

A white line-art illustration of a person in a dynamic pose, holding a football in their right hand.

CAPTAINS TRAINING

A white line-art illustration of a person with their arms raised in a celebratory gesture.

Leagues and Knockouts

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 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 (PC only)

LEVELS OF ACCESS WITHIN BUCS PLAY

There are four main role types:

1. **Admins** sit at the top of the access chain (e.g. BUCS Staff).
2. **IAs** have administrative control over an institution.
3. **Captains** have administrative control over a team (or multiple teams) (as well as a Team Captain, this can be a Coach or Manager).
4. **Members** are all other BUCS Play users without any administrative access (e.g. participants and supporters).

For more information on what tasks each role can complete, [click here](#).

CAPTAIN

in BUCS Play can be defined as

An individual who is responsible for the management of their team and for the selection of their players for fixtures.

As well as a student, this could be a coach or manager.

A CAPTAIN'S JOB

- #1 Managing their squad
- #2 Setting pre-match team sheets
- #3 Approving or disputing opposing team sheets
- #4 Entering scores

HOW TO BECOME A CAPTAIN



STEP 1

Join your Sport Community



STEP 2

Wait for your Institution Administrator (IA) to grant you Captain access

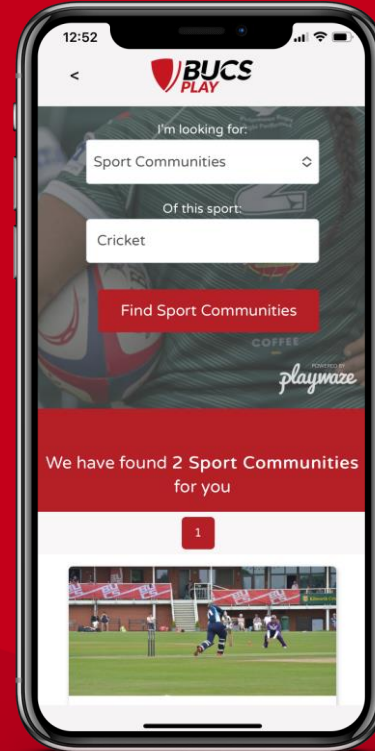


STEP 3

You will receive an email once you've been set up

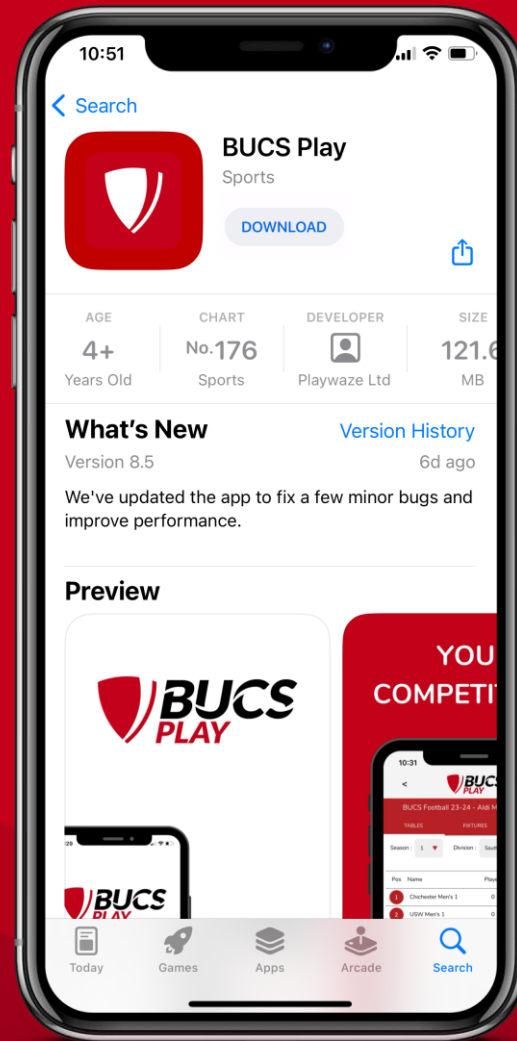
Your Institution Administrator (IA) will not be able to set you up as a Captain until you have joined the Sport Community.

The help guide for IAs on how to set up a Captain can be found [here](#).



