

LUSL CAPTAIN SUPPORT WEBINAR

Welcome!



SPORTS

League and Knockouts

- Badminton
- Basketball
- Cricket (Summer)
- Football
- Hockey
- Lacrosse
- Netball
- Rugby Union
- Squash
- Tennis
- Ultimate
- Water Polo
- Volleyball

Events (Past Events)

- Tennis (Doubles & Individuals)
- 3x3
- Flag Football
- Fencing
- Swimming
- Cricket
- Softball
- 5 a-side Football

TIERS WITHIN SPORTS



Competitive

Replication of BUCS Competition, and as such has a similar level of competition and follows similar (if not the same) regulations as BUCS competition.



Intermediate

Competition with a friendly environment to be similar to competitive but have elements of recreational for teams and students wanting the competitive element but still in a friendly environment.



Recreational

Friendly competition for beginner/development clubs wanting to compete in a less competitive environment.

TERM ONE

- BUCS Play Admin- Times, Venues, Fixture Change Requests etc.
- Captain assigning and squad assigning.
- Affiliations- Football, Rugby and Tennis.



SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

TERM ONE

- BUCS Play Admin- Times, Venues, Fixture Change Requests etc.
- Captain assigning and squad assigning.
- Season begins on the **12th October 2025 (11th October if Fixtures take place on a Saturday)**

SEPTEMBER



OCTOBER

NOVEMBER

DECEMBER

TERM ONE

- Season continues being played.
- Start of LUSL Knockout competitions in select sports.
- **LUSL Tennis: Doubles Championships 25-26 – 2nd November 2025 9am-6pm.**

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER



TERM ONE

- Season continues being played – whilst slowing down for the Christmas break (**Last fixtures 29th/30th Nov & 6th/7th Nov**)
- All LUSL Knockout Competitions should be through to the Quarter Finals.
- LUSL Cricket entries open – **1st Dec 2025**

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER



TERM TWO & THREE

- Season continues on following the Christmas break from the **17th January 2025.**
- LUSL Knockout Competitions Quarter Finals from the **24th January 2025.**



JANUARY

FEBRUARY

MARCH

APRIL

MAY/JUNE

TERM TWO & THREE

- Season continues on.
- LUSL Knockout Competitions Semi Finals from the **14th February 2025.**
- Media day ahead of LUSL Fest for teams that reach the Semi Finals. (Please keep in mind, for if your teams reach the semi finals).



JANUARY

FEBRUARY

MARCH

APRIL

MAY/JUNE

TERM TWO & THREE

- Season continues on, with the end of season being **28th March 2025**. (Please have fixtures organised before this date as fixtures post this date will be made void!)
- **LUSL Fest 2026 – 9am-9pm 7th March 2025 @ Royal Holloway** (All LUSL Knockout competitions aside from Squash and Water polo)

JANUARY

FEBRUARY

MARCH

APRIL

MAY/JUNE



TERM TWO & THREE

- LUSL Flex Offer Events start to take place – Please register your interest for these events in term one when released on our Instagram and through email.
- Team entries for 2026/27 will be starting the start of April/End of March, so be aware of this and ask your Sport Admins regarding what teams you are wanting for next season.
- LUSL Cricket season starts.

JANUARY

FEBRUARY

MARCH

APRIL

MAY/JUNE



TERM TWO & THREE

- LUSL Flex Offer Events continuing.
- LUSL Awards take place in June post LUSL season (Inc. Cricket).

