



# CAPTAINS TRAINING

24/25

Please take a minute to type your name,  
and club in the chat box. This helps us to  
track attendance.





# SESSION FORMAT

- Take notes (please!).
- Ask any questions in the chat, otherwise there will be the opportunity to ask at the end.
- This session is being recorded so please turn your camera off if you do not wish to be in the video.
- You will be required to complete a Moodle test at the end of this presentation to mark your training as completed.
- This presentation and recording will be available for you to view afterwards on the Sports Toolkit and will be sent out via email.



# TRAINING AIMS

## What is the point?

- This training will ensure you are fully equipped with all of the knowledge and tools you need to captain your BUCS team effectively.
- We will introduce you to BUCS play and your responsibilities as a captain.
- Show you how to use BUCS play, manage your squad and team sheets, including expenses, rearrangements and playing under protest/appeals.







# OUR KEY PRIORITIES 2024-2025

- To increase the quality of sports provision
- To deliver the relevant parts of the Sport Sub strategy (including BUCS)
- To Develop a fair and sustainable funding model for sport
- To understand more about our membership
- Understand more about how our clubs can be supportive and/or could get support from local sports clubs







# PLAYER ELIGIBILITY- WHO CAN PLAY IN BUCS ?

- Players must be 18 or over.
- Must be registered as a student at the University of Essex, studying at least 60 credits.
- Post grads (Masters students) must be studying no less than 50% of full-time education.
- Term abroad/Year abroad students are eligible to play.
- Placement year students can compete as long as placements are no longer than 12 months.
- Colchester institute students are NOT eligible (without an @essex.ac.uk e-mail they are not accepted on BUCS Play to play).
- UEIC and foundation students are eligible with an @essex.ac.uk email





# BUCS POINTS

BUCS points differ depending on the league/cup competition your team plays in, in addition to your final league positioning. All points count! Overall BUCS points are an accumulation of the points awarded for league positions, cup competitions and individual/team entries.

Last season we achieved 1759.5 BUCS points and finished 29th in the BUCS league table (our highest position yet!).

## BUCS WALKOVERS

Giving away 1 walkover = losing half of the teams BUCS points.

Giving away 2 walkovers = losing ALL of the teams BUCS points.

**We must do everything possible to avoid any walkovers!**





# BEING EXCUSED FROM LECTURES

Although the University should have **no scheduled lectures on a Wednesday afternoon**, we know that BUCS players often need to skip Wednesday morning lectures in order to travel to away matches. We have an agreement with the Academic Registrar and Vice Chancellor for students to be excused from all Wednesday lectures when competing for the University.

How to be excused from lectures/classes:

- Use the 'My Essex Portal' to notify an absence for sport. We will then approve it, but **only if you are listed on the team sheet**.

*Please state the sport and team you are playing for to help authorise the request quicker.*

*YOU WILL NOT BE PENALISED FOR MISSING LECTURES PROVIDING YOU COMPLETE THIS FORM.*







# USING BUCS PLAY

Your first point of contact for ALL BUCS enquiries is the BUCS administrator ([bucs@essex.ac.uk](mailto:bucs@essex.ac.uk)).

BUCS administrators have admin rights on BUCS play, so can manage BUCS teams and captains, as well as:

- Authorising results upload to BUCS website.
- Fixture facility bookings  
bookings/amendments/cancellations.
- Transport bookings (Trains, Minibuses & Coaches).
- Organises referee bookings.
- First aid arrangement.
- Co-ordinates fixtures with opposition.
- Send out fixture confirmations.
- Competition/Team/Individual entries for BUCS.





# WHAT DOES YOUR TEAM NEED TO KNOW?

**EVERY** athlete who wishes to compete in a BUCS team must create a BUCS Play account and join their team to be eligible to participate.



**STEP 1**  
Download BUCS Play



**STEP 2**  
Go to Search



**STEP 3**  
Select Teams from the dropdown list



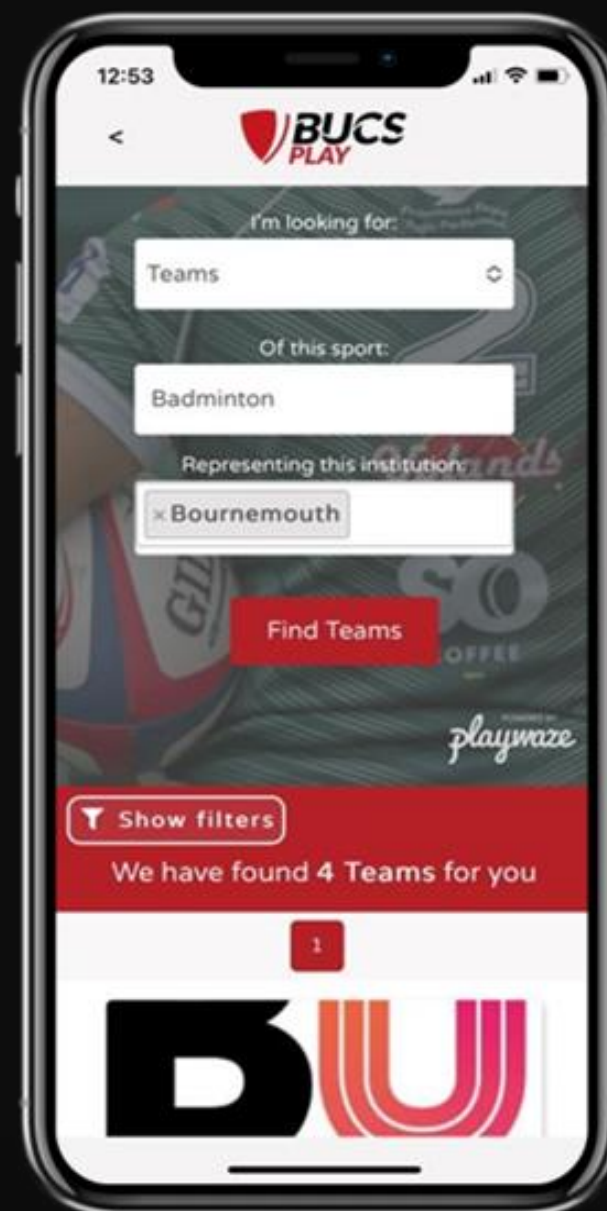
**STEP 4**  
Filter by your sport and institution



**STEP 5**  
Click Find Teams



**STEP 6**  
Select the team you want to join



**STEP 7**  
Click Join



**STEP 8**  
Login/Create an account if you hadn't earlier



**STEP 9**  
Fill in your information



**STEP 10**  
Click Continue



**STEP 11**  
Wait for your Captain or IA to approve your application and move you into the squad





# HOW TO BECOME A CAPTAIN ON BUCS PLAY



**STEP 1**  
Download BUCS  
Play



**STEP 2**  
Go to Search



**STEP 3**  
Select Sport  
Communities from the  
dropdown list



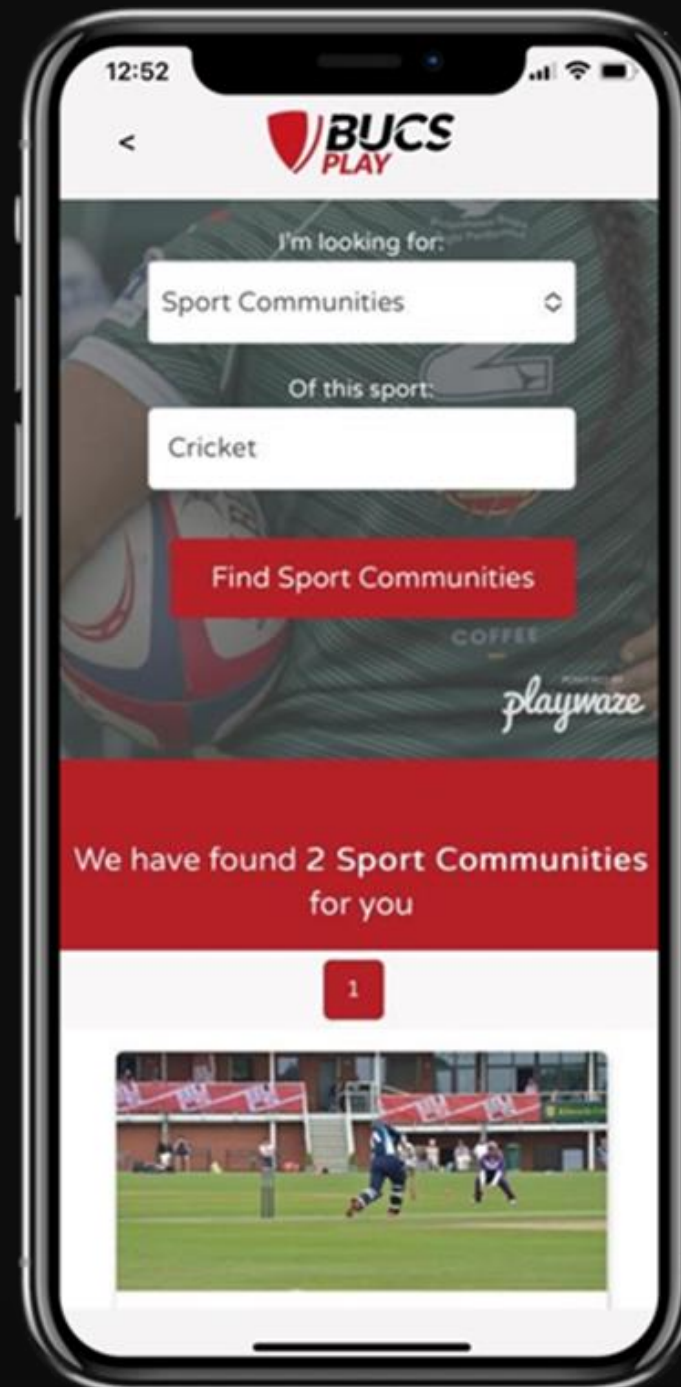
**STEP 4**  
Filter by your sport



**STEP 5**  
Click Find Sport  
Communities



**STEP 6**  
Select the Sport you  
want to join



**STEP 7**  
Click Join



**STEP 8**  
Login/Create an account  
if you hadn't earlier



**STEP 9**  
Fill in your information and join



**STEP 10**  
Wait for your Institution  
Administrator (IA) to  
grant you Captain access



**STEP 11**  
You will receive an email  
once you've been set up







# TEAM HUB

## FEATURES



### HOME

View IAs and Captains, add Captains, view upcoming fixtures and select team sheets