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



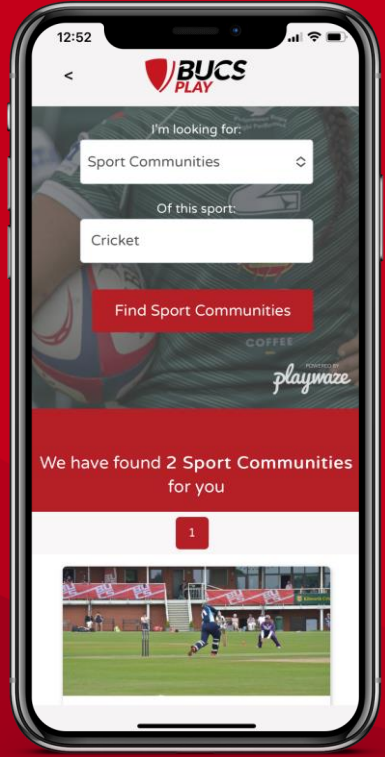
STEP 4
Filter by your sport



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 your information and join



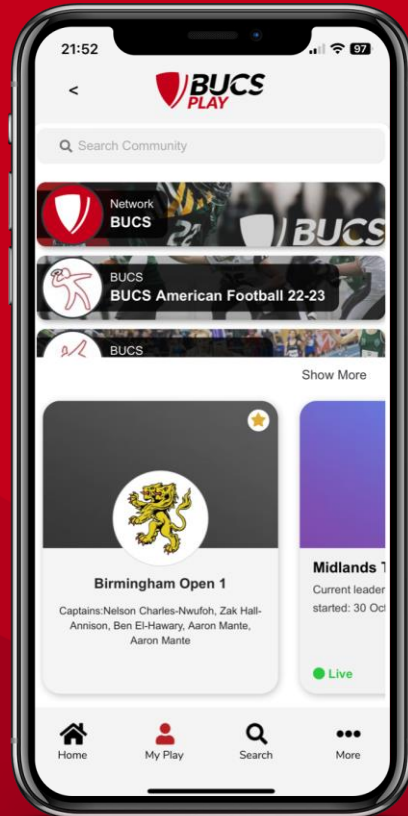
STEP 10
Wait for your Institution
Administrator (IA) to
grant you Captain access



STEP 11
You will receive an email
once you've been set up

MY PLAY

Sport Communities
you have joined



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

JOIN A TEAM ON APP



STEP 1
Download BUCS Play



STEP 2
Go to Search



STEP 3
Select Teams from the dropdown list



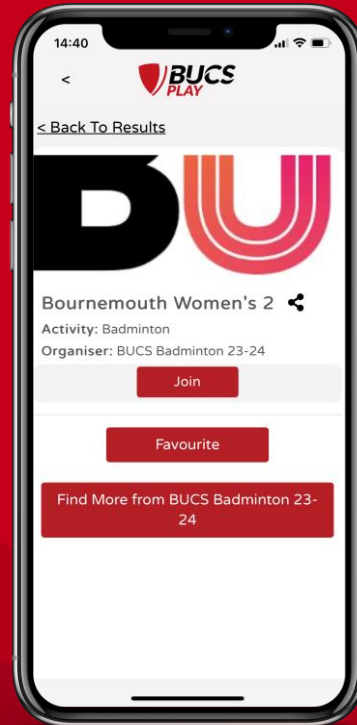
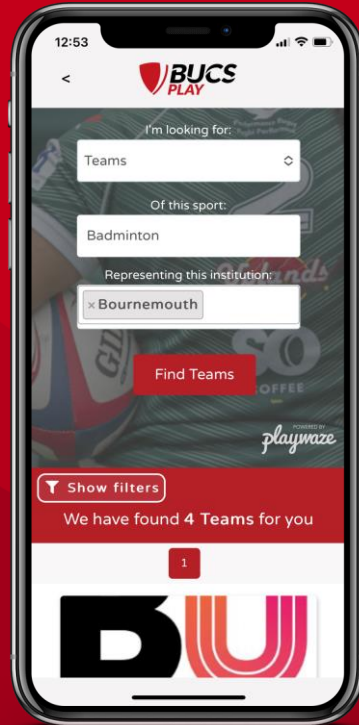
STEP 4
Filter by your sport and institution



STEP 5
Click Find Teams



STEP 6
Select the team you want to join



STEP 7
Click Join



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



STEP 9
Fill in your information



STEP 10
Click Continue



STEP 11
Wait for your Captain or IA to approve your application and move you into the squad

QUICK TIP

Captains also need to join their team if they are participating using the same method.



TEAM HUB

FEATURES



HOME

View IAs and Captains, add Captains, view upcoming fixtures and select team sheets



