



# CAPTAINS TRAINING



Events

# SPORTS

## LEAGUES AND KNOCKOUTS

- American Football
- Baseball and Softball
- Basketball
- Cricket
- Dodgeball
- Football
- Futsal
- Gaelic Football
- Hockey
- Netball
- Water Polo
- Wheelchair Basketball

## BOTH

- Badminton
- Fencing
- Golf
- Lacrosse
- Rugby League
- Rugby Union
- Squash
- Table Tennis
- Tennis
- Ultimate
- Volleyball

## EVENTS

- Archery
- Athletics
- Boxing
- Canoeing
- Clay Pigeon Shooting
- Climbing
- Cycling
- Equestrian
- Gymnastics
- Handball
- Jiu Jitsu
- Judo
- Karate
- Korfball
- Modern Bi & Pentathlon
- Orienteering
- Pool and Snooker
- Powerlifting
- Rifle
- Rowing
- Sailing
- Snowsports
- Surfing
- Swimming
- Taekwondo
- Touch Rugby
- Trampoline
- Triathlon
- Weightlifting
- Windsurfing

# WHAT IS AN EVENT?

An event is a one-off competition such as surfing, Lacrosse 6s, and clay pigeon shooting, which typically takes place over 1-3 days.

These may form part of a series of events throughout the season, such as golf, snowsports, swimming and cycling. There are also cases where you will have qualifying events leading towards a final competition, such as archery, tennis, and ultimate.

Events are not to be confused with our weekly league and knockout fixtures (commonly on Wednesdays), where you will join teams and submit team sheets rather than submitting event entry applications.

# THE BASICS OF EVENTS

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All event entries and their subsequent approval takes place on BUCS Play.

There are three different methods used for event entries, depending on the event:

- Individual entries (e.g. archery, surfing, the majority of our events)
- Individual entries in combination with team entries (e.g. athletics and swimming relays)
- Team entries (e.g. rugby 7s, boats, handball and korfball)

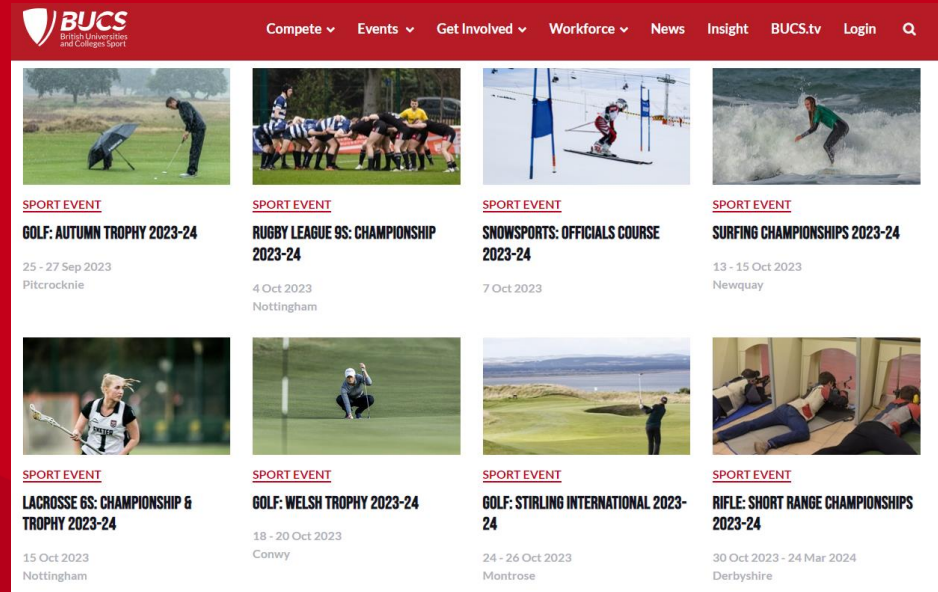
The events calendar for the season and the corresponding entry information can be found on the BUCS website, where all entry criteria and the method to apply for the various competitions will be listed.

Each event contains a series of categories (e.g. Men's and Women's 100m, 200m, 4x100m relay, etc.), where participants will need to apply for each category they wish to compete in separately.

# EVENT INFO ON THE BUCS WEBSITE

Where do you find this?

- Go to [bucs.org.uk](https://bucs.org.uk).
- Click Events.
- The calendar is in chronological order.
- Click into the relevant event page.



