

BUCS CAPTAINS TRAINING

26/27

ESSEX BLADES

SESSION FORMAT

- There will be an opportunity at the end to ask any questions, but feel free to ask us anything that springs to mind throughout the session.
- This session is not being recorded, so please pay attention.
- This is the most important training that we deliver; if we get the BUCS stuff wrong, there are some harsh consequences and fines, so it's essential we do it right.
- You will be required to complete a Moodle test at the end of this presentation to mark your training as completed.

TRAINING AIMS

- Understand the responsibilities and expectations of a BUCS Team Captain.
- Confidently manage their team and fixtures using BUCS Play.
- Apply BUCS regulations correctly to avoid common errors, walkovers and fines.
- Know where to access support and who to contact when issues arise.



BUCS ADMIN

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

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

- Transport Bookings (Minibuses, Coaches, Trains).
- Facility bookings.
- Organise some referee bookings.
- Co-ordinates fixtures with opposition.
- Send out fixture confirmations.
- Competition/Team/Individual entries for BUCS.

HOW TO COMPETE IN BUCS

BUCS Play is the hub for ALL BUCS sport. It is used for league and knockout programmes and events.

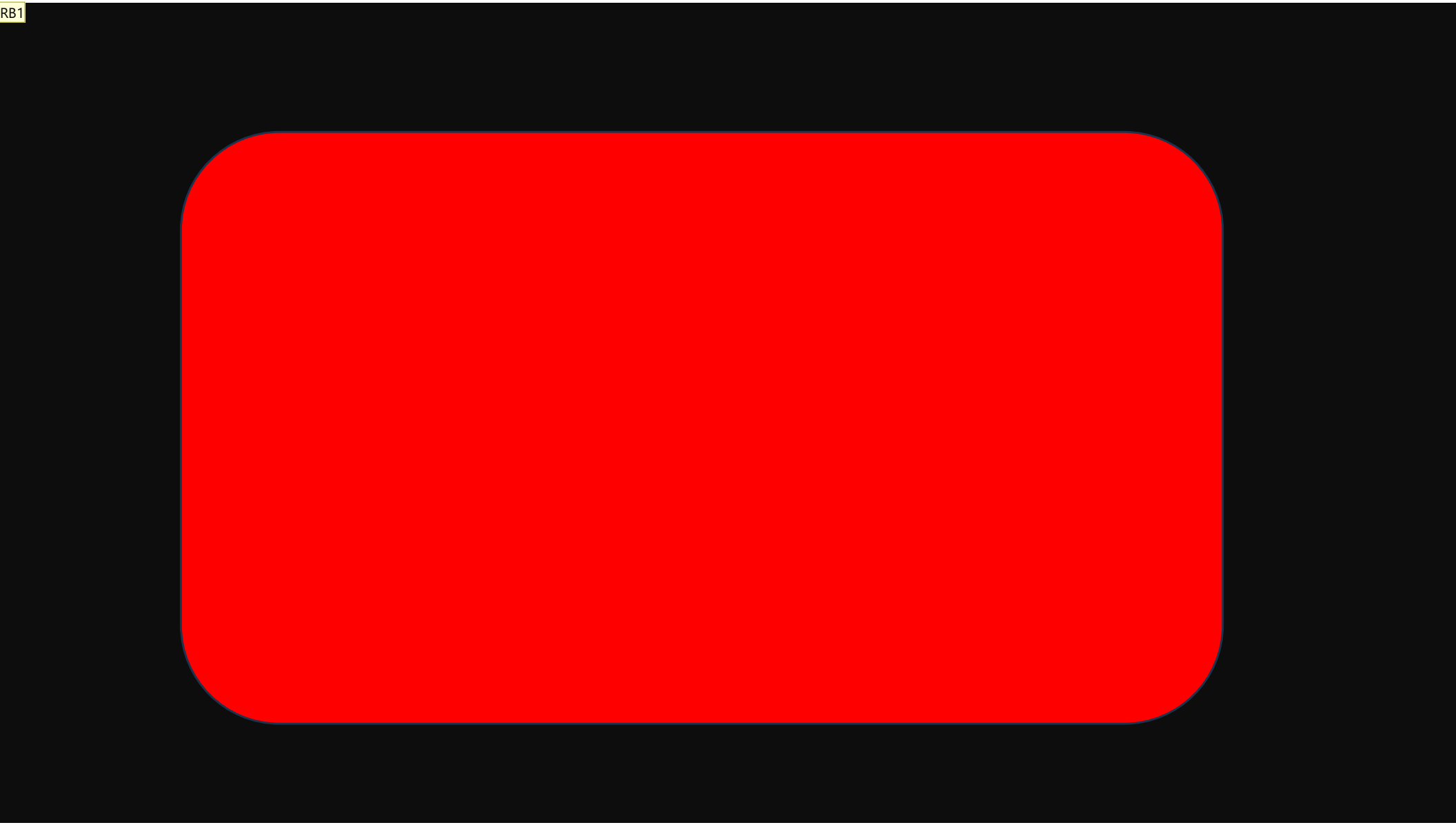
EVERY athlete who wishes to compete in a BUCS event or for a BUCS team must create a BUCS Play account to be eligible to participate.

1. **Purchase a club Social Membership/Playing membership and BUCS Participation fee (essexstudent.com/sport).**
2. **Download the BUCS Play app or visit the desktop version.**
3. **Create a BUCS Play account.**
4. **Join your relevant sport community and team.**

Note: Some sports may also require individual membership to their governing body e.g. Basketball,. You must have purchased your playing memberships before we will fund any NGB playing fees. DO NOT leave it until the day to sort this out.

QUIZ

Join at menti.com - use code


RB1

Slide 7

RB1 From this red slide to the next slide - the content is on Mentimeter. When sharing the slides with the students, the red slides can be deleted.
Rashidi Hazrin, Hannah I B, 2026-07-09T15:55:31.722

"AS A TEAM CAPTAIN, WHAT ARE THE THREE MOST IMPORTANT THINGS YOU'RE RESPONSIBLE FOR ON A BUCS MATCH DAY?

THE ROLE OF THE CAPTAIN

The Captain's Responsibilities:

- Attend all captain's training or arrange a substitute if unavailable.
- Treat all team members with respect and ensure equal opportunity regardless of background or identity.
- Lead by example in training and matches.
- Ensure all players are registered on BUCS Play before competing.
- Field a full team for each fixture and notify the Essex Blades Office at least 48 hours in advance if this is not possible (see BUCS regs 13.7.5.1–13.7.5.3 for walkover consequences).
- Confirm and book officials in advance (where required) and advise on payment
- Complete and upload team sheets to BUCS Play before matches.
- Enter match results on BUCS Play the same day.
- Submit completed team sheets* to SU Reception before 12:00 day after matchday
- Understand and follow the BUCS procedure for 'playing under protest' (reg. 12).
- Comply with all BUCS and sport-specific regulations.
- Coordinate travel arrangements with Essex Blades.
- Respond to Sports Team communications within 24 hours and remain contactable by phone.

- *If BUCS Play is unable to use on match day

PLAYER ELIGIBILTY- WHO CAN PLAY IN BUCS ?

Can a registered University of Essex student under 18 years of age play in BUCS?

PLAYER ELIGIBILTY- WHO CAN PLAY IN BUCS ?