JANUARY

FEBRUARY

MARCH

APRIL

MAY/JUNE

BUCS PLAY AND HOW TO USE IT



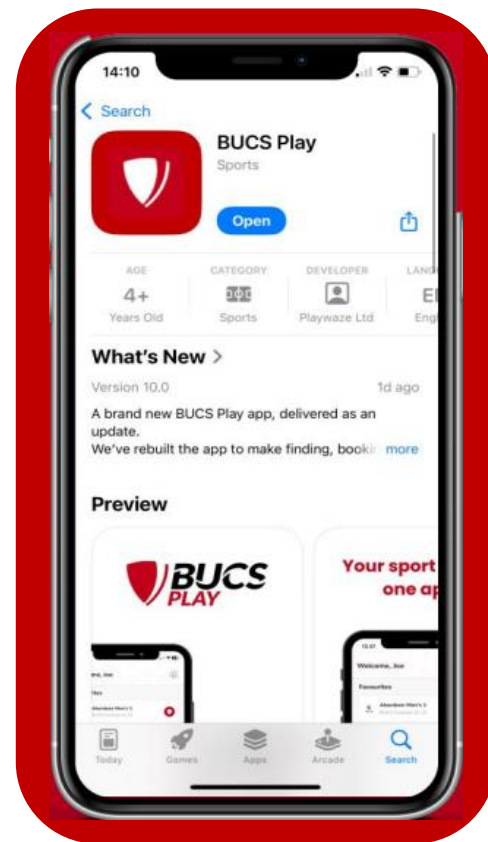
NEW MOBILE APP

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



WHAT IS BUCS PLAY?

- BUCS Play is the hub for ALL BUCS & LUSL Sport.
- It is used for leagues and knockout programmes and events.
- **EVERY** athletes who wishes to compete in a LUSL event or for a LUSL team must create a BUCS Play account to be eligible to participate.
- Download the BUCS Play app or visit the desktop versions via bucs.playwaze.com (PC Only)



LEVELS OF ACCESS WITHIN BUCS PLAY

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) – Team captains can also 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](#).

CAPTAINS – YOU GUYS!

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.

Difference of roles of captains in LUSL compared to BUCS:

Most captains (dependent on Institution) in LUSL are the main admins for their fixtures, and responsible for venues, times, and officials alongside team administration.

CAPTAINS' ROLES AND RESPONSIBILITIES

1. **Managing their squad** by moving applied players into the squad.
2. **Setting fixture dates, times, venues and officials** in coordination with other captains.
3. **Setting pre-match team sheets** for each fixture.
4. **Approving or disputing opposing team sheets** for each fixture ahead of the fixture.
5. **Entering scores and player stats** after the fixture has been played.
6. **Any other post fixture admin** – disputing results, applying for an involuntary walkover etc.

