



The University of Lincoln Students' Union British Universities & Colleges Sport (BUCS) Regulations

1. Introduction

- 1.1 Each University of Lincoln Students' Union (ULSU) Sports Club that has been entered into British Universities & Colleges Sport (BUCS) will play in a competitive league against other universities in the region. These games are usually played on a Wednesday afternoon.
- 1.2 No matches are to be played before 1pm on a Wednesday unless agreed by both opponents. This does not include sports such as Cricket, Golf and Tennis. No fixtures should begin before 10am on weekends unless agreed by both institutions.

2. Eligibility

- 2.1.1 For a student to be eligible to participate in BUCS competitions, he/ she shall:
 - 2.1.2 Be a registered student at the University of Lincoln.
 - 2.1.3 Be aged 18 or over.
 - 2.1.4 Be registered on a credit rated course.
 - 2.1.4 Be undertaking a study programme equivalent to at least 60 credits per year, or in the case of a postgraduate student be undertaking a study programme of no less than 50% of the full time student programme.
 - 2.1.5 Have paid the respective University of Lincoln Students' Union Sports Club's membership, BUCS fee and insurance. This applies to all members of BUCS teams regardless of funding.
 - 2.1.6 Allowing ineligible participants to represent an institution will result in appropriate disciplinary actions.
 - 2.1.7 Individuals must have an account so that captains and presidents are able to select teams through the BUCS management system (BUCS Play)
- 2.2 The University of Lincoln Students' Union encourages Sports Clubs to take on associate members, associate members are not eligible to participate in BUCS as per BUCS Regulation 6.1.1.

3. Team Sheets

- 3.1 The aim of Team Sheets is twofold; to manage and allow player movement between teams within the same sport in accordance with BUCS regulations, and to ensure that

those taking part in BUCS competitions are eligible in accordance with institutional and BUCS requirements.

- 3.2 A team sheet can be found at the University of Lincoln Students' Union reception or on the University of Lincoln Students' Union website.
- 3.3 The President or Captain of a University of Lincoln Sports Club that participates in BUCS must complete 2 team sheets prior to leaving for their fixture and hand 1 in to the University of Lincoln Students' Union Reception.
- 3.4 The secondary team sheet must be taken to the fixture in order for the opposition to complete and approve, this again must be handed in to University of Lincoln Students' Union reception before 5pm the following day.
- 3.5 Once the team sheets have been submitted they will be scanned into the system for later referral.
- 3.6 BUCS Play allows for captains and presidents to select their team online or through the app prior to the fixture as detailed in the procedure of Inputting Team Sheets.
- 3.7 In the case of any discrepancies with the team sheet or players, a Playing Under Protest Form should be signed by both team captains. This is available at lincolnsu.com/protest.
- 3.8 Should a Playing Under Protest Form be signed by both captains, both respective Organisations should be notified as soon as possible.
- 3.9 A team sheet can be previewed in Appendix 1.

4 Playing Under Protest

- 4.1 A Playing Under Protest Form should be taken to each fixture. This form can be viewed in Appendix 2.
- 4.2 If a team feels, upon arrival or during a fixture, that the conditions do not adhere to those outlined in the BUCS regulations or fixture confirmation, they should complete a 'Playing Under Protest' form as soon as the grievance is noted.
- 4.3 The form should be filled out in as much details as possible including; fixture details, the specific grievance, the regulations which have not been adhered to and the time of completing the form.
- 4.4 If an opposition institution refuses to sign a Playing Under Protest form, the team wishing to submit the Playing Under Protest Form should inform University of Lincoln Students' Union activities department immediately.
- 4.5 The University of Lincoln Students' Union Activities Department will inform BUCS of any refusals to sign Playing Under Protest Forms via telephone or email, and BUCS will log this.

4.6 Playing under protest claims can still be processed if a refusal to sign the form has been logged appropriately at the time. Teams that regularly refuse to sign playing under protest forms will be closely monitored by BUCS and may be subject to disciplinary action.

4.7 If teams are dissatisfied with any Match Officials this must be taken up with the sports' National Governing Body, BUCS do not have jurisdiction over match officials.

5 Affiliation

5.1 Every team that participates in BUCS must be affiliated to their respective National Governing Body. The University of Lincoln Students' Union Activities Department will monitor affiliation dates alongside the clubs and ensure all deadlines are communicated to the respective Sports Clubs before the beginning of the BUCS season.