No

PLAYER ELIGIBILTY- WHO CAN PLAY IN BUCS ?

Are term abroad/year abroad students eligible to play in BUCS?

PLAYER ELIGIBILTY- WHO CAN PLAY IN BUCS ?

Yes

PLAYER ELIGIBILTY- WHO CAN PLAY IN BUCS ?

Can 'University of Essex International College' and foundation students participate in BUCS?

PLAYER ELIGIBILTY- WHO CAN PLAY IN BUCS ?

Yes

PLAYER ELIGIBILTY- 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 (Master's 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.

All points count! Overall BUCS points are an accumulation of the points awarded for league positions, cup competitions and individual/team entries.

All points are super important!

5UHWELLO

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!

IS IT A WALKOVER?

A referee cancels one hour before the match.

IS IT A WALKOVER? NO - REARRANGE

REG 10.6.3.1 If the away team has not yet started travelling to the fixture, and the first named (home) institution/Playing Entity notifies them that an appointed/booked appropriate match official has withdrawn past the deadline of 48 hours (outside of weekends and bank holidays) before the fixture start time, then the match shall be rearranged in line with REG 14.3/REG 14.4/REG 14.5 with the first named (home) institution/Playing Entity remaining as host, unless otherwise agreed between the institutions/Playing Entities.

IS IT A WALKOVER?

Imperial contact us and let us know their football pitches aren't fit to play on.

IS IT A WALKOVER? NO - REARRANGE

I**REG 14.1.1** Postponed matches are matches called off up to and including the day of the match, due to:

- Bad weather
- Ground conditions
- Bad light
- Unforeseeable facility issues
- Force majeure

Any national, regional, or local Public Health guidance in place at the time which advises against a team's involvement in the fixture.

IS IT A WALKOVER?

A team turns up without the minimum number of players required to start a match.

IS IT A WALKOVER? YES

NET 2 Minimum number of players for a fixture to start The minimum number of players per team required for a fixture to start will be five.

IS IT A WALKOVER?

A team turns up late to a fixture.

IS IT A WALKOVER? DEPENDS

REG 9.3.4.7.1 In the case of a league match: If it can be played to at least 75% of normal time, then a result can be taken at this time and will stand. Where the team arrives too late for a minimum of 75% of the fixture to be played, if the lateness of the team was caused by the team, or one its members, that team shall concede a walkover, but if the lateness of the team was caused through no fault of the team the fixture should be rearranged in line with REG 14.3/REG 14.4/REG 14.5. The venue of a rearranged match will be determined in line with REG 14.2, unless an alternative is agreed between the institutions/Playing Entities concerned.

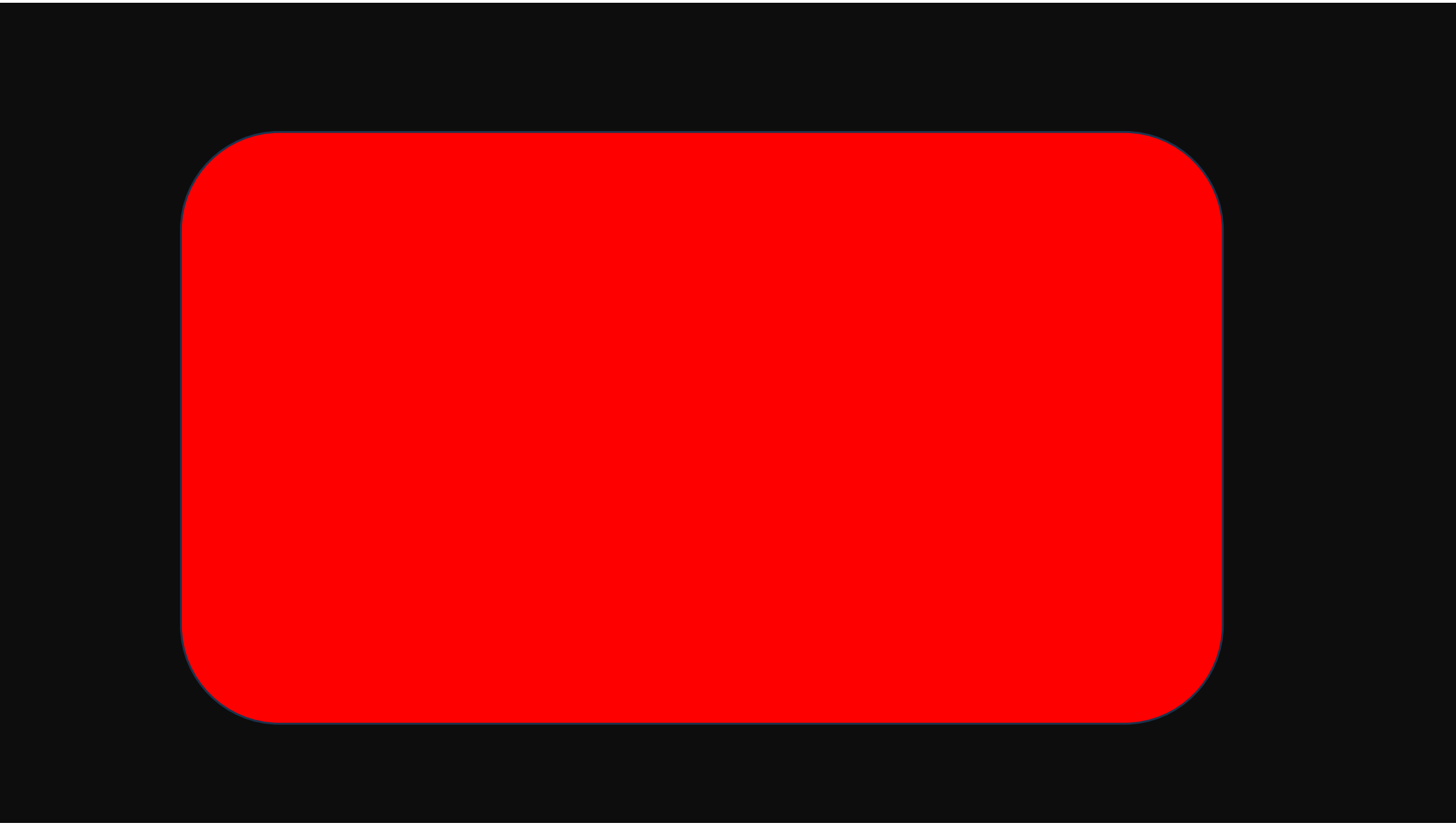
IS IT A WALKOVER?

The opposition haven't uploaded a team sheet or a player doesn't feature on the team sheet after an ID check.

IS IT A WALKOVER? NO

No. If the player is a registered student at that university, their omission from the team sheet alone is not grounds to claim a walkover.

If a team doesn't upload a team sheet, they could get fined but would not concede a walkover.



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 fulfil a 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

BEING EXCUSED FROM LECTURES

The University avoids scheduling lectures on Wednesday afternoons, but BUCS players may also need to miss morning lectures for away matches. We have an agreement with the Academic Registrar and Vice-Chancellor that students competing for the University are excused from all Wednesday lectures.

How to request an absence:

- Submit an absence for sport through the *My Essex Portal.*
- We will approve it only if you are listed on the official team sheet.
- Please include your sport and team to speed up approval.

You will not be penalised for missing lectures as long as you complete this form.