SQUAD

Add and remove players to the squad for the season



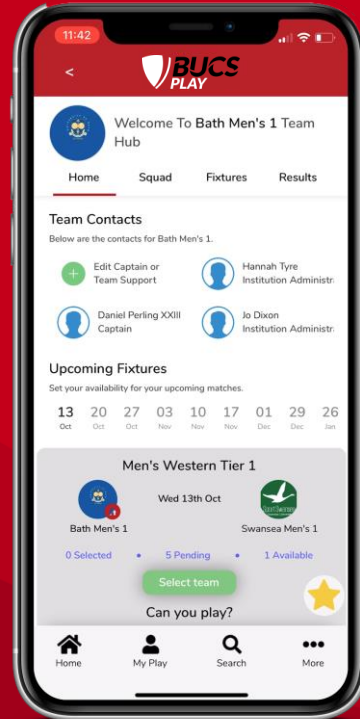
FIXTURES

View fixtures, enter results, select team sheets



RESULTS

View results



HOW TO ACCESS



STEP 1

Go to My Play



STEP 2

Select the relevant Sport Community



STEP 3

Scroll down to the Teams section



STEP 4

Select your team to open your Team Hub

VIEW FIXTURES



STEP 1
Go to My Play

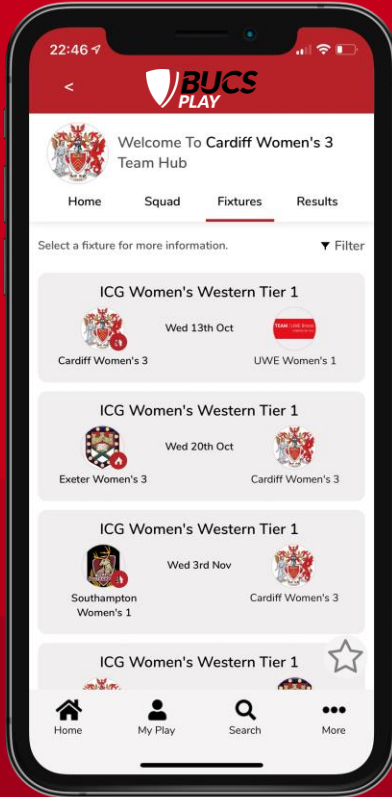


STEP 2
Select the relevant Sport Community

You must have first joined the Sport Community



STEP 3
Scroll down to the Teams section



STEP 4
Select your team



STEP 5
Click Fixtures

VIEW LEAGUE TABLES



STEP 1
Go to My Play

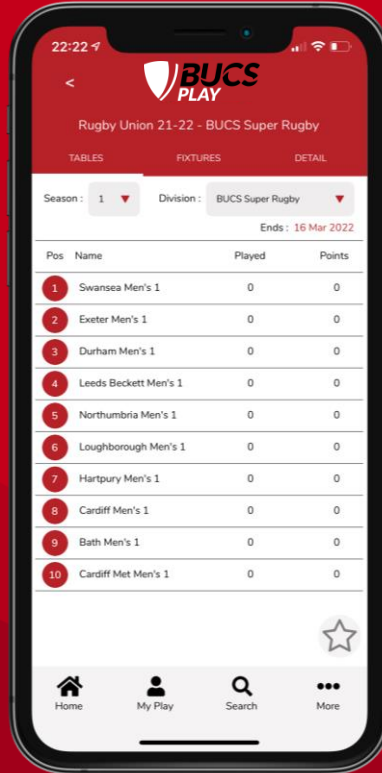


STEP 2
Select the relevant
Sport Community

You must have first joined
the Sport Community



STEP 3
Scroll down to the Leagues
section



STEP 4
Select your league



STEP 5
To favourite the league,
click the star icon

VIEW KNOCKOUTS



STEP 1
Go to My Play

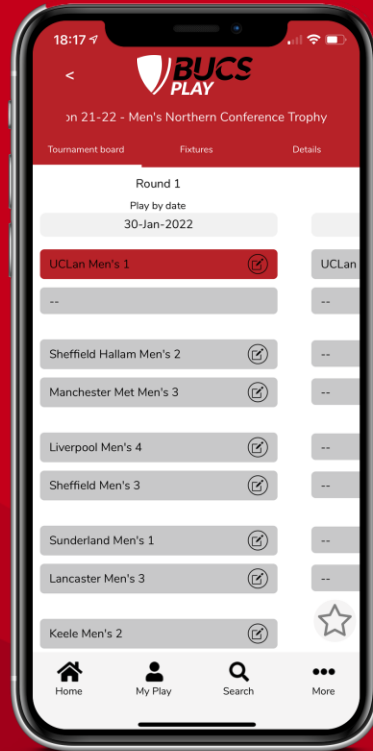


STEP 2
Select the relevant Sport
Community

You must have first joined the Sport
Community



STEP 3
Scroll down to the Knockouts
section



STEP 4
Select your knockout

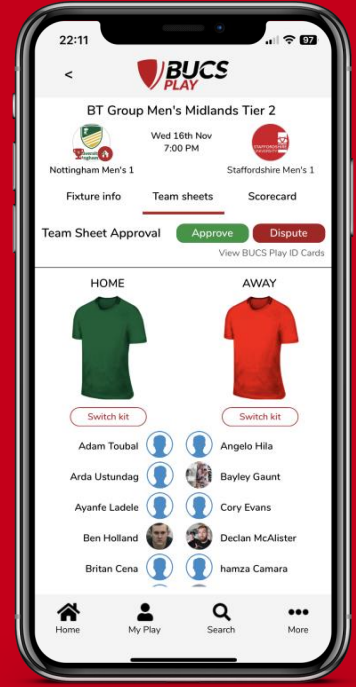
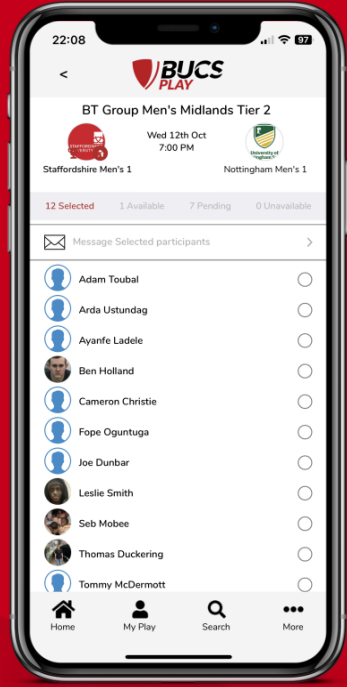
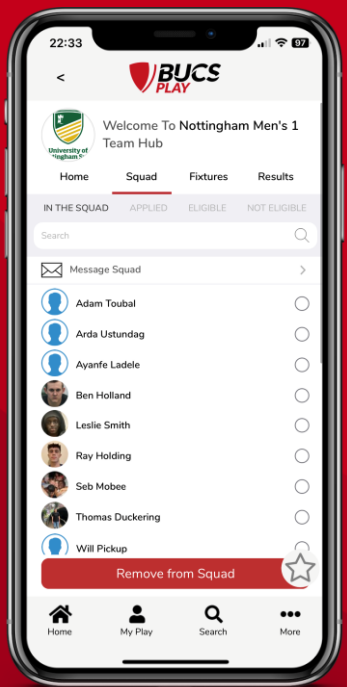
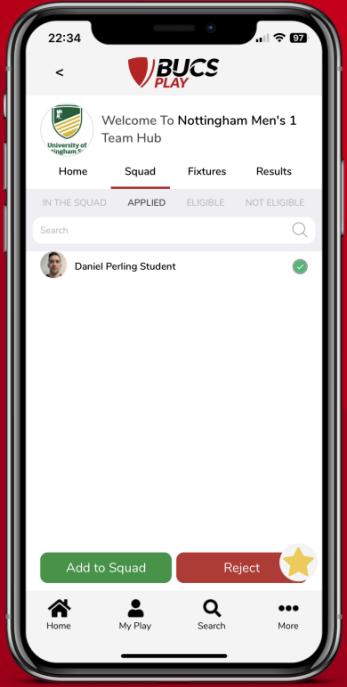


STEP 5
To favourite the knockout, click the
star icon

SQUADS

VS

TEAM SHEETS



Squad management is typically a one-off task at the start of the season, although you can add new players during the season, or if a player has moved from the 2nd Team to the 1st Team for example.

