every fixture (Reg 11.2.7)
- Paper team sheets must be completed before the fixture begins, including signed by both captains and must include the essential info (Reg 11.2.7.3)

Spot Checks

BUCS will be doing weekly checks on team sheets.

Penalties for missing/incomplete team sheets are:

- 1-2 = written warning
- 3 = 1 point league deduction
- 4+ = 3 point league deduction

End of Season

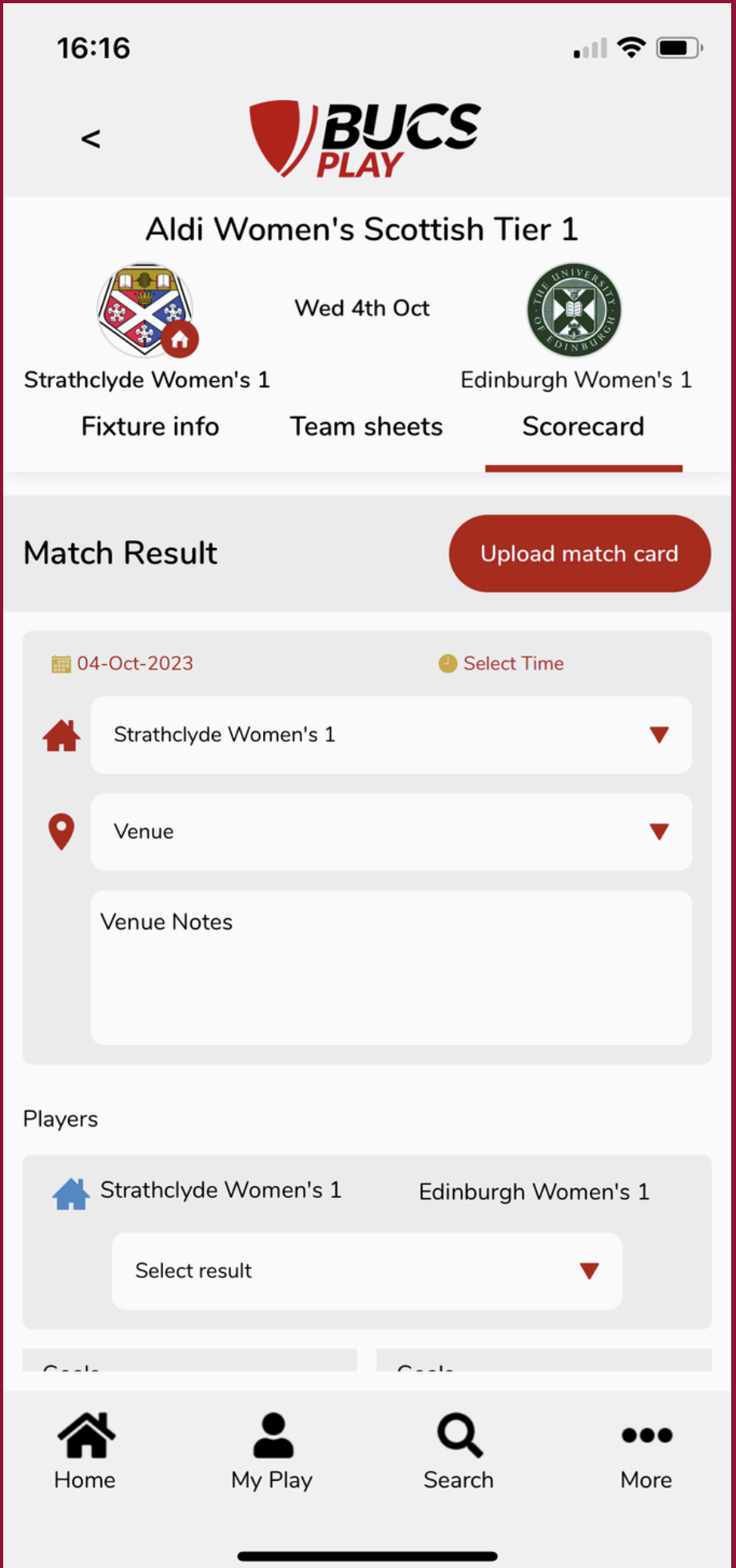
Less than 60% completion = £100 fine

RESULTS

Entering A Result

 Go to My Play > go to your fixture > click on scorecard tab

- The 'HOME' captain enters the result into BUCS Play/SSS Playwaze.
 - Always text scores to the fixture phone. This is important so that your IA can check them against results put in by other captains to avoid wrong scores
 - Results must be confirmed on BUCS Play/SSS Playwaze by 12pm the next working day to avoid late score fines.
-
- Captains can view and edit results if needed, but once your IA has approved it on the system then it cannot be changed.
 - For racket sports, it's important team sheets are completed before fixtures to avoid any difficulties when entering results.