We only authorise absences for BUCS matches

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.

How members do this

Step 1: Download the BUCS Play app
Step 2: Create your account
Step 3: Search for your team/s
Step 4: Select Join Team at the bottom
Step 5: Complete the additional Information and submit. You will have then completed the application.

Your role as a captain is to then accept any applicants under the squad section, and they will then be in your "Squad". You will still need to add your team to each individual fixture.

BECOMING A CAPTAIN ON BUCS PLAY

This is something we have to do manually.

If you do not have captain access for your team on BUCS play yet, please let us know so we can assign you as the captain.

You must be registered on BUCS Play and have joined the relevant team so we can select you.

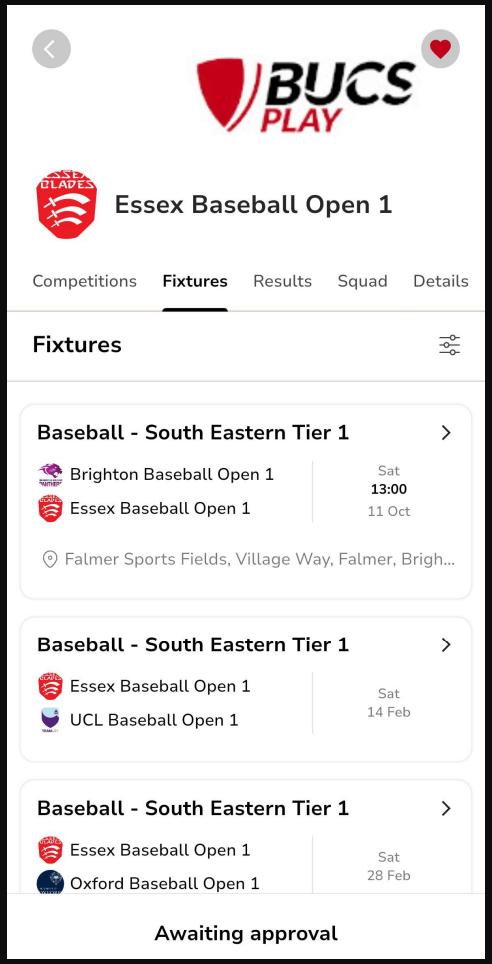
VIEWING FIXTURES

You can view all fixtures on BUCS Play.

Times for games are set by that institutions IA, all times should appear on BUCS Play at least 14 days in advance of the fixture.

Please consider dates of additional knockout (Championship, Trophy, Cup) fixtures, these do not automatically show on BP (BUCS Play).

[League and Knockout Dates Document (2a)](#).



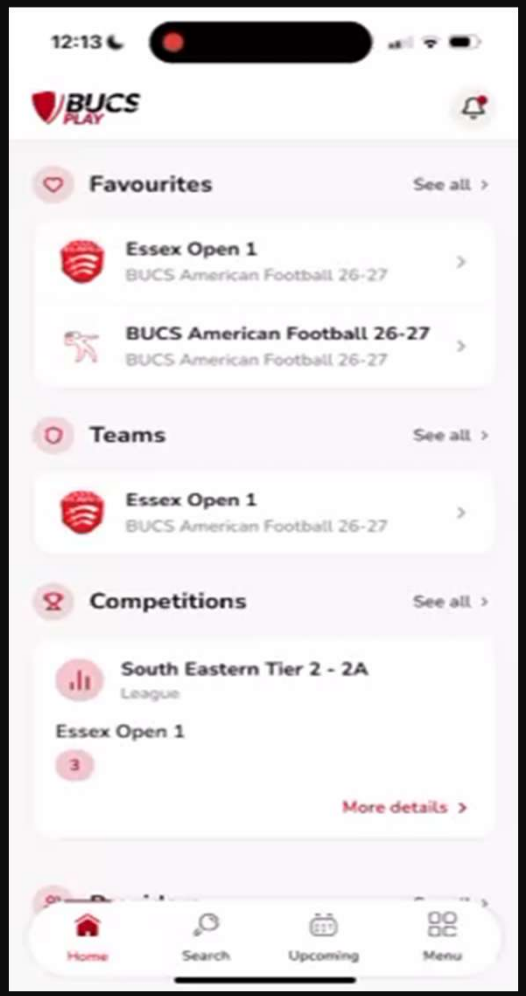
UPLOADING TEAM SHEETS

Upon selecting the fixture, you will have the option to select the Squad for that fixture.

There will be a list of players (providing they have created an account and joined the team).

You will need to select your squad, by clicking the tick box.

BUCS Regs on Team Sheets

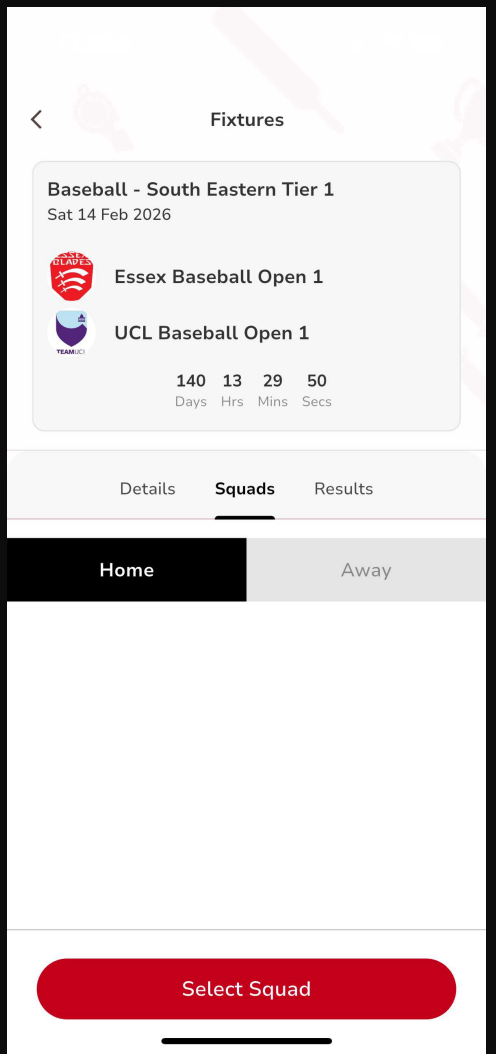


TEAM SHEETS FINES

You must upload the team sheet at least 1 hour before the fixture start time.

£100 fine per team from BUCS if team sheet compliance is poor. The club will be fined for this.

BUCS Regs on Team Sheets



TEAM SELECTION

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.

TEAM SELECTION

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

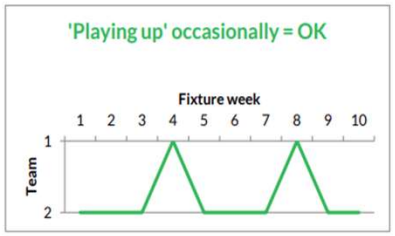
Once a player has played the majority of the season for a team, they established normality and cannot play down.

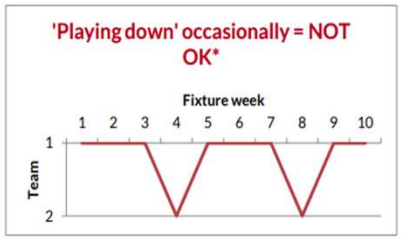
It’s OKAY to play up and help a team out when needed.

