

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 celebrating with their arms raised in a 'V' shape.

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

NEW MOBILE APP

Good to know:

- The app will be released as an update to the existing version, anyone with the old app will be forced via a pop-up to update.
- Your account, bookings, memberships, and competition history come with you.
- Just sign in with your existing details to pick up where you left off.



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.
 - a) **Sport-Specific IAs** have administrative control over an institution within a specific sport community.
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 a captain can be defined as:

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

As well as a student, this could be a coach or manager. A captain doesn't have to be a playing member.

A CAPTAIN'S JOB

1. Managing their squad by moving applied players into the squad.
2. Setting pre-match team sheets for each fixture.
3. Approving or disputing opposing team sheets for each fixture ahead of the fixture.
4. Entering scores and player stats after the fixture has been played.

HOW TO BECOME A CAPTAIN



STEP 1

Join your Sport Community



STEP 2

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

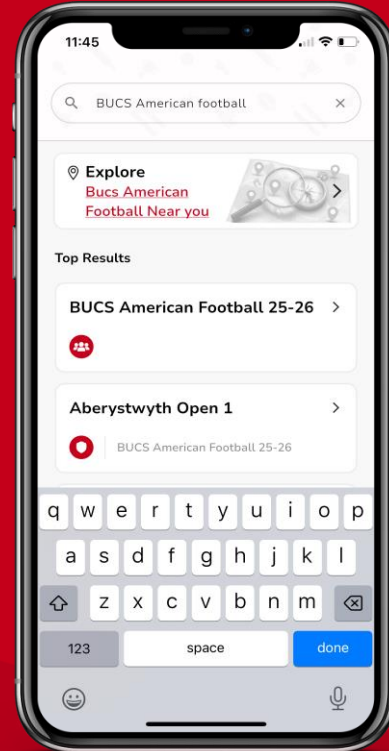


STEP 3

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](#).



HOW TO JOIN A COMMUNITY (APP)



STEP 1
Download the BUCS Play app from the App Store or Google Play



STEP 2
Login or create an account



STEP 3
Go to Search



STEP 4
Type in the relevant Sport Community



STEP 5
Select the community and click Join Community



STEP 6
Fill in the details and click Next to complete the process



HOW TO JOIN A TEAM (APP)



STEP 1

Go to the Search tab



STEP 2

Type in the team you are looking for



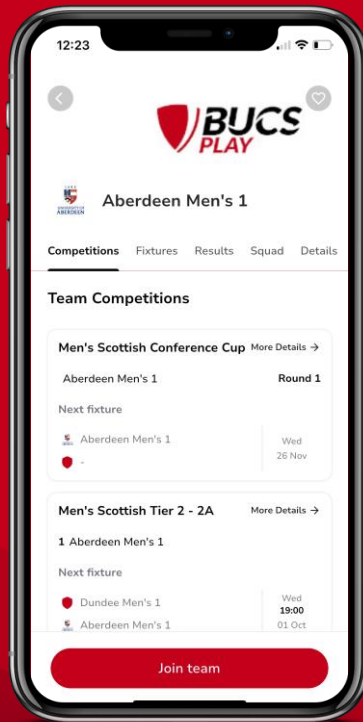
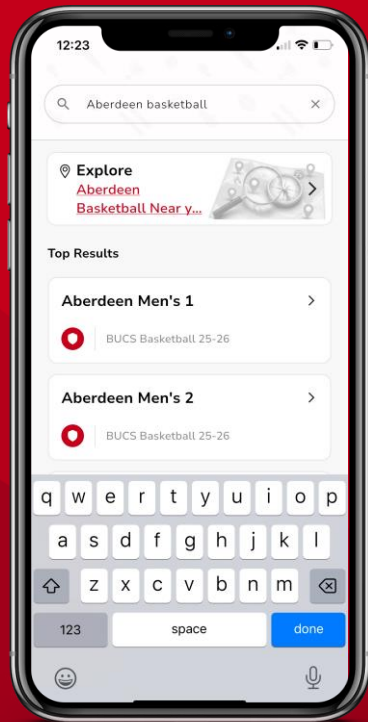
STEP 3