5.2 If any University of Lincoln Students' Union Committee Members have any queries regarding this, they should contact the University of Lincoln Students' Union Activities Department via sports@lincolnsu.com.

6 Team Selection

6.1 Each team should be selected as though the other teams would be playing in a match of equal importance at the same time. It would be expected that the first team would always be the strongest team available to represent the University of Lincoln Students' Union.

6.2 The strongest team (ie 1st team) should always have a full quota of players over the weaker teams.

6.3 Player movement is restricted in order to safeguard against institutions moving players down from a higher team in order to gain an unfair advantage when playing teams in lower leagues. If teams are unsure if they can play a player, they are to contact a member of the University of Lincoln Students' Union Activities Department via sports@lincolnsu.com. For more details on player movement please see the BUCS Player Movement Guide in Appendix 3.

6.4 Captains and Presidents are required to select teams online through BUCS Play prior to any fixture.

7 Walkovers

7.1 The University of Lincoln Students' Union has a zero tolerance to Walkovers by Sports Clubs as per the University of Lincoln Students' Union Walkover and Rearrangements Policy.

7.2 As well as the financial impact of a walkover, conceding a walkover has an adverse effect on the team and impacts on the overall BUCS total for Lincoln therefore affecting all other teams and the institutions total score and placing.

7.3 As per each Sports Club's commitment to the aims, objectives, KPI's and developments as set in their respective BUCS Team Applications, Sports Clubs are responsible for ensuring that BUCS procedures and standards are adhered to and followed at all times, by doing this Sports Clubs will eliminate all possibilities of potential Walkovers.

7.4 In the event of a Sports club committing a walkover the sanctions stated in the University of Lincoln Students' Union Walkover and Rearrangement Policy will be applied without exception.

7.5 If Sport clubs cannot attend their fixture it is imperative that the University of Lincoln Students' Union activities department know as soon as possible.

8 Re-arrangements

8.1 Clubs have a responsibility to plan carefully around core times, busy periods, exam weeks or any other potential conflicts which might arise for specific fixture dates during the year as per the University of Lincoln Students' Union Walkover and Rearrangements Policy.

8.2 The Activities Department is responsible for liaising with the external Institutions to agree any changes following club's instructions for reversals or re-arrangements.

8.3 Following the release of club fixtures, re-arrangements and reversal requests can then be actioned at any time during the season and should be requested via email to sports@lincolnsu.com by no later than 48 hours prior to the fixture commencing (this does not include weekends or Bank Holidays). Shall this not occur; the Club will be liable for any loss of costs from both institutions as a result of the rearrangement request.

9 Transport

9.1 The University of Lincoln Students' Union have secured a transport tender with PC Coaches of Lincoln. Stating within the contract that all fully funded BUCS teams must travel with PC coaches of Lincoln to the fixtures.

9.2 It is essential for the Sports Club President or Captain to complete and hand in a transport trip list before departure to their fixture. The University of Lincoln Students' Union have a duty of care for their students, transport trip lists must be done in the case of an accident whilst the club are operating externally on behalf of the University of Lincoln Students' Union.

9.3 A transport trip list can be found at the University of Lincoln Students' Union reception or online at <http://lincolnsu.com/activities/resources>.

9.4 Once completed the transport trip list must be returned to the University of Lincoln Students' Union reception.

9.5 Each trip list will then be scanned and logged for later referral.

9.6 Clubs must adhere to the University of Lincoln Students' Union Activities' Code of Conduct whilst using private hire, public transport and whilst operating externally.

9.7 The University of Lincoln Students' Union Activities Department will arrange all BUCS transport for fully funded BUCS teams.

9.8 Members of the University of Lincoln Students' Union activities department will meet with PC Coaches to discuss annual fixture costs prior to the commencement of the BUCS season.

9.9 Transport for non-funded BUCS teams and any social event will need to be ordered and paid for by the respective sports clubs.

9.10 To order transport, it is encouraged that a local coach/taxi company will should be used:

- PC Coaches
- JR Dent
- Sleafordian Coaches
- Travel Wright
- Marshalls Coaches
- Direct Cars
- Handsome Cabs

*Note: Black Cat Travel will not be used within the University of Lincoln Students' Union.

The Sports Club should receive a quote from the external travel company in which they should use to complete a purchase request via the activities dashboard.

The purchase request will then be processed and the coach ordered at the times stated within the quote.

More information on transport can be found in the University of Lincoln Students' Union Activities Transport Policy.