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

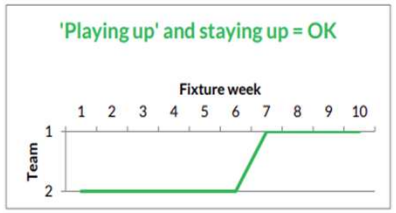
BUCS British Universities and Colleges Sport

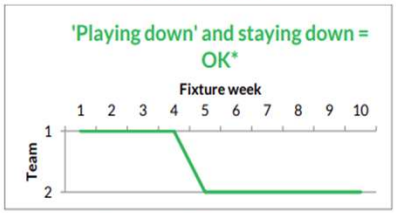
Note: The below models are examples which, for simplicity, show the selections of an individual between two teams both of which have ten scheduled league fixtures and all these equally spread across ten fixture weeks.





*In week 8 the individual should not have been selected for the 2nd Team as by this point the individual had achieved normality for the 1st Team. At the time, in week 4 the individual had not established normality for the higher ranked team, so this selection was not a breach of REG 11.1.2.2 (Normality). They may, for example, in the previous weeks have been ‘playing up’ to cover for an absent player or have been ‘dropped’ based on their form but then later are needed by the 1st Team again due to another player going out injured.





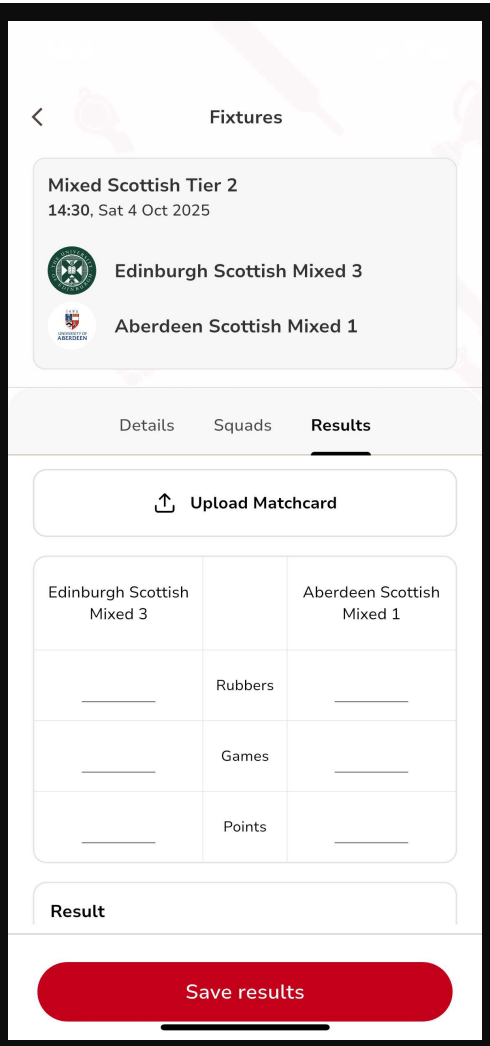
*As long as the individual has not established normality for the higher ranked team, such as in this example.

Please note: *Exceptions to each of these may be possible in cases of ‘Medical exemption’ (REG 11.1.4) or where the relevant BUCS Sport Specific Regulations allow any variation.*

PAPER TEAMSHEETS

If you cannot approve/dispute a team sheet on BUCS Play (e.g. no signal), the captain must use a paper team sheet from their captain's pack. Both teams must sign it before the game.

- Captains should always carry a copy.
- After the match, upload the sheet to BUCS Play via *Upload Match Card* in the Scorecard tab.
- The digital team sheet must still be completed after the match to avoid penalties.

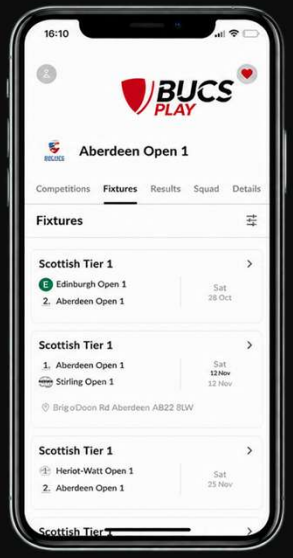


APPROVING OR DISPUTING A TEAM SHEET

STEP 1
Click on your team

STEP 2
Click into the fixture from the fixtures tab

STEP 3
Go to Squads

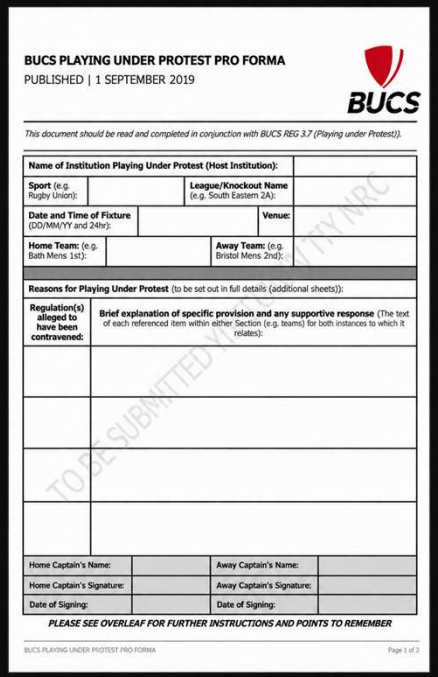


STEP 4
Check opposition team sheet in line with **REG 11.2** with opposition Captain

STEP 5
Click Approve if team sheet meets the regulatory requirements

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

OR



BUCS PLAYING UNDER PROTEST PRO FORMA
PUBLISHED | 1 SEPTEMBER 2019

BUCS

This document should be read and completed in conjunction with BUCS REG 3.7 (Playing under Protest)).

Name of Institution Playing Under Protest (Host Institution):	
Sport (e.g. Rugby Union):	**League/Knockout Name** (e.g. South Eastern 2A):
Date and Time of Fixture (DD/MM/YY and 24hr):	**Venue:**
Home Team: (e.g. Bath Mens 1st):	**Away Team:** (e.g. Bristol Mens 2nd):

Reasons for Playing Under Protest (to be set out in full details (additional sheets)):

Regulation(s) alleged to have been contravened:	**Brief explanation of specific provision and any supportive response** (The text of each referenced item within either Section (e.g. teams) for both instances to which it relates):

Home Captain's Name:		Away Captain's Name:	
Home Captain's Signature:		Away Captain's Signature:	
Date of Signing:		Date of Signing:	

PLEASE SEE OVERLEAF FOR FURTHER INSTRUCTIONS AND POINTS TO REMEMBER

BUCS PLAYING UNDER PROTEST PRO FORMA — Page 1 of 2

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PLAYING UNDER PROTEST

REG 12.1 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 (appendix 8) or equivalent as soon as the grievance is noted."

If you arrive at a facility and it is not fit for purpose or fails to meet BUCS regulations, you must **complete the form immediately** and have it **signed by the opposition**.

Failure to do so - while aware of the breach - will be taken as acceptance of the conditions of play. In this case, you cannot play under protest or submit an appeal.

This also applies if you are informed of a breach before travelling but choose to play the fixture anyway.
Please note: Appeals can only be made where an official BUCS regulation has been breached.

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

PLAYING UNDER PROTEST

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What would you complete a Playing Under Protest Form for?

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 12.3.3.1 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 5.

