



BUCS Guide



League and Cup

1.1 Fixtures

All BUCS fixture administration is done through the Club Sport Coordinator or the BUCS Administrator. This includes but is not limited to; match scheduling, organising transport and accommodation and booking facilities. The majority of clubs will take part in the weekly Wednesday BUCS league though some sports e.g. Futsal have their fixtures during the weekend.

The fixtures for the year are available on the BUCS website from late July onwards but a confirmation email is sent out to club captains and other committee members from the BUCS Administrator every Friday detailing the fixtures and transport information for the following week. Any further changes to fixtures or transport after Friday will be communicated to clubs directly. Club members are asked to check the following information (it's the team's responsibility to ensure that these details are correct):

- Home fixture - start time, opposition, venue
- Away fixture - start time, opposition, venue, transport details (departure time and bus size)

Home teams should be at the facilities in good time for a warm up and to get ready. All buses for away transport depart from Peel Park Campus at the Hollock Court Bus stop, University Road, near the Faith Centre and Chapman Building and we ask that teams arrive 15 minutes (or more) before departure time so that the buses can leave on time, unless clubs have organised self-driven vehicles. Transport has to be organised in the most cost-effective way so you may experience some delays at venues in waiting for other teams when sharing buses.

If there are any problems or queries regarding the fixtures or transport, please email the BUCS Administrator or Club Sport Coordinator (please find Contacts below).

1.2 Results

We NEED results of all matches to input on the BUCS website before 12noon on Thursdays so **please** send your results in straight after your fixture to the BUCS Administrator. If your fixture is on a weekend then please send the result on the day of your fixture.

It is also important that you identify the team, as we will be getting over 20 results through per week i.e.

Mens 1st Football - Salford 3 Manchester 0. Some sports require extra details so please send these in as well (e.g. rugby - no. of tries, no. of conversions, no. of penalties. Squash - game results as well as match results etc.). If you think an away score has been entered incorrectly, let us know immediately and we will investigate.

1.3 Rearranging fixtures

BUCS set out the dates of fixtures for the season in late July so you are able to see your team's fixtures early on. Be pro-active and check your fixtures in advance and plan out your year, making sure you have people available for all of your fixtures.

If you are struggling to play a fixture, please let the BUCS Administrator know as soon as possible! This must be at least 48 hours before the fixture (Monday 12noon deadline for Wednesdays, Friday 12noon deadline for weekend fixtures) - please explain why you'd like the fixture to be moved and when you'd like the fixture to be moved to. If we are notified in time we may be able to rearrange the game.

All games remain on the set date by BUCS unless you hear otherwise. Games can only be changed if both Universities agree to the change, otherwise fixtures will remain in place and the game must be played. Failing to play a fixture will lead to a walkover - see more details regarding walkovers below.

If rearranging a postponed fixture, we must offer one weekday and one weekend date that does not clash with prescheduled fixtures - it would be useful to know the best days for teams to replay these games to help us with rearrangements. This must be arranged **within 48 hours** of the original scheduled fixture time.

1.4 Walkovers

Walkovers occur when teams are unable to play their fixtures and no rearrangements have been made. Conceding walkovers severely hinders your season as it can lead to a loss of league points, being taken out of cup competitions and even automatic relegation. It also leads to a loss of BUCS points which affects the university's ranking at the end of the season and damages our reputation. Last season we only conceded 3 walkovers so let's not let that number increase.

BUCS issues the following sanctions when a team concedes a walkover:

- **One walkover:** loss of 3 league points and half overall BUCS Points.
- **Two walkovers:** further loss of 3 league points and all BUCS points. Taken out of knockout competitions (prem teams - automatically relegated).
- **Three or more walkovers:** further loss of 3 points per occurrence, £100 - £250 fine and a £50 - £100 fine for every additional walkover.

If the club has done everything they can to play a fixture or if extenuating circumstances stop a team from playing, clubs can appeal to BUCS through the BUCS Administrator for an "Involuntary Walkover". This may stop the above sanctions from being enforced.

If the club fails to notify the BUCS Administrator in time to rearrange fixtures or has little reasoning for not sending a team out, the club is liable to **all BUCS fines or transport costs** that come from this.

1.5 Team sheets and team selection

For every fixture, clubs must organise their team selections and complete team sheets. Team sheets are attached in the weekly Friday email and a copy must be completed and sent in to the Sports Club Administrator at the Students Union before the fixture, taken to every match and returned to the Students' Union or Pearson Building Reception after the fixture. Students wearing numbered kit must be listed on the team sheet next to that number and/or a note of their kit number should be shown.

Team sheets must be exchanged with the opposition and signed by their captain BEFORE the fixture begins along with the Student IDs of all players to confirm that all students are eligible to participate. BUCS run spot checks to see team sheets for the year and failure to provide them may lead to loss of league and BUCS points!

1. Complete accurate team sheets and send in to the Sports Club Administrator by 12noon the day before the fixture
2. Take team sheets to fixtures along with every player's student ID
3. Exchange with opposition before the fixture starts, confirming their eligibility and completing the bottom section of the team sheet
4. Hand in completed team sheet to Sports Club Administrator at the Students' Union/Pearson Building Reception by 3pm the following day

1.6 Playing Under Protest - problem with a fixture?

Upon arriving at a fixture, if the team feels there is a breach in any BUCS regulations (e.g. pitch condition, team turning up late, ineligible players) they can complete a playing under protest form. This must be completed before kick off or as soon as the grievance is noted. Once completed the opposing captain MUST sign the form, they cannot refuse to do so and they also have a chance to state their side.