Team sheets are selected for every fixture throughout the season and must be approved or disputed at the venue.

SQUAD MANAGEMENT ON APP



STEP 1
Go to My Play



STEP 2
Select the relevant Sport Community



STEP 3
Scroll down to the Teams section



STEP 4
Select your team to open your Team Hub



STEP 5
Go to Squad



STEP 6
Click Applied



STEP 7
Tick the checkbox to select your teammates



STEP 8
Click Add to Squad

TEAM SHEET SELECTION



STEP 1

Go to the relevant Sport Community



STEP 2

Scroll down to the Teams section



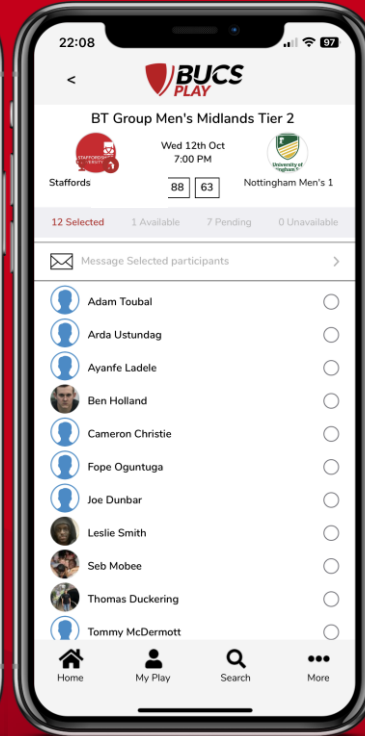
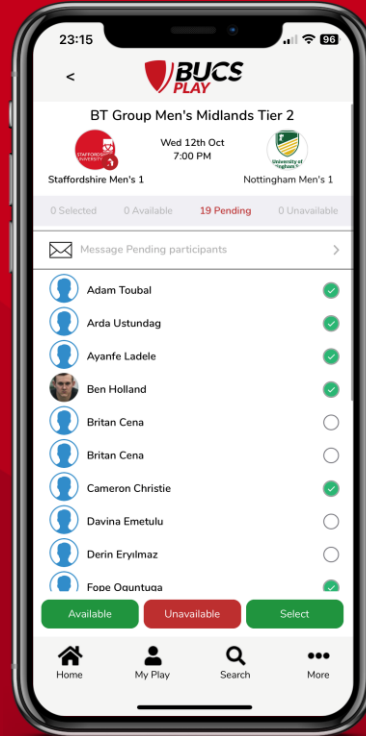
STEP 3

Find your team to open the Team Hub



STEP 4

Go to Fixtures



STEP 5

Click Select team for the relevant fixture



STEP 6

Click Pending/Available



STEP 7

Tick the checkboxes to select your teammates



STEP 8

Click Select.

Once selected, team sheet selection for this fixture is complete. You may make changes until the team sheet is approved or disputed.

TEAM SHEET APPROVAL ON APP

NB

Approve or Dispute will only open
1 hour before kick-off



STEP 1

Find the fixture



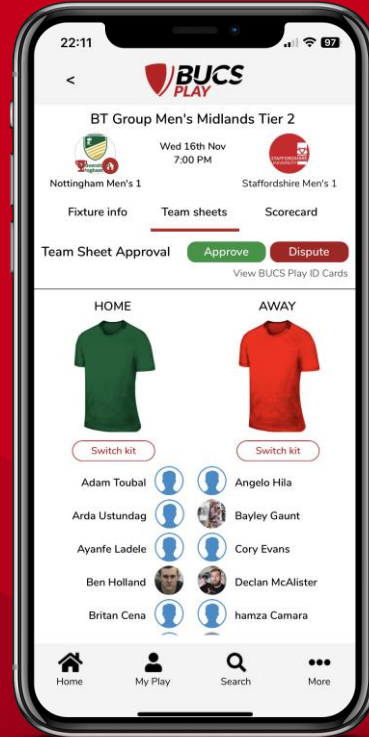
STEP 2

Click into the fixture



STEP 3

Go to Team sheets



STEP 4

Check opposition team
sheet in line with **REG 11.2**
with opposition Captain



STEP 5

Click Approve if team sheet
meets the regulatory
requirements

DISPUTING A TEAM SHEET

NB

Approve or Dispute will only open 1 hour before kick-off



STEP 1

Find the fixture



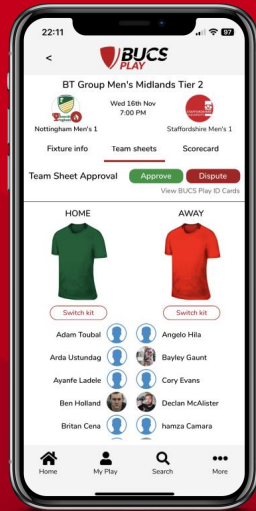
STEP 2

Click into the fixture



STEP 3

Go to Team sheets



BUCS PLAYING UNDER PROTEST PRO FORMA

PUBLISHED | 1 SEPTEMBER 2019



This document should be read and completed in conjunction with BUCS REG 12 ('Playing Under Protest').

