

Slide 1



BUCS is the main provider of sporting competition for universities and is currently the one that LUSU supports its teams and individuals in.

To find out anything relating to your sport go to sports and then select your sport

## ENTERING CHAMPIONSHIPS

- Check on BUCS for the closing date
- Make sure all players have registered
- Make sure all players have been entered on the BUCS system for the club
- Make an appointment two weeks before the closing date
- Make an appointment with a member of student staff using [lusu.activities@lancaster.ac.uk](mailto:lusu.activities@lancaster.ac.uk)
- Allow an hour
- DO NOT LEAVE IT UNTIL THE CLOSING DATE

activities.lusu.co.ukLUSU 

This is vital information as we will not allow entries less than one week before the closing date of the competition

If your players are not on the system so that you can select them you will not be able to enter the competition

You must attend a meeting with a member of staff in Activities to discuss your proposed entries and once these have been agreed an appointment will be made for you to enter the competition and this will not be done if less than one week prior to the closing date

Reminders will be sent out to the presidents and captains encouraging you to make the appointment but the onus will be on you to do so

Sometimes entering the comp can take up to an hour and there is only room for one individual to do this so make sure they know what they are doing

Don't forget to sort transport

If you do forget then be aware that this year we will not be allowing anyone to enter after the one week deadline

## FUNDING FOR COMPS

- LUSU cover the cost of all agreed BUCS entries
  - Sport Plus Clubs in full
  - Sport Lancaster Clubs 50%
- LUSU cover the cost of Transport
  - Sport Plus Clubs in full
  - Sport Lancaster Clubs 50%
  - This will only be from Lancaster to venue and back for the agreed entries
- The form of transport must be discussed and approved
- Remember
  - Book a minibus
  - Register your driver
  - Make sure they have taken their assessment
  - Register cars

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Whilst LUSU will cover all entries agreed in the meeting if the club wish to enter more then they can but payment for these entries must be made on the day of entering the competition. Lusu will pay BUCS for entries and invoice Sport Lancaster Clubs for the 50%

If any of the individuals pull out after they have been entered then the club will be invoiced for any costs relating to this withdrawal

The same goes for the transport although if everyone can fit in the same vehicle there will be no charge for transporting the extra individuals

There is no point in leaving the transport arrangements until the week before you go you will need to know how you are getting there when you enter the comp

## FUNDING FOR COMPS

- Claiming funding
  - Fuel
    - Must be a vat receipt not the customer copy
    - Own car fuel will be reimbursed on a 45p per mile basis
  - Train Travel
    - Please retain tickets or receipt of payment
  - All receipts must be brought in within one week of competition

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For every agreed claim for transport costs you must always provide a receipt and this should be a vat receipt not your customer copy.

If it is fuel for a persons own vehicle then this will be done on a 45p per mile basis

LUSU can pay for the train tickets in advance

## **BUCS RULES & REGS**

- [www.bucs.org.uk/rules](http://www.bucs.org.uk/rules)
- Sport specific