HOW TO BECOME A CAPTAIN



STEP 1

Join your Sport Community



STEP 2

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

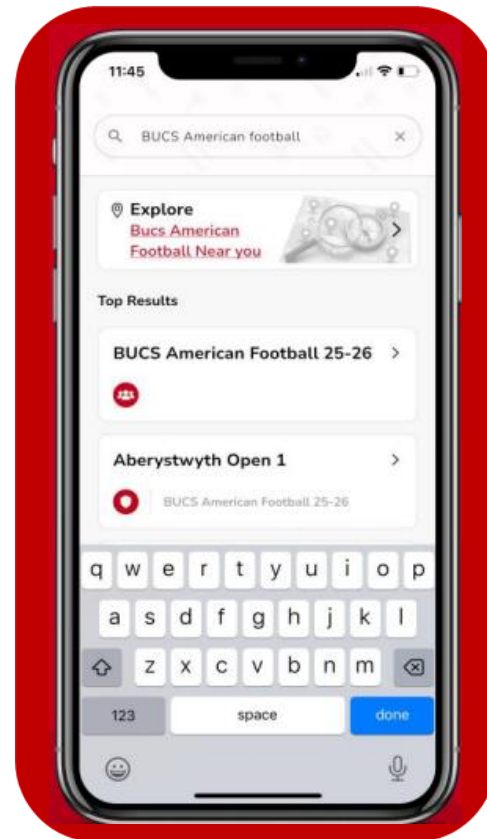


STEP 3

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

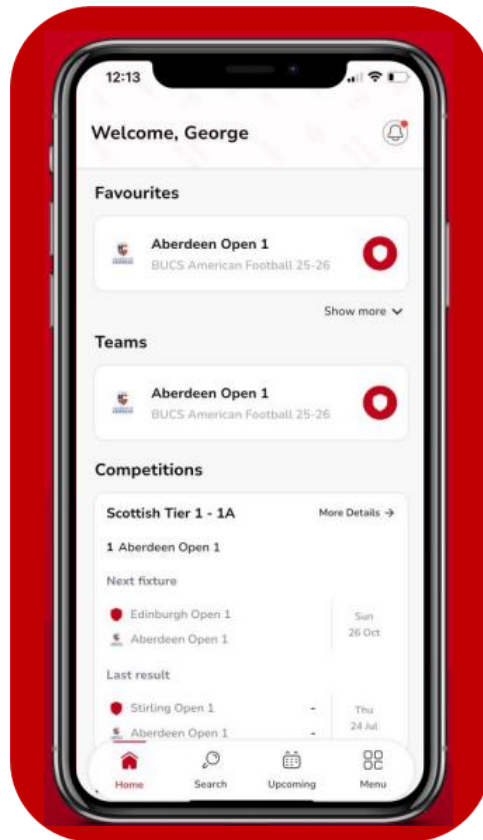


STEP 8

Wait for you 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, and events



Overview of your team's competitions