Name of Institution/Playing Entity Playing Under Protest		
Sport (E.g. Rugby Union)	League/Knockout Name (E.g. South Eastern 2A)	
Date and Time of Fixture (Scheduled start time)	Venue	
Home Team (E.g. Both Men's 1st)	Away Team (E.g. Bristol Men's 2nd)	
Reasons for Playing Under Protest: (List and justify all alleged regulation breaches)		
Regulation(s) alleged to have been contravened	Brief explanation of specific grievance and any opposition response (The end of each statement from each captain should be initialled by both captains to note its conclusion)	
Home Captain's Name	Away Captain's Name	
Home Captain's Signature	Away Captain's Signature	
Time of Signing	Time of Signing	

PLEASE SEE OVERLEAF FOR PERTINENT REGULATIONS/KEY POINTS TO REMEMBER



STEP 4

Check opposition team sheet in line with **REG 11.2** with opposition Captain



STEP 5

Click Dispute if team sheet does not meet the regulatory requirements



STEP 6

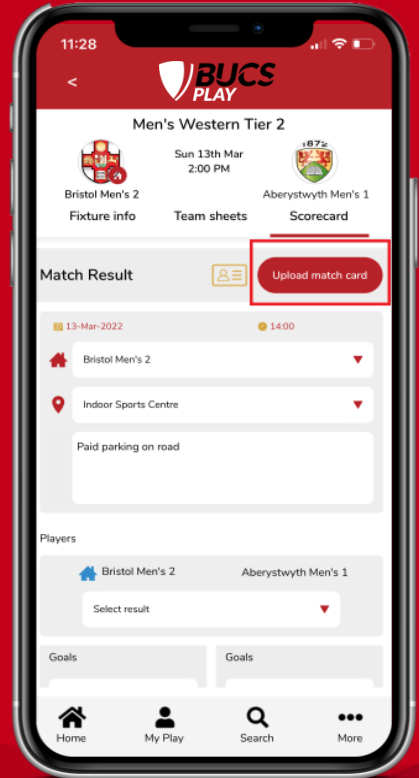
Complete a physical BUCS Playing Under Protest Form (**REG 12**). Take several copies with you to each fixture.

PAPER TEAM SHEETS

Under exceptional circumstances (e.g. no signal), if you are unable to complete or approve/dispute a team sheet on BUCS Play at the venue, the Captain must complete a paper team sheet to be signed by both teams before the game. Two copies should be carried by Captains at all times.

The paper team sheet must be uploaded to BUCS Play after the match, using the 'Upload match card' feature by navigating to the fixture and clicking into the Scorecard tab.

The team sheet must then be completed on BUCS Play digitally after the match to avoid any potential penalties.



ENTER A RESULT



STEP 1
Find the fixture



STEP 2
Click into the fixture



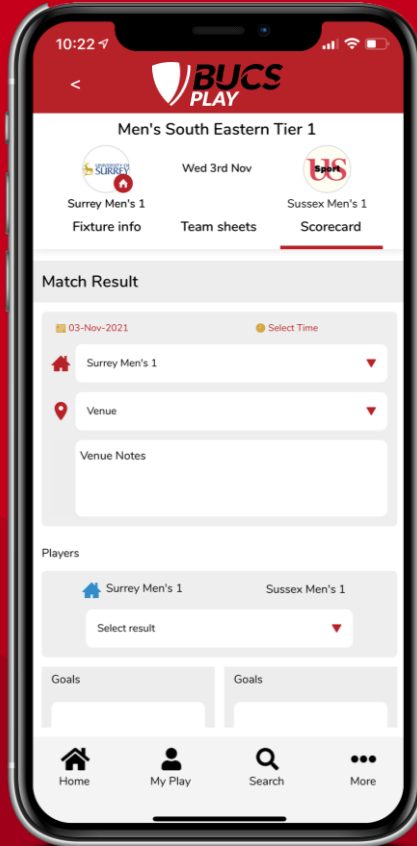
STEP 3
Go to Scorecard



STEP 4
Select the result



STEP 5
Enter the score for the home and away teams



STEP 6
Enter any additional information (e.g. tries in rugby union for bonus points)



STEP 7
Click Save



STEP 8
View the result and edit if needed



STEP 9
Your IA will approve the result

NB

For racquet sports, the team sheet must be completed beforehand for players to be selectable for individual results

RACQUET SPORTS RESULT ENTRY



STEP 1
Complete your team sheet before the match.



STEP 2
Approve or dispute the opposition team sheet in the Team sheets tab at the venue.