The screenshot shows the BUCS website's Events page. The header includes the BUCS logo and navigation links: Compete, Events, Get Involved, Workforce, News, Insight, BUCS.tv, Login, and a search icon. The main content area displays a grid of eight event cards, each featuring a photograph, a 'SPORT EVENT' label, the event title, dates, and location.

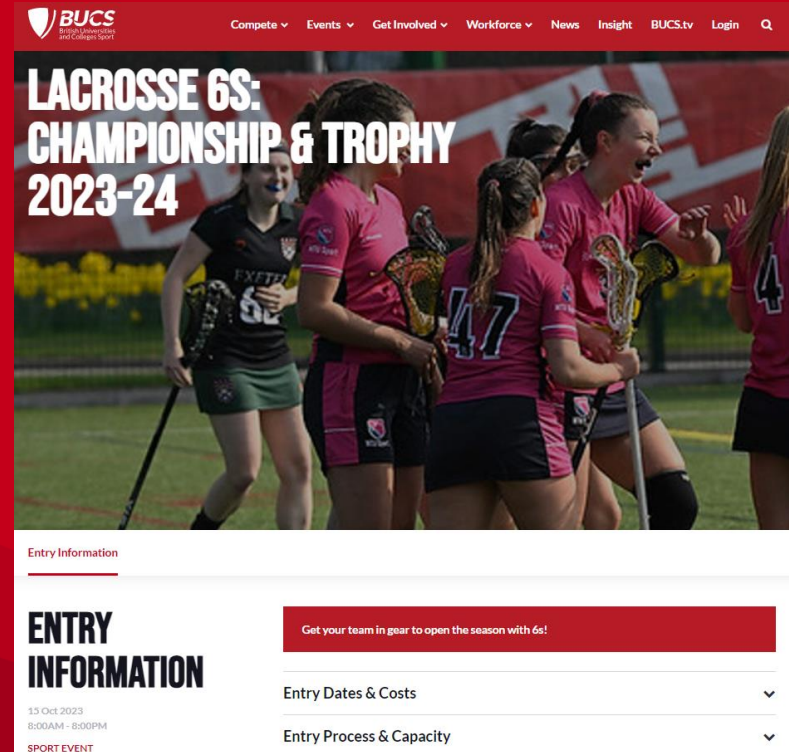
Event Title	Dates	Location
GOLF: AUTUMN TROPHY 2023-24	25 - 27 Sep 2023	Pitcocknie
RUGBY LEAGUE 9S: CHAMPIONSHIP 2023-24	4 Oct 2023	Nottingham
SNOWSPORTS: OFFICIALS COURSE 2023-24	7 Oct 2023	
SURFING CHAMPIONSHIPS 2023-24	13 - 15 Oct 2023	Newquay
LACROSSE 6S: CHAMPIONSHIP & TROPHY 2023-24	15 Oct 2023	Nottingham
GOLF: WELSH TROPHY 2023-24	18 - 20 Oct 2023	Conwy
GOLF: STIRLING INTERNATIONAL 2023-24	24 - 26 Oct 2023	Montrose
RIFLE: SHORT RANGE CHAMPIONSHIPS 2023-24	30 Oct 2023 - 24 Mar 2024	Derbyshire

# EVENT INFO ON THE BUCS WEBSITE

The event page will contain all the information you will need to know for the event.

Entry information will be added for each event a few weeks before entries open.

This is also where you will find the event guide, accepted entries list, results, etc. when these become available.



The screenshot shows the BUCS website interface for the 'LACROSSE 6S: CHAMPIONSHIP & TROPHY 2023-24' event. The page features a navigation bar with links for 'Compete', 'Events', 'Get Involved', 'Workforce', 'News', 'Insight', 'BUCS.tv', and 'Login'. The main content area includes a large image of lacrosse players celebrating with trophies. Below the image, there is a section titled 'Entry Information' with a red banner that reads 'Get your team in gear to open the season with 6s!'. The 'ENTRY INFORMATION' section lists the event date as '15 Oct 2023' and time as '8:00AM - 8:00PM'. There are also expandable sections for 'Entry Dates & Costs' and 'Entry Process & Capacity'. The page is categorized as a 'SPORT EVENT'.