Click on the team and click Join Team



STEP 4

Click Next



STEP 5

Update or fill in the relevant data



STEP 6

Click Next to join the team



STEP 7

You will now have applied to be in the squad

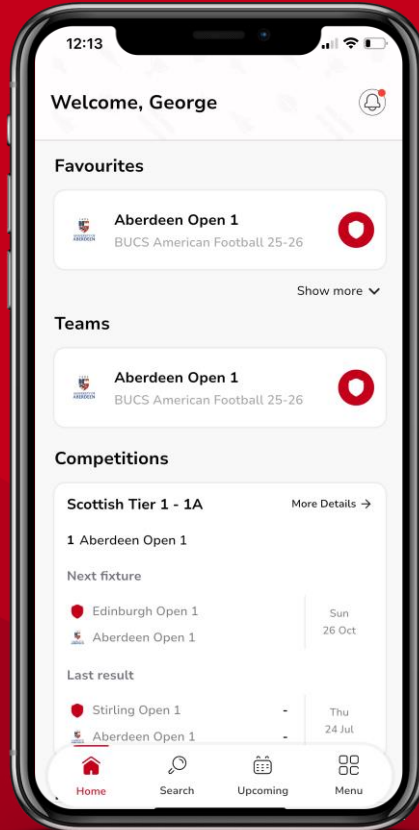


STEP 8

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

BUCS PLAY HOME

Teams you have joined



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



An overview of your team's
competitions



QUICK TIP

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



TEAM HUB

FEATURES



COMPETITIONS

View all upcoming competition details in one place



SQUAD

Add and remove players to the squad for the season



FIXTURES

View fixtures, enter results, select team sheets



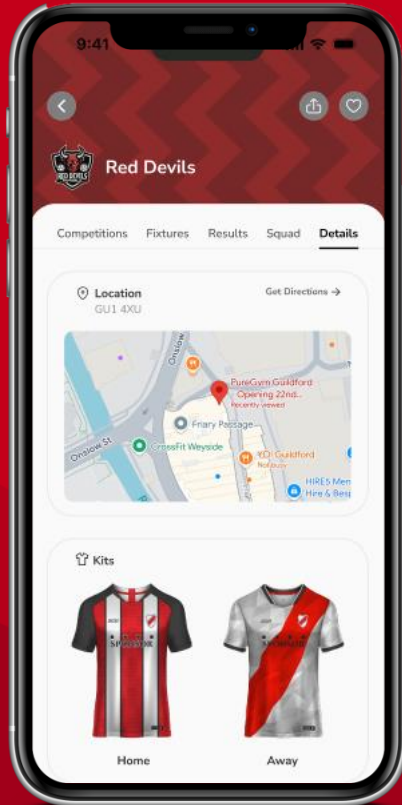
RESULTS

View results



Details

Details about the team



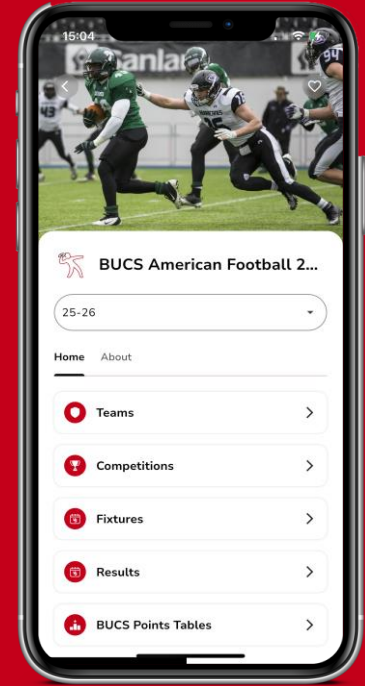
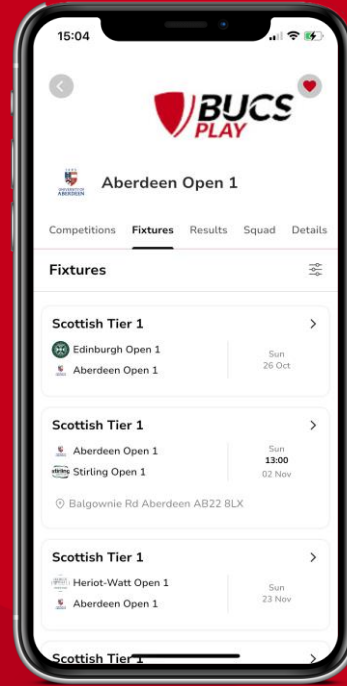
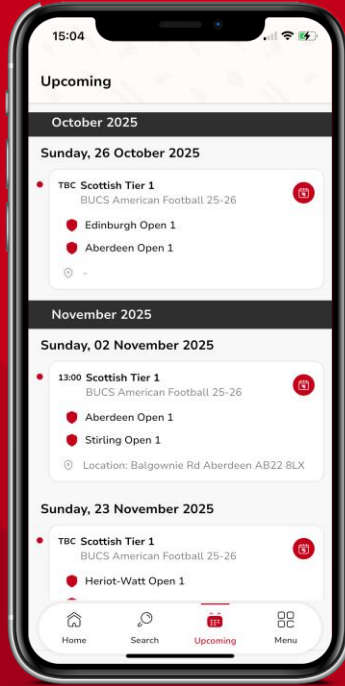
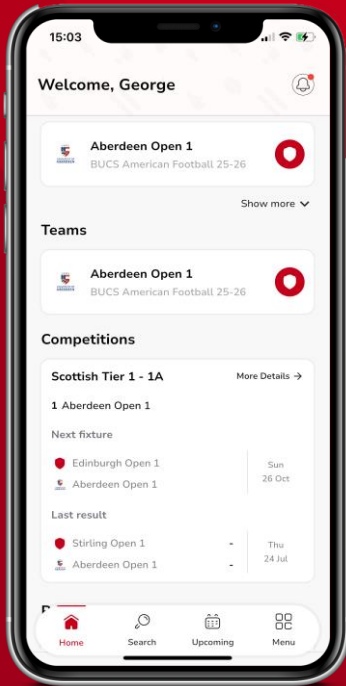
HOW TO ACCESS