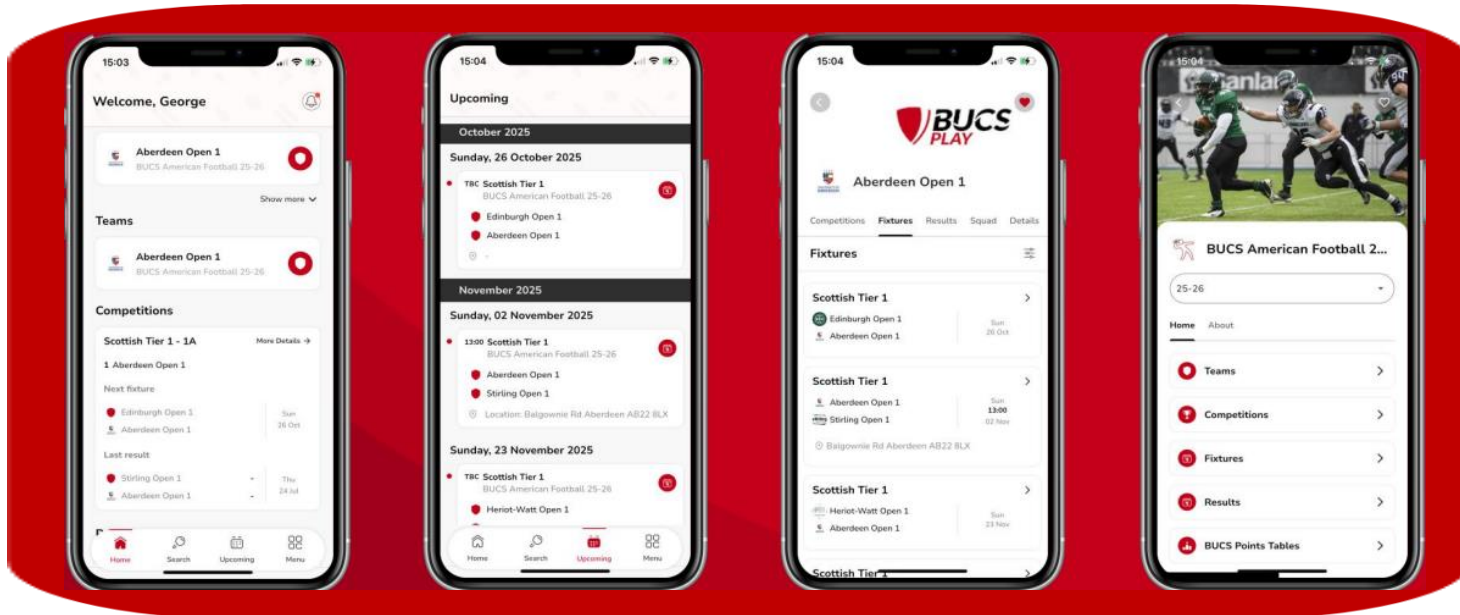


QUICK TIP

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



VIEW FIXTURES



Directly from
the homepage



In the
upcoming
calendar

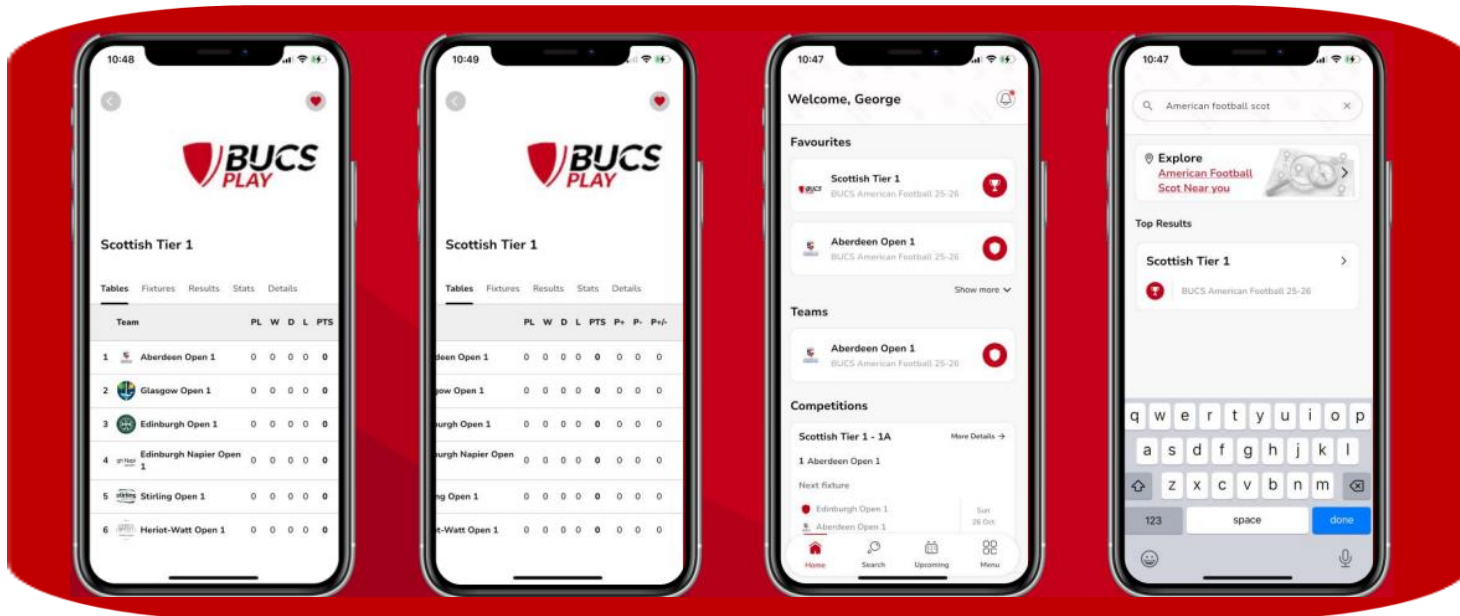


From your
team hub



From the
sport
community

VIEW LEAGUES



This is the view of a league table



Scroll across to see the further detail