### SQUAD

Add and remove players to the squad for the season



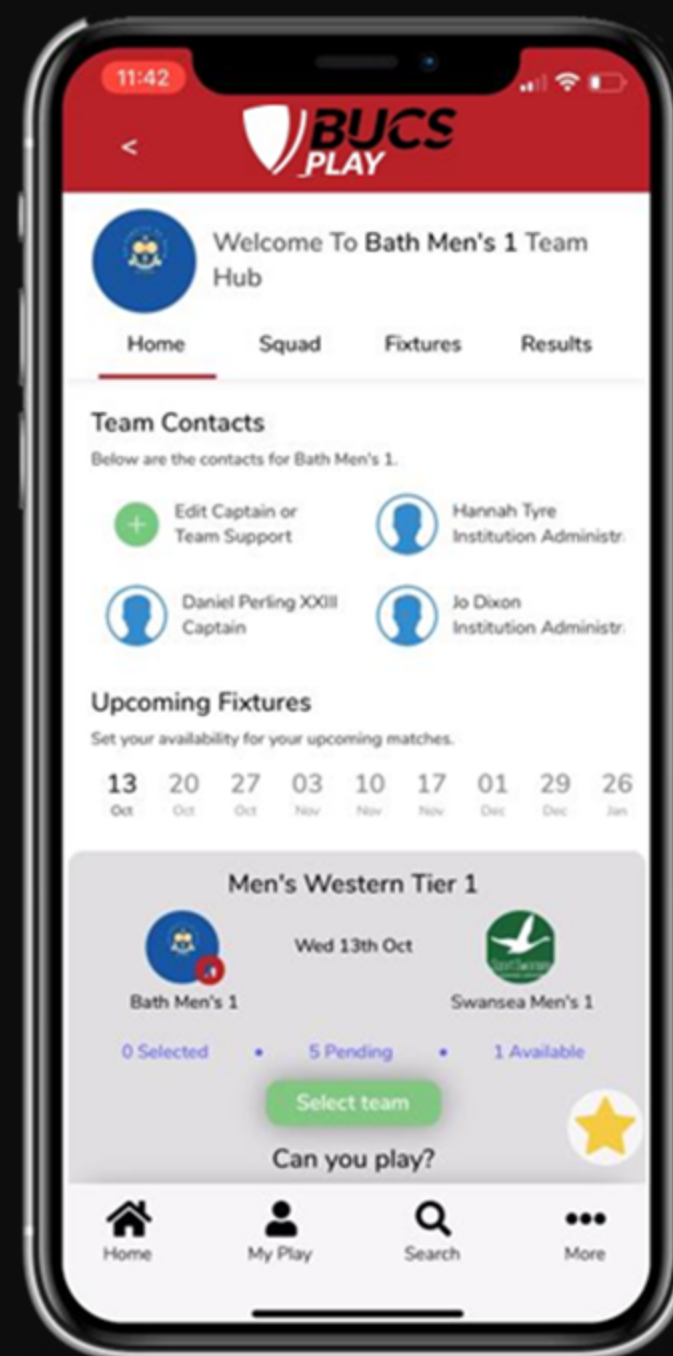
### FIXTURES

View fixtures, enter results, select team sheets



### RESULTS

View results



## HOW TO ACCESS



### STEP 1

Go to My Play



### STEP 2

Select the relevant Sport Community



### STEP 3

Scroll down to the Teams section



### STEP 4

Select your team to open your Team Hub





# VIEWING LEAGUE TABLES



**STEP 1**  
Go to My Play

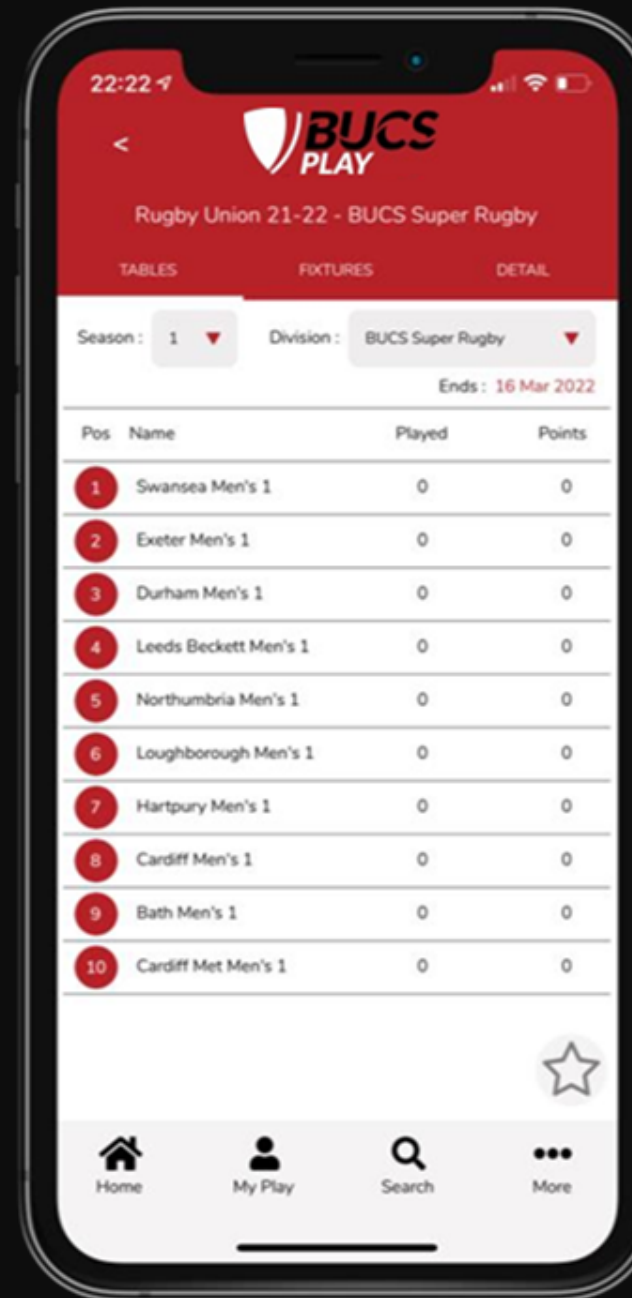


**STEP 2**  
Select the relevant  
Sport Community

You must have first joined  
the Sport Community



**STEP 3**  
Scroll down to the Leagues  
section



**STEP 4**  
Select your league



**STEP 5**  
To favourite the league,  
click the star icon





# VIEWING KNOCKOUTS



**STEP 1**  
Go to My Play

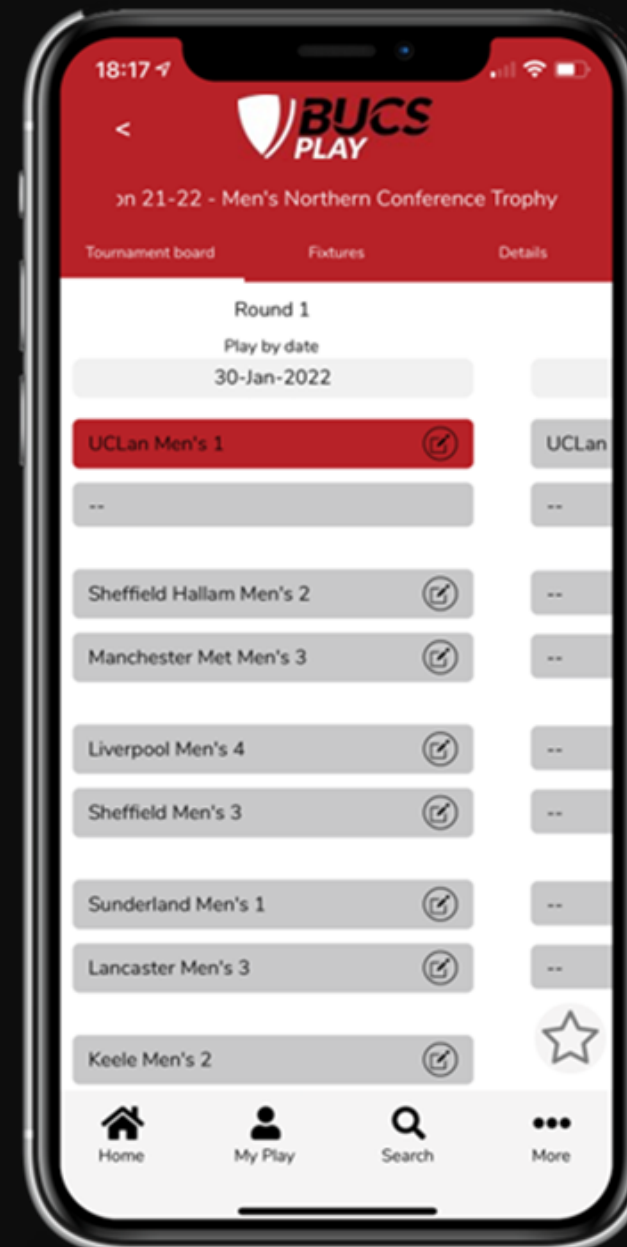


**STEP 2**  
Select the relevant Sport  
Community

You must have first joined the Sport  
Community



**STEP 3**  
Scroll down to the Knockouts  
section



**STEP 4**  
Select your knockout



**STEP 5**  
To favourite the knockout, click the  
star icon





# SQUADS VS TEAMSHEETS



Squad management is typically a one-off task at the start of the season, although you can add new players during the season, or if a player 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**  
Go to My Play