# WHAT IS BUCS PLAY?

- BUCS Play is the hub for **ALL** BUCS sport.
- It is used for league and knockout programmes and events.
- **EVERY** athlete who wishes to compete in a BUCS event or for a BUCS team must create a BUCS Play account to be eligible to participate.
- Download the BUCS Play app or visit the desktop version via [bucs.playwaze.com](https://bucs.playwaze.com) (PC only)

# UPDATE YOUR APP

Update your app regularly, to ensure you are using the latest version to avoid bugs/errors.





# JOIN YOUR SPORT COMMUNITY



**STEP 1**  
Download BUCS Play



**STEP 2**  
Go to Search



**STEP 3**  
Select Sport Communities from the dropdown list



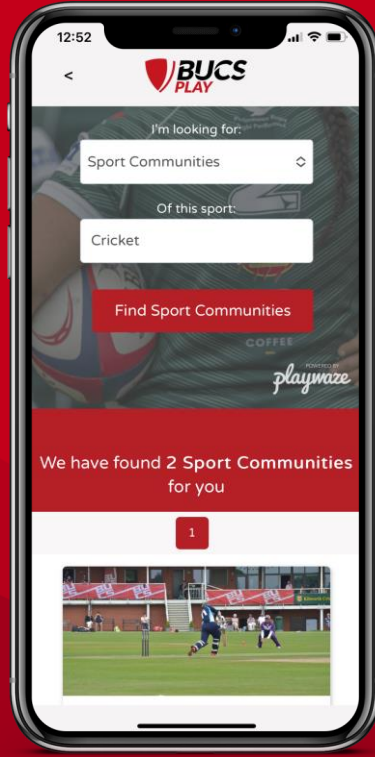
**STEP 4**  
Filter by your sport



**STEP 5**  
Click Find Sport Communities



**STEP 6**  
Select the sport you want to join



**STEP 7**  
Click Join



**STEP 8**  
Login/Create an account if you hadn't earlier



**STEP 9**  
Fill in, edit or check your information



**STEP 10**  
Click Continue



**STEP 11**  
You will then have joined the community

# MY PLAY

Sport Communities  
you have joined



Your Favourites:  
teams, leagues, knockouts,  
events and BUCS Points  
tables

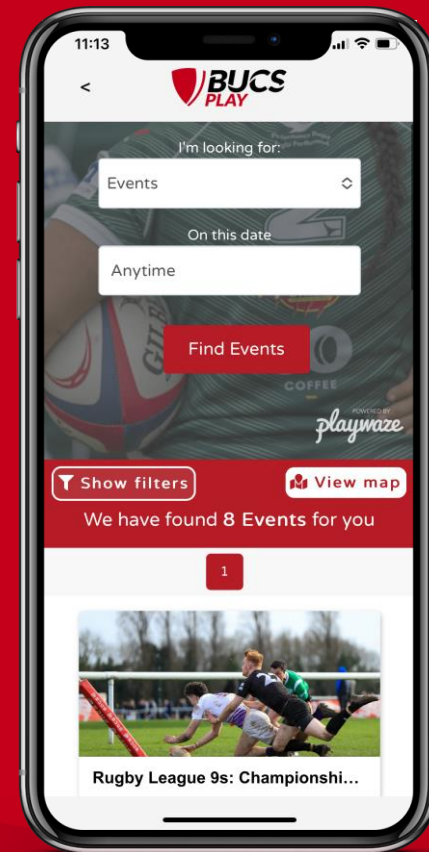
# INDIVIDUAL EVENTS

Students apply for each category of the events they wish to enter via the app or desktop version of BUCS Play. [Click here](#) for a help guide.

Your Institution Administrator (IA) will need to approve your event entry applications via the Event (this is only accessible to IAs).

Event entries typically open  $\pm$  6 weeks before the event, and close  $\pm$  2 weeks before the event (although this may vary).

The student deadline is typically on a Tuesday at 23:59, and the IA deadline 48 hours later on Thursday at 23:59 (this may differ for any given event – see the Event page on the BUCS website).



