

# BUCS FEES AND SANCTIONS GUIDANCE 2024-25

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## Background

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Following the positive feedback received regarding the fees and sanctions resources produced for the 2023-24 season, the BUCS Executive wanted to ensure that we are supporting our members to continue to comply with our rules and regulations and minimise the costs incurred, by providing a guide to the fees and sanctions which could be incurred during the 2024-25 season.

Through sharing of this information, BUCS hopes to continue to work with our members to drive the year-on-year reduction in the number of fines and sanctions raised. Although this information is stored online within our rules and regulations, associated appendices, and event information, we have endeavoured to bring as much information as possible together in one place as a guidance tool. The purpose of this document is to:

- Highlight admin fees associated to our domestic competition offers for the 2024-25 season
- Highlight sanctions associated to our domestic competition offers for the 2024-25 season
- Provide guidance and understanding around how fees and sanctions are applied and who to contact if you have any queries

Please note: The information in this document is correct as of Monday 30 September 2024 and is subject to change. For up-to-date information, please always refer to the rules and regulations, associated appendices and event information which can be found on the [BUCS website](#).

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## Team Championships (Leagues and Knockouts)

### Fees and Fines (Leagues)

There are several regulation breaches within the league programme which can lead to an admin fee or fine (walkovers are covered separately later), and these are summarised below.

Breach	Sanction	Associated Regulation
Result Change Request (RCR) requested more than two weeks after fixture.	£10	<a href="#">REG 13.5.1</a>
'Home' team not actioning a RCR following a request from an 'Away' team within 5 working days of the League Deadline.	£100	<a href="#">REG 13.3.1.1</a>
Late Entry of a Team (requested during Provisional League Feedback Window)	£10	<a href="#">REG 3.2.1.1</a>
Late Entry of a Team (requested after Provisional League Feedback Window closes, up until 1 October [1 April for Cricket])	£25	<a href="#">REG 3.2.1.1</a>
Late Cancellation of Fixture (for reasons other than those in <a href="#">REG 14.1</a> and not an involuntary walkover under <a href="#">REG 13.7</a> )	Liable for reasonable costs incurred by opposition and match officials	<a href="#">REG 9.7</a>

Please use the following links for guides on how to raise a [Result Change Request](#) or submit a [Late Entry Request](#).

### Fees and Fines (Knockouts)

There are several regulation breaches within the knockout programme which can lead to an admin fee or fine (walkovers are covered separately later), and these are summarised below.

Breach	Sanction	Associated Regulation
Result Change Request (RCR) that <b>does not</b> alter the team progressing to the next round.	£5	<a href="#">REG 13.5.2</a>
Result Change Request (RCR) that <b>does</b> alter the team progressing to the next round - amendment requested more than 10 working days before the following round.	£25	<a href="#">REG 13.5.2</a>
Result Change Request (RCR) that <b>does</b> alter the team progressing to the next round - amendment requested 6-10 working days before the following round.	£50	<a href="#">REG 13.5.2</a>
Result Change Request (RCR) that <b>does</b> alter the team progressing to the next round - amendment requested within 5 working days before the following round.	£100 +	<a href="#">REG 13.5.2</a>

	Liable for fixture costs incurred by next round opposition	
Result Change Request (RCR) that <b>does</b> alter the team progressing to the next round – no amendment requested <u>BY EITHER INSTITUTION INVOLVED</u> in the fixture in question before the following round.	£250 each Team + Liable for fixture costs incurred by next round opposition	<a href="#">REG 13.5.2</a>
Late Cancellation of Fixture (for reasons other than those in <a href="#">REG 14.1</a> and not an involuntary walkover under <a href="#">REG 13.7</a> )	Liable for costs incurred by opposition and match officials	<a href="#">REG 9.7</a>

Please use the following link for a guide on how to raise a [Result Change Request](#).

## Voluntary Walkovers (Leagues)

A voluntary walkover is deemed to have occurred when it is believed that reasonable actions undertaken by the team, club or Athletic Union (or equivalent) of the offending institution/Playing Entity would have prevented the forfeit. Depending on the Tier in which the team competes in, and the number of walkovers conceded, there is a sliding scale of sanctions detailed in [REG 13.7.5.1](#) and as per the below.

