

BUCS Play & Team Sheet Guidance

Here is a step-by-step guide on what must be done on BUCS Play and with your team sheets ahead of a BUCS fixture (if this is not followed, we may be forced into conceding walkovers, and possibly given fines).

Before your match:

1. Make sure all players have paid their club membership and have paid their BUCS Contribution Fee.
2. Ensure all players are signed up to BUCS Play. **YOU CANNOT PLAY WITHOUT IT.** Make sure everyone has downloaded the BUCS Play app ([BUCS Play on Apple Store](#) or [BUCS Play on Google Play Store](#)), has created an account using their University of Worcester email address, and have joined the relevant sport community (e.g. BUCS Football 2024-25).

On a Monday by 9pm:

1. Captains must complete the Team Sheet on the BUCS Play app, ensuring everyone who is taking part in the fixture has signed up and are showing as eligible to be selected onto the team sheet.
2. You will also need to **fill in the paper BUCS team sheet** and email to the BUCS Sport Administrator. Both these steps need to be completed no later than a Monday at 9pm for Wednesday fixtures and Thursday 9pm for weekend fixtures.

On the day of the fixture (or Friday for weekend fixtures), EACH TEAM will need to collect from SU Welcome Desk:

1. Two copies of the paper team sheet
2. Copies of the Match Officials Claim Form (as many as applicable for your sport)
3. One copy of the BUCS Playing Under Protest form
4. Team medibag (if not collected by allocated student sports therapist)

Captains will need to ensure that all participating members can produce their student ID (physical card or via MyDay page), for eligibility checks at the fixture.

For away games, you will need to be checked onto your SU-arranged transport by the BUCS Sport Administrator (or another member of staff, if unavailable).

Before the fixture starts:

1. One hour before your scheduled fixture start time you need to go on to BUCS Play and either **APPOVE or DISPUTE** your opponent's team sheet. To do this, find the fixture on BUCS Play and follow the instructions to approve or dispute.
2. Work with the opposition captain to check all your members are eligible to play. **BEST PRACTICE** - line up your players and call out names as they appear on the sheet so they can be validated on the team sheet.
3. Check off the opposition players in the same manner. If any doubts about player eligibility (e.g., they are not on their team sheet or you think they aren't eligible), please press the 'Dispute' button. You should check [BUCS Regulation 4: Individual Eligibility](#) and [BUCS Regulation 11 Team Selection and Team Sheets](#) before you do this. Once you have done this you must fill in a BUCS Playing Under Protest form. *If you do not, you cannot claim a walkover afterwards (if you wish to claim a walkover, you must see the BUCS Sport Administrator before 12 noon the following day).*
4. Your paper team sheet should only be used as a backup if you cannot access the team sheets via BUCS Play (e.g. poor phone signal in a remote location). Ask the opposition captain to fill out their team list on your form and then both captains should sign this. You will also need to fill out their team sheet. Once this is done, check the players off in the same manner as above and circle any names on the team sheet if you believe they are not eligible to play. You will still need to complete the BUCS Playing Under Protest form.
5. If you have to complete a paper team sheet check, this must be returned to the SU the next day to be kept on record.

If these protocols are not followed, you may be unable to claim walkovers, and will be vulnerable to accusations of fielding ineligible players.

If you are confused at any point, please contact the BUCS Sport Administrator or Student Activities Manager.

If you have a query on the day of a fixture, please call the SU Sport Phone on:
07933 428373