STEP 1

Click on your team from the home page

VIEW FIXTURES



Directly from the home page



In the upcoming calendar

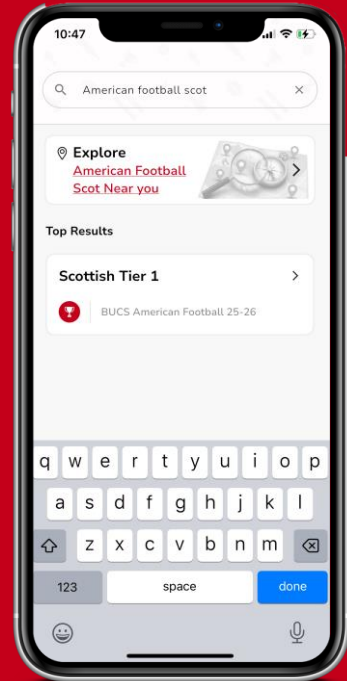
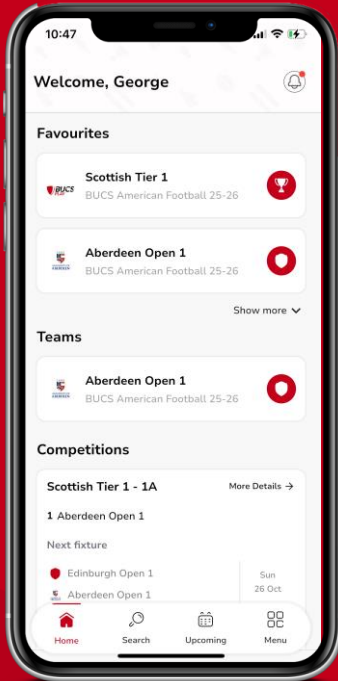
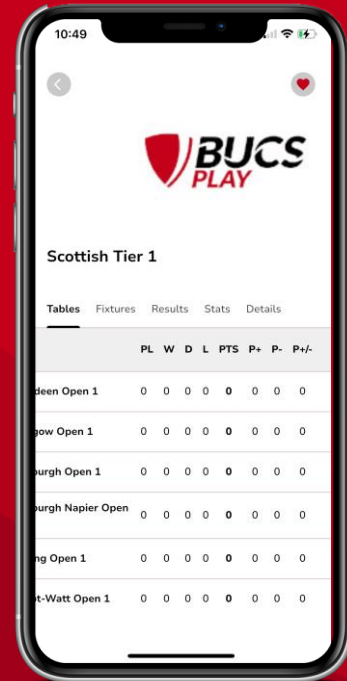
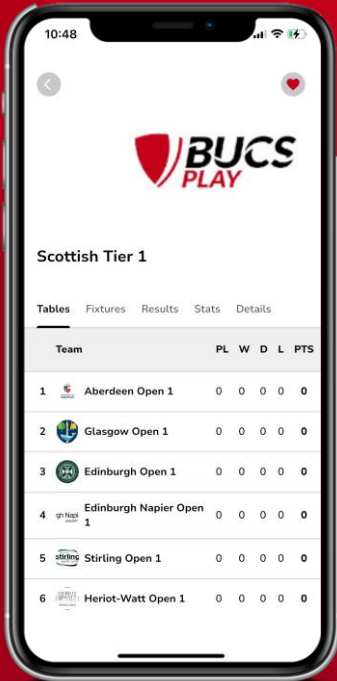