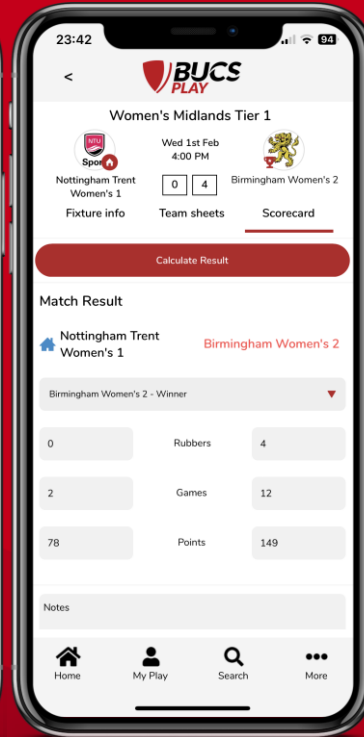
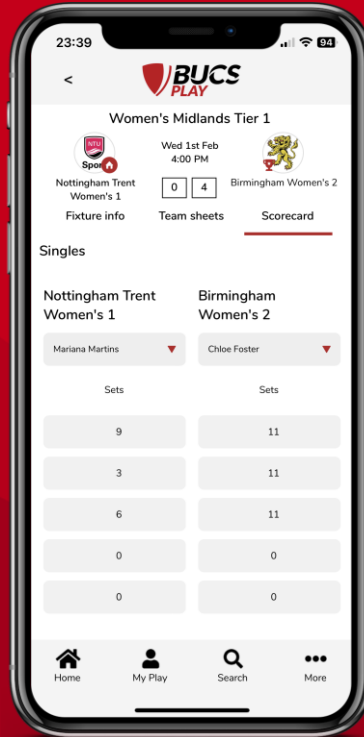
STEP 3
Find the fixture, and click into the fixture.



STEP 4
Go to Scorecard.



STEP 5
Replace Player 1-? with your teammates which will pull from your team sheet.



STEP 6
Repeat this step for your opposition. Their Captain must have first completed their team sheet.



STEP 7
Click Update Players.



STEP 8
Fill in the players for all singles and doubles matches and enter the scores for each game/set.



STEP 9
Click Calculate Result. Double check the scores are correct.



STEP 10
Click Save.

SQUASHLEVELS

New for the 2023-24 season and continuing into 2024-25, all squash results will be synced to SquashLevels, an online platform to more accurately rank squash players.

This will allow more accurate seedings and rankings for BUCS squash events, ensuring fair and competitive matchups.

SquashLevels also allows players to gauge their level to find opponents of a similar ability, track their progress over time, and as an objective assessment of performance to be used to climb the rankings.

In order to sync with SquashLevels, squash results must be entered correctly on BUCS Play.

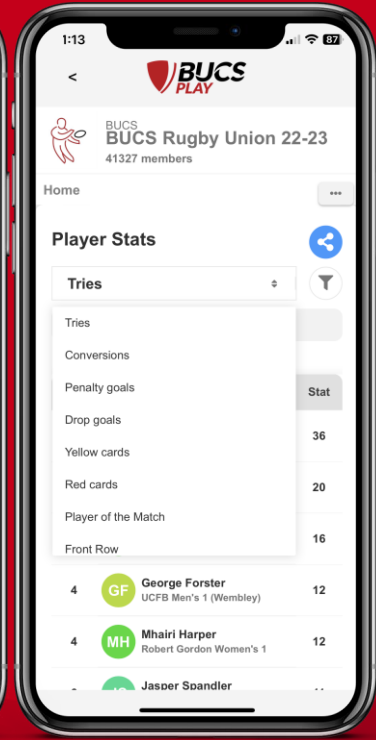
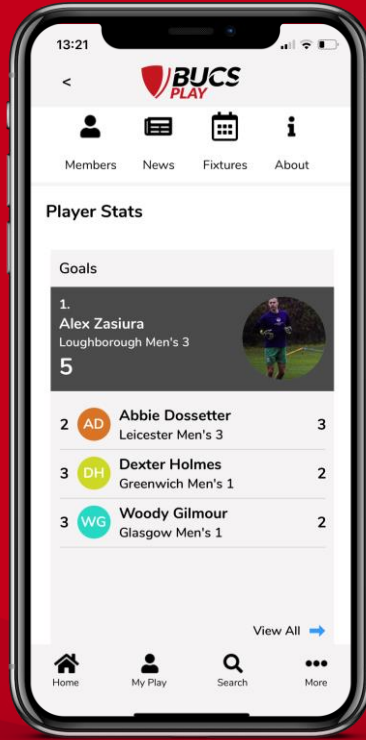
PLAYER STATS

You can track statistics such as goals, points, tries, yellow cards, player of the match, and appearances across 20 league and knockout sports.

We encourage you to enter your team's stats after each game on BUCS Play, which can be inputted when submitting the match result within the scorecard.

The more teams that input their stats, the more accurate the stats tables will be throughout your sport.

Let's see the top scorers across the BUCS leagues!



PLAYER STATS

Player stats can be seen on the home page of each Sport Community, and within each league or knockout on the BUCS Play app or desktop.

The statistics collected are unique to each sport, with goals in football, runs and wickets in cricket, tries in rugby union, and much more. Appearances will be calculated automatically from team sheet selections.

Player Stats

[Share](#)