16:16

< **BUCS PLAY**

Aldi Women's Scottish Tier 1

Strathclyde Women's 1 Wed 4th Oct Edinburgh Women's 1

Fixture info Team sheets **Scorecard**

Match Result [Upload match card](#)

04-Oct-2023 [Select Time](#)

Strathclyde Women's 1

Venue

Venue Notes

Players

Strathclyde Women's 1 Edinburgh Women's 1

Select result

Home My Play Search More

Racket Sports Results

BUCS PLAY

Women's Midlands Tier 1

Wed 1st Feb 4:00 PM

Nottingham Trent Women's 1 vs Birmingham Women's 2

Score: 0 - 4

Fixture info | Team sheets | **Scorecard**

Singles

Nottingham Trent Women's 1	Birmingham Women's 2
Mariana Martins	Chloe Foster
Sets	Sets
0	11
3	11
6	11
0	0
0	0

Home | My Play | Search | More

BUCS PLAY

Women's Midlands Tier 1

Wed 1st Feb 4:00 PM

Nottingham Trent Women's 1 vs Birmingham Women's 2

Score: 0 - 4

Fixture info | Team sheets | **Scorecard**

Calculate Result

Match Result

Nottingham Trent Women's 1 vs Birmingham Women's 2

Birmingham Women's 2 - Winner

Rubbers	Games	Points
0 - 4	2 - 12	78 - 149

Notes

Home | My Play | Search | More



It's the same process as other team results, just with more detail needed



Replace player 1+ with your teammates which will pull from your team sheet



Repeat this step for the opposition then click update



Fill in the players for all singles & doubles matches & enter scores for games/sets



Click calculate results and double check them and press save

Results Rules

REG 13.1

Results must be uploaded to the app no later than 12pm 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 13.2

Results of 'home' fixtures can be submitted on BUCS Play by either the home team captain or an Institution Administrator, but in the case of those entered by team captains, approval will be required from an Institution Administrator.

REG 13.5.3

Institutions/Playing Entities persistently found to be entering incorrect results may face administrative charges and/or disciplinary action.

- Results must be in by 12pm the next day
- £10 fine for late results
- Results can be put in from either captain however home captains are expected to put it in
- Results must be approved at IA
- Consistently wrong results may result in a fine and/or disciplinary action

Team Kit

Entering You Team Colours

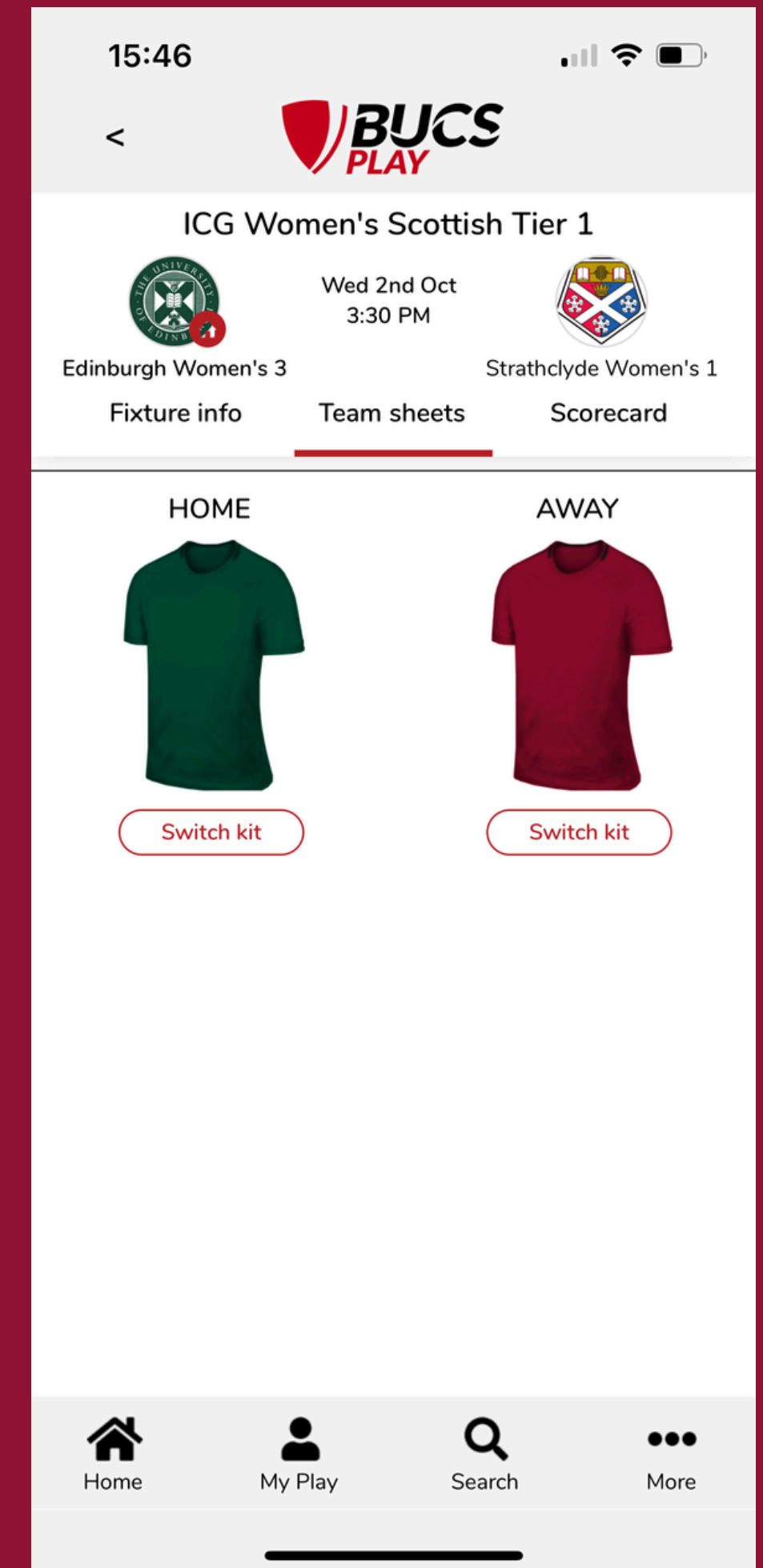
You can assign the color and design of your kit on the desktop version of the app.