From your team hub



From the sport community

VIEW LEAGUE TABLES



This is the view of a league table



Scroll across to see further detail

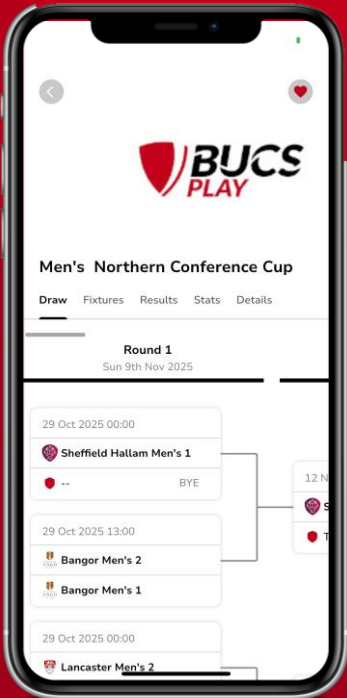


View from the home page

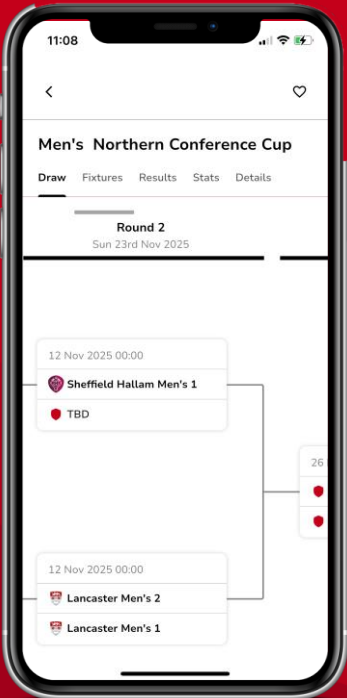


Find via the search

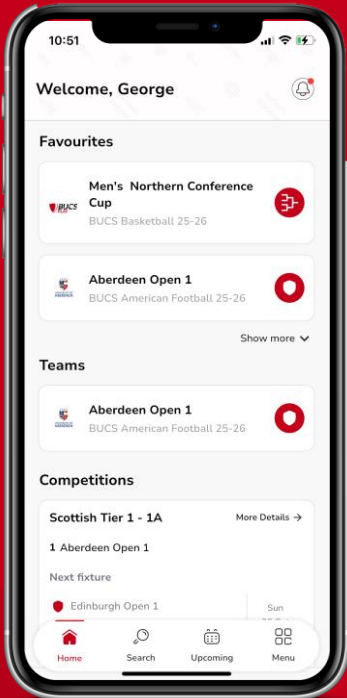
VIEW KNOCKOUTS



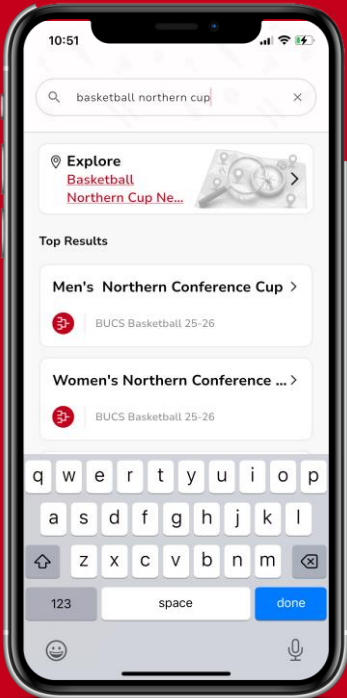
This is the view of a knockout



Scroll across to see further detail



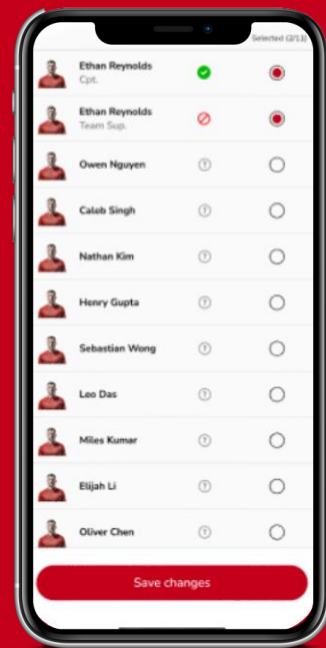
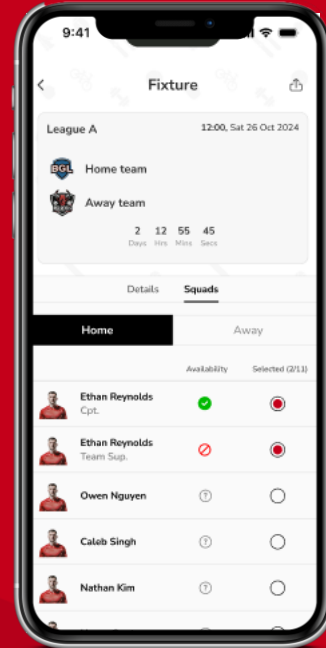
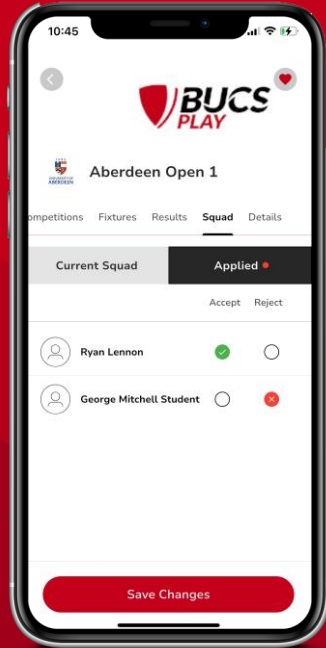
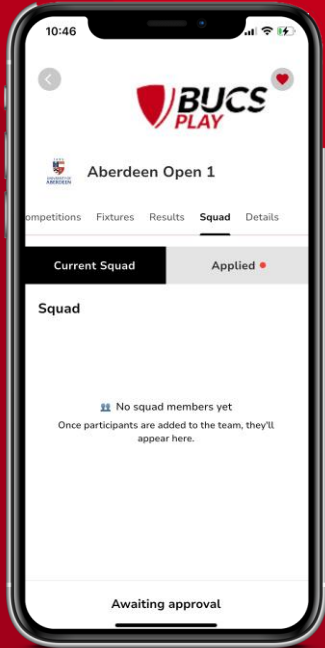
View from the home page