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PLAYING UNDER PROTEST SCENARIO

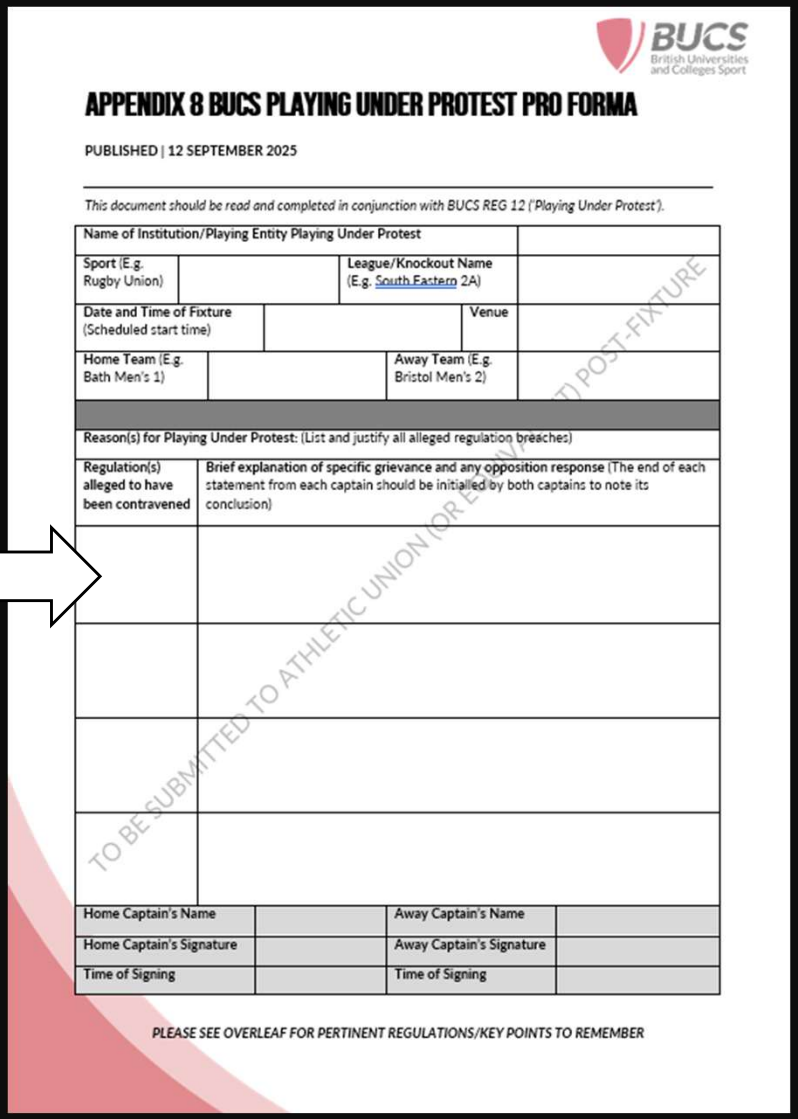
Scenario 1
The team has gone on an Away Match. When the team started playing the match, the opposing team and their spectators made multiple racist comments to one of the players on your team. Despite, asking them to stop, they kept making these comments to your teammate.

Scenario 2
The team has gone on an Away Match, when upon entering the venue. The court is noticeably dirty, sticky and the court marking tape is peeling and fading away. Thus, making it difficult to keep track of where the court lines stop and start when playing the match.

Slide 44

RB1 Are the scenarios okay?
Rashidi Hazrin, Hannah I B, 2026-07-09T15:38:33.086

Insert the relevant regulations here.



BUCS
British Universities and Colleges Sport

APPENDIX 8 BUCS PLAYING UNDER PROTEST PRO FORMA

PUBLISHED | 12 SEPTEMBER 2025

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 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

TO BE SUBMITTED TO ATHLETIC UNION (OR EQUIVALENT) POST-FIXTURE

RB1

REGULATION QUOTING

Scenario 1

REG 5.1.1 behave in a way which is improper, offensive, violent, threatening, abusive, indecent, insulting or inflammatory;

REG 5.1.2 conduct themselves in a manner prohibited by REG 5.1.1 in circumstances where that conduct is discriminatory in that it includes a reference, whether express or implied, to any one or more of the protected characteristics under the Equality Act 2010;

Scenario 2

REG 9.3.3 Playing surfaces All matches should be played on surfaces which meet the requirements of the relevant BUCS sport specific regulations, or where there is no BUCS regulation, in the appropriate rules of the International/National Governing Body of the sport concerned (as identified in the sport specific regulations).

RB1 Add the reg for scenario 2

Rashidi Hazrin, Hannah I B, 2026-07-09T15:31:18.992

ADDITIONAL EVIDENCE

- After filling in the Playing Under Protest Form, it is still important to obtain additional evidence of the regulation violation.

- Obtaining evidence will back up the playing under protest form, in the case that the opposing team disputes the claims. It provide irrefutable evidence of regulation violation.

- This may be in the form of:
  - Photographs.
  - Videos.
  - Voice Recordings
  - Witness Account either from other players, audience, or referees.

PLAYING UNDER PROTEST – DEADLINE FOR SUBMISSION

REG 15.8.2 Submission deadline The initial appeal must be submitted by 17:00 on the next working day following the disputed match.

REG 15.8.2.1 Deadline where affecting knockout competition or playoff fixtures Where the dispute affects a knockout competition or playoff fixture, at any stage, the initial appeal must be submitted by 15:00 on the next working day following the disputed match.

MAKING AN APPEAL

If the opposition breach BUCS rules **and** a *Playing Under Protest* form is completed correctly, we may appeal to claim a walkover.

Deadlines for submitting the form to Blades / SU Reception:

- **11am Thursday** → for Wednesday fixtures
- **11am Monday** → for weekend fixtures

Important notes:

- The form **does not overturn results -** it simply gives you the right to appeal.
- Appeals must clearly state which BUCS regulation(s) have been breached.
- The form must be signed by **both captains** and completed **as soon as a breach is identified**. You may ask the official to pause the match while this is done.
- The Essex IA will review your form and decide whether to submit it to BUCS (deadline: 5pm* the next working day). *3pm for knockout/playoff fixture

If the form isn't submitted on time, **no appeal can be made**.
For advice, email **bucs@essex.ac.uk** and call the SU office immediately.

ENTERING RESULTS

Team captains **MUST enter results for home fixtures on BUCS Play immediately after the competition.** Please do not go to FED before submitting your result.

Important (REG 13.2): All league and knockout results must be recorded on BUCS Play by **12:00 noon on the first working day after the fixture.**

If you experience issues (e.g. protest match, upload problems), contact **bucs@essex.ac.uk** or call the BUCS/Blades phone: **07935 134538**.

If you used a paper team sheet or score sheet, hand it in at **SU Reception (Square 4)** by the next working day.

