



**BUCS CONFERENCE LEAGUES
CAPTAINS INFORMATION**

SPORT Lancaster



Captains and BUCS Fixtures

This handout is designed to assist you in your duties as Captain of a team that competes in the BUCS conference leagues.

It will deal with the following:-

- BUCS rules & regs
 - Disputes
 - The Fixtures
 - Team Sheets
 - Home Matches
 - Officials
 - Away Matches
 - Transport
 - Conduct of Team
 - Pre Match Preparation
 - Results
 - Post Match
 - Transport
 - Conference Cup/Trophy/Championship
-

BUCS Rules & Regulations

It is important that you make yourself aware of these. You are able to access these on a smart phone/ipad/computer and remember that knowledge is everything. These rules are on the www.bucs.org.uk web site.

Disputes

Reg 16

BUCS have strict rules on the procedures you must follow if for instance you do not consider the official to be qualified or the playing arena to be of the correct standard. Find out more from the [BUCS web site](#)

You should always take with you a **Playing under Protest Form or PUP**. A copy is available from LUSU or off the [BUCS web site](#) and will be in your Captains pack at the refresh session at the start of the year. *N.B. If this has not been completed fully and correctly then there is no way of putting in an appeal.*

Remember it is not guaranteed that your appeal will be followed up by LUSU but if you do feel you have a genuine case then pay particular attention to the deadlines.

Pre Season Registration

BUCS Reg 7.3

- The following should be done before the first match of the season.
- The Captain of the conference league teams should collate all the library cards of their players
 - photocopy/scan them
 - Send them to lusu.activities@lancaster.ac.uk
 - This will enable any post-match verification to be carried out by the Sports Coordinator
- If you recruit a new player then the same process must be carried out
- We recommend that you laminate your players id cards to ensure you have them on the day

The Conference Cup, Trophy and Championship

Reg 12.9.5

Teams in Tier 2 and below will all be entered into the conference league cup and these matches are played throughout the season. If a team does not wish to enter this cup then please let us know before the first match. Withdrawing from semi final or final stages the team will be fined £300.

Teams in Tier 1 will either be entered into the trophy or championship and the penalties for not fielding a team in these cups at any stage are £300 for the trophy and £500 for the

championship. The Trophy and Championships are played against National teams so you may be travelling further than your weekly fixtures.

Please check which Cup your team will be playing in and inform your team when these matches take place.

Note: If your team progress to the final of any of the above then the match will take place at a central venue

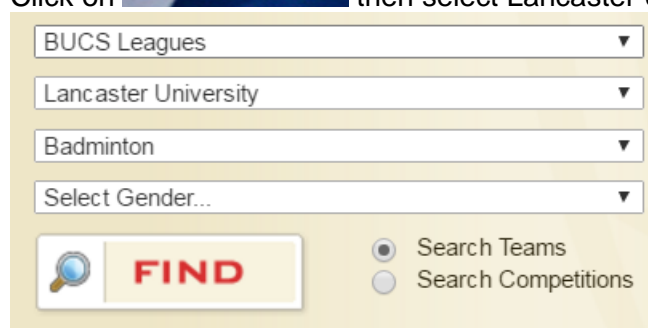
The Fixtures

The Fixtures for the season can be located at www.bucs.org.uk

SPORT

BUCScore

Click on  then select Lancaster University and the sport then click find



The screenshot shows a search interface with four dropdown menus: 'BUCS Leagues', 'Lancaster University', 'Badminton', and 'Select Gender...'. Below the dropdowns is a 'FIND' button with a magnifying glass icon. To the right of the button are two radio buttons: 'Search Teams' (selected) and 'Search Competitions'.

Once you have found your fixtures you will also be able to check out your Cup fixtures to see who you will come up against as you progress.



You will be able to find out the other teams in your league and, as the matches get underway, how your team is progressing in the league.

Plus you will be able to investigate how other Lancaster teams are getting on as well.

Sometimes the dates of the fixtures may be altered due to requests from other institutions or even by us if we have too many fixtures for facilities.

The correct information will always be held with Student Activities and this will be made available to you, the Captains, through a BOX file.

On a weekly basis the information will be in the relevant BOX Files

It is a good idea to have regular conversations with the Activities Staff regarding your fixtures particularly if you share facilities with other teams. For instance Netball, Volleyball and Badminton, Basketball, Fencing and Table tennis all play in the sports halls and on some weeks the timings of matches will be crucial.