Find via the search

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

Click on your team



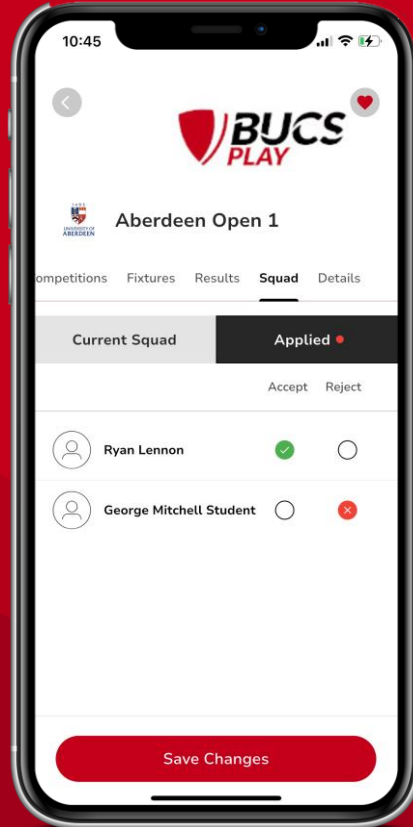
STEP 2

Go to the Squad tab



STEP 3

Move to the applied section



STEP 4

Tick accept or reject



STEP 5

Click Save Changes



STEP 6

You will now see the player(s) in the squad

TEAM SHEET SELECTION ON APP



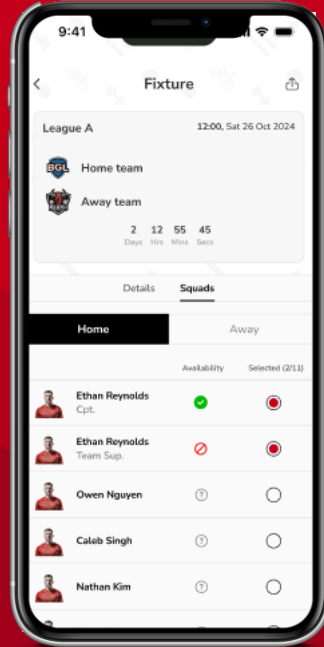
STEP 1
Click on your team from home



STEP 2
Find the fixture in the team hub



STEP 3
Click on the Squads tab



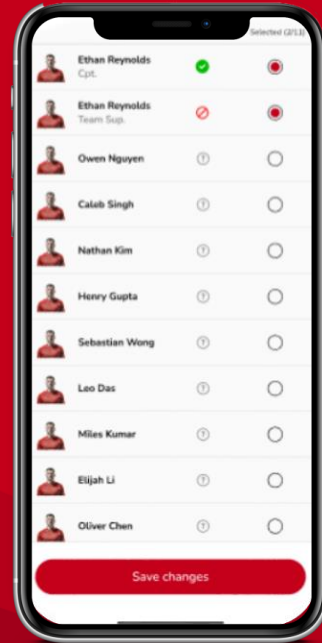
STEP 4
Click select squad



STEP 5
Tick everyone who is selected for that fixture



STEP 6
Click Save changes



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

Click on your team



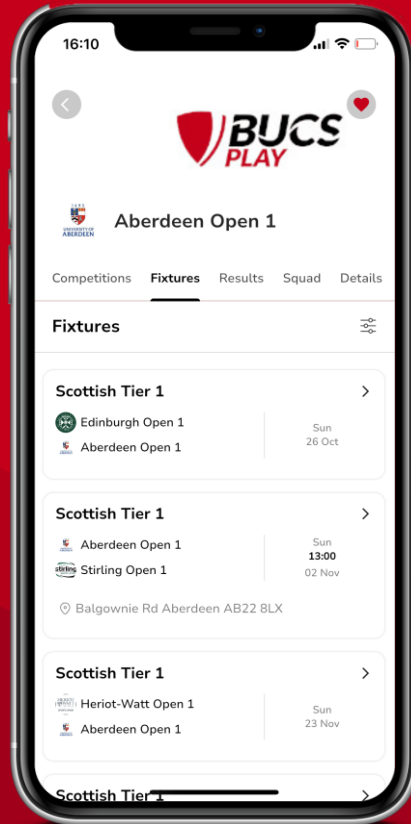
STEP 2

Click into the fixture
from the fixtures tab



STEP 3

Go to Squads



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
Click on your team



STEP 2
Click into the fixture from the fixtures tab



STEP 3
Go to Squads

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. Bath 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 initiated 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

BUCS PLAYING UNDER PROTEST PRO FORMA Page 1 of 2



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.

