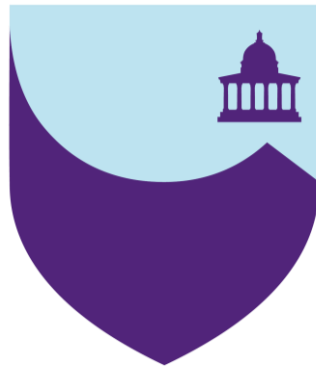


Introduction to BUCS and Leading your Team

Students' Union UCL Captains Training



TEAMUCL

Who is the Sports Administrator and what do they do?

- The Sports Admin's role at UCL



Leading Your Team: The Life of a University Captain

- What do University Captains do?
- What challenges do you face going into your year of captaincy?
- How does the role of a University Captain differ to that of an elite/professional captain?

Leading Your Team: Communication

- Is communication important? What's the point of it?
- Who is it important to communicate with?
- Pre-season communication vs weekly communication
- How would you like to communicate with these people?

Leading Your Team: Selection

- Is selecting a team an easy process?
- What can impact selection/availability?
- How can you make it easy?
- How are you planning on doing this?

BUCS / LUSL



What're they? What's the difference?



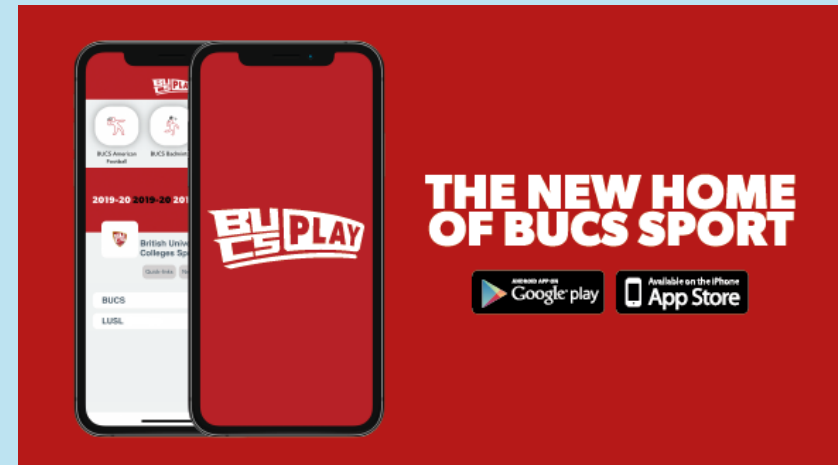
- British Universities & Colleges Sport,
- The overarching organisation for competitive National Sport.
- Organise team Championships (leagues & knockouts) and Events
- Wednesday afternoons (99% of the time!)
- Specific league structure and regulations



- London Universities Sports League
- Regionalised to just London
- Fewer sports, still cup and knockout comps
- Varying days depending on Sports
- Different, and more flexible league structure

BUCS Play

- BUCS Play is an app that acts as a hub for **ALL** university sport.
- It details every fixture, result, team sheet, league table and event.
- Every athlete who wishes to compete in a BUCS event, league, knockout or competition for their institution **must download the app**.
- You cannot take part without it!



Becoming a Captain on BUCS Play

1. Download BUCS Play and create an account
2. Find and join your sport (More > My Communities > Find a new community > select your sport > Join > Join myself > Agree Terms and conditions + click done)
3. Go to Community > See all teams > Find and join your team (joining for myself)
4. Enter your details and click continue
5. Wait for your institution to select you as a captain

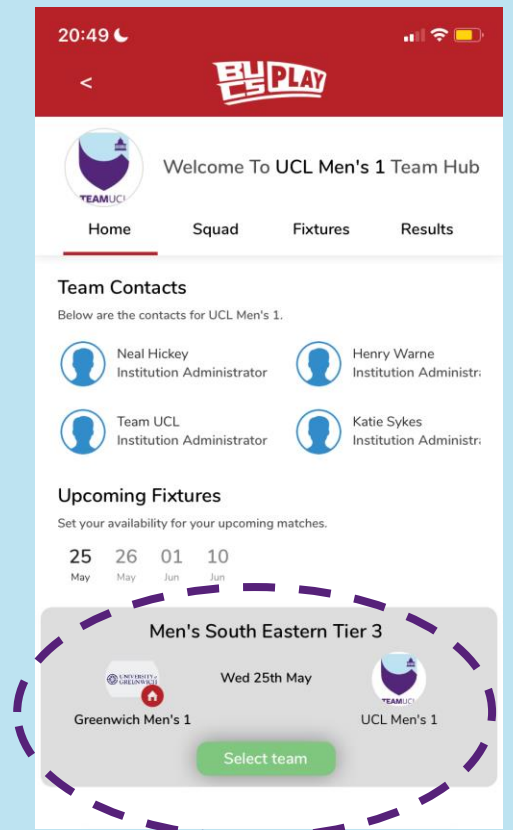
Once you are a captain you have administrative rights for your team...