# ENTER AN INDIVIDUAL EVENTS



**STEP 1**  
Download BUCS Play.



**STEP 2**  
Go to Search.



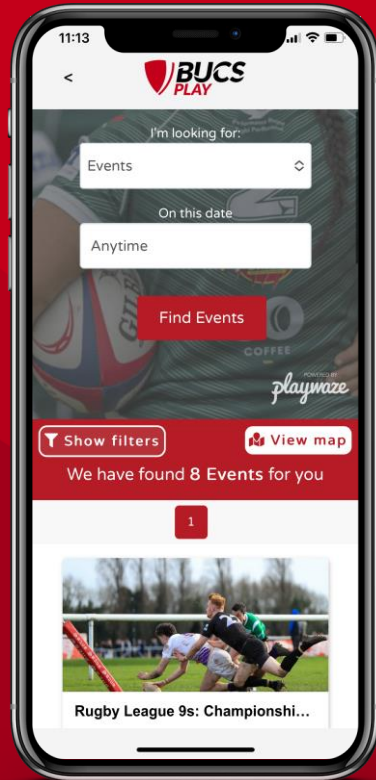
**STEP 3**  
Select Events from the dropdown list.



**STEP 4**  
Click Find Events.



**STEP 5**  
Filter by Sport  
Community if needed.



**STEP 6**  
Select the event you want to enter.



**STEP 7**  
Join Community if you haven't already.



**STEP 8**  
Click Register or select the competition you wish to enter.



**STEP 9**  
Fill in your information. Click Continue.



**STEP 10**  
You will receive a notification confirming your application.



**STEP 11**  
Your IA will need to approve your application.

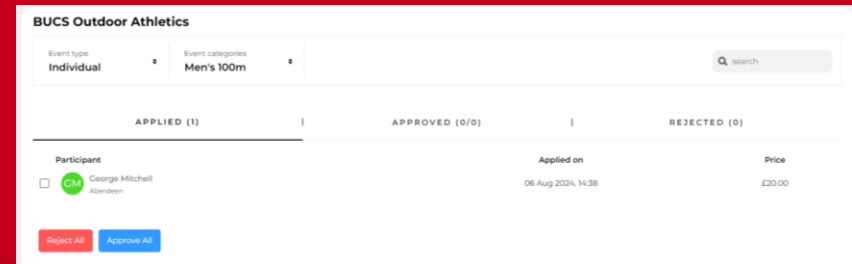
# IA APPROVAL

This can only be performed by Institution Administrators (IAs) on BUCS Play.

Your IA will need to approve all your event entries via their event management dashboard.


Each competition has a limit to the number of guaranteed entries it will allow per institution (this will sometimes be 0). After this limit has been reached, any additional participants will need to take up non-guaranteed places, which can be ranked in priority order.

The BUCS Event Lead will determine which non-guaranteed entries are approved, based on factors such as the event's capacity, best qualifying times, ranking, etc.



**BUCS Outdoor Athletics**

Event type: Individual \*    Event categories: Men's 100m \*   

APPLIED (1)		APPROVED (0/0)	REJECTED (0)
Participant	Applied on	Price	
<input type="checkbox"/>  George Mitchell Aberdeen	06 Aug 2024, 14:38	£20.00	

# TERMINOLOGY

Applied	If your entry is not approved by your IA before the deadline, it will remain in the Applied section, and you will not be accepted into the event.
Guaranteed	Your IA has approved your entry in the event, and your place will be guaranteed if you have submitted all required entry information.
Non-guaranteed	Your IA has approved your entry in the event, but your place is not guaranteed. This will be dependent on entry numbers/qualifying criteria (e.g. PB time/golf handicap). Some events only use non-guaranteed entries, without any guaranteed places.
Priority	Certain events require students to be ranked in priority order. If BUCS needs to limit entries due to entry numbers, we will cut from the lowest ranked priority (one being the highest).
Rejected	Your IA has rejected your entry, which could be for a number of reasons. BUCS cannot consider your application if it has been rejected (or not approved).

# BUCS APPROVAL

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After a student has applied to enter an event, and the IA has approved the entry, there is one more approval step to confirm their participation: BUCS approval.

Once the IA deadline has closed, the BUCS Event Lead will finalise the entry list based on the event-specific qualifying criteria, the event's capacity and confirming all required entry information has been submitted. For example, a golf event may be limited to the top 100 applicants based on who has the lowest golf handicap.

Once the entry list has been finalised, an accepted/provisional entry list will be published on the BUCS website via the specific event page. All students on the final entry list, will receive a pre-event email from BUCS with everything they need to know about competing at the event. If your entry is not on the accepted entry list, please contact your IA.