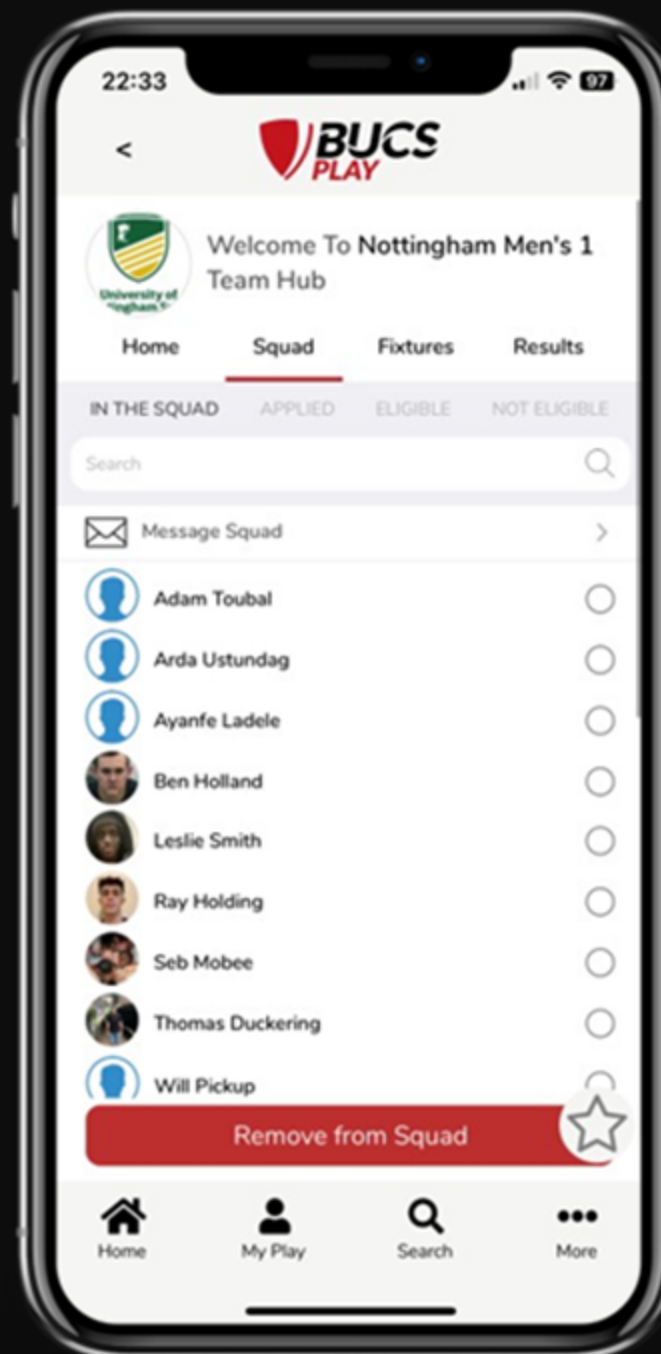
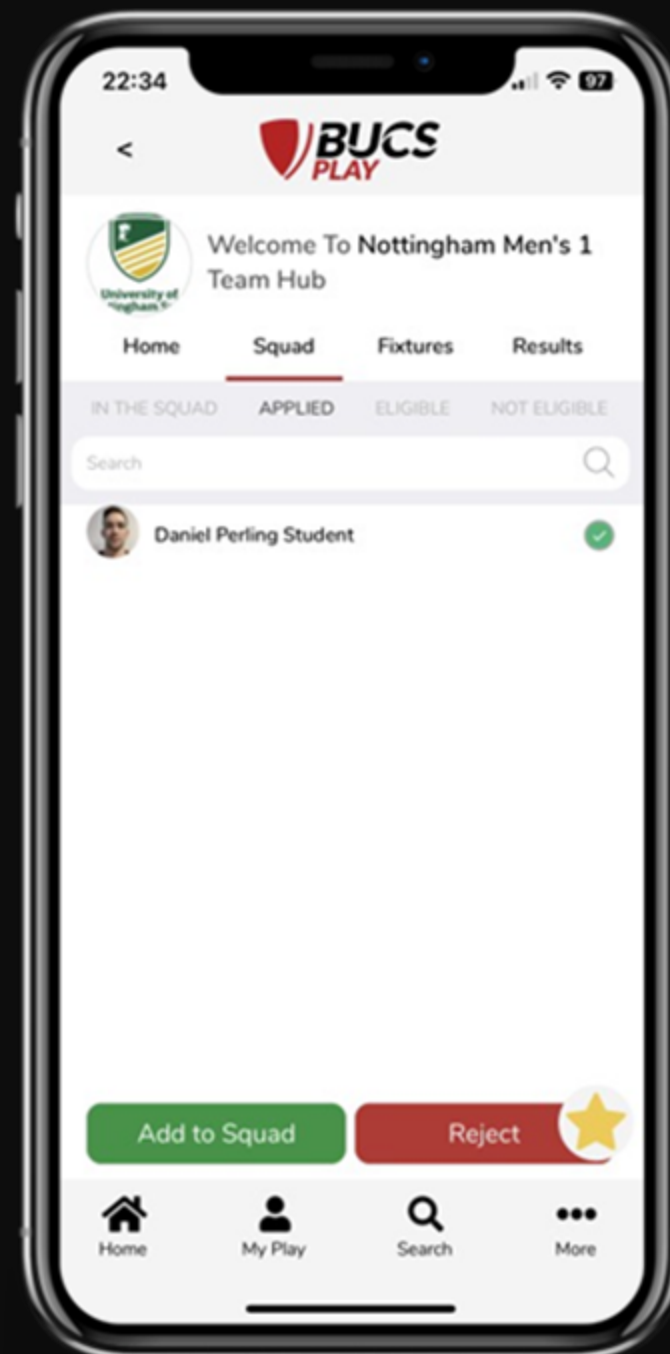
**STEP 2**  
Select the relevant  
Sport Community



**STEP 3**  
Scroll down to the  
Teams section



**STEP 4**  
Select your team to  
open your Team Hub



**STEP 5**  
Go to Squad



**STEP 6**  
Click Applied



**STEP 7**  
Tick the checkbox to  
select your teammates



**STEP 8**  
Click Add to Squad





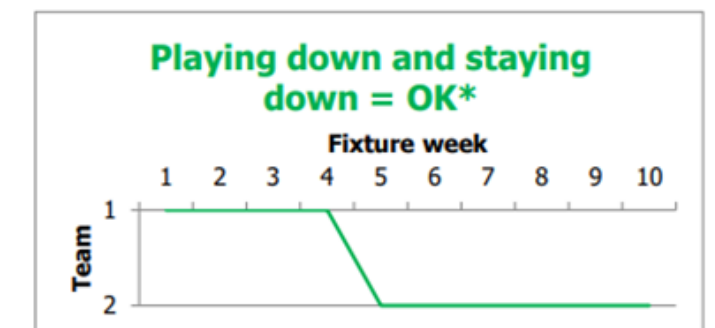
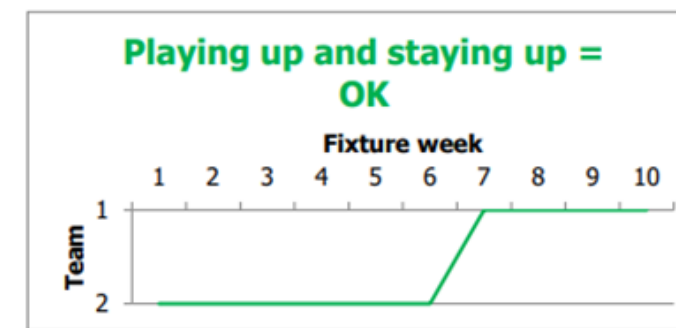
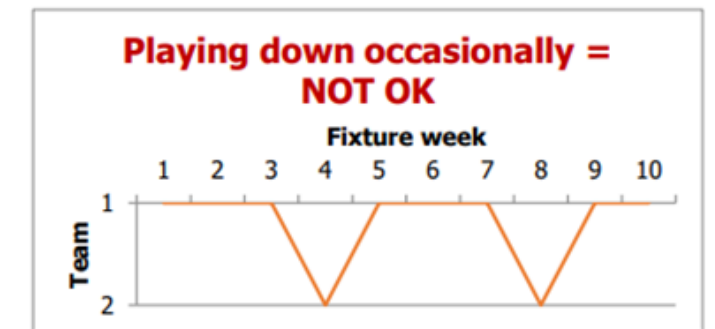
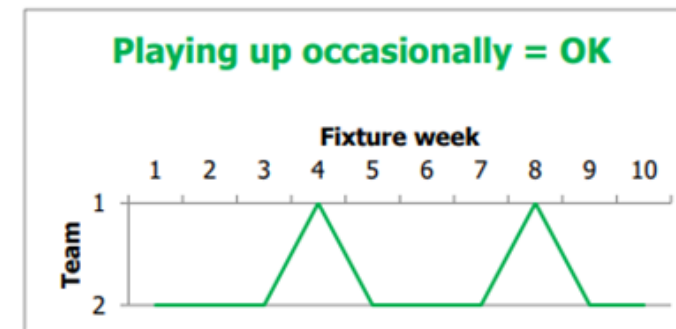
# TEAM SHEET SELECTION

BUCS Play will NOT automatically calculate when a player has established a 'normal' team and can no longer play down a team.