 Go to team hub > select kit > change the colour or design > click save

The can only switch your kits on the app if you have pre-set them on the desktop version. It is a BUCS regulation to have your team colours set prior to any fixture.

Maroon Colour Code
#890D2A

Navy Colour Code
#081E47



Captain's Matchday Checklist



Select team



**Take 2 copies of PUP form and
Team Sheet**



**Approve home & away team sheets at
venue on the app**



Play Fixture



**Enter result on BUCS Play/SSS
Playwaze and text result to the SU
fixture phone 07754134039**

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 10.6.2

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.

Playing Under Protest (PUP) Form

1. Playing under protest means that your team believes there is some kind of issue which will impair your team/player(s) performance. Continue to play the fixture
2. The 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.
3. Both team captains must sign the form and captains cannot refuse to sign!
4. Send picture of the completed form to the fixtures phone


Some examples are of playing under protest are:
Inadequate facilities, health & safety concerns, umpires, player eligibility

REG 12.11

Playing Under Protest: If a team feels, upon arrival or during a fixture, that the conditions do not adhere to those outlined in the BUCS regulations or fixture confirmation, they should complete a 'Playing Under Protest' form as soon as the grievance is noted.

REG 12.3.2

If an opposition captain refuses to sign a Playing Under Protest form, the team wishing to submit the Playing Under Protest form should inform their Athletic Union (or equivalent) of the refusal immediately.

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Home Captain's Signature		Away Captain's Signature	
Time of Signing		Time of Signing	

PLEASE SEE OVERLEAF FOR PERTINENT REGULATIONS/KEY POINTS TO REMEMBER

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 your IA 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.

Abandoned/Postponed Matches

Bad Weather

Bad Light

Ground Conditions

Unforeseeable Facility Issues

Natural Disasters

Fixtures can be postponed for various reasons out with a teams control.

The home institution must give as much notice as possible, if there is any likelihood of the playing area being unfit for play. However, if the away team have concerns that a match may be postponed (for example heavy rain is forecast), they should ask that a decision be made about whether the match will take place before their team's intended departure time (Reg 14).

If an away team leaves to travel before a decision is made and the match does become postponed, then the fixture will be reversed.

A fixture can be abandoned mid fixture, however if 75% of normal regulation has been played then the fixture results will stand.

Misconduct (Reg 5)

- Student athletes, officials and all supporters must conduct themselves in an orderly fashion whilst taking part of attending BUCS competitions.
- This includes social media and any material release by the club/team
- Bringing the University/BUCS/SSS into disrepute may lead to a disciplinary action and potentially impact future participation in competitions/SU activity.

**Any
consumption
of alcohol or
drugs**

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

**Disregarding
requests/instructions
of staff and 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 a
venue while in
possession of
recreational drugs**

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

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!



#webleedmaroon

Expectations

Respect

Fair Play

Honesty

Inclusion

Courage

Integrity

Sportsmanship

Excellence

Kindness

FAQs

Q) Can I change a wrong score?

You can go back into the scorecard and correct it 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 with fixture but not team sheet?

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 asap.

Resources



- BUCS/SSS Captain's [Facebook page](#)
- [Committee Training Hub](#) (captain training modules and captain's pack)
- [Rules & Regulations](#)
- [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!)

Next Steps

Now that you have come to the end of this module, it's time to put your learning into practice. However first step, you'll need to complete the Captain's module quiz which is a minimum requirement for all role holders in the position of team captain.



Module Quiz



**Rules & Regs
Module**



**Download
Captain's Pack**



Manage Team



Office 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



Anna Edvaldsson



Sports President (VP Sport)



strathunion.vpsport@strath.ac.uk