[Click here](#) for more information on understanding the event approval process.

# STAGE 2 ENTRIES

If the BUCS Event Lead deems it appropriate, some events may have a Stage 2 (or late) entry window, with an increased entry fee of 20%. This gives participants a second opportunity to enter.

Stage 2 entries will not be available for every event. If the event is using a Stage 2 entry window, it will be detailed on the event page on the BUCS website.

Stage 2 entries follow the same entry process as a normal individual entry. IAs will then need to approve your entry.

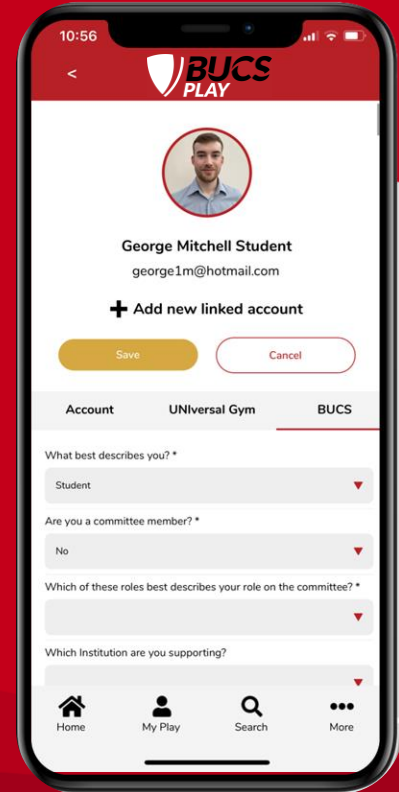


# CHANGING ENTRY INFO

Participants can change their entry information such as a personal best time or golf handicap, up until the student entry deadline of an event.

To do this on the app, go to More, My Details, click into the BUCS tab, click the settings icon, make your edits, scroll down and click Save. [Click here](#) to see a screen recording and further steps.

On desktop, click on your account name in the top right corner, then go to My Details, select the BUCS tab, click on the pencil icon, make your edits and click Save. [Click here](#) to see a screen recording and further steps.



# WITHDRAWALS

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Participants must contact their Institution Administrator (IA) if they wish to withdraw from an event. The IA must then either reject the entry (if before the IA approval deadline) or submit these withdrawals to the BUCS Event Lead with the necessary information (if after the IA approval deadline).

Withdrawals before the IA approval deadline, will not be charged. If withdrawn after the deadline and the event entry has been approved, your institution will still be billed the entry fee.

For withdrawals after the deadline and/or no shows, in certain events you will be charged a fine. This will be stated within the entry information on the relevant event page on the BUCS website.

# TEAM EVENTS

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1. Your Institution Administrator (IA) must enter the number of teams (relay teams/boats/Rugby 7s teams, etc.) on behalf of your institution for each competition within the event (e.g. Men's, Women's, 4x50m relay, etc.).
2. Your IA can set up sport specific IAs if they wish, to assist with approving their team members. They must have already joined the Sport Community to be set up.
3. Each individual competitor must apply to compete in the event using the same method as an individual entry, for each applicable competition (e.g. Women's 4x25m relay and 4x50m relay). This can be done before or after the IA enters the teams.
4. The IA/Sport specific IA must then assign each applicant to a team.

This process is the same for team competitions within a typically individual event (such as relay races in a swimming event) and team competitions such as Rugby 7s and korfbal. For more information on joining team events [click here](#).

# APPLY FOR A TEAM EVENT



**STEP 1**  
Download BUCS Play.



**STEP 2**  
Go to Search.



**STEP 3**  
Select Events from the dropdown list.



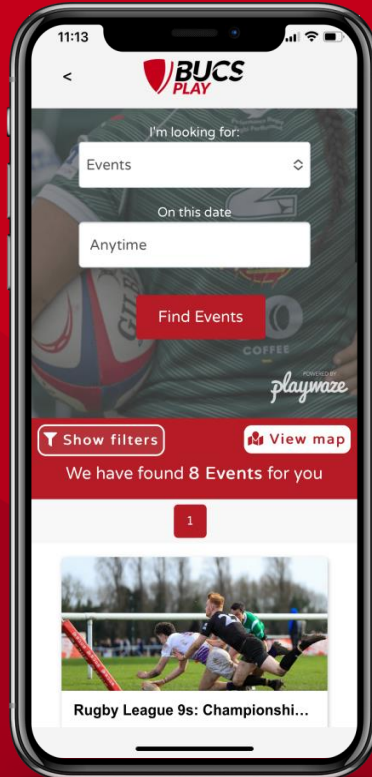
**STEP 4**  
Click Find Events.