Once a player has played the majority of the season for a team, they must remain in that team.

It's OKAY to play up and help a team out when needed.

If you have multiple teams you must always prioritise fielding the highest teams i.e. 1st team before fielding the lower ranking teams.



\*As long as the individual has not established majority for the higher ranked team.







# TEAM SHEET SELECTION



**STEP 1**  
Go to the relevant  
Sport Community



**STEP 2**  
Scroll down to the  
Teams section



**STEP 3**  
Find your team to  
open the Team Hub



**STEP 4**  
Go to Fixtures



**STEP 5**  
Click Select team for the  
relevant fixture



**STEP 6**  
Click Pending/Available



**STEP 7**  
Tick the checkboxes to  
select your teammates



**STEP 8**  
Click Select.

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



# APPROVING OR DISPUTING A TEAM SHEET

## NB

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



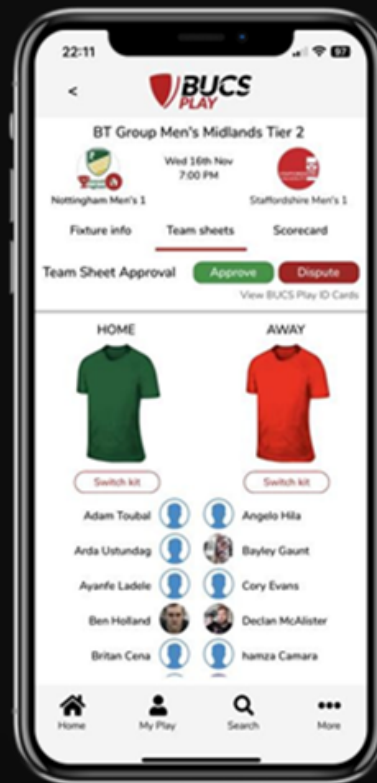
**STEP 1**  
Find the fixture



**STEP 2**  
Click into the fixture



**STEP 3**  
Go to Team sheets



**BUCS PLAYING UNDER PROTEST PRO FORMA**  
PUBLISHED | 1 SEPTEMBER 2019



*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. South Eastern 2A)  |
| Date and Time of Fixture (Scheduled start time)                                       | Venue   |
| Home Team (E.g. Bath Men's 1st)   | Away Team (E.g. Bristol Men's 2nd)  |
| Reasons 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 initiated 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

BUCS PLAYING UNDER PROTEST PRO FORMA Page 1 of 2



**STEP 4**  
Check opposition team sheet in line with **REG 11.2** with opposition Captain



**STEP 5**  
Click Dispute if team sheet does not meet the regulatory requirements

OR



**STEP 5**  
Click Approve if team sheet meets the regulatory requirements



**STEP 6**  
Complete a physical BUCS Playing Under Protest Form (**REG 12**). Take several copies with you to each fixture.





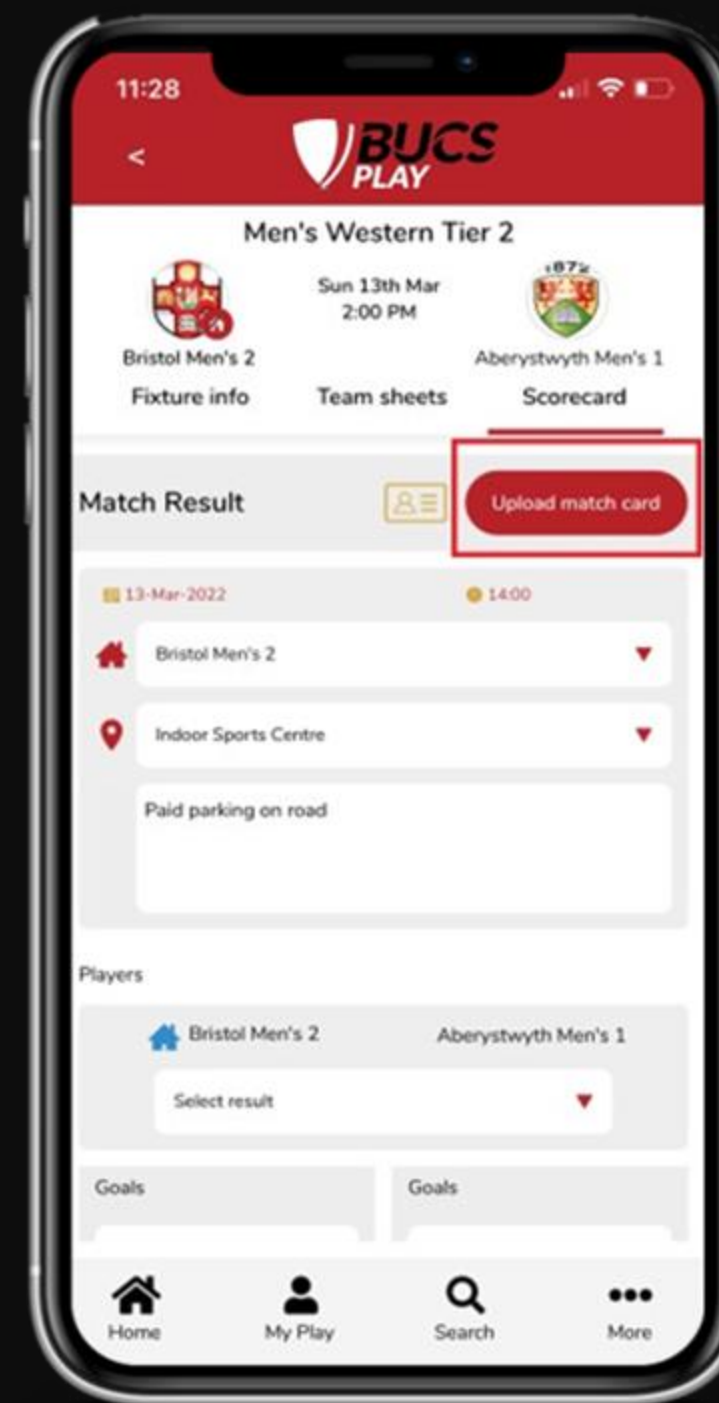
# PAPER TEAMSHEETS

Under exceptional circumstances (e.g. no signal), if you are unable to approve/dispute a team sheet on BUCS Play at the venue, the captain must complete a paper team sheet (in your captains packs). This must be signed by both teams before the game.

The captain should carry 2 paper team sheet copies at all times.

The paper team sheet must be uploaded to BUCS Play after the match, using the 'Upload Match Card' feature, by navigating to the fixture and clicking the Scorecard tab.

The team sheet must then be completed on BUCS play digitally after the match to avoid any potential penalties.





# ENTERING RESULTS

Team captains **MUST** enter results on BUCS play **IMMEADIATELY** after the competition. Please do not go to FED before submitting your result.

**NB: 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!**

If you had any issues with your fixture, played under protest or have any issues with uploading to BUCS play please inform [bucs@essex.ac.uk](mailto:bucs@essex.ac.uk) or the BUCS/Blades phone on 07935 134538.

If you completed a paper team sheet or a score sheet please hand these into SU reception on Square 3 the next working day.