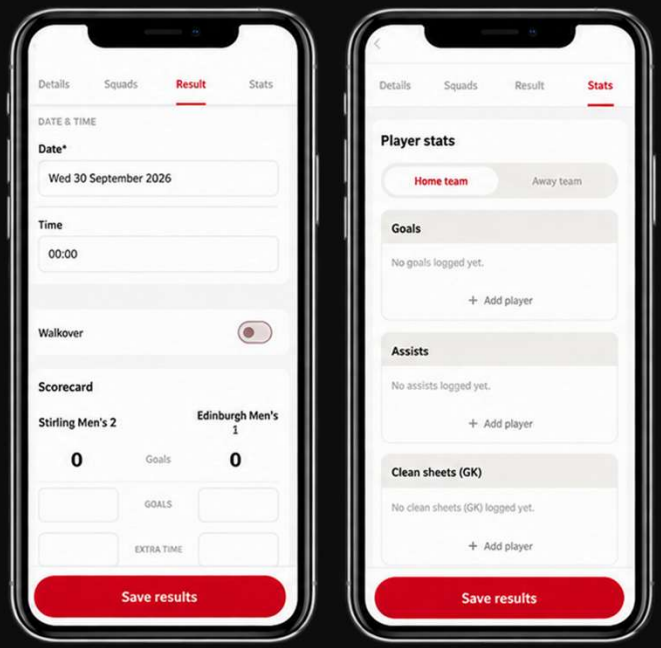
ENTERING RESULTS

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

If BUCS play is not working or you have any issues uploading the result let us know and we will submit this for you.

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RAQUET SPORTS RESULTS ENTRY

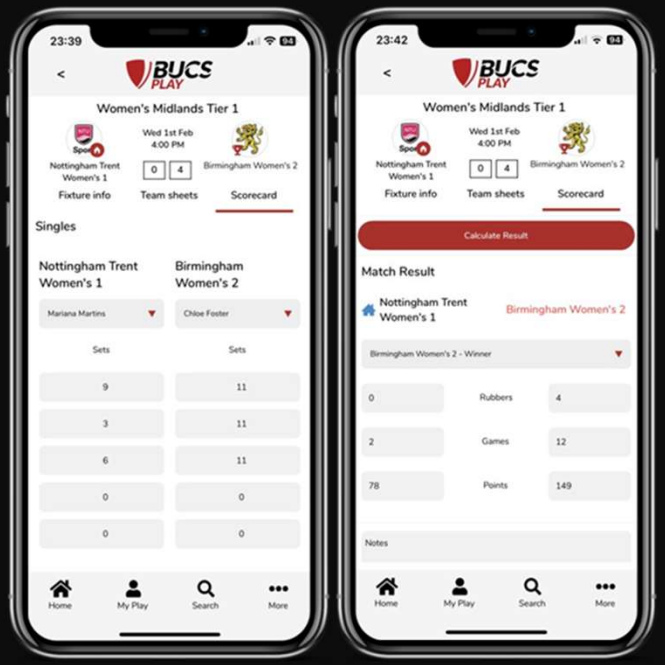
STEP 1
Complete your team sheet before the match.

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.

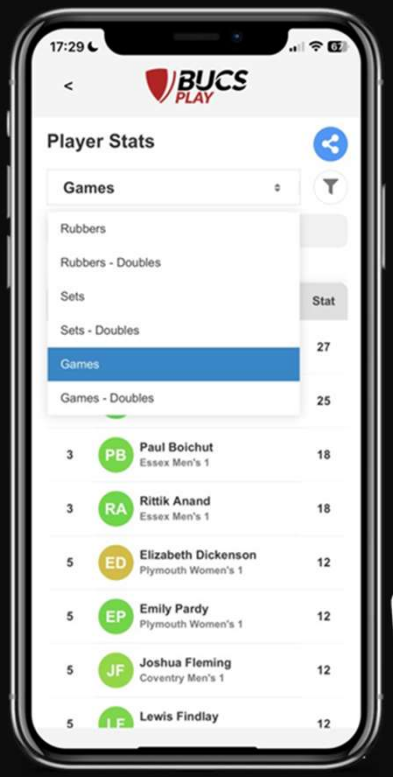
STEP 10
Click Save.

ESSEX BLADES

STATS ENTRY FOR RAQUET SPORTS

Racquet Sports Stats (Tennis, Squash, Badminton, Table Tennis)

- Player stats aren't entered like other sports (e.g. goals, tries, cards).
- **Rubbers, sets, and games** are calculated automatically from results.
- Always enter the **full score** for each match, not just the team result.
  - Example: *Novak Djokovic beat Carlos Alcaraz 6-4, 3-6, 6-2* (not just 4-0).
- Stats are tracked for both **singles and doubles** matches.



ESSEX BLADES

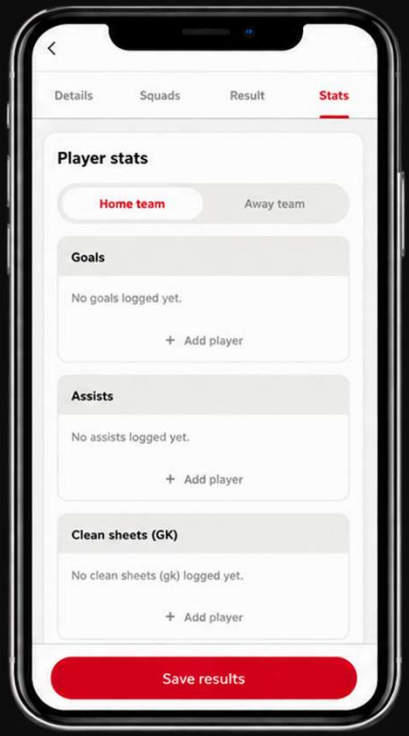
PLAYER STATS ENTRY (ON APP)

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

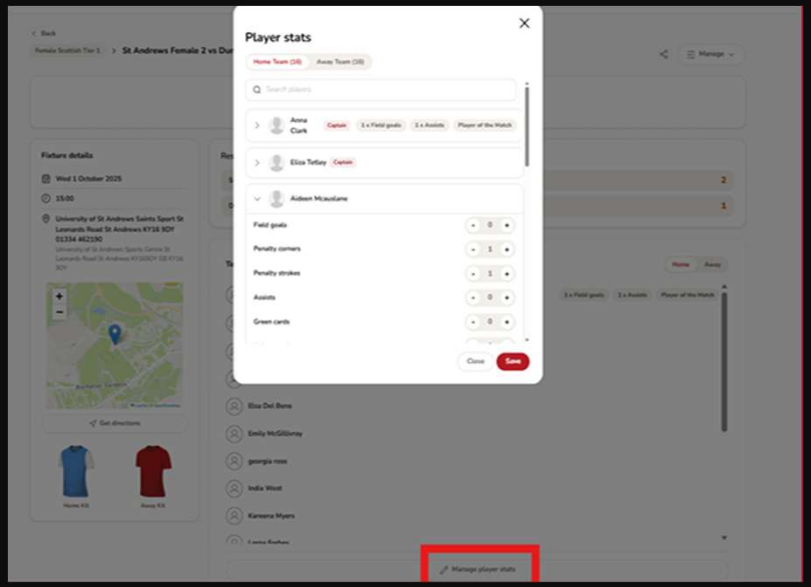
STEP 7
Repeat this for each stat and player

STEP 8
Scroll down and click Save result.

ESSEX BLADES

PLAYER STATS ENTRY (ON DESKTOP)

- For sports with lots of stats (e.g. American Football, Basketball), we recommend the **desktop version** of BUCS Play.
- Go to your fixture → scorecard → manage player stats. The team sheet must have been entered first.
- Enter stats, then scroll down and click **Save**.
- Stat entries will not lock with the result after it has been approved, so you are able to fill them out anytime.