Captains, you are now responsible for...

1. Ensuring your whole team has downloaded the BUCS Play App
2. Ensuring every member of your team has applied to enter your team on BUCS Play (steps 1-4).
3. Accepting appropriate team members onto your squad.
4. Team selection (selecting yours and verifying oppositions).
5. Entering match results for home fixtures.

Team Selection & Accepting a Team Sheet

1. **Login to the App**
2. **Find your team within your sport community** (More > My Communities > See All Teams > Search for your team)
3. **Select the fixture** you are selecting your team for
4. **Select your players** – select the name of each player competing (only players who have joined the squad and been accepted by you, will be available for selection).
5. **Accept/dispute opposition team sheet** – at the fixture, check through your opposition's team sheet and show yours to your opposition captain. If happy, select 'approve'.

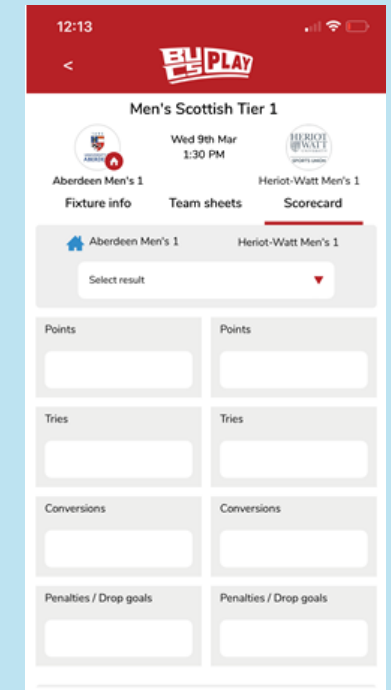


Entering a result (home team)

Same process...

1. Find your team within your sport community
2. Select the relevant fixture
3. Enter result*

*This must be done within 24 hours of the fixture – do it immediately after the game!

A screenshot of the EFL PLAY app interface. At the top, it shows the time 12:13 and the EFL PLAY logo. Below that, it displays "Men's Scottish Tier 1" and the date "Wed 9th Mar 1:30 PM". The fixture is between "Aberdeen Men's 1" and "Heriot-Watt Men's 1". There are three tabs: "Fixture info", "Team sheets", and "Scorecard". Under "Scorecard", there are two columns for "Aberdeen Men's 1" and "Heriot-Watt Men's 1". Each column has a "Select result" dropdown menu. Below the dropdowns are input fields for "Points", "Tries", "Conversions", and "Penalties / Drop goals" for both teams.

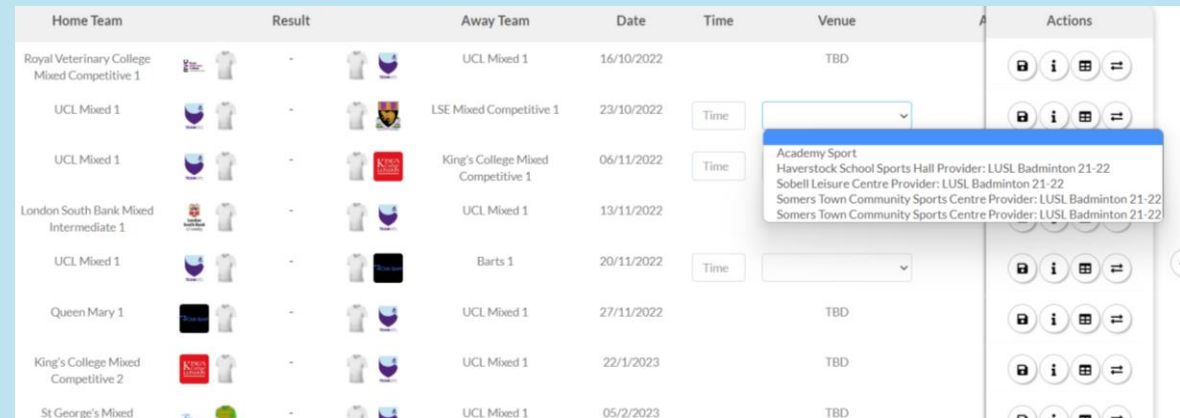
Under no circumstances should results be fabricated!


