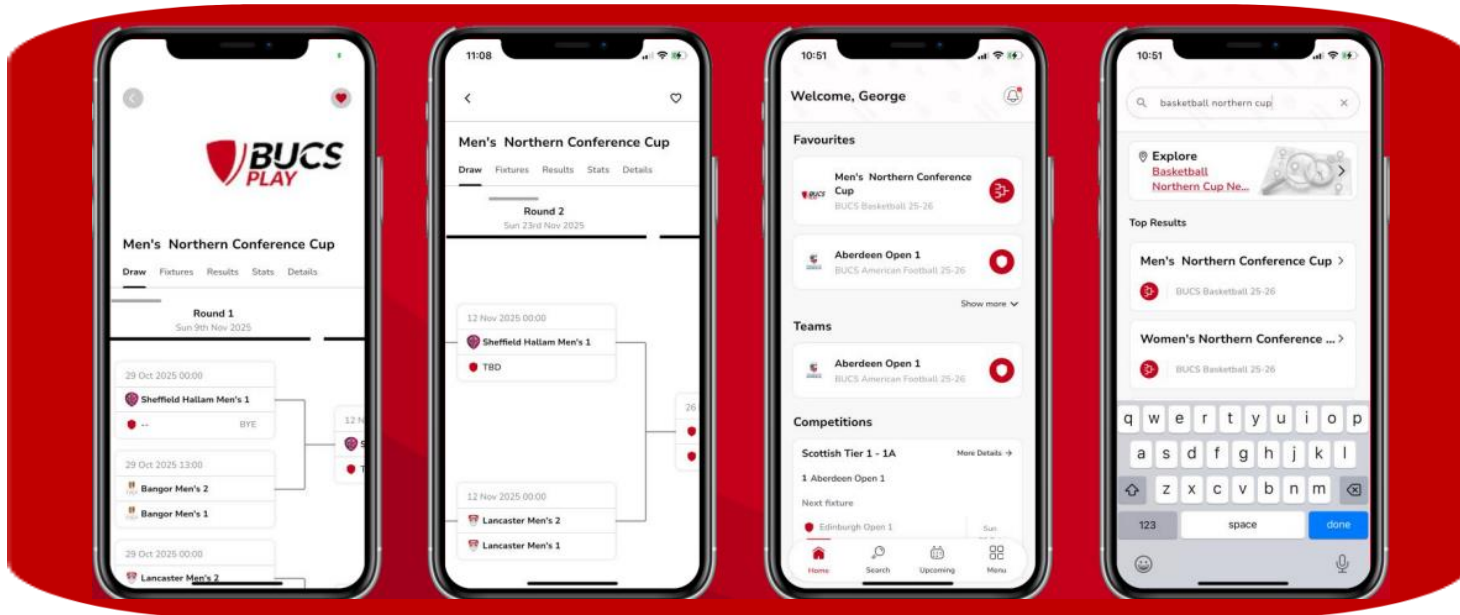


View from the home page



Find via the search

VIEW KNOCKOUT



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 THE APP



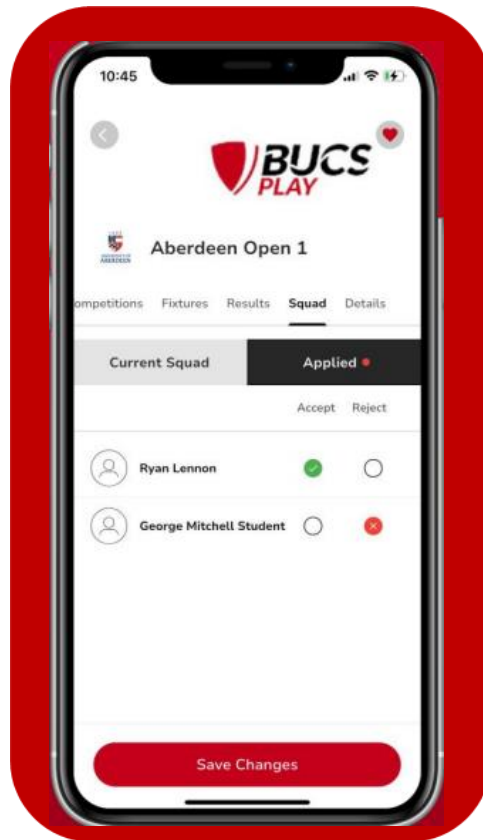
STEP 1
Click on your team



STEP 2
Go to the Squad



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 squad's 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