CAPTAINS PACKS (PHYSICAL)

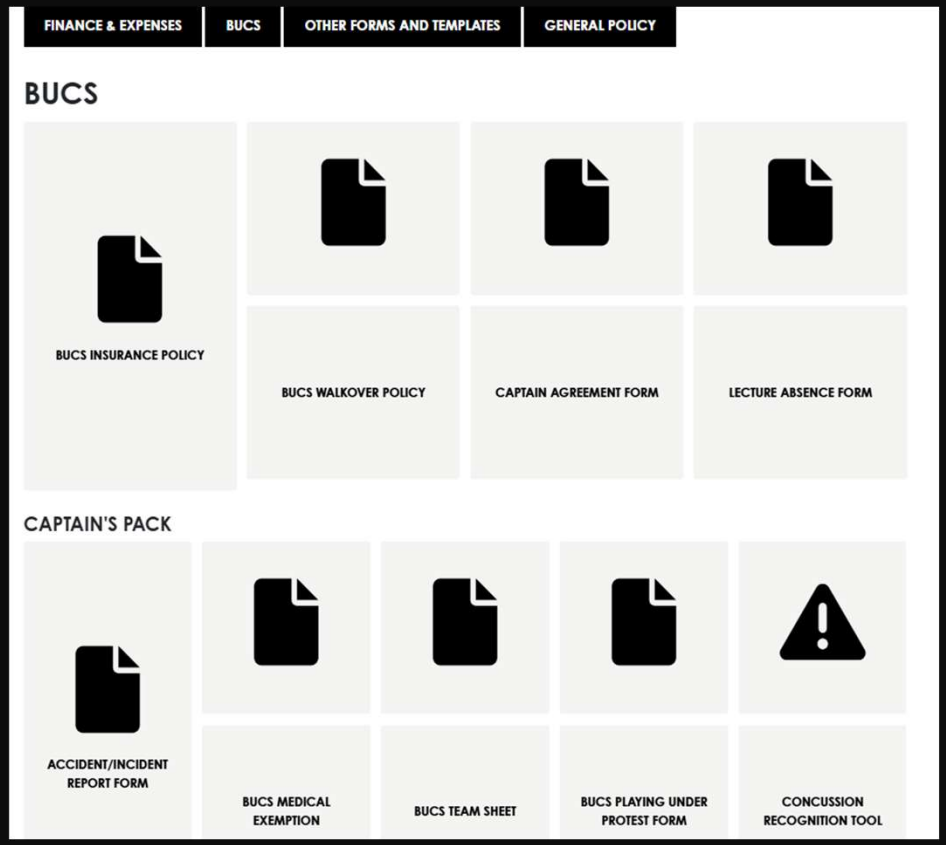
All Captains will receive a physical captains pack.

This will include:

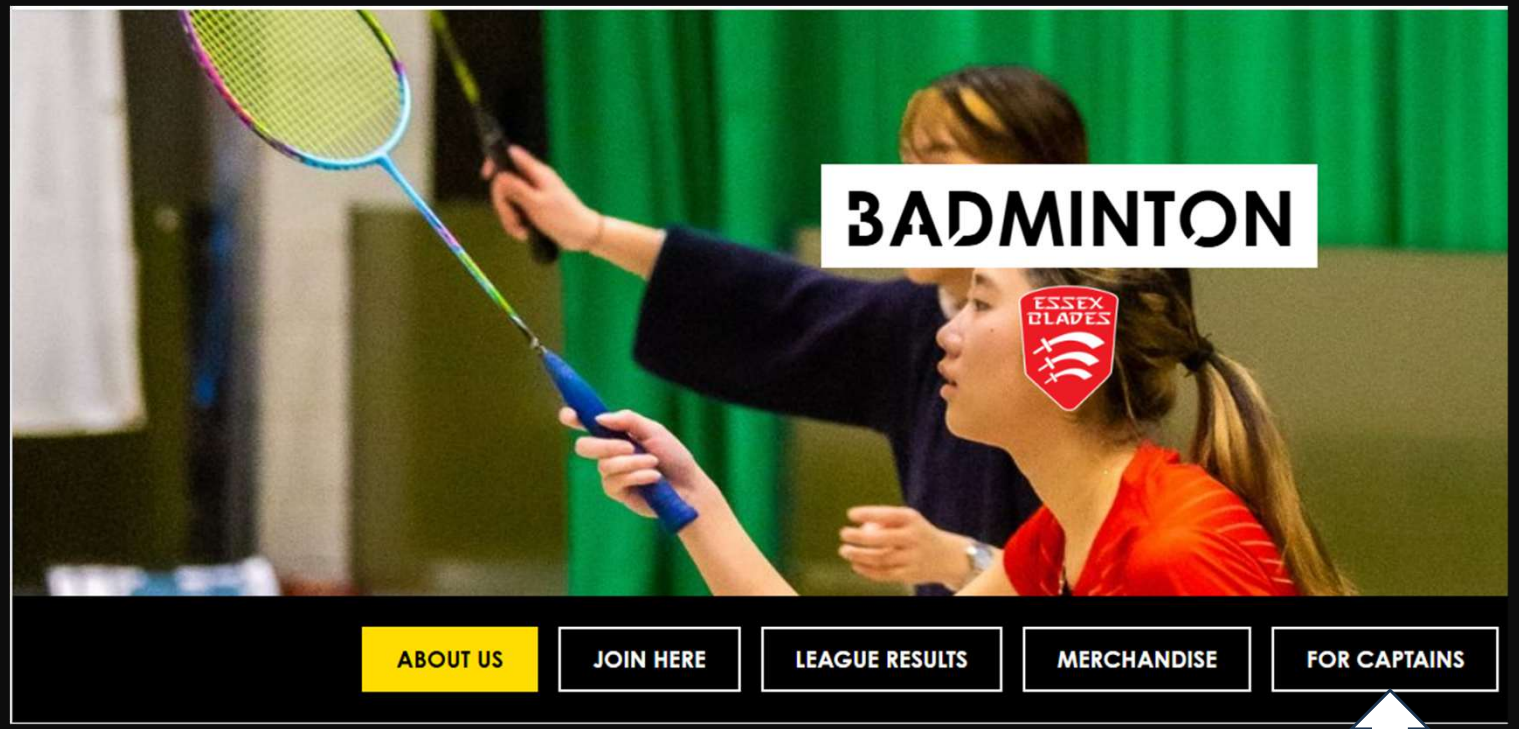
- BUCS Playing Under Protest Form
- BUCS Team Sheet Pro Forma
- Accident and Emergency Form (Physical Version)
- For Raquet Sports (and fencing) ONLY – Score Sheets

CAPTAINS' PACK GENERIC RESOURCES

SPORTS TOOLKIT



CAPTAINS' PACKS (ONLINE RESOURCES – SPORT SPECIFIC)



CAPTAINS MATCH DAY CHECKLIST

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

NR1

KIT

All Clubs/Teams must collect their BUCS kit, if they have not done so already.

Kits must be returned after **Derby Day** at the end of the season. Missing or damaged items will be charged to the club, so ensure players return their kit and treat it with care. Deliberate damage (e.g. cutting socks) will be charged to the responsible player.

Kits are expensive, so please keep them in good condition throughout the year.