Entering Fixture Details – LUSL Captains ONLY

LUSL Captains have the additional responsibility of adding fixture details to your matches. These include start times and venue details.

Complete this on Desktop:

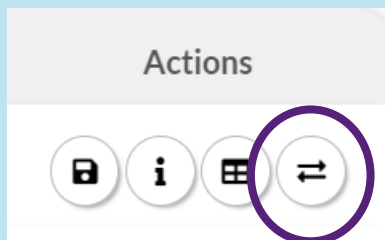
1. Find your team within your sport community
2. Select fixtures
3. List View
4. Fill out the details of your fixture for HOME games.



Home Team	Result	Away Team	Date	Time	Venue	Actions
Royal Veterinary College Mixed Competitive 1	-	UCL Mixed 1	16/10/2022		TBD	   
UCL Mixed 1	-	LSE Mixed Competitive 1	23/10/2022	Time	<input type="text"/>	   
UCL Mixed 1	-	King's College Mixed Competitive 1	06/11/2022	Time		   
London South Bank Mixed Intermediate 1	-	UCL Mixed 1	13/11/2022			   
UCL Mixed 1	-	Barts 1	20/11/2022	Time	<input type="text"/>	   
Queen Mary 1	-	UCL Mixed 1	27/11/2022		TBD	   
King's College Mixed Competitive 2	-	UCL Mixed 1	22/1/2023		TBD	
St George's Mixed	-	UCL Mixed 1	05/2/2023		TBD	

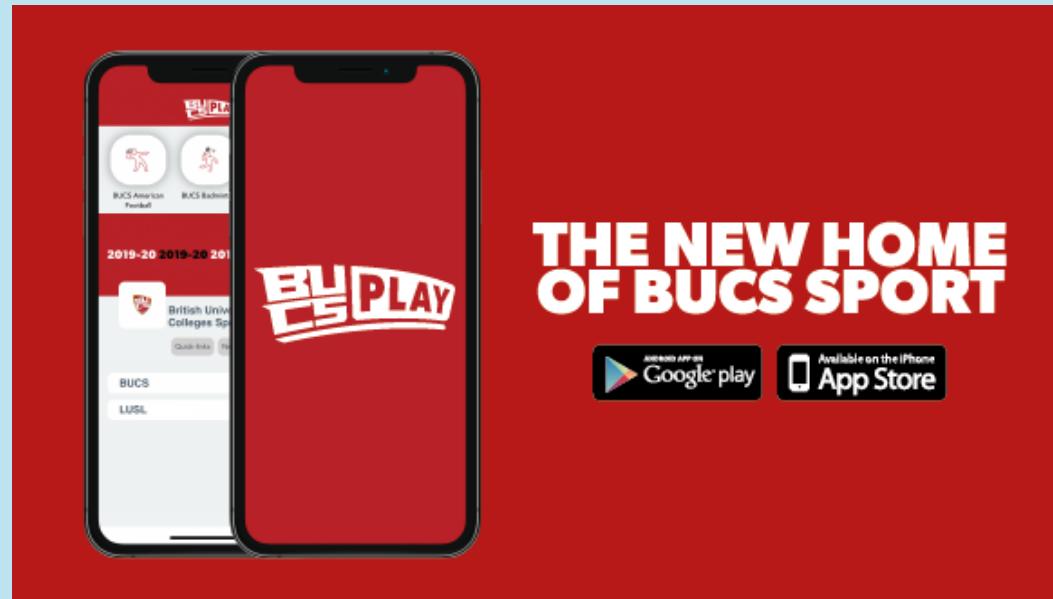
Change Requests– LUSL Captains ONLY

In exceptional circumstances you will be able to request a change to a fixture or accept / reject opposition's requests.



- Avoid changing fixtures where possible: it creates a backlog and confusion.
- Change fixtures with as much notice as possible and only use them for exceptional circumstances.
- Only accept changes if they suit your team.
- *Remember... how you approach accepting / rejecting changes should be how you approach your own requests.*

Any Questions?



Important Rules & Regs: Player Eligibility

- [BUCS General Rules and Regulations](#)

Key Points

- MUST be a UCL student!
- MUST have Club Membership
- MUST be at least 18 years of age
- Must be listed on your squad and team sheet on BUCS Play

Important Rules & Regs: Fixture details

- Unless otherwise informed by TeamUCL staff, BUCS Play shows the START time of your fixture (NOT the warm up time), the date of the fixture, and the venue the fixture will take place at.
- There is leeway for a delayed start time ONLY if delays to travel are beyond anyone's control (e.g., delayed/cancelled trains, severe traffic, etc). [REG 9](#).
- How much time do you need to warm up? How long will it take to travel? When and where will you need to meet with your teammates if travelling together?