10 Kit

10.1 All University of Lincoln Students' Union Sports Clubs must buy their sports kit from Rhino Global Limited as stated in the contract between the University of Lincoln Students' Union and Rhino Global Limited.

10.2 All clothing worn by a Sports Club during a student led activity must be branded with the University of Lincoln Students' Union logo on the left chest.

10.3_ If sports clubs are representing the University of Lincoln in any competition their kit must be branded with the University of Lincoln's logos.

10.4 For more information, please see the University of Lincoln Students' Union Kit Policy.

11 BUCS Results

- 11.1. In completion of the Sports Clubs fixture, the results must be emailed to sports@lincolnsu.com at the teams earliest convenience. These must be sent in the day of the fixture (within 24 hours).
- 11.2. All results submitted prior to 5pm on a Wednesday will be displayed at Quack..
- 11.3. These results will then be processed and uploaded onto the BUCScore website.

12. BUCS Points

12.1 Sports Clubs will accumulate BUCS points during the length of their season as per BUCS regulation 19.

12.2 The total of all University of Lincoln clubs goes towards the overall position in the BUCS table.

13. Match Officials

- 13.1 Sports Clubs must adhere to the match official guidelines as per the BUCS regulation 11.
- 13.2. All Sports Clubs must source their own Match Officials with the correct qualifications as per BUCS regulations.
- 13.3. Fully funded BUCS teams should inform the University of Lincoln Students' Union Activities Department weekly of the details; name, price, address of their match official.
 - 13.3.1. A cheque will be written for the match official and will be at the University of Lincoln Students' Union reception awaiting collection from the Sports Club.
 - 13.3.2. The cheque will need to be collected and signed for by the Sports Club's President or Treasurer.
- 13.4. Non- funded BUCS teams are to submit a cheque request form via the Activities Dashboard for their Match Officials and the money will be taken from the clubs accounts.

14 Funding

14.1 Sports Clubs can apply for BUCS funding annually before the 1st April as per the University of Lincoln Students' Union's procedure to govern the allocation of British Universities and Colleges Sport Funding.

14.2 Clubs will receive funding as per the criteria outlined in the University of Lincoln Students' Union's procedure to govern the allocation of British Universities and Colleges Sport Funding.

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15 Fixtures

15.1 Fixtures will be sent out to the BUCS participating Sports Clubs weekly.

15.2 Weekly fixtures can be viewed on the University of Lincoln Students' Union website at www.lincolnsu.com/BUCS.

HC July 2020



BUCS Generic Team Sheet

Fixture Information

Sport.....
 League/Cup Name.....
 Date Venue.....
 Official in Charge (sign)

Home Team :	Verified	Away Team :	Verified
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
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18		18	
19		19	
20		20	
21		21	
22		22	
23		23	
24		24	
25		25	
<i>Captain Name</i>		<i>Captain Name</i>	
<i>Signature</i>		<i>Signature</i>	
<i>Time</i>		<i>Time</i>	

Result: (h) v (a)

Playing Under Protest? Yes / No

Notes:

Retain for your records

Any players with medical exemptions must be marked as M.E., verified Medical Exemption form, validated by AU to accompany team sheet.

Circle the names of any players that require further verification, i.e. did not have ID, not verified by AU, considered to be a higher tiered team player without medical exemption, note the nature of the query and present to your AU for processing.

Appendix 2.



BUCS PLAYING UNDER PROTEST FORM

INSTITUTION: (Team wishing to Play Under Protest)	
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MEN'S / WOMEN'S:	
SPORT:	LEVEL: (i.e. 1 st , 2 nd , 3 rd)
CONFERENCE:	TIER:
DATE & TIME OF FIXTURE:	VENUE:
HOME TEAM:	
AWAY TEAM:	

<p>We are agreeing to play the above match under protest for the following reasons:</p> <p>(Please list and justify all breaches of regulations)</p>			
REGULATION(S) CONTRAVENED:	BRIEF EXPLANATION: (THIS MUST RELATE TO THE REGULATION CONTRAVENED)	Captains Initials	
		Home	Away

OPPOSITION STATEMENT:			
SIGNED: (Protesting Captain)		PRINT NAME:	
Time:			
SIGNED: (Opposition Captain)		PRINT NAME:	
Time:			

Please note that the opposing Captain **MUST** countersign this form to acknowledge that the protesting team have a grievance and that the match will be played under protest, he / she **CANNOT** refuse to do so.