STEP 1

Click on your team



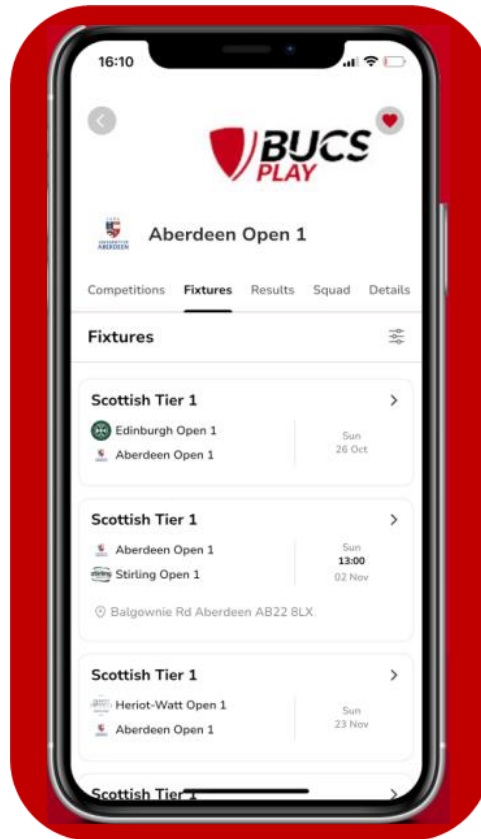
STEP 2

Click into the fixture from the fixtures tab



STEP 3

Go to squads



STEP 4

Check opposition team sheet in line with LUSL Regs with the opposition captain



STEP 5

Click approve if team sheet meets the regulatory requirement

DISPUTING A TEAM SHEET



STEP 1

Click on your team



STEP 2

Click into the fixture from the fixtures tab



STEP 3

Go to squads

LUSL
LONDON UNIVERSITIES
SPORTS LEAGUES

LUSL PLAYING UNDER PROTEST PRO FORMA
PUBLISHED | SEPTEMBER 2024

This document should be read and completed in conjunction with LUSL 21.2.1 (Playing Under Protest).

Name of Institution Playing Under Protest		League/Knockout Name (E.g. Intermediate Premier)	
Sport (E.g. Basketball)			
Date and Time of Fixture (Scheduled start time)		Venue	
Home Team (E.g. KCL Men's 1st)		Away Team (E.g. UCL 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 initialed 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

LUSL Playing Under Protest Pro Forma Page 1 of 2



STEP 4

Check the opposition team sheet in line with LUSL Regs



STEP 5

Click dispute if team does not meet Reg requirements



STEP 6

Complete a LUSL Play Under Protest Form. Take Several Copies to each fixture.

