



**BUCS INDIVIDUAL
CHAMPIONSHIPS
CAPTAIN'S INFORMATION**

SPORT Lancaster



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

To check if your sport is offered an Individual Championship check out the area relating to your sport on the BUCS web site.

BUCS Rules & Regulations

It is important that you make yourself aware of these. They can be accessed on a smart phone/tablet/computer and remember that knowledge is everything. These rules are on the www.bucs.org.uk web site.

To access the rules specific to your sport and also each championship click on Sports and select your particular sport.

For instance Sports/Archery/Indoor Championships

Pay particular attention to information relating to registering on the day

- How to do this?
- Who should do this?
- What time should this is done?

The information on competition entry opening and deadline will be on here

Entering Individual Championships

In order to enter players for individual championships, you must follow the process below:

1. Familiarise yourself with the event calendar for your sport, including not just the fixture event but also the entry deadline
2. Arrange a meeting with the staff member responsible to discuss entries **2 weeks** prior to the entry closing date.
NB. We will not accept entries that are made less than 1 week before the closing date.
3. At the initial meeting you will be given admin rights for BUCS that allows you to register all the players you intend to enter. This must be in place before your appointment to complete the entry form.
 - a. The entries are selected from a list created from this
 - b. The correct email must be entered for each individual as BUCS will reject entries for incorrect ones
4. Make an appointment with student staff (lusu.activities@lancaster.ac.uk) to help you submit your entries online, allowing one hour for this process
5. Ensure that you have discussed and arranged suitable transport with the staff member responsible and action anything you have to put in place regarding this

Competitor Selection & Eligibility

There is an expectation that the individuals who are entered have the best chance of winning therefore a selection process should be carried out within the club such as time trials for Swimming or if they have competed regularly throughout the year as in the case of Fencing. How you have reached your list of proposed entries will be queried at your initial meeting.

Clubs who compete in the conference league programme will only have funding for individuals who have played a minimum of 3 league matches. In the case of individuals wishing to enter who do not meet this criteria then the club/individual must pay for this entry.

N.B. Students who are intercalating are not eligible to compete in BUCS

N.B. Students who are on a year placement are eligible if they are a full member of the club in that they have Sports Plus membership

Withdrawing

Once entries have been submitted anyone withdrawing from the competition will result in the club being invoiced from LUSU for any costs relating to their withdrawal and this will include entry costs, transport costs or late withdrawal fines.

If the withdrawal affects another entry i.e. team entry then the cost of this entry will be reimbursed by the club

Funding

Sport Lancaster Plus Clubs

The cost of entries in full

The cost of agreed transport in full

Sport Lancaster Clubs

50% cost of entries

1. BUCS will invoice LUSU and LUSU will invoice the club

50% of agreed transport

Societies

Zero funding available through BUCS Competition budget however there may be other funding options

Accommodation

There is no funding for accommodation for any entries

Transport

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

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; LUSU can pay for train tickets in advance.

Minibus Transport

Where possible, we prefer that groups attending Individual Championships travel by minibus to help us be more economical with our travel budget. In order to be able to drive a minibus, drivers must have taken the Minibus Assessment and have (re-)registered with LUSU so that we can check that they are eligible to drive.

More information regarding the hiring and driving of minibuses is available in FAQ's

Make sure that a request for a minibus has been submitted in plenty of time and this should be done as soon as the date/s for the championship is announced. The link to the form and information on how to do this is on FAQ's

Travel by Car

If you are travelling in your own cars, it is essential that you register your vehicle with LUSU. The link to the form can be found on FAQ's. Failure to do so will mean you are not eligible to drive for your club, and will also mean that we will reject any payment claims you make.

Away Trip Sheets

All teams travelling to an away match will have to fill out an Away Trip Sheet and take this to the Security Lodge/24 hr reception building before leaving for the journey, in line with the Lancaster University Safety Policy. If you are travelling by minibus there will be one in the minibus folder for a campus bus or given to you when you collect it from Marshalls.

These forms are available on FAQ's or from a member of the LUSU Activities Staff

Injuries

If one of your players is injured whilst playing in a tournament then it should be dealt with by the organisers and recorded by them

If this is an injury that affects the player travelling back with the rest of the club then please check with LUSU staff

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

Payment Claims

In order for us to reimburse you, you must bring in your VAT receipt for the fuel you have used, or a receipt for your train tickets. For vehicle journeys, LUSU repays at a rate of 45p per mile; you should be aware that LUSU will only cover the cost of the **direct** journey from Lancaster University to the fixture venue by the quickest route; any additional mileage should be discussed in the pre-entry meeting.

When receipts are brought in, please also ensure that you bring in the bank details of the account holder to whom the payment shall be made; LUSU staff will then fill in a payment claim form so that the Finance Dept. staff can reimburse the claimant.

All claims and receipts should be submitted within a week of the trip.

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.