BUCS Regulations are available on the BUCS website and remember that it is the club's responsibility to familiarise yourselves with your sport specific regulations so you are not caught out and no rules are broken.

Tips for playing under protest:

- **Play the game**

At the end of the day, we're all here to play sport, whether you're playing under protest or not, make sure the game gets played

- **Take a playing under protest form to every game**

You never know when you'll need one

- **Complete the form being factual and objective**

Leave opinions out of it and just state what happened and quote regulation numbers where possible

- **Get evidence**

If the problem is about the conditions of the pitch, take pictures of the grounds. If the opposition turned up late, note the time that they did turn up etc.

- **Hand in the form to the Students' Union by 12noon on Thursday**

The form means nothing unless it's handed into BUCS by the BUCS Administrator. Make sure you send the form in to allow time for the Sports Team to assess its validity and write up the appeal

Completing the form gives us the right to appeal the result of the game but does not guarantee that the outcome will change. BUCS judges the appeals based on ***the effect that the grievance had on the result of the fixture.***

Playing under protest forms should only be completed for breaches in BUCS regulations. For example, you cannot protest to BUCS the decision of a qualified official, but you can protest if you deem the official to be underqualified and has no proof of correct qualification.

Once handed in, the Activities Team will discuss the appeal to decide its validity and to decide whether Team Salford can fund the appeal. If not, the club is still able to submit the form through the BUCS Administrator but will have to fund the appeal themselves (£50).

If you receive a playing under protest form from another University, make sure you sign it, state your case and inform the BUCS Administrator that this happened.

1.7 Officials

It is the team's responsibility to ensure that appropriate officials are organised for each fixture, failure to do so can lead to an automatic walkover against you. There are different standards of officials needed for different tiers of BUCS, you can find the guidance in the rules and regulations section of the BUCS website. If you or your club would like assistance in finding officials for your sport, please contact the Club Sport Coordinator.

Neutral officials must be appointed where stated. BUCS deem anyone who is a student, member of the club, team, AU or a member of staff as **NON Neutral**.

If the umpire/referee does not show or cancels last minute make sure you have everything in writing (via email). You can then use this as evidence if the opposition appeal that you had booked the umpire/referee and it was yourself who was let down at the last minute. BUCS do see emails as valid evidence when issues/appeals with umpires occur.

YOUR WEEK

Friday	<ul style="list-style-type: none"> • Receive weekly email confirming fixture start times, venues and travel arrangements • Check and confirm these with your teams, inform the BUCS administrator if there are any problems • <i>Weekend fixtures</i>: send in team sheets and, if the fixture is away, trip forms
Monday	<ul style="list-style-type: none"> • Let the BUCS Administrator know if there are any problems with Wednesday's match by 12noon • Make sure appropriate officials have been arranged for your fixture • <i>Weekend fixtures</i>: return completed teamsheet to the Students' Union, send in results and report in any problems, accidents or disputes
Tuesday	<ul style="list-style-type: none"> • Send in team sheets to the BUCS Administrator by 12noon • Check emails to see if there are any last minute changes/cancellations
Wednesday GAME DAY	<ul style="list-style-type: none"> • Check emails in case of cancellations • REMEMBER: team sheet, playing under protest form, student ID • Arrive at venue/Peel Park in good time for the fixture/departure • Exchange and verify team sheets with opposition before kick off • Get a win for Team Salford • Send the result to ussu-teamsalford@salford.ac.uk (e.g. Men's 1st Football, Salford 3 Manchester 0)
Thursday	<ul style="list-style-type: none"> • Return completed teamsheets to the Info Point by 3pm • Report in any problems, accidents or disputes from the previous day • Any playing under protest forms to be handed in by 12pm

Individuals

2.1 Entries

BUCS hold a number of Individual Championship events in many sports throughout the year. Details of competitions available can be found in the sport specific sections of the BUCS website:
www.bucs.org.uk/sports.

To enter a BUCS individual competition, please follow these steps:

1. Go onto the BUCS website and check the details of the competition; entry deadline, competition date, entry information etc.
2. Contact the Club Sport Coordinator as soon as you know you want to enter a competition - at least **ONE WEEK** prior to the entry deadline.
3. Discuss the entry and funding with the Club Sport Coordinator
4. Send in the following information; full name, gender, student number, club (if relevant), the competition that you'd like to enter, the event you'd like to enter and any additional entry details needed for the event (found on BUCS website)

** If you are entering a competition as a club, please collate the information for all athletes who are being entered and send it in as a group. **

If you'd like to come in to discuss or work through the entries, please book a meeting with the Club Sport Coordinator.

Useful Contacts

Team Salford – ussu-teamsalford@salford.ac.uk

Head of Opportunities & Wellbeing – Andy Hargreaves – a.hargreaves@salford.ac.uk

Club Sport Coordinator – Emily Wilkes – e.wilkes@salford.ac.uk

BUCS Administrator –

Students Union Reception - students-union@salford.ac.uk – 0161 351 5400

Salford Sports Centre Reception – Sportleisure-Com@salford.ac.uk - 0161 295 5060

Sports Centre – Customer Relations Manager – Daley O'Neal – d.k.oneal@salford.ac.uk