ENTERING A RESULT ON THE APP



STEP 1

Find the fixture via the Home or Upcoming tab



STEP 2

Click into the fixture



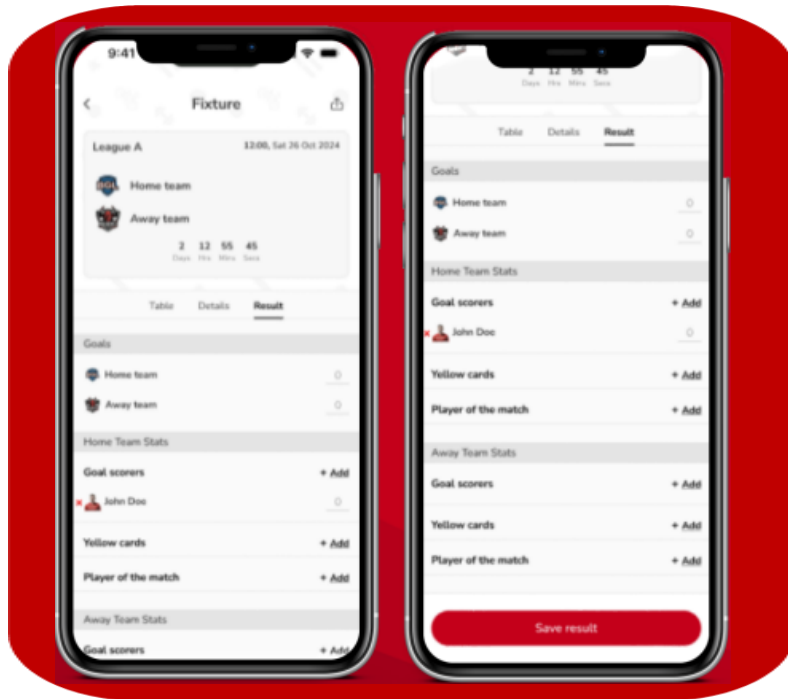
STEP 3

Go to result



STEP 4

Enter the score for the home and away teams



STEP 5

Enter and 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

Racquet sports

Team sheets must be completed before hand for players to be selectable for individual results.

CAPTAINS MATCH DAY CHECKLIST



Add new players to your squad



Fill in your team sheet



Go to your fixture venue, ahead of start time



Approve or dispute opponents team sheet



Play fixture



Submit your result



Enter player stats if applicable

WHAT DOES YOUR TEAM NEED TO KNOW



How to join your team

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

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, with lusl@bucs.org.uk cc'd in.

When reporting an issue to your IA or LUSL, 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:

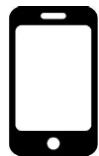
- Desktop
- iOS
- Android

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

TOP TIPS FOR THE DIFFERENT ELEMENTS OF LUSL



TOP TIPS – LEAGUE AND KNOCKOUT



BUCS PLAY

Have your captains and participants registered on BUCS Play ASAP.

Make sure dates, times and venues are uploaded to BUCS Play and communicated with opposition in advance.



Team sheets

Please read the help guides on BUCS Play if needed.

Have teams uploaded promptly ahead of fixtures and ensure you are checking them with the opposition captain.



Resources

This will get uploaded on the BUCS Website after the webinar, with links to be sent out to attendees and IAs.

BUCS support/training also on BUCS website to help (where applicable)



Eligibility

Ensure players are eligible to play in line with LUSL Regulations.

TOP TIPS – SPORT GOVERNANCE AND COMPLIANCE



Walkovers

Must fill in Appendix J, send to your institutions IA who will send to the opposition IA before claiming the walkover on BUCS Play.

Follow LUSL Reg 10, to try to reschedule fixtures before claiming walkovers.



Playing under protest (PUP)

Bring PUP forms to each fixtures and follow LUSL Reg 11.2.1.



Match Appeal

To appeal a walkover please follow the process outlined in LUSL Reg 11.2.3.



Useful resources

On the BUCS website, there is a section for LUSL which includes:-

- [General Regulations](#)
- [Sport Specific Regulations](#)
- [League and Knockout Dates](#)
- [Appendix B-J](#)

Make yourself aware of the LUSL regulations.



OPEN FORUM

LINKS:-

LUSL General Regulations

LUSL Sport Specific Regulations

Appendix A1 LUSL League and Knockout – Dates and Deadline

Appendix B LUSL Match Officials Requirements

Appendix C LUSL Involuntary Walkover Pro Forma

Appendix D LUSL Sanction Guidelines

Appendix E LUSL Medical Exemption Pro Forma

Appendix F LUSL Team Sheet Pro Forma

Appendix G LUSL Playing Under Protest Pro Forma

Appendix I LUSL Sport Specific Affiliations

Appendix J LUSL Walkover Claim Form

**THANK YOU FOR LISTENING & GOOD LUCK
FOR THE 2025-26 SEASON!**



@LUSLSPORT



LUSL@BUGS.ORG.UK