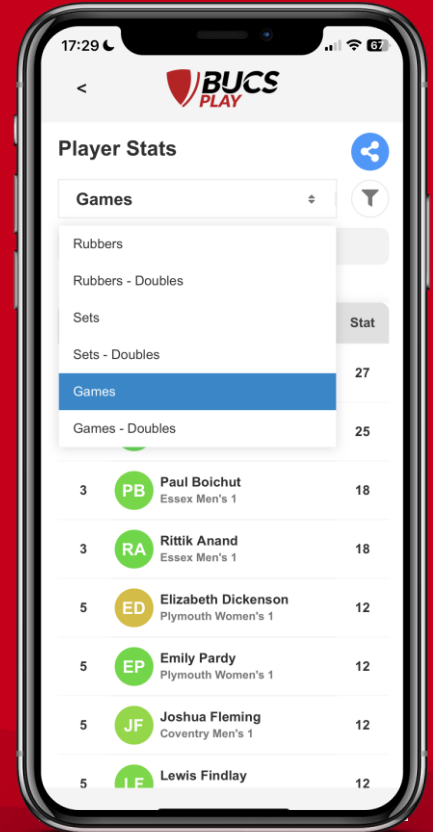
Goals	Assists	Clean sheets (GK)	Yellow cards
<p>1. Georgie-Marie Barb... Hartpury Women's 1</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 14 <div style="background-color: #e91e63; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; color: white; font-weight: bold; font-size: 1.2em;">G-MB-G</div> </div>	<p>1. Crispin Siegler Warwick Men's 1</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 4 <div style="background-color: #4caf50; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; color: white; font-weight: bold; font-size: 1.2em;">CS</div> </div>	<p>1. Adam Cockerill Derby Men's 1</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 1 <div style="background-color: #e67e22; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; color: white; font-weight: bold; font-size: 1.2em;">AC</div> </div>	<p>1. Aidan Chim Heriot-Watt Men's 1</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 2 <div style="background-color: #e67e22; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; color: white; font-weight: bold; font-size: 1.2em;">AC</div> </div>
<p>2. SP Sam Pickup Bristol Men's 1 12</p>	<p>2. LV Luca Varela Warwick Men's 1 3</p>	<p>1. ADD Adam Dominik Devai Warwick Men's 1 1</p>	<p>1. LV Luca Varela Warwick Men's 1 2</p>
<p>3. AL Alex Lofts Derby Men's 1 10</p>	<p>3. AH AMAD Hussein Wolverhampton Men's 1 2</p>	<p>1. BC Ben Coombes East Anglia Men's 1 1</p>	<p>1. OM Orla McComb St Mary's Women's 1 2</p>
<p>3. KA Khalid Ahmed City Men's 1 10</p>	<p>3. JG Jeffrey Gyamfi East Anglia Men's 1 2</p>	<p>-</p>	<p>1. RE Rory Edens Warwick Men's 1 2</p>
<p>5. AB Abbey Brien Essex Women's 1 9</p>	<p>3. JMS Jeremiah Mshelia Sunday Wolverhampton Men's 1 2</p>	<p>-</p>	<p>5. AC Adam Cockerill Warwick Men's 1 1</p>
View All →	View All →	View All →	View All →

STATS FOR RACQUET SPORTS

Player stats for racquet sports such as tennis, squash, badminton and table tennis will not be inputted in the same way as the sports above, with goals, tries, yellow cards, and so on.

The rubbers, sets and games wins will be calculated automatically from the result. This is another reason why it is important to enter the full result of each individual match within your scorecards. For example, Novak Djokovic beat Carlos Alcaraz 6-4, 3-6, 6-2, not only the overall team score, 4-0.

These stats will be tracked for both the singles and doubles matches where relevant.



PLAYER STATS ENTRY ON APP



STEP 1
Find the fixture



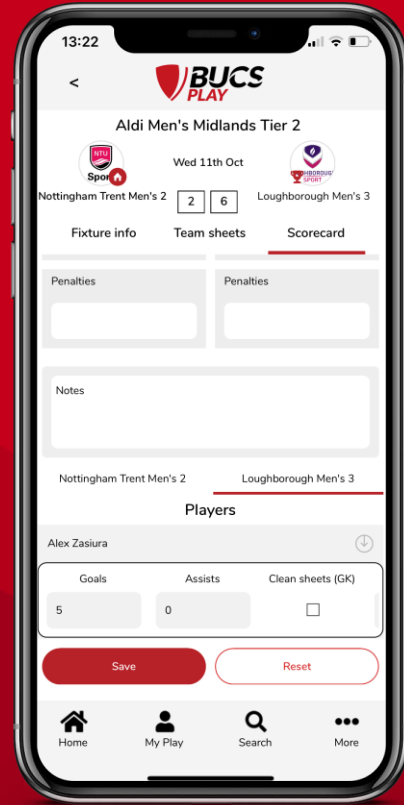
STEP 2
Click into the fixture



STEP 3
Go to Scorecard



STEP 4
Select the relevant team.
You can input your opponent's stats too.



STEP 5
Click the down arrow next to the player to expand the stats window.



STEP 6
Input each stat, scrolling right to view all available stats to input.



STEP 7
Repeat this for each player with stats to input.



STEP 8
Scroll down and click Save.

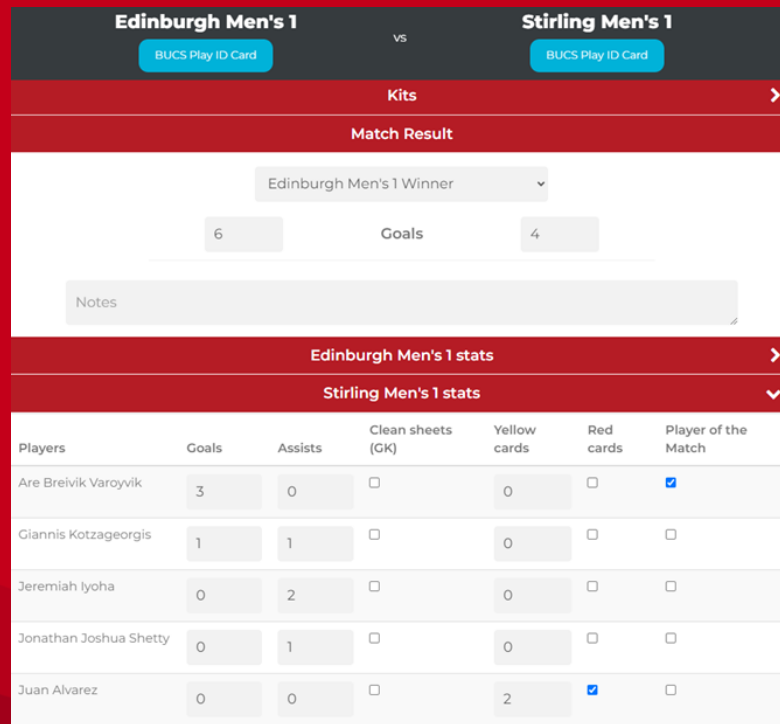
PLAYER STATS ENTRY ON DESKTOP

For sports with a high number of statistics to input, such as American football and basketball, we recommend the desktop version of BUCS Play for stats entry.