# ENTERING RESULTS



**STEP 1**  
Find the fixture



**STEP 2**  
Click into the fixture



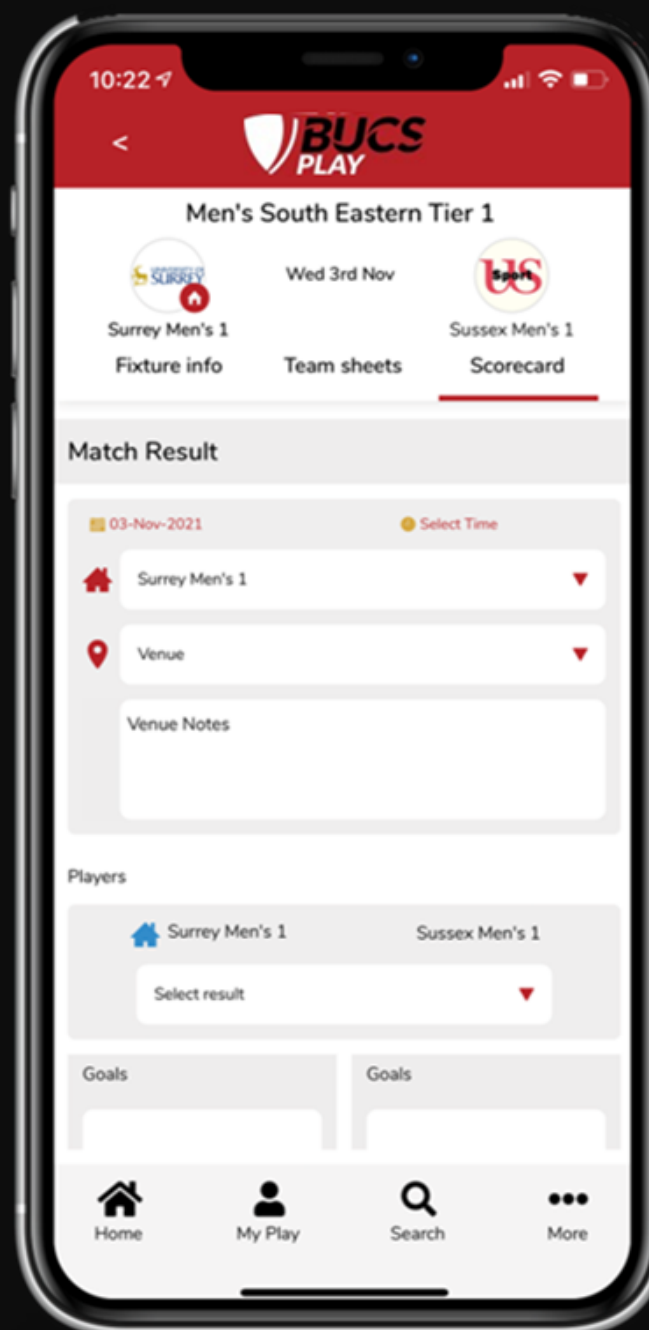
**STEP 3**  
Go to Scorecard



**STEP 4**  
Select the result



**STEP 5**  
Enter the score for the home and away teams



**STEP 6**  
Enter any additional information  
(e.g. tries in rugby union for bonus points)



**STEP 7**  
Click Save



**STEP 8**  
View the result and edit if needed



**STEP 9**  
Your IA will approve the result

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





# RAQUET SPORTS RESULTS ENTRY



**STEP 1**  
Complete your team sheet before the match.



**STEP 2**  
Approve or dispute the opposition team sheet in the Team sheets tab at the venue.



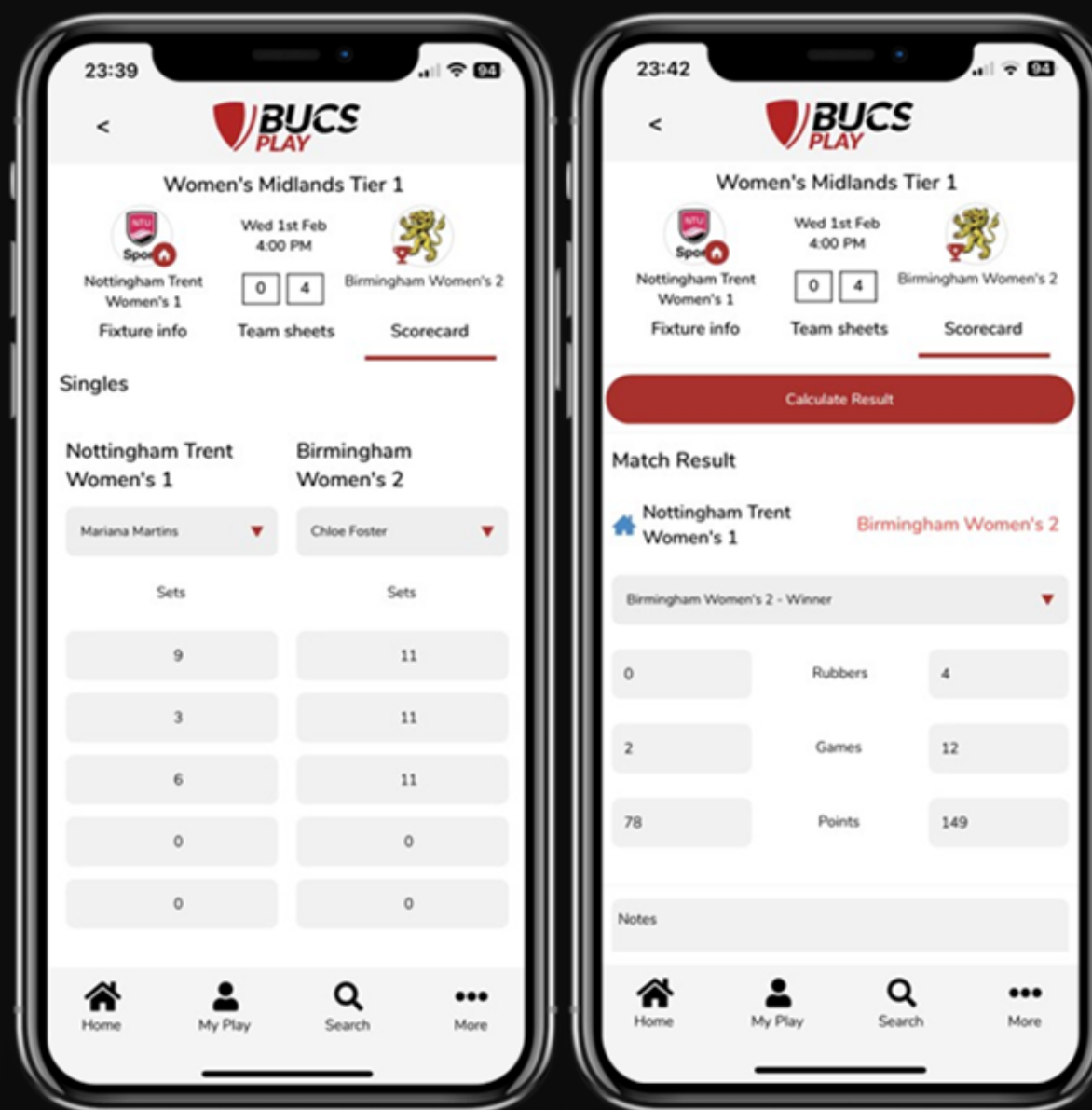
**STEP 3**  
Find the fixture, and click into the fixture.



**STEP 4**  
Go to Scorecard.



**STEP 5**  
Replace Player 1-? with your teammates which will pull from your team sheet.



**STEP 6**  
Repeat this step for your opposition. Their Captain must have first completed their team sheet.



**STEP 7**  
Click Update Players.



**STEP 8**  
Fill in the players for all singles and doubles matches and enter the scores for each game/set.



**STEP 9**  
Click Calculate Result. Double check the scores are correct.



**STEP 10**  
Click Save.





# PLAYER STATS ENTRY (ON APP)



**STEP 1**  
Find the fixture



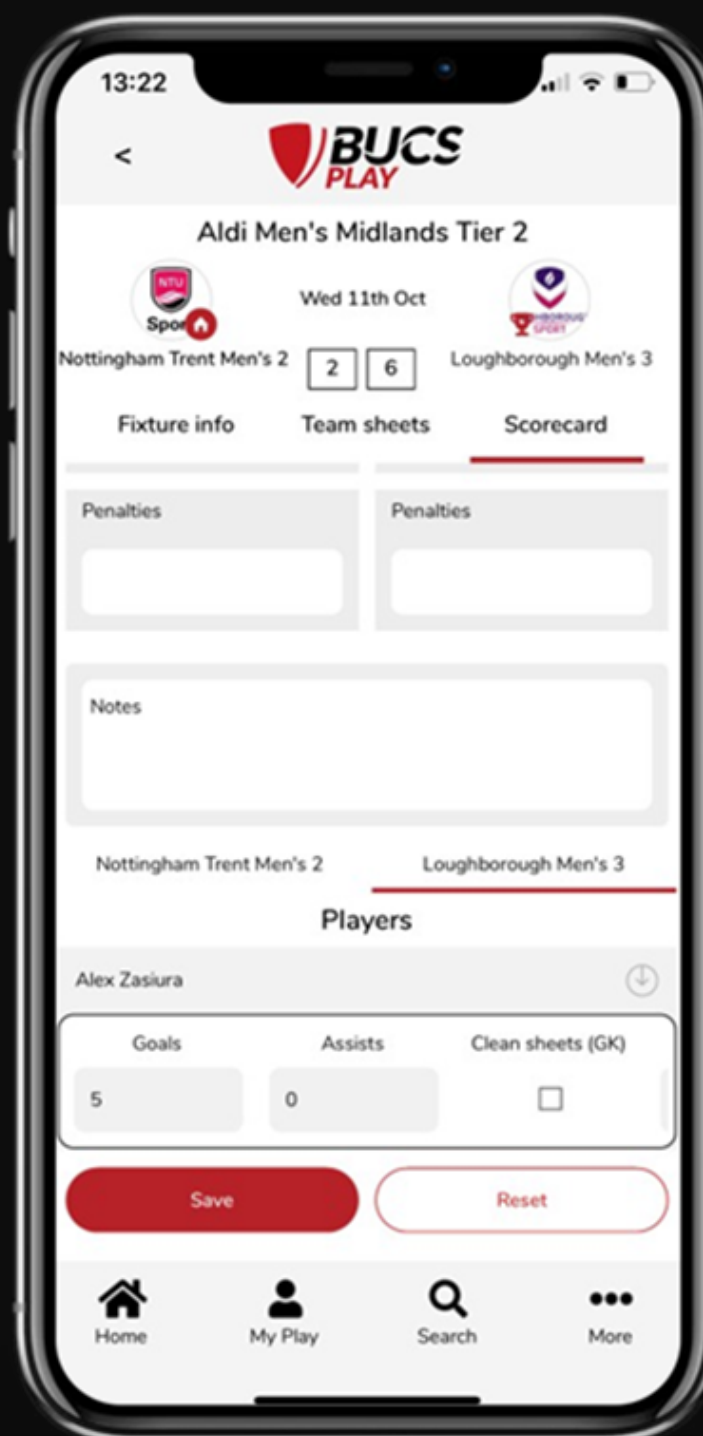
**STEP 2**  
Click into the fixture



**STEP 3**  
Go to Scorecard



**STEP 4**  
Select the relevant team.  
You can input your  
opponent's stats too.



**STEP 5**  
Click the down arrow next to the  
player to expand the stats window.



**STEP 6**  
Input each stat, scrolling right to  
view all available stats to input.



**STEP 7**  
Repeat this for each player with  
stats to input.



**STEP 8**  
Scroll down and click Save.







# PLAYER STATS ENTRY (ON DESKTOP)

For sports with a high number of statistics to input, such as American football and basketball, we recommend the desktop version of BUCS Play for stats entry.