Tier	One Walkover	Two Walkovers	Three or more Walkovers
Premier	Loss of three* league points. + Loss of half BUCS Points attained through league. + If bottom placed finish, automatically relegated to Tier 1	Further loss of three* league points + Loss of all BUCS Points attained through league. + Automatically relegated regardless of league position + Ineligible to progress to knockout competition	In addition to previous sanctions: Loss of three* league points per occurrence + £250 fine + £100 fine per subsequent concession

<b>Tier 1</b>	Loss of three* league points. + Loss of half BUCS Points attained through league.	Further loss of three* league points + Loss of all BUCS Points attained through league. + Ineligible to progress to / automatic withdrawal from knockout competition via involuntary walkover	In addition to previous sanctions: Loss of three* league points per occurrence + £100 fine + £50 fine per subsequent concession + Not eligible for promotion
<b>Tier 2 and below</b>	Loss of three* league points. + Loss of half BUCS Points attained through league.	Further loss of three* league points + Loss of all BUCS Points attained through league.	In addition to previous sanctions: Loss of three* league points per occurrence + £50 fine + £50 fine per subsequent concession + Not eligible for promotion + Ineligible to progress to / automatic withdrawal from knockout competition via involuntary walkover

\* Some sports have a different number of points deducted. Details of these can be found in the Sports Specific Regulations for [American Football \(Two Points\)](#), [Dodgeball \(Two Points\)](#), [Rugby Union \(Five Points\)](#), [Squash \(Ten Points\)](#), [Water Polo \(Two Points\)](#), and [Wheelchair Basketball \(Two Points\)](#).

### Voluntary Walkovers (Knockouts)

A voluntary walkover is deemed to have occurred when it is believed that reasonable actions undertaken by the team, club or Athletic Union (or equivalent) of the offending institution/Playing Entity would have prevented the forfeit. Depending on the Knockout competition in which the team competes in there are differing sanctions as per the below.

Competition	One or more Walkover
National Championship and National Vase	An automatic £750 fine and loss of all BUCS Points allocated to the knockout competition.
National Trophy	An automatic £500 fine and loss of all BUCS Points allocated to the knockout competition.
National Shield, Conference Cup, Conference Trophy and Conference Shield	An automatic £250 fine and loss of all BUCS Points allocated to the knockout competition.

Since the 2021-22 season, we have offered a 'Knockout Opt-Out' option for any team competing in a league at Tier One or below, which enables them to remove themselves from a knockout competition without penalty. Any team who opts out of a knockout competition will not be included in any of the draws for the subsequent season. Any team which chooses to remain in a competition commits to fulfilling all fixtures, if they fail to complete a fixture and thus concede a voluntary walkover in any round, they will be subject to the sanctions outlined above.

### Voluntary Walkovers (Playoffs)

A voluntary walkover is deemed to have occurred when it is believed that reasonable actions undertaken by the team, club or Athletic Union (or equivalent) of the offending institution/Playing Entity would have prevented the forfeit. Conceding a voluntary walkover in a playoff fixture carries the following sanctions.

Competition	One Walkover	Two Walkovers
Playoffs	An automatic £300 fine	An additional £300 fine

### Team Sheets (During the Season)

Throughout the season, there are two ways in which breaches of team sheet regulations can be raised to the BUCS Governance and Compliance Team:

- 1) The Team undertakes spot checks on team sheets throughout the season and if any breaches are found during spot checks, then sanctions will be applied.
- 2) The Team became aware of missing team sheets, either through a match appeal(s) or via a report from another institution, this will be investigated and if any breaches are found then sanctions will be applied.

If missing team sheets are found through either of these checks, then sanctions are applied as per the below, in accordance with [REG 11.2.13.1](#) and [REG 11.2.13.2](#).

Breach	Sanction
1-2 Missing / Incomplete Team Sheet(s)	Written warning from BUCS
3 Missing / Incomplete Team Sheets	A one-point deduction in their league competition.
4+ Missing / Incomplete Team Sheets	A three-point deduction in their league competition.

## Team Sheets (Post-Season)

At the end of each season, the BUCS Governance and Compliance Team undertake a review of team sheet compliance on a team-by-team basis. If a team is found to have completed less than 60% of their league Team Sheets throughout the season\*, then sanctions will apply as per the below in accordance with [REG 11.2.13.3](#).