For all fixtures you need to be aware of:-

- Is it Home or Away
- Where you are playing
- What time do you have to be at the venue for the set-up, warm up and start time

Team Sheets and Trip Sheets

The best advice that we can give all captains is to read Reg 7 on the BUCS Rules and Regulations page. It is vital that you understand these rules in order to have a successful season.

Below is a brief outline of these rules.

Team Sheets

Reg 7.1

All teams participating in BUCS leagues and knock out competitions are required to complete a team sheet.

This team sheet needs to be verified by the opposition and retained for each fixture and returned to LUSU.

For away fixtures, please take two team sheets with you, so that you are able to leave one with the opposition's captain.

Individual Identification

Reg 7.2

All players must provide identification upon opposition's request.

If individuals cannot provide identification, this should be noted by the captain and clarification provided post- fixture with the appropriate AU representatives.

Opposition Verification

Reg 7.4

Captains must present their completed team sheet to their opposition pre-fixture, enabling cross-reference of identification.

The opposition must indicate any issues and sign the team sheet as sighted.

Retention

REG 7.5 Retention: Team sheets must be retained and available upon request until the official BUCS season close each year. The date of the BUCS season close will be the first day of BUCS Conference each year

Captains must make sure they have brought these to LUSU and hand them in to a member of the Activities team.

Essential Information

Reg 7.6

Each team sheet should clearly state: fixture information, player names, indication that players ID have been sighted and verified by opposition captain, fixture result, if played under protest, indication of any further queries and any players with medical exemption.

Please note that if these rules are not adhered to, any team's appeals to BUCS may be invalid.

Away Trip Sheets

All teams travelling to an away match will have to fill out Trip Sheet and take this to the Security Lodge before leaving for their match, in line with the Lancaster University Safety Policy.

Home Fixtures

Please read some of the important factors regarding matches played at home.

Facilities

We have two Sports Hall in which we have to schedule matches for twelve teams –

Team	Set Up	Warm Up		Match time	Set down
Badminton	15 min	included		3 hour	15 min
Volleyball	15 min	20 mins		1hour 40 mins	15 min
Netball	5 min	30 mins		1.5 hour	5 min
Basketball	10 min	30 mins		1.5 hour	10 min
Fencing	15 min	included		3 hour	15 min
Table Tennis	15 min	included		3 hour	15 min
Futsal	15 min	included		1.5 hour	15 min
Squash	No of Players	5	4	3	
	1st Court	2hrs	1½hrs	2hrs	
	2nd Court	2½hrs	1½hrs	1hr	
Ultimate	none	15 min		1 hour 45 mins	none
Water Polo	The home institution must book a minimum of 75 minutes pool time which includes warm up				

The teams must start their matches on time to avoid the matches scheduled after them being delayed.

Outdoor facilities are also short on supply and the same situation applies for the Astro and the **Hockey** matches. The first matches must start on time to enable subsequent matches' time to complete before we run out of time on the Astro.

Whilst we try to allow 2 hours per hockey match this is not always possible on the same pitch and teams may be asked to warm up on Astro 2.

If a team allow their match to start late then it will be the last match of the day that will be forfeited and yes the home team will have to give a walkover.

With the rugby and football there will be occasions when a match will be scheduled on the 3G pitch.

With the rugby there are only 2 grass pitches and 4 teams and on occasions a match may have to be altered (this will be done before the start of the season)

Officials

Appendix 2 – Match Officials Requirements on BUCS Rules and Regs

It is vital that these are sourced and booked as soon as possible and in some cases this will have been done before you even arrive back to university after the summer.

- Football captains will have to book referees through the Lancaster University Referee Society.
- Rugby teams have their referees allocated by the madref society and the SRL
- Volleyball, Basketball, Hockey, Lacrosse and Netball all source and book their own.
- **In all cases it will be your responsibility to let the officials know of any changes such as cancellations or change of time/venue.**
- Always be there to meet your official and introduce yourself and direct them to their changing facilities if necessary
- **Pay them**; preferably before the start (so you don't forget) this may involve collecting match fees or arranging to collect cash or a cheque from your club account. You should always try to obtain a receipt and it is quite a good idea to have a receipt book with you.
- ***Whether you win or lose thank your official for their attendance. They are usually in short supply and you need to keep them happy.***

Injuries

If one of your players is injured whilst playing then how you deal with this will depend on where you play your matches and how serious the injury is.