**STEP 5**  
Filter by Sport Community if needed.



**STEP 6**  
Select the Event you want to join.



**STEP 7**  
Click Join Community if you haven't already.



**STEP 8**  
Select the competition you wish to enter.



**STEP 9**  
Select your institution.



**STEP 10**  
Fill in your information and confirm application.



**STEP 11**  
Wait for your IA to assign you to a team.

# ENTRY SCHEDULE

An addition to the event homepage this season is the event schedule timeline. This can be viewed from the event on both desktop and app.

The schedule outlines key dates and deadlines for the event. The blue dots will disappear when a deadline has passed.




# ENTRY STATUS

Another addition to the event homepage this season is the live entry status of the event you have applied to.

Rejected = Your entry has been rejected by your IA or a BUCS admin. You will receive a rejection reason on your feed post and email.

Pending Approval = Your application is pending and has not yet received **BOTH** IA and BUCS approval.

Accepted = Your application had been approved by both your IA and BUCS. Your name should also appear on the accepted entries list posted on the BUCS website event page.


1x Rejected

**Men's Surfing Championship**

11 Oct 2024 , 08:00

**£48.75**

Register


1x Pending Approval

**Men's Surfing Championship**

11 Oct 2024 , 08:00

**£48.75**

Register

1x Accepted

**Men's Surfing Championship**

11 Oct 2024 , 08:00

**£48.75**

View

# QUICK TIP

Captains will need to apply to a team event if they are participating using the same method.



# WHAT DOES YOUR CLUB NEED TO KNOW?



**HOW TO ENTER INDIVIDUAL EVENTS**



**HOW TO ENTER TEAM EVENTS**

**EVERY** athlete who wishes to compete in a BUCS team must create a BUCS Play account and apply to the team event to be eligible to participate.



# FAQS

How do I contact my Institution Administrator (IA)?

You will need to confirm this via your institution's sports department/student union.

How do I pay for my entry?

BUCS do not take payments from students directly. All event entries are billed directly with your institution via your Institution Administrator (IA). Every institution will have their own policy regarding collecting payments for entries from students.

How do I know whether an event is using team or individual entries?

This will be listed within the entry information of the relevant event page on the BUCS website. Go to [bucs.org.uk](http://bucs.org.uk), Events, and find your event.

How do I check who from my club has already entered?

Speak to your IA who will be able to provide you with this information.

I missed the entry deadline; can I enter late?

Unfortunately, as the deadline has been missed, there is no way we can accept the entry. In some cases, a Stage 2 entry window will be used. This will be detailed in the entry information.

What are reserve lists?

Events with limited entries have reserve lists that details an institution's substitute (in case of injury or illness). To be a substitute, you have to be on the reserve list. Only a few events use reserve lists. This will be listed in the entry information.

Where do I find the results for my event?

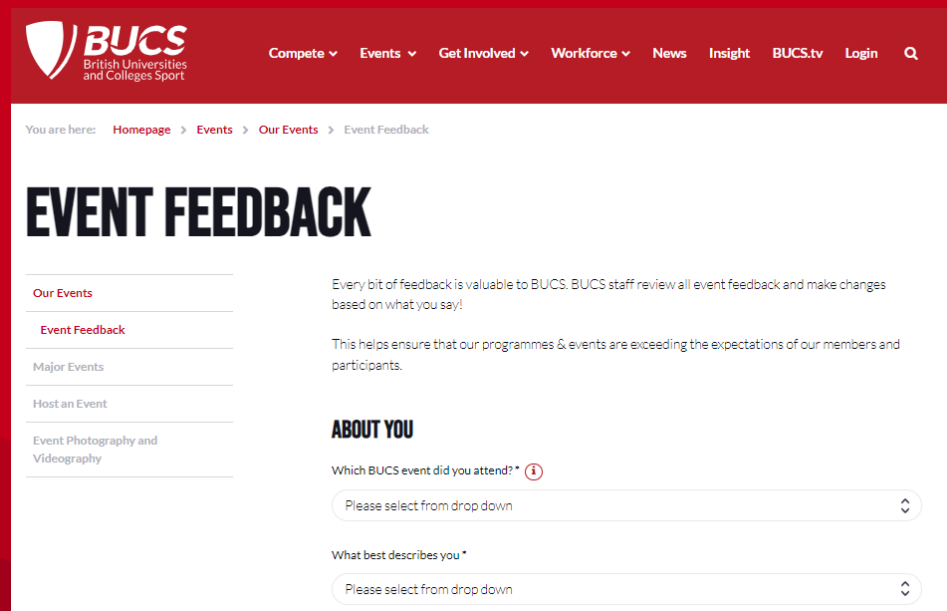
Results will be updated on the BUCS website after an event has concluded. BUCS Points will be added to BUCS Play using the Leaderboards feature, but this may not be immediately after the event.