Breach	Sanction
Less than 60% Team Sheet Completion (Per Team)	A £100 fine per team in breach. Institution total fine for breaches found is capped at 5 teams (£500).

*\*Teams are not judged based on their total scheduled league fixtures, only those completed. with walkovers and voids being removed from the calculation due to team sheets not being required for such fixtures. For example, if a team has ten scheduled league fixtures for the season, but one of these is conceded as a walkover and another goes void, then the calculation will be based on the remaining 8 fixtures.*

## Minimum Operating Standards (MOS)

For several sports with National Leagues there are also Minimum Operating Standards (MOS) in place and breaches of these standards can lead to sanctions – some of which are fines. Details on these can be found in the relevant Minimum Operating Standards document. The sports which have an active MOS for the 2024-25 season are:

Sport	Competition
American Football	Open National League
Rugby Union	Men’s BUCS Super Rugby (National League and National Championship) Women’s BUCS Super Rugby (National League and National Championship)
Rugby League	Men’s National League
Tennis	Men’s National League Women’s National League

## Sport Specific Sanctions

Alongside the general sanctions above, there are several sport specific sanctions that can be incurred in connection to fixtures. A summary of these is below:

Sport	Breach	Sanction	Associated Regulation
Basketball	Failure to provide a shot clock	£100	<a href="#">BAS 7.1</a>

	(Premier Tier, Tier 1, National Championship and National Trophy)		
Basketball	Failure to provide the appropriate Table Officials	£50	<a href="#">BAS 8.2</a>
Basketball	Failure to provide a fully working and easily visible scoreboard (Premier Tier, Tier 1, National Championship and National Trophy)	£100	<a href="#">BAS 11.3.1</a>
Basketball	Failure to comply with kit requirements (Premier Tier and National Championship)	£50	<a href="#">BAS 11.5</a>
Cricket	Failure to provide a scorer (Men's Premier Tier, Men's National Championship, Men's National Trophy and Men's Premier Tier Playoff matches)	£30	<a href="#">CRI 10</a>
Hockey	Failure to provide Technical Official (National League and National Championship)	£50	<a href="#">HOC 3.6</a>
Hockey	Failure to update the England Hockey Officiating Management System with all match details (National League, National Championship and National Vase)	£50	<a href="#">HOC 11.5</a>
Hockey	Failure to update the England Hockey Officiating Management System and NPUA a minimum of 48 hours before the originally scheduled time of a fixture with any change(s) to the start time or venue at any stage once initial time and venue are confirmed (National League, National Championship and National Vase)	£100	<a href="#">HOC 11.5.1</a>
Rugby League	Failure to comply with minimum medical requirements (National League and National Championship)	1st offence per team: £250 fine 2nd offence per team: £750 fine 3rd offence per team: Team	<a href="#">RUL 6.3</a>



		suspended from participating in fixtures until proof of plan for compliance can be provided for future fixtures.	
Rugby League	Failure to comply with minimum medical requirements (Tier 1 and below, National Trophy and Conference Cups)	1st offence per team: £100 fine 2nd offence per team: £400 fine 3rd offence per team: Team suspended from participating in fixtures until proof of compliance can be provided by way of an updated risk assessment	<a href="#">RUL 6.3</a>
Rugby League	Playing a suspended player	Minimum of £100	<a href="#">RUL 12.2.11</a>
Squash	Failure to field a full team (National Championship & Trophy Finals)	£500	<a href="#">SQU 7.7.12</a>
Volleyball	Failure to provide line judges (Premier Tier and National Championship)	£50	<a href="#">VOL 5.2</a>
Water Polo	Failure to provide possession/shot clocks (Premier Tier and National Championship)	£100	<a href="#">WAT 3.7.1</a>
Wheelchair Basketball	Failure to update BWB Referee Appointments Officer	£50	<a href="#">WHB 7.3</a>
Wheelchair Basketball	Failure to update the BWB Appointments Officer a minimum of 48 hours before the originally scheduled time of a fixture with any change(s) to the start time or venue at any stage once initial time and venue are confirmed	£100	<a href="#">WHB 7.4</a>