ENTERING A RESULT ON APP



STEP 1

Find the Fixture via the Home or Upcoming tab



STEP 2

Click into the Fixture



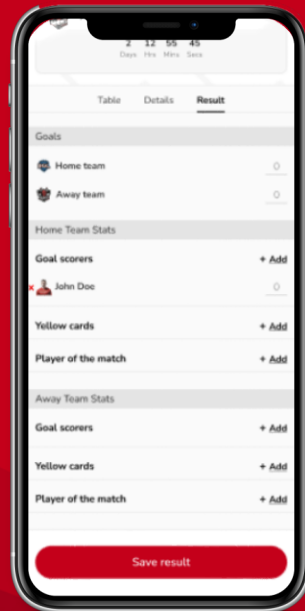
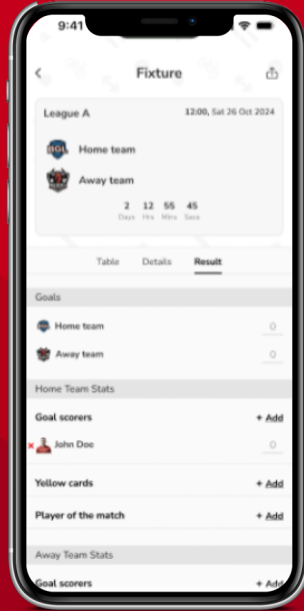
STEP 3

Go to Result



STEP 4

Enter the score for the home and away teams



STEP 5

Enter an extra result info and the player stats



STEP 6

Click Save result



STEP 7

View the Result and edit if needed



STEP 8

Your IA will approve the result to lock to future changes

NB

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

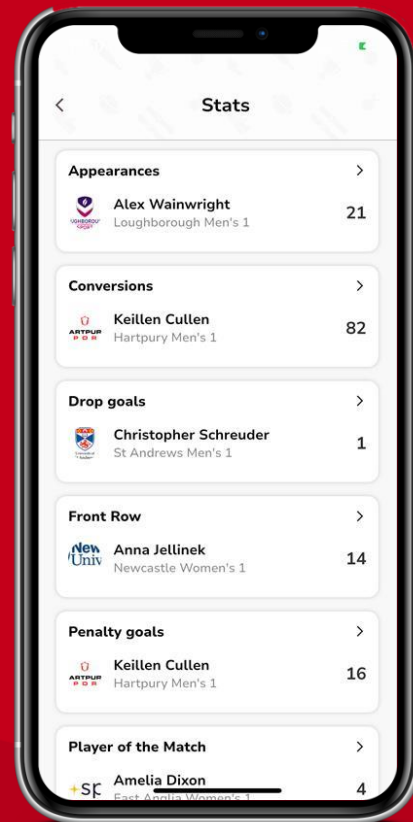
PLAYER STATS

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

1. **Georgie-Marie Barb...**
Hartpury Women's 1

14

G-MB-G

2.	Sam Pickup Bristol Men's 1	12
3.	Alex Lofts Derby Men's 1	10
3.	Khalid Ahmed City Men's 1	10
5.	Abbey Brien Essex Women's 1	9

[View All →](#)

Assists

1. **Crispin Siegler**
Warwick Men's 1

4

CS

2.	Luca Varela Warwick Men's 1	3
3.	AMAD Hussein Wolverhampton Men's 1	2
3.	Jeffrey Gyamfi East Anglia Men's 1	2
3.	Jeremiah Mshelia Sunday Wolverhampton Men's 1	2

[View All →](#)

Clean sheets (GK)

1. **Adam Cockerill**
Derby Men's 1

1

AC

1.	Adam Dominik Devai Warwick Men's 1	1
1.	Ben Coombes East Anglia Men's 1	1
-		-
-		-

[View All →](#)

Yellow cards

1. **Aidan Chim**
Heriot-Watt Men's 1

2

AC

1.	Luca Varela Warwick Men's 1	2
1.	Orla McComb St Mary's Women's 1	2
1.	Rory Edens Warwick Men's 1	2
5.	Adam Cockerill Warwick Men's 1	1

[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



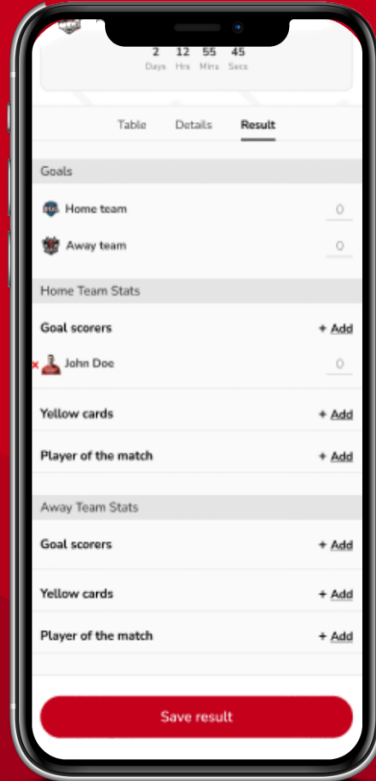
STEP 2
Click into the fixture



STEP 3
Go to Result



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



STEP 5
Click the add next to the stat to
add a player.



STEP 6
Input the stat



STEP 7
Repeat this for each stat and
player



STEP 8
Scroll down and click Save
result.