Go to the fixture and click Result. Click the arrow next to the relevant team to expand the stats window.

Fill in the stats, using the Tab button on your keyboard to move across quickly, scroll down and click Save.

Stat entries will not lock with the result after your Institution Administrator has approved the result, to allow for entry any time after the fixture.

| Players                | Goals | Assists | Clean sheets (GK)        | Yellow cards | Red cards                           | Player of the Match                 |
|------------------------|-------|---------|--------------------------|--------------|-------------------------------------|-------------------------------------|
| Are Breivik Varoyvik   | 3     | 0       | <input type="checkbox"/> | 0            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Giannis Kotzageorgis   | 1     | 1       | <input type="checkbox"/> | 0            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Jeremiah Iyoha         | 0     | 2       | <input type="checkbox"/> | 0            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Jonathan Joshua Shetty | 0     | 1       | <input type="checkbox"/> | 0            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Juan Alvarez           | 0     | 0       | <input type="checkbox"/> | 2            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |





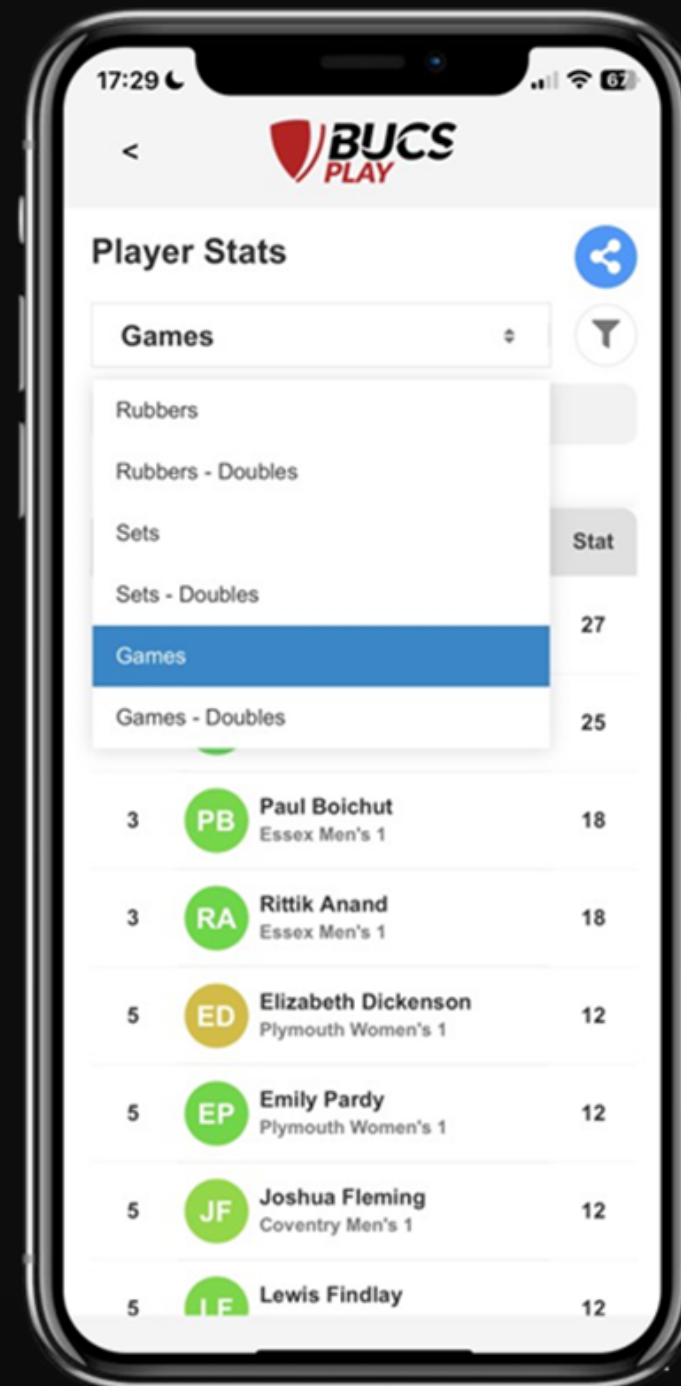


# STATS ENTRY FOR RAQUET SPORTS

Player stats for racquet sports such as tennis, squash, badminton and table tennis will not be inputted in the same way as the sports above, with goals, tries, yellow cards, and so on.

The rubbers, sets and games wins will be calculated automatically from the result. This is another reason why it is important to enter the full result of each individual match within your scorecards. For example, Novak Djokovic beat Carlos Alcaraz 6-4, 3-6, 6-2, not only the overall team score, 4-0.

These stats will be tracked for both the singles and doubles matches where relevant.





# CAPTAINS PACKS

**All Captains should have received a Captains pack.**

This will include:

- Specific Sport Regulations
- BUCS Playing Under Protest Form
- BUCS Team Sheet Pro Forma
- Serious Accident/Emergency Procedure
- Accident/Incident Report Form
- Concussion Recognition Tool Guide
- For Raquet Sports ONLY – Score Sheets

Note: If you run out of any forms please ask SU Reception for further copies.





# CAPTAINS MATCH DAY CHECKLIST

- ✓ ADD NEW PLAYERS TO YOUR SQUAD ON BUCS PLAY
- ✓ FILL IN YOUR TEAM SHEET
- ✓ GO TO YOUR FIXTURE VENUE
- ✓ APPROVE OR DISPUTE OPPONENTS TEAM SHEET
- ✓ PLAY FIXTURE
- ✓ SUBMIT YOUR RESULT (Complete score sheet if a Raquet sport)
- ✓ ENTER YOUR PLAYER STATS
- ✓ CELEBRATE YOUR RESULTS AT FED NIGHT
- ✓ RETURN ANY FORMS TO SU RECEPTION







# KIT

The kit has all been counted and an inventory will be shared with you. Please make sure this Kit is returned back to us at the end of the season after Derby Day, the club will be charged for any missing kit so please make sure that players are returning the kit.

It is not the players kit to keep and **must** be returned at the end of the year, any player who damages any kit intentionally will need to pay for this (i.e cutting socks) as the club will be charged for this at the end of the year. The kit is not cheap so please make sure all kit is undamaged and accounted for throughout the year. We do have some laundry cards for teams to use to wash their kit, if you would like one please let us know.





# EQUIPMENT STORAGE

We are aware that some of you share storage spaces with other clubs, please be mindful of this and keep your equipment tidy and stored safely and correctly.

Also please ensure that the storage rooms are always locked after use.

The pavilion is in desperate need of sorting out, so can any clubs that use this storage space please go through and sort their stuff at their earliest convenience.

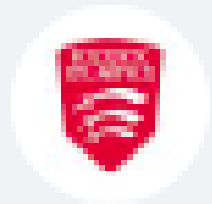




# WHATSAPP GROUPS

Please can all captains ensure that they are in the Essex Blades Captains 24/25 WhatsApp group chat as this is where we share important information about fixture including travel arrangements for the week etc.

We will post the link to join the chat in the team chat now!



Essex Blades Captains 24/25

Essex Blades 24/25







# REARRANGEMENTS/ISSUES

If you foresee a problem fielding a team for a particular fixture, please alert Essex BUCS Administrators ASAP. The more notice you give us, the more chance we can sort something out.

**YOU CAN CONTACT US ON THE BLADES PHONE 07935 134538**

It's NOT possible to move fixtures less than 48 hours before.

Any fixture changes must be agreed by both BUCS administrators.

**Do NOT contact opposition captains to make changes – all changes MUST go through the SU BUCS Administrators. If anyone contacts you to change a fixture please direct them to [bucs@essex.ac.uk](mailto:bucs@essex.ac.uk)**





# PLAYING UNDER PROTEST

REG 12.11 of BUCS Rules & Regulations states that:

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

As such, if you arrive at the facility and it is not fit for purpose/in line with BUCS regulations, **fill in the form straight away and ensure that it is signed with the opposition.**

**If you fail to do so, in knowledge of the breach, then you are deemed to have accepted the conditions of play and therefore cannot play under protest nor lodge an appeal.**

This includes if you are made aware of the breach prior to travelling to the fixture but decide to play regardless.