Wheelchair Basketball	Late Payment of Referees	£50	<a href="#">WHB 10.9.1</a>
Wheelchair Basketball	Failure to provide Table Officials	£50	<a href="#">WHB 10.10</a>
Wheelchair Basketball	Discipline	Ranging between £50 - £1,000	<a href="#">WHB 12</a>

## Individual and Team Championships (Events)

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### Event Specific Sanctions

Any fees, fines or other sanctions which may be applicable will be detailed in the relevant entry information, event guide, and sport specific regulations for each event. These can include, but are not limited to:

- 20% higher entry fees for Stage 2 entries
- Late withdrawal fees/fines
- No-show/walkover fines
- Substitution/change fees

### Indoor Cricket

The Indoor Cricket programme is delivered by the BUCS Event Team, and has the following costs associated with the programme:

Sport	Breach	Sanction	Associated Regulation
Indoor Cricket	Behavioral Agreement and Damage Deposit	£250 (Refundable)  +  £15 (Admin Fee)	<a href="#">ICR 2</a>

## General

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### Discipline

Institutions/Playing Entities who find themselves facing a charge of Misconduct ([REG 5](#)), involved in a Match Appeal ([REG 15](#)), or involved in a National Governing Body (NGB) disciplinary process may incur fees and/or sanctions as a result.

### Misconduct

In the case of charges raised under [REG 5](#), the Panel hearing each case has the scope to apply any sanction they deem appropriate, however [Appendix 11 \(BUCS Disciplinary Sanction Guidelines\)](#) provides examples of what these may be, which the Panel will take into consideration alongside reviewing previous decisions and sanctions imposed.

### Match Appeals

The match appeals process has associated financial implications, with the responsibility for payment falling on the Institution(s)/Playing entity(ies) deemed to be at fault:

- Initial Appeal = £50 lodging fee
- Full Appeal = £200 lodging fee
- Final Appeal = £500 lodging fee
- If an appeal progresses to Full Appeal or Final Appeal, then the Panel hearing the appeal may award further costs or levy a fine if they feel the appeal does not have grounds

## NGB Disciplinary Processes

For sports where NGB disciplinary processes are applicable, institutions may also be liable to fees or sanctions levied by an NGB. For example, in football, institutions may have to pay fees for the processing of any yellow or red cards.

## Sport Specific Affiliations

Clubs, teams and individuals participating in certain competitions need to affiliate with their National Governing Body (NGB,) or meet other requirements, to be eligible to compete in certain BUCS Competitions. These Affiliations are set in conjunction with our NGB colleagues ahead of each season. The possible sanctions for failing to affiliate before the relevant deadline, fixture or event, vary and a full breakdown of these can be found in the General Regulations, [Appendix 18 - Sport Specific Affiliations](#). However, sanctions typically fall into the following categories:

- Fines (ranging from £25-£250)
- Walkovers
- Being ineligible to compete in an event

## Seeking help, support, and clarification

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Our top tip is to always reach out for help as early as possible – ideally before a situation occurs and certainly before a deadline passes. The earlier you get in touch, the more likely we can give you advice to try and help you avoid – or at least minimise – any fees or sanctions, although this may not always be possible.

The best contact will depend on what the issue is, but the following team accounts may be of use if you are not sure which individual and/or team to approach:

- [discipline@bucs.org.uk](mailto:discipline@bucs.org.uk)
- [events@bucs.org.uk](mailto:events@bucs.org.uk)
- [fixtures@bucs.org.uk](mailto:fixtures@bucs.org.uk)

You can also call us, Monday to Friday between 09:00 and 17:00, on 020 7633 5080.

For Team Championships (Leagues and Knockouts) we also encourage institutions to work together to avoid sanctions, for example considering whether rearranging/replaying a fixture may be a better outcome for all involved than the claiming of a walkover.

Where we are required to raise a fee or apply a sanction, if institutions believe this has been done in error, they shall have the opportunity to evidence that. However, if not in error, and the relevant regulation(s) or equivalent do not provide any opportunities for mitigation, then any fees or sanctions cannot be appealed against.

We are constantly reviewing our fees and sanctions and welcome any feedback institutions have on these. In all cases, the primary intention is that they act as a tool to prevent such matters arising, maintain the integrity of our competitions, and are reflective of the impact they cause on other individuals, institutions and/or BUCS.