The opposing Captain has the opportunity to state their opinion regarding this grievance on the form in the space provided.

The end of each statement from each captain **MUST** be initialled to note its conclusion.

The completion of a Playing Under Protest form only allows an institution the right to appeal at the conclusion of the fixture as they have not accepted the conditions of the match, it does not guarantee the outcome of any subsequent appeal.



Player Movement Guide

PLEASE NOTE THIS DOCUMENT IS TO BE USED AS A GUIDE ONLY

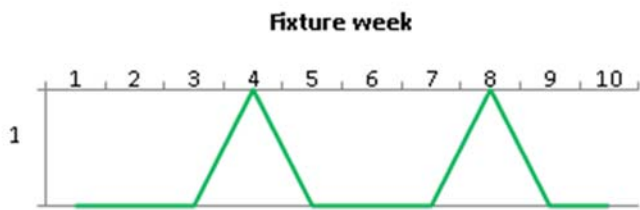
This guide is aimed at providing assistance in the interpretation of REG 6.7 and REG 6.8. Player movement is restricted in order to safeguard against institutions moving players down from a higher team in order to gain an unfair advantage when playing teams in lower leagues. This guide does not account for every scenario, or the particular circumstances which may surround them. There will be eventualities which cannot be anticipated and therefore institutions are reminded that this is a guide and should always be read in conjunction with the regulations.

Can my player compete for ...		
When...	1 st Team	2 nd Team
In a 12 game season, a player has competed for the 1 st team in 6 league fixtures and 1 trophy knockout. The team lost their knockout, so they have 6 league fixtures remaining.	Yes, continuing to play up is allowed.	Yes, normality is established by looking at all the league games in a season. As there are 6 fixtures remaining, if the player was to play all 6 for the 2 nd team they still would have played 6 for each team. This would be permissible. Knockout games are not counted in establishing majority, but players must comply with REG 6.7 for team selection – so, a 2 nd team player should play in the knockouts for the 2 nd team.
In a 7 game season, a player starts in the 1 st team. After 4 league fixtures they are ‘dropped’ to the 2 nd team, where they play 2 league fixtures and 2 knockouts. There is 1 league fixture remaining.	Yes, playing up is allowed.	No, the player did not have opportunity to establish majority in the 2 nd team when they were ‘dropped’ as they had played a majority of league fixtures for the 1 st team. They should not have been ‘dropped’ in to the 2 nd team and would not be eligible for any of the 2 nd team fixtures played. Sanctions would be imposed for this contravention. Knockout games are not counted in establishing majority, but players must comply with REG 6.7 for team selection – so, a 2 nd team player should play in the knockouts for the 2 nd team.
In a 10 game season a player plays for the 1 st team for 2 fixtures. They are then ‘dropped’ to the 2 nd team for 4 fixtures before being brought back up to the 1 st team for 3 fixtures. There is 1 league fixture remaining.	Yes, continuing to play up is allowed.	Yes, as this would result in an even split in the fixtures played which would mean that the player could be ordinarily considered either a 1 st or 2 nd team player.

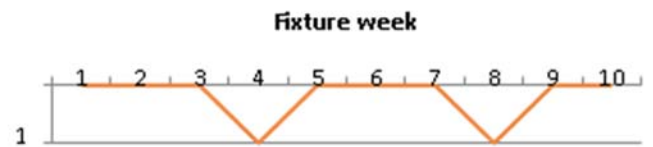
Teams must always be picked as if all teams were playing on the same day (REG 6.7.4). If the 2nd team are playing on a day which the 1st team are not, 1st team players may not play for any lower team, unless they are being ‘dropped’ and will remain with the lower team on a day on which both teams are playing. If BUCS suspects foul play or the manipulation of regulations in this regard team sheets may be requested throughout the season in order to ‘track’ the movement of particular teams and players. Sanctions for contravention of the player movement regulations may be imposed retrospectively.



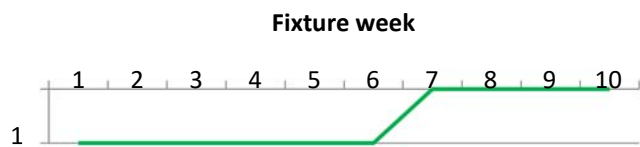
Playing up occasionally = OK



Playing down occasionally = NOT OK



Playing up & staying up = OK



As long as sufficient league fixtures remaining to establish majority in the lower team.