Please note: Only where a regulation has been breached can an appeal be made.





# COMPLETING A PLAYING UNDER PROTEST FORM

1. Fill out all the fixture details
2. State the specifics rules/regs broken and explain briefly
3. Each captain must initial next to each reg
4. Oppositions have the opportunity to write a statement to explain
5. Both captains must sign and include the time of signature

**Neither captain can refuse to sign this form.**

**REG 12.3.2.1** Refusal to sign may result in a charge of misconduct being raised against the institution/Playing Entity and appropriate disciplinary action taken in accordance with REG







# MAKING AN APPEAL

If the opposition have broken rules AND a playing under protest form has been completed correctly we will put in an appeal with BUCS to claim the walkover.

**In order to lodge an appeal, captains must return the Playing Under Protest form to Blades/ SU Reception by:**

**11am on Thursday (Wednesday fixtures)**

**11am on Monday (Weekend fixtures)**

The playing under protest form itself does not allow you to dispute a fixture result, completing this form just gives you the right to submit an appeal. The appeal must include the specific regulation(s) that are being disputed on the form.

The Playing under protest form must be signed by both captains and should be completed as soon as a suspected breach of regulation has been identified. You can request an official to pause the match, if you identify an issue, whilst you complete the form.

The Essex IA will review the appeal and decide whether to submit this officially to BUCS. We have until 5pm the next working day after the match being disputed to submit an official appeal. Failure to submit to us by these times, means nothing can be done.

**Send the BUCS Admin team an email at [bucs@essex.ac.uk](mailto:bucs@essex.ac.uk) and call the SU office straight away for advice.**





# WALKOVERS

A walkover occurs when a team concedes/forfeits a fixture to the other team e.g. they do not attend the fixture and hand the win to the opposition by default.

A team can claim a walkover if the opposition cancels the fixture within 48 hrs of the original fixture date, unless it was cancelled for one of the following reasons:

- Bad weather
- Ground conditions
- Other extenuating circumstances (force majeure)

**If a fixture is cancelled for one of the above reasons then this will be classed as a 'postponed match' and will be replayed at a later date.**





# WALKOVERS

**We must always put a team out for ALL fixtures - Even if it is a minimum weakened squad.**

Voluntary Walkovers can be given out for breach of regulations, which includes areas such as:

- Player eligibility
- Failure to fulfill match
- Team kit
- Facility not in accordance with regulations
- Unaffiliated players
- Failure to recruit appropriate level officials

## CONSEQUENCES OF GIVING A WALKOVER:

- Loss of team BUCS points/league points
- Loss of overall points for the University affecting our National ranking
- Fines from BUCS / Essex (can be up to £750 per match for cup competitions)
- Club standards application affected
- Potential removal of future BUCS Competitions







# EXPENSES

Any expense incurred related to your BUCS match can be reclaimed **providing this was approved by BUCS Administrators**

In order to do this you will need to use our new software 'Expense in'. All students claiming an expense will need an account, in order to set up your account we will need to manually add you. You will need to complete the typeform from the sports toolkit so we can create your account. You will then receive an email prompting you to verify your account. You cannot submit an expense until your account has been verified.

You can claim an expense for the following purposes:

- Underground travel (we don't usually book travelcards as it's cheaper to use a debit/credit card and reclaim).
- Bus travel to get from train station to venue. (From away institution end).
- Taxis at end station (receipts are needed).
- Accommodation where this is necessary and approved by the Head of Student Sport.
- Officials payments (receipts are needed) where not though YesRef.





\* an additional 5p/mile for each additional passenger taken

# TRANSPORT EXPENSES

Transport costs for all BUCS league and cup teams are all covered by our central budget, but we encourage the cheapest, most suitable method of transport to get your team to the match.  
In order of cost (low to high):

- **Cars**
- **Train/Tube**
- **Externally hired minibuses and coaches**

We will not refund any taxis (unless agreed in advance).

If you drive your own personal car to a fixture, you are eligible to claim back between **25p-45p\* per mile travelled**. You can claim this back through a BUCS expense form (available from SU reception).

Students who wish to drive will need to send a photo of their driving license (front and back of card) and a copy of their insurance document to [blades@essex.ac.uk](mailto:blades@essex.ac.uk) before being able to claim back any expenses.

*This is usually the cheapest method of transport, so we will encourage teams to drive where possible.*

\* an additional 5p/mile for each additional passenger taken





# TRANSPORT EXPENSES (TRAINS AND EXTERNALLY HIRED MINIBUSES/COACHES)

## TRAINS

The sports office have a business account with Trainline and therefore it is cheaper for us to book the tickets for teams, preventing players from paying and claiming back costs.

**A member of the Students' Union Sports Team will contact team captains, usually on a Thursday to ask whether any train tickets need purchasing for their team (including team support staff where applicable\*)**

***Captains must reply, confirming how many tickets need purchasing, by the end of the day.***

You will receive a confirmation e-mail, with reference number, when the tickets are booked, which can then be collected from any ticket machine at any train station using any debit card (you will not be charged anything).

## MINIBUSES/COACHES

These will only be booked if there are sufficient people and/or teams going to the same area, in order to make the coach cost effective.

**This might mean leaving early/waiting for other matches to finish.**

If your team is eligible to travel to an away fixture via coach, team captains will be notified, usually on the Thursday before the following week's fixture. **Your team will generally be selected to travel via coach if two or more larger Essex Blades teams are travelling to the same university or nearby venues.**

Sports Coordinator will inform team captains the week before a fixture if they have been allocated a coach.

You **MUST NOT** book your own minibus/coach with an external provider. Please contact [bucs@essex.ac.uk](mailto:bucs@essex.ac.uk) for any coach quotes/enquiries.







# SU PEOPLE CARRIER

- You need to become an SU Registered driver in order to hire our SU MPV.
- To become an SU Registered driver you will need to provide the Reception manager with a DVLA check code and a copy of the front and back of your driver's license, you will also need to have held a full UK driving license for 1 year and be 20yrs or older, you will then be enrolled on our MPV Moodle which you will need to pass.
- **Once you become a registered driver, SU Reception will send you a link to book the SU MPV.**
- We will also be offering a chance to drive larger vehicles by taking a MIDAS course with an external company.





# MATCH OFFICIALS

Captains must book officials (depending on the sport), ensuring that the correct level of official is booked (this varies depending on the league you play in).

- Appendix 5 explains the level of qualification required for each sport.

*Neutral shall be taken to mean not being a current student, a member of staff (full-time or part-time), a member of the team, club\* or Athletic Union (or equivalent) of the institution/Playing Entity concerned, or, being closely related to any member of the club. \*A member of the club shall be taken to mean any player, coach, elected officer or team official.*


- **You must get written confirmation of bookings! (e-mails/texts).** If a ref cancels last minute, we can then provide evidence that they were booked.






# MATCH OFFICIALS - YESREF


- Futsal
- Lacrosse
- Netball
- Volleyball
- Water Polo

 [Features](#) [Sport Providers](#) [Sports Officials](#) [Pricing](#) [Support](#) [Log In](#) [Sign Up](#)


## Connect with a large referee network using YesRef



Access our referee network by posting to our #LiveGamesList



Find referees quickly and easily for your game or event



Keep up to date with changes with instant notifications







# MATCH OFFICIALS

- American Football – BAFRA Appoint we do not need to do anything
- Basketball – Hannah to communicate with Sean who appoints ref's but not table officials
- Baseball – Captains to appoint
- Dodgeball – British Dodgeball sort
- Football – Hannah to communicate with Ron who appoints for all teams
- Hockey – Fixtures secretary
- Lacrosse – Captains to appoint
- Netball – Hannah to sort
- Rugby Union – Captain to appoint
- Volleyball – Coaches for first teams, Fixtures secretary for 2nd and 3rd teams
- Water Polo – Captains to sort





# PAYING OFFICIALS

- Officials booked through YesRef will be paid through the app after the match
- Officials not booked through YesRef will need to submit [invoices](#) in order to get paid
- These need to be submitted to [suinvoices@essex.ac.uk](mailto:suinvoices@essex.ac.uk) by Thursday morning
- Payment runs take place every Wednesday – week after a fixture
- If invoice is submitted before this point, the recipient should receive funds within 5 working days





# EVENTS

An event is a **one-off competition** such as surfing, Lacrosse 6s, and clay pigeon shooting, which typically takes place over 1-3 days.

These may form part of a series of events throughout the season, such as golf, snowsports, swimming and cycling. There are also cases where you will have qualifying events leading towards a final competition, such as archery, tennis, and ultimate frisbee.

Events are not to be confused with our weekly league and knockout fixtures (commonly on Wednesdays), where you will join teams and submit team sheets rather than submitting event entry applications.

