

Team Sheets Information –taken from the BUCS web site

Verification of Identification

1. Prior to season commencing, all players provide an acceptable identification to a LUSU ACTIVITIES representative that is valid, shows their name and a photo bearing a good likeness of the individual.
2. LUSU ACTIVITIES staff verifies that each individual is eligible to participate in BUCS competitions in accordance both with internal and BUCS requirements (see Reg 7 for more information).
3. IDs are photocopied and signed off by a LUSU ACTIVITIES staff member as a true likeness of the original (LUSU ACTIVITIES rep Name, signature, position, date to be recorded on each page). Suggest placing multiple IDs per page to reduce size of document. Suggest creating as comprehensive a file as possible to ensure all possible players are included and decrease the need for updating throughout the season.
4. The Captain then retains a folder with the verified IDs to accompany team sheets on fixture days. This is for cross reference only, i.e. captains are not required to give copies of IDs to opposition.

Alternative suggestion- rather than carrying photocopies of IDs, produce a list of all of the players that have been verified by LUSU ACTIVITIES (ID and eligibility requirements met, signed by LUSU ACTIVITIES rep). This list is retained by the captain who inserts only those included (and therefore verified) onto the team sheet and accompanies the team sheets for cross reference by opposition on fixture day.*

*NOTE: this option would require all players listed to be able to produce acceptable identification if requested by opposition at the fixture to verify those listed are those present. * To reduce workload the list could be for an entire sport, from which the applicable players are selected per team per fixture.*

Team Sheets – Fixture Day

1. Both captains complete a team sheet and present it to their peer with the photocopied identifications sheets.
2. The captains then check off each player present as verified to participate. Both captains then insert their team names on to a copy so that both teams are listed on two sheets, signs both as verified and retains a copy each.
3. If any players are questionable, i.e. does not have ID present or has not been verified by their respective AU/Students Union; the captain should indicate this on both team sheets (marking the player(s) in question) and complete a playing under protest form clearly detailing the grievance (PUP form regulations to be observed) and commence with the fixture.
 - a. If any players are questionable the captain should contact LUSU ACTIVITIESs to discuss further. LUSU ACTIVITIESs to observe the ‘When Issues Arise’ above and applicable Appeals guidance.
4. Captains pass completed team sheets to LUSU ACTIVITIES for retention. To be produced if requested at a later date.

Recommendation: captains should take a picture of the completed team sheet in case the original is lost.

Team Sheets – A Grievance is Raised

1. If a captain believes an oppositions player eligibility is questionable they should contact LUSU to begin the process of resolving the issue with the opposing institution. Some grievances must be raised before the fixture commences and be accompanied by a PUP form to be entitled to Appeal post fixture; including non-verification, no ID presented.
2. *A team not seeking to check an opposition’s eligibility prior to the fixture and/or not completing a team sheet adequately cannot appeal in this regard. The Appeal regulations apply, that is; as soon as a grievance is noted before or during a fixture a PUP form must be completed immediately. Only when adequate steps have been taken and a grievance comes to light post fixture is an appeal valid without a PUP form.*
3. TIMEFRAME – The standard timeframes and processes for lodging appeals apply. It is essential for appeals of this nature that in the first instance attempts have been made to resolve the situation without need for a formal appeal. If the issue is not resolved satisfactorily an Initial Appeal may be lodged.