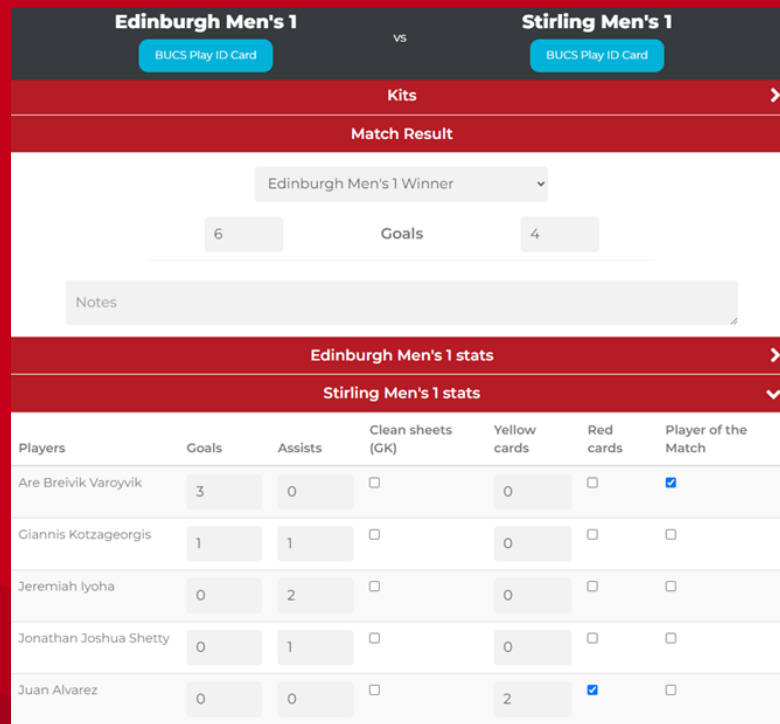
PLAYER STATS ENTRY ON DESKTOP

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 match 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.

HOW TO JOIN A TEAM (APP)



STEP 1

Go to the Search tab



STEP 2

Type in the team you are looking for



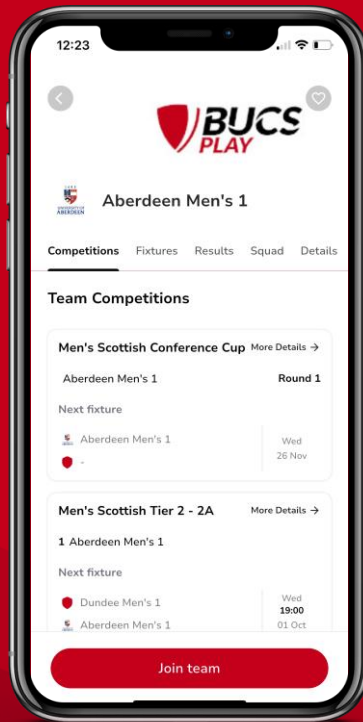
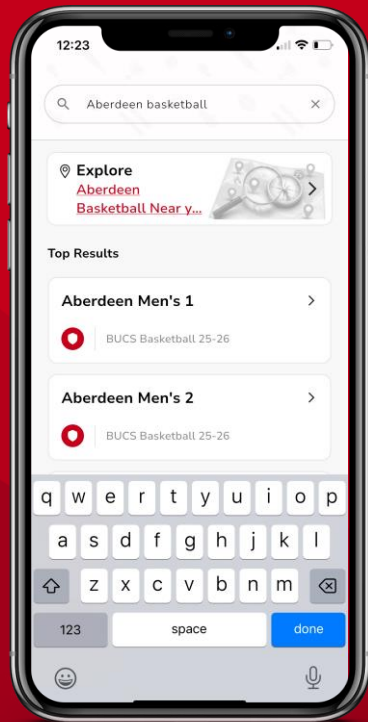
STEP 3

Click on the team and click Join Team



STEP 4

Click Next



STEP 5

Update or fill in the relevant data



STEP 6

Click Next to join the team



STEP 7

You will now have applied to be in the squad



STEP 8

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

BUCS GENDER ELIGIBILITY

Resources have been collected to support our members and all participants to understand available gender categories and eligibility criteria under REG 4.3 for BUCS' competitions.

The website has been updated and there is now a spreadsheet available with all the gender eligibility criteria available: [BUCS Gender Eligibility – linked here.](#)

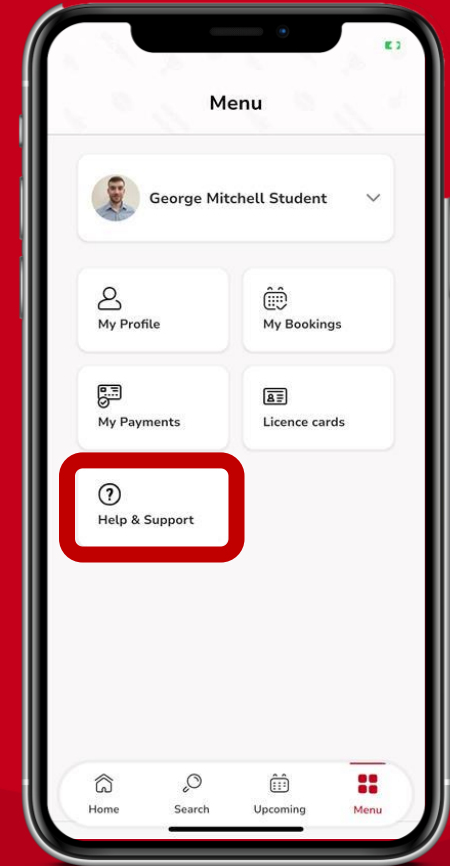
The document consolidates the information across different nations and NGBs that use different definitions and gender category eligibility criteria.