Go to the fixture and click Result. Click the arrow next to the relevant team to expand the stats window.

Fill in the stats, using the Tab button on your keyboard to move across quickly, scroll down and click Save.

Stat entries will not lock with the result after your Institution Administrator has approved the result, to allow for entry any time after the fixture.



The screenshot displays the BUCS Play interface for a fixture between Edinburgh Men's 1 and Stirling Men's 1. The match result is 6-4 in favor of Edinburgh Men's 1. Below the score, there are sections for 'Edinburgh Men's 1 stats' and 'Stirling Men's 1 stats'. A table lists player statistics for both teams.

Players	Goals	Assists	Clean sheets (GK)	Yellow cards	Red cards	Player of the Match
Are Breivik Varoyvik	3	0	<input type="checkbox"/>	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Giannis Kotzageorgis	1	1	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>
Jeremiah Iyoha	0	2	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>
Jonathan Joshua Shetty	0	1	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>
Juan Alvarez	0	0	<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CAPTAIN'S MATCHDAY CHECKLIST



ADD NEW PLAYERS TO YOUR SQUAD



FILL IN YOUR TEAM SHEET



GO TO YOUR FIXTURE VENUE



APPROVE OR DISPUTE OPPONENT'S TEAM SHEET



PLAY FIXTURE



SUBMIT YOUR RESULT



ENTER YOUR PLAYER STATS

WHAT DOES YOUR TEAM NEED TO KNOW?



HOW TO JOIN YOUR TEAM

EVERY athlete who wishes to compete in a BUCS team must create a BUCS Play account and join their team to be eligible to participate.

JOIN A TEAM ON APP



STEP 1
Download BUCS Play



STEP 2
Go to Search



STEP 3
Select Teams from the dropdown list



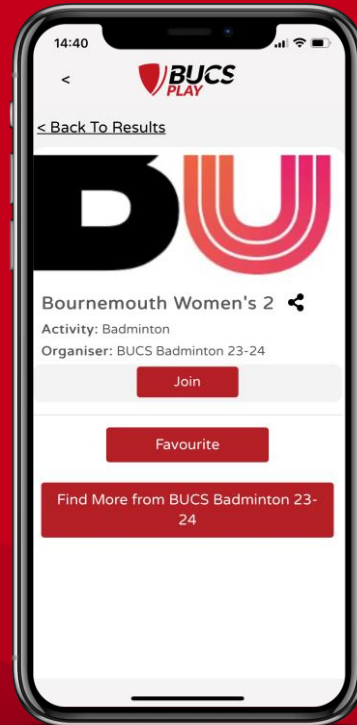
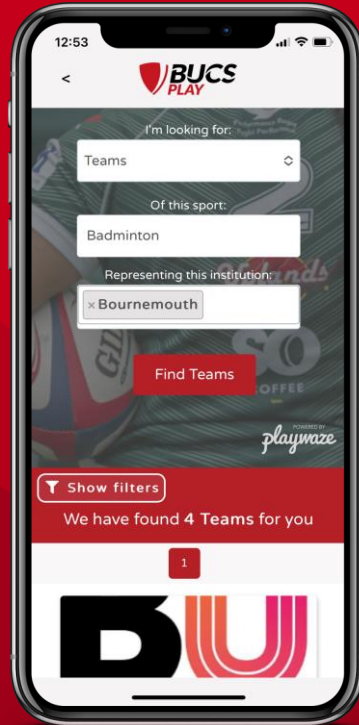
STEP 4
Filter by your sport and institution



STEP 5
Click Find Teams



STEP 6
Select the team you want to join



STEP 7
Click Join



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



STEP 9
Fill in your information



STEP 10
Click Continue

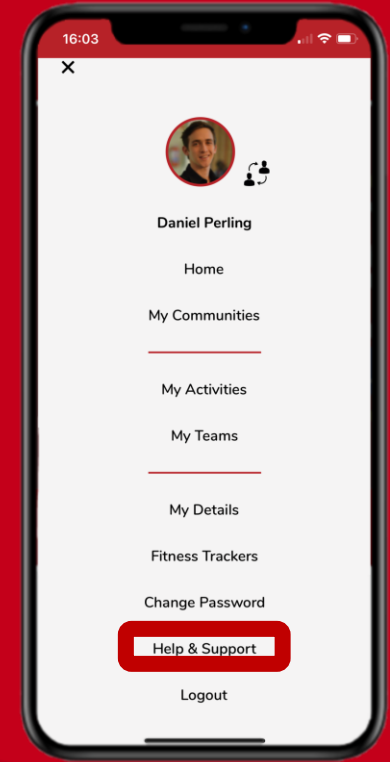


STEP 11
Wait for your Captain or IA to approve your application and move you into the squad

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

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.

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

BUCS