# FEEDBACK ON EVENTS

After each event, all participants will be sent an email to complete an event feedback survey.

This is the best way for students to get their ideas and suggestions incorporated into events planning. We greatly appreciate your feedback.

We review all feedback with staff, volunteers and venue operators to implement improvements in future events.

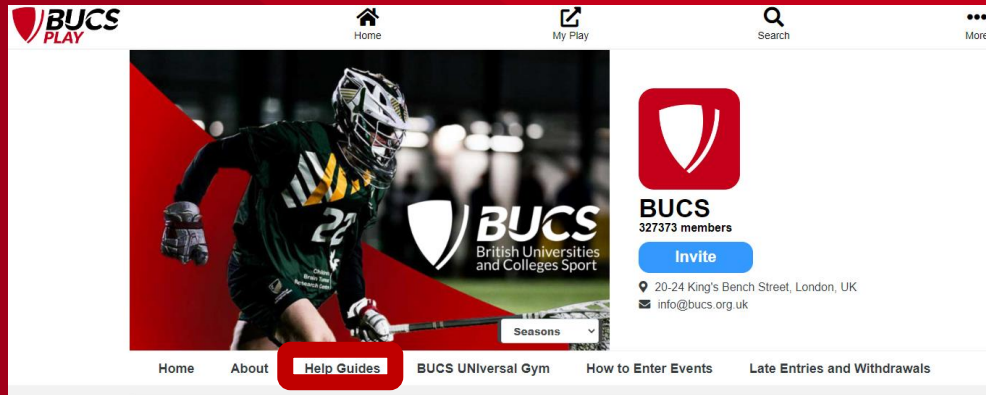
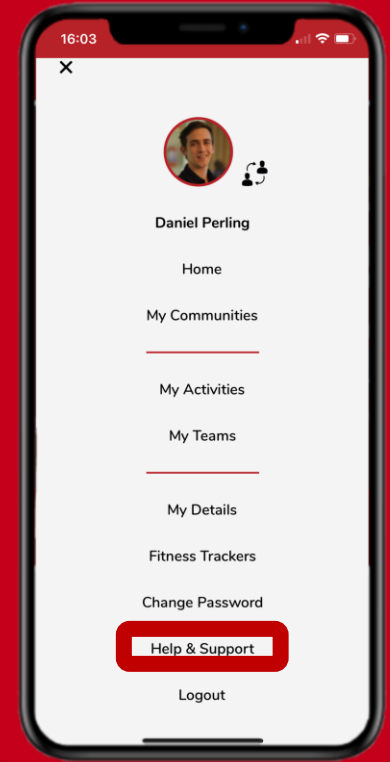


# HELP AND SUPPORT

You can access our help guide library from BUCS Play:

On app, select 'More' in the bottom menu and then 'Help & Support'.

On desktop, click 'Help Guides' in the top menu on the home page.



# HELP AND SUPPORT

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For further BUCS Play support, please contact your Institution Administrator (IA) in the first instance. To reach the BUCS Play support desk, email [bucsplay@bucs.org.uk](mailto:bucsplay@bucs.org.uk).

When reporting an issue to your IA or BUCS, it is helpful to supply as much info as possible and we encourage the use of screenshots and screen recordings.

For help on how to record your screen, please view the guides for your device:

- [Desktop](#)
- [iOS](#)
- [Android](#)

(Please keep the total file size below 7MB).



**THANK YOU**