If you have any questions or notice any information that is incorrect or out of date, please do reach out to us at [discipline@bucs.org.uk.](mailto:discipline@bucs.org.uk)

HELP AND SUPPORT

You can access our help guide library from BUCS Play:

- On app, select 'Menu' 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:

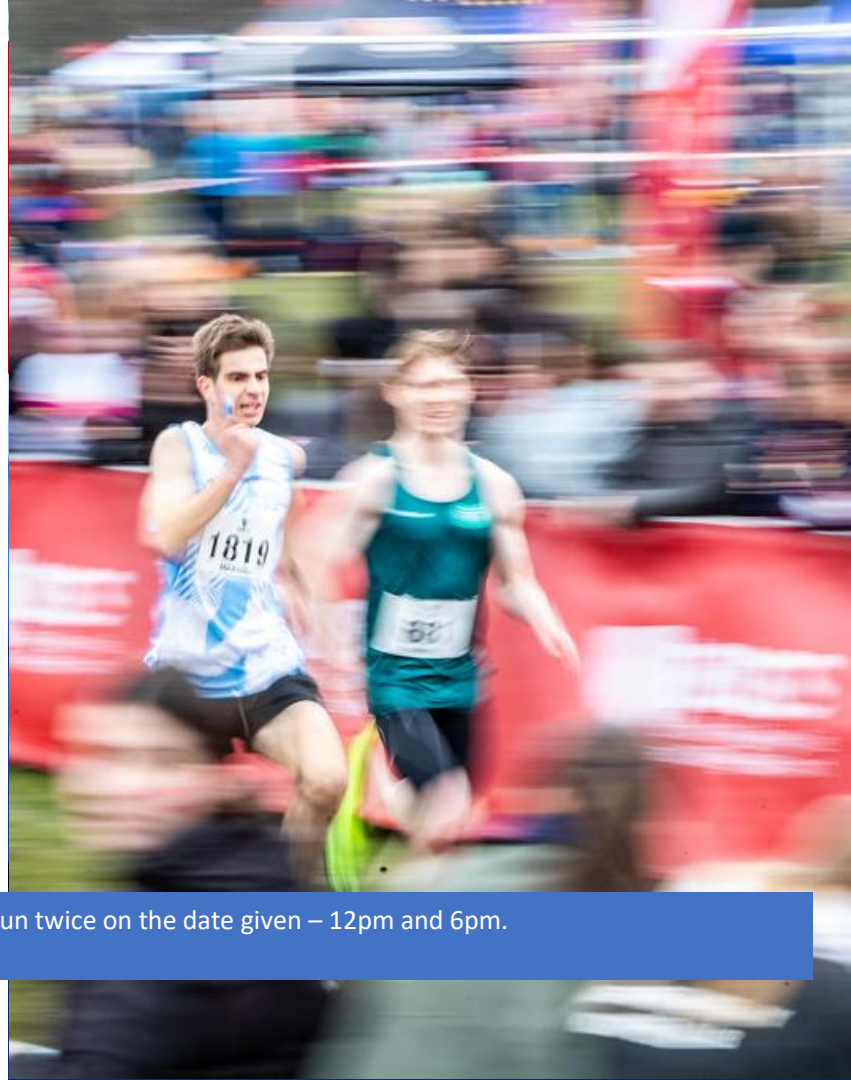
- [Desktop](#)
- [iOS](#)
- [Android](#)

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

BUCS X ADD-VICTOR WORKSHOPS

Personal development sessions for student leaders in HE sport

- **WORKSHOP 1: Tuesday 21 October** - Unleashing the leader within you
- **WORKSHOP 2: Tuesday 18 November** - How to effectively deal with conflict resolution
- **WORKSHOP 3: Tuesday 9 December** - How to become a master of networking at your university and the wider sector
- **WORKSHOP 4: Tuesday 20 January** - How to manage and maximize your time efficiently
- **WORKSHOP 5: Tuesday 17 February** - How to present leadership roles on CVs and application forms
- **WORKSHOP 6: Tuesday 17 March** - How to sell yourself in interviews / future opportunities



Bookings for the first two workshops are now OPEN for registration. Each workshop will run twice on the date given – 12pm and 6pm. Each workshop will last 50 minutes. Workshops are targeted at student leaders in sport.



THANK YOU