Sports Centre or Netball Courts

Contact a member of the sports centre staff who will assess the extent of the injury and decide whether to call an ambulance. You will be required to complete an accident report form.

Astro Turf and Pitches

NB If you require an ambulance then you must contact the security staff at the main reception on 01524594541 giving clear instructions as to where the ambulance is required and for what reason. Please also inform the sports

centre reception staff so that they are aware an ambulance is coming as they may need to assist

You will need to complete an accident report form www.lusu.co.uk/accident.

Off campus

You will not have to go through the security to call for an ambulance. You will need to report the accident www.lusu.co.uk/accident.

Away Fixtures

Transport

One of the main aspects of away matches is how your team will get there. It is hoped that in the majority of cases teams will be able to travel together on coaches. However sometimes your team may have to travel by other means and it is important that you understand the need for you to seek out eligible drivers for minibuses/hire cars.

Anyone driving their own car for the benefit of the club must register their vehicle with LUSU.

On occasion you will be expected to travel by train to the venue and this will be paid for although it would be better if the individuals have a young person's railcard.

If you are lucky enough to be playing a match locally i.e. UCUM then your team will be expected to find their own way there using local transport or even walking. In this instance you will not be reimbursed.

Coach Transport

- The important aspect of travelling by coach to matches is that whilst every effort is made in allowing enough time, particularly when it involves a number of teams and different venues, no one can predict the amount of traffic on the roads.
- It is vital that the coaches' leave at their scheduled time and that all passengers are in their seats ready to leave ten minutes before this time.
- The coach **will** leave and your team will be left or you will go with team members missing so make sure everyone is aware of the time they must be at the coach.
- The captain of each team travelling must make themselves known to the driver and in the case of multi drops involving other teams and venues all Captains should exchange phone numbers with each other and the driver. This will enable everyone to keep in touch when it comes to going home.

- The coach is always booked to return after all matches have been completed and at no time should you be forced to rush or abandon a match on the instruction of the driver.
- Before you leave for your match, your Away Trip sheet must be taken to the Security Lodge on campus. This is why it is so important to have the correct details on the sheet so if you do have a last minute alteration to your team then make sure the sheet is amended.
- If the coach left on time and is delayed on route then hopefully this will not affect your match although you should attempt to contact the institution you are travelling to and warn them of your delay.
 - Unfortunately if you are very late then there may not be time to play the match and you will have to concede the points. This emphasises the importance of the coach setting off on time.

Minibus Transport

More information regarding the hiring and driving of minibuses is available on the LUSU web site using FAQ's

Search for Transport

Accidents – Injuries

New policy regarding this point will be given out at the Refresh session in October

Results

A member of staff is employed to work from 09:00am on Thursday to input all fixture results. BUCS Rules state that the results must be inputted to the BUCS website before 12 noon.

We would like you to text your result to the results mobile **07930677980**

If you would rather you can also email it to lusu.activities@lancaster.ac.uk

Put which team you are and if you won or lost and the result e.g.

Women's Hockey 1st – won – 5-0

Squash are required to send the completed electronic form which includes extra information

Rugby Union matches have their own score sheets which includes extra information

If for any reason, we don't receive your result before 10am on the day after your fixture, the results will only be inputted on the following Thursday.

Please note that if you have any questions on the day of your matches, please do not ring the results mobile number, but ring the office phone on **01524 593684**. A member of Activities student staff will be available until 6pm on Wednesdays.

Pre Match Preparation

Before the day

- Find out all details relating to the fixture
- Confirm your official
- Make your team selection
- Inform team of all details
- Check if the kit is clean and complete
- Match fees
- Pay Official

On the day

- Is the match still on
- Transport
- Any last minute problems
- Squad list
- Kit

Post Match Preparation

After the match

- Collect, wash and store playing kit
- Results to Caroline
- Report any accidents /injuries
- Hold a team briefing session
- Start all over again

Final thoughts

Please remember that your team is representing Lancaster University and LUSU and no member of your team should ever bring either into disrepute.