Important Rules & Regs: Cup Fixtures

All teams are entered into cups as well as leagues. The cup you're entered into depends on the tier you're in.

- National Championship (Premier Tier and some Tier 1) matches are played after leagues are finalised (February).
- National Trophy, Conference cup, Conference Trophy and Conference Plate fixtures are played throughout the season.

These must be played on the date they are set in order to allow the winner of the tie to progress before the next round!

Find your Cup route (*Desktop*): BUCS Play > Your Community > 'Knockouts' (select your knockout competition > view your tournament board and see fixture dates

Important Rules & Regs: Play Under Protest

- If fundamental requirements are not met, you have the right to '[Play Under Protest](#)'. This form should only be completed if there is a **major discrepancy** between BUCS regulations, which impedes the fixture taking place as normal and/or provides an unfair advantage.

Things to consider

- The form should be completed in its entirety *before* the start of the fixture, or, as soon as a discrepancy has been noticed and emailed to the Sports Administrator as soon as possible.
- If you do not win the fixture, an appeal may be lodged to overturn the result following consideration from the Sports Administrator who will have the final say to whether this appeal progresses.
- An appeal will not be lodged if the form was completed after the match or if there is no evidence that a significant regulation has been broken.

Important Rules & Regs: Sanctions

- Not completing team sheets
- Conceding walkovers / not fulfilling fixtures
- Not communicating with us / not communicating with us in the right manner

How to travel to and from fixtures

- [Arranging travel to and from sports fixtures](#)
- Teams are expected to make their own travel arrangements to all home and away fixtures... but I am here to help.
- What's the most efficient mode of transport too and from campus? Please consider time, sustainability and price.
- [Requesting pre-booked travel](#)

Travel Reclaims: What you need to know

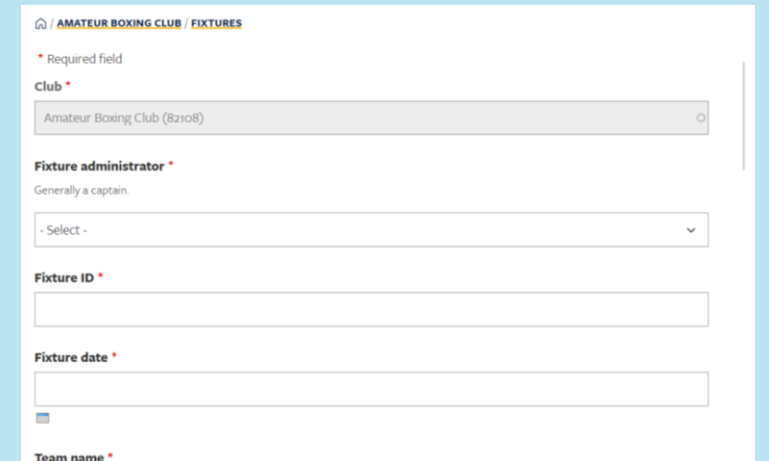
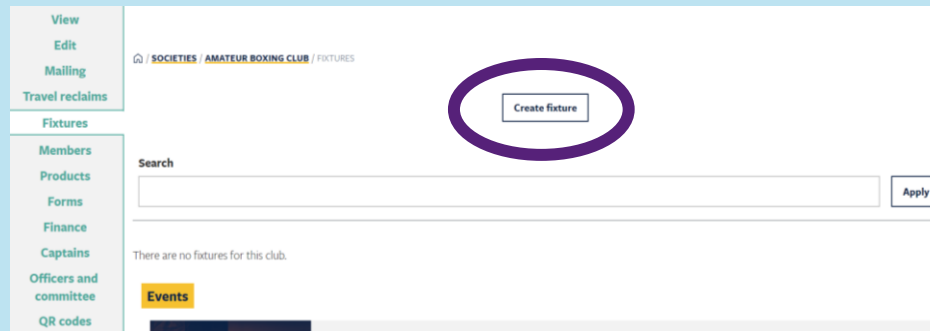
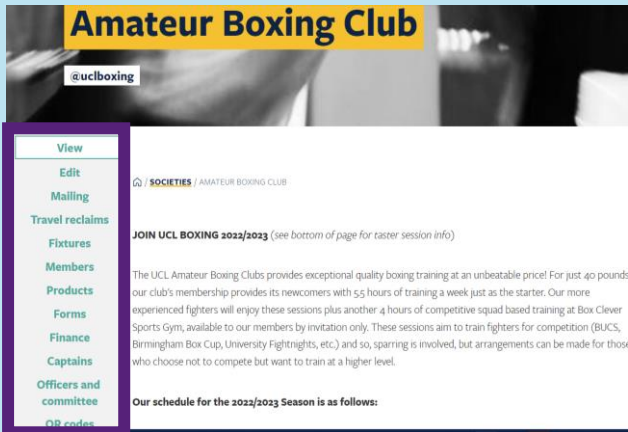
- We will always refund a fair, sensible form of travel for members representing TeamUCL
- We will reimburse travel to BUCS & LUSL away fixtures outside of Zone 2
- We will only reimburse the cost from UCL to the venue, not from your homes
- Train fares are reimbursed at a Railcard discount
- Fuel reimbursement and Taxi payments must be pre-authorized (medical students!)
- We will also reimburse all BUCS & LUSL officials payments if you've paid in cash