**EVENT INFO CAN BE FOUND ON THE BUCS WEBSITE [WWW.BUCS.ORG.UK](http://WWW.BUCS.ORG.UK)  
THEN CLICK EVENTS. THE CALENDAR IS IN CHRONOLOGICAL ORDER.  
CLICK ON THE RELEVANT PAGE.  
THE EVENT PAGE WILL CONTAIN ALL EVENT INFO**





# ENTERING AN INDIVIDUAL EVENT



**STEP 1**  
Download BUCS Play.



**STEP 2**  
Go to Search.



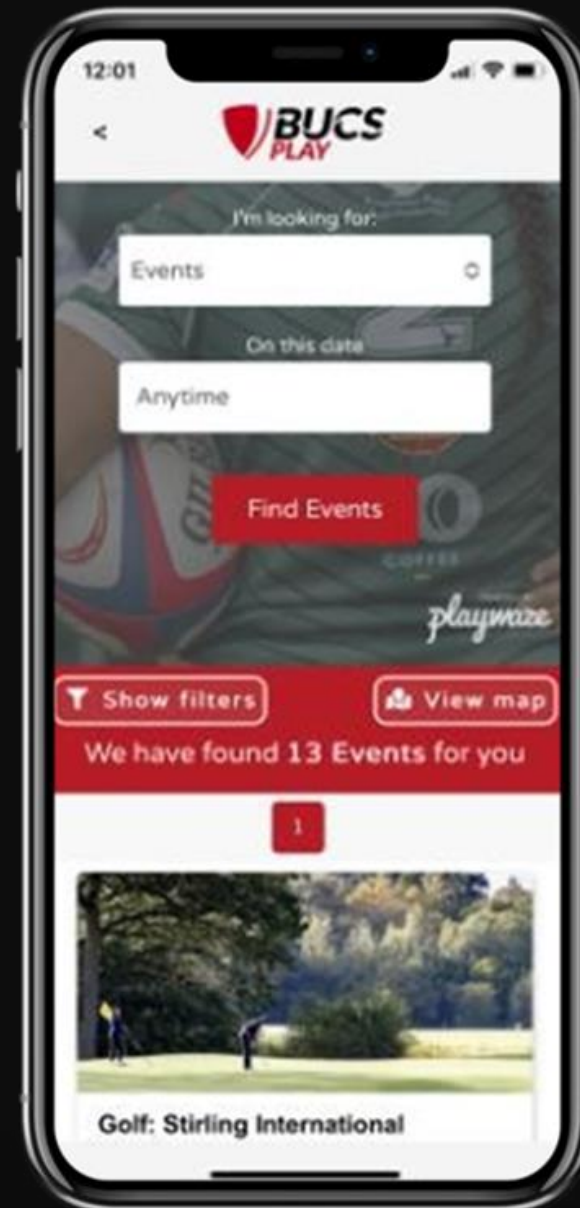
**STEP 3**  
Select Events from the dropdown list.



**STEP 4**  
Click Find Events.



**STEP 5**  
Filter by Sport  
Community if needed.



**STEP 6**  
Select the event you want to enter.



**STEP 7**  
Join Community if you haven't already.



**STEP 8**  
Select the competition you wish to enter.



**STEP 9**  
Fill in your information. Click Check Eligibility and then Apply.



**STEP 10**  
You will receive a notification confirming your application.



**STEP 11**  
Your IA will need to approve your application.





# ADMINISTRATOR APPROVAL

This can only be performed by Institution Administrators (IAs) on BUCS Play. We will need to approve all your event entries via our Dashboard. Each competition has a limit to the number of guaranteed entries it will allow per institution (this will sometimes be 0). After this limit has been reached, any additional participants will need to take up non-guaranteed places, which can be ranked in priority order.

The BUCS Event Lead will determine which non-guaranteed entries are approved, based on factors such as the event's capacity, best qualifying times, ranking etc.



| Name                      | Deadline   | Gtd | Non Gtd | Stage 2 | Applied Members | Entry Price | Stage 2 Price | Total |
|---------------------------|------------|-----|---------|---------|-----------------|-------------|---------------|-------|
| Hartpury Men's Midlands 1 | 07/10/2021 | 0/0 | 0/50    | -       | 2               | £95         | £0            | £0    |

Entry Price : 0

Stage 2 Price : 0

Total : 0

Applied members - 2

| Name   | Rank                 | Gtd                      | Non gtd                             | Reject                   | Nationality | Lifetime ID | Handicap |
|--|----------------------|--------------------------|-------------------------------------|--------------------------|-------------|-------------|----------|
|  Giles Winthrop | <input type="text"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |             |             |          |
|  Reece Swain    | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |             |             |          |

Save





# EVENT ENTRY

**After a student has applied to enter an event, and the IA has approved the entry, there is one more approval step to confirm participation: BUCS approval.**

When the IA deadline has closed, the BUCS Event Lead will finalise the entry list based on the event-specific qualifying criteria, the events capacity and confirming all required entry information has been submitted. For example, a golf event may be limited to the top 100 applicants based on who has the lowest golf handicap.

Once the entry list has been finalised, an accepted/provisional entry list will be published on the BUCS website via the specific event page. All students on the final entry list will receive a pre-event email from BUCS with everything they need to know about competing at the event. If your entry is not on the accepted entry list, please contact your IA.







# STAGE 2 ENTRIES

If the BUCS Event Lead deems it appropriate, some events may have a Stage 2 (or late) entry window, with an increased entry fee of 20%. This gives participants a second opportunity to enter.

Stage 2 entries will not be available for every event. If the event is using a Stage 2 entry window, it will be detailed on the event page on the BUCS website.

Stage 2 entries follow the same entry process as a normal individual entry. IAs will then need to approve your entry



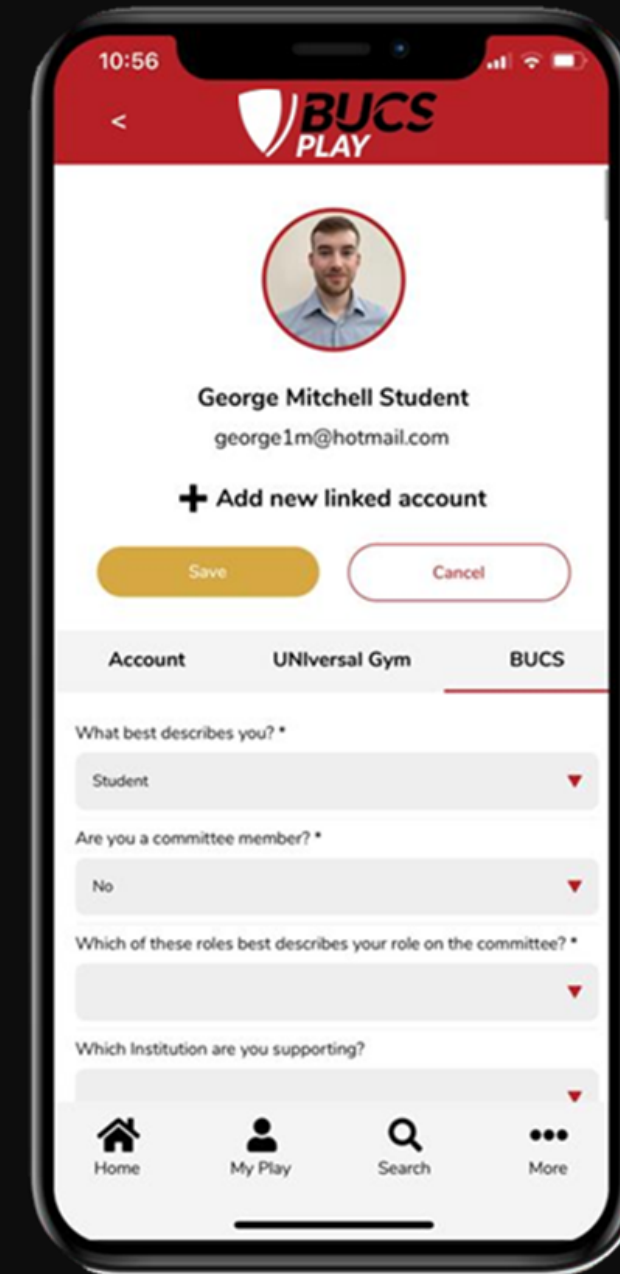


# EVENT ENTRY- ADDITIONAL INFO

Participants can change their entry information such as a personal best time or golf handicap, up until the student entry deadline of an event.

To do this on the app, go to More, My Details, click into the BUCS tab, click the settings icon, make your edits, scroll down and click Save.

On desktop, click on your account name in the top right corner, then go to My Details, select the BUCS tab, click on the pencil icon, make your edits and click Save.





# WITHDRAWING FROM EVENTS

Participants must contact their Institution Administrator (IA) if they wish to withdraw from an event. The IA must then submit these withdrawals to the BUCS Event Lead with the necessary information.

Withdrawals that are submitted before the IA approval deadline, will not be charged. If withdrawn after the deadline and the event entry has been approved, your institution will still be billed the entry fee.

For withdrawals after the deadline and/or no shows, in certain events you will be charged a fine. This will be stated within the entry information on the relevant event page on the BUCS website.





# SUMMARY

- All participants MUST be registered on BUCS Play and in a team
- Team sheets are completed on the app
- Scores to be submitted by captains on the app immediately
- Complete Captains packs including Playing under protest forms to be returned by 11am next working day
- All fixture arrangements agreed by Essex BUCS Admin
- Email [bucs@essex.ac.uk](mailto:bucs@essex.ac.uk) for any BUCS related matters
- Essex BUCS Phone contact 07935 134538







# ANY QUESTIONS / MOODLE QUIZ

PLEASE ASK ANY QUESTIONS SHOULD YOU HAVE THEM!

PLEASE DO NOT LEAVE YET AS WE HAVE A MOODLE QUIZ FOR  
YOU TO COMPLETE.





# MOODLE QUIZ

- 17 QUESTIONS
- 14/17 PASS MARK
- MUST BE COMPLETED BY ALL
- LINK TO QUIZ IS IN THE CHAT