Slide 60

NR1 Needs updating
Neale, Robert, 2026-07-08T14:41:32.204

WHATSAPP GROUPS

Please ensure you are in the **Essex Blades Captains 26-27** WhatsApp group. This is where all key updates are shared, including weekly fixture details and travel arrangements.



NR1

BUCS FIXTURES 2026-27 SPREADSHEET

- S

- Everyone should have access to this document
- Shows all home and away fixtures for term 1
- If you foresee an issue with your start time, please let us know asap.

Slide 62

NR1 Provide link in powerpoint
Neale, Robert, 2026-07-08T14:42:16.753

REARRANGEMENTS/ISSUES

If you anticipate any difficulty fielding a team for a fixture, please notify the **Essex BUCS Administrators** immediately. The earlier you inform us, the more likely we can resolve the issue.

Blades Phone: 07935 134538
Email: bucs@essex.ac.uk

Important:

- Fixtures **cannot** be moved within 48 hours of the scheduled start.
- Any changes must be agreed by **both BUCS Administrators**.
- **Do not** contact opposition captains directly. All communication must go through SU BUCS Administrators. If another team contacts you, please direct them to **bucs@essex.ac.uk**.

EXPENSES

You can reclaim BUCS-related expenses **only if approved by BUCS Administrators**.

All claims must be submitted through our new system, **Expense In**:

- Complete the Typeform (in the Sports Toolkit) so the finance team can create your account.
- Verify your account via the email link.
- Once verified, you can submit expenses.

Eligible expenses include:

- Underground travel (cheaper via contactless than travelcards).
- Bus travel from station to venue (away fixtures).

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

TRANSPORT EXPENSES

Travel for all BUCS league and cup matches is covered by the central budget. Please use the **cheapest suitable option** in this order:

- Cars
- Train/Tube
- Hired minibuses/coaches

🚫 Taxis will not be refunded unless pre-approved.

Driving your own car

- Mileage can be claimed at **25–45p per mile** (+5p per passenger).
- Claims are made through the Expense in System.
- To claim, you must first email a copy of your **driving licence (front & back)** and **insurance** to blades@essex.ac.uk.

Driving is usually the cheapest option, so teams are encouraged to use this where possible.

TRANSPORT EXPENSES (TRAINS AND EXTERNALLY HIRED MINIBUSES/COACHES)

T

🚆 TRAINS

The Sports Office has a business account with Trainline, so it's cheaper for us to book train tickets directly. This prevents players from paying upfront and claiming costs back.

- **Captains will be required to complete a typeform to inform us of the number of required train tickets, before 5pm on a Monday for a Wednesday fixture. Before 5pm on a Thursday for a weekend fixture.**
- You'll receive a confirmation email with a reference number once booked. Tickets can then be collected from any station machine using any debit card (no charge).

🚌 MINIBUSES / COACHES

Minibuses and coaches will only be booked if cost-effective (e.g., multiple teams travelling to the same area). This may require **leaving early or waiting for other matches to finish**.

- Captains will be notified (usually Thursdays) if their team has been allocated a coach for the following week's fixture.
- Teams are generally assigned a coach if **two or more Essex Blades teams (large group of players)** are travelling to the same university or nearby venues.
- The Sports Coordinator will confirm allocations with captains before each fixture.

Do **not** book your own minibus/coach through external providers. For all quotes/enquiries, contact **bucs@essex.ac.uk**.

SU VEHICLES

The SU owns 2 x vehicles:

- 9 seater people carrier (1 x driver, 8 x passengers)
- 17 seater minibus (1 x driver, 16 x passengers)

In order to drive a vehicle you must become an SU registered driver.

Who is eligble to drive?

Students, SU Staff and University Staff who meet the eligibility criteria below are able to hire.

9 seater people carrier:

- Aged 19-70 years old
- Hold a manual UK licence for a minimum of 2 years
- Drivers under 21 will be subject to an excess of £150 if they are involved in an accident

17 seater minibus:

- Aged 21-70 years old
- Hold a manual UK licence for a minimum of 2 years
- D1 entitlement on licence
-

SU VEHICLES – BOOKING PROCESS

You can book a vehicle here.

Your booking won't be confirmed by SU Reception until you've gone through all the steps to become a registered driver with the SU.

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

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

PAYING OFFICIALS

- Officials will need to submit invoices in order to get paid
- These need to be submitted to 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 workings days

RED/YELLOW CARD FINES

In BUCS fixtures, yellow and red card fines are primarily handled by the **Home National Football Association** (such as the FA in England) or the relevant National Governing Body (NGB) for the sport.

Because BUCS delegates disciplinary actions to these bodies, fine amounts vary.

Individuals who have received a card will need to pay the fine online, through the club page. As the fine will be charged to clubs funds. We will remove them from team sheets if they have unpaid fines.

NR1

EVENTS

What is an Event?

An *event* is a one-off competition—such as surfing, Lacrosse 6s, or clay pigeon shooting—usually held over 1–3 days.

Some events are part of a seasonal series (e.g. golf, snowsports, swimming, cycling), while others involve qualifiers leading to a final (e.g. archery, tennis, ultimate frisbee).

Events differ from weekly leagues and knockout fixtures (typically on Wednesdays), where teams are pre-formed and submit team sheets—instead of individual event entries.

Find Event Info

Visit www.bucs.org.uk
→ Click Events
→ View the calendar (listed in date order)
→ Click your chosen event for full details

Slide 73

NR1 Should we not cover up to slide 73
as only relevant to a few sports and instead ask the students to familairise themselves with the content (if relevant to their sport) once it's posted online?
Neale, Robert, 2026-07-08T14:59:43.116

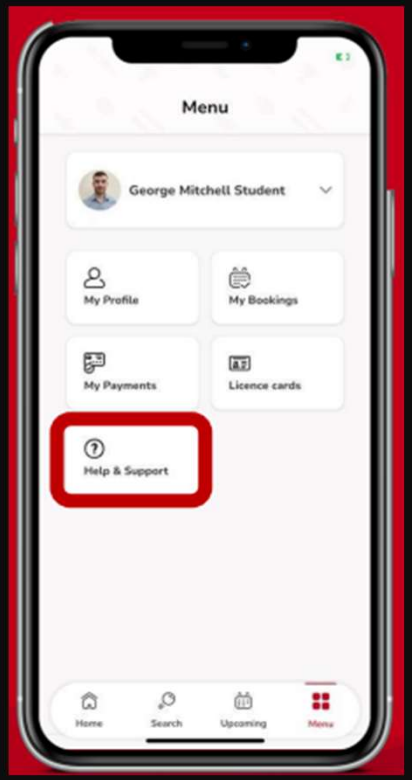
BUCS PLAY HELP AND SUPPORT

You can access our help guide library from BUCS Play:

- On app, select 'More' in the bottom menu and then Help & Support.

- On desktop, click Help Guides in the top menu on the home page.





SUMMARY

- All participants MUST be registered on BUCS Play and in a team.
- Do not concede any walkovers.
- Confirmation you have booked an official no less than 48 hours before a fixture.
- Team sheets are completed on the app prior to a fixture at least 1 hour before the fixture start time.
- Scores to be submitted by captains on the app immediately.
- Playing under protest forms to be returned by 11am next working day.
- All fixture arrangements agreed by Essex BUCS Admin.
- All transport bookings are made by the BUCS Admin.
- Email 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