More Info: <https://studentsunionucl.org/sports-captains-hub-0>

ROSA is no more!

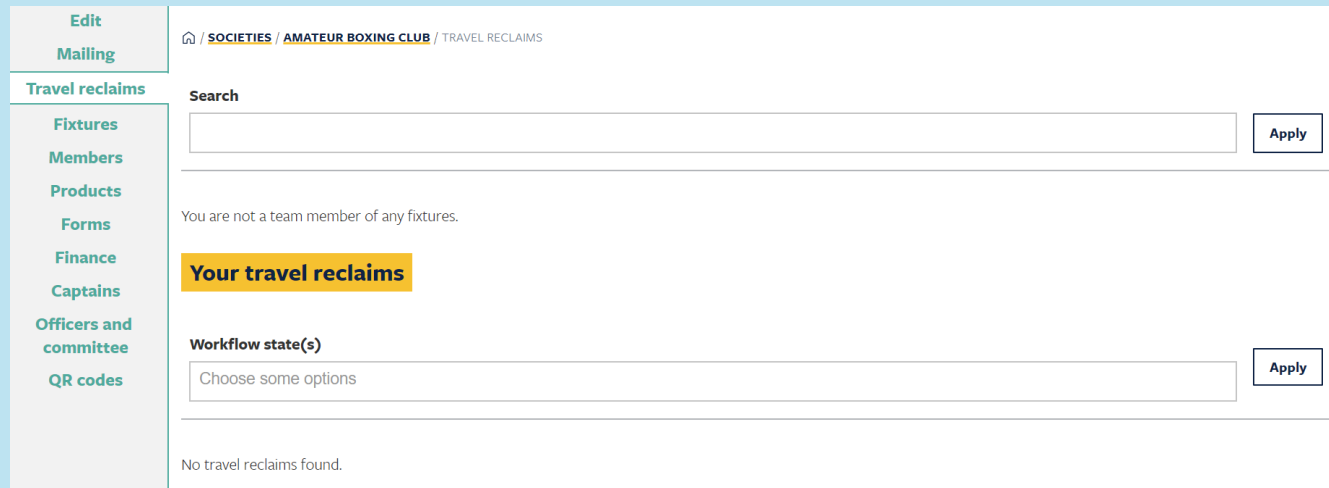
Travel Reclaims: The Process

- Creating a fixture (Captains / Fixture Admins):
<https://studentsunionucl.org/how-to/website/create-fixture>



Travel Reclaims: The Process

- Creating a travel reclaim (all team members who have travelled)
<https://studentsunionucl.org/how-to/website/submit-travel-reclaim-for-fixture>

A screenshot of the TEAMUCL website interface. On the left is a vertical navigation menu with items: Edit, Mailing, Travel reclaims (highlighted), Fixtures, Members, Products, Forms, Finance, Captains, Officers and committee, and QR codes. The main content area shows the breadcrumb path: "/ SOCIETIES / AMATEUR BOXING CLUB / TRAVEL RECLAIMS". Below this is a search bar with an "Apply" button. A message states: "You are not a team member of any fixtures." A yellow box highlights the heading "Your travel reclaims". Below that is a "Workflow state(s)" dropdown menu with the text "Choose some options" and an "Apply" button. At the bottom, it says "No travel reclaims found."

Travel Reclaims: The Process

- Accepting / Rejecting your teammates' reclaims (Captains / Fixture Admins): <https://studentsunionucl.org/how-to/website/approve-travel-reclaims-as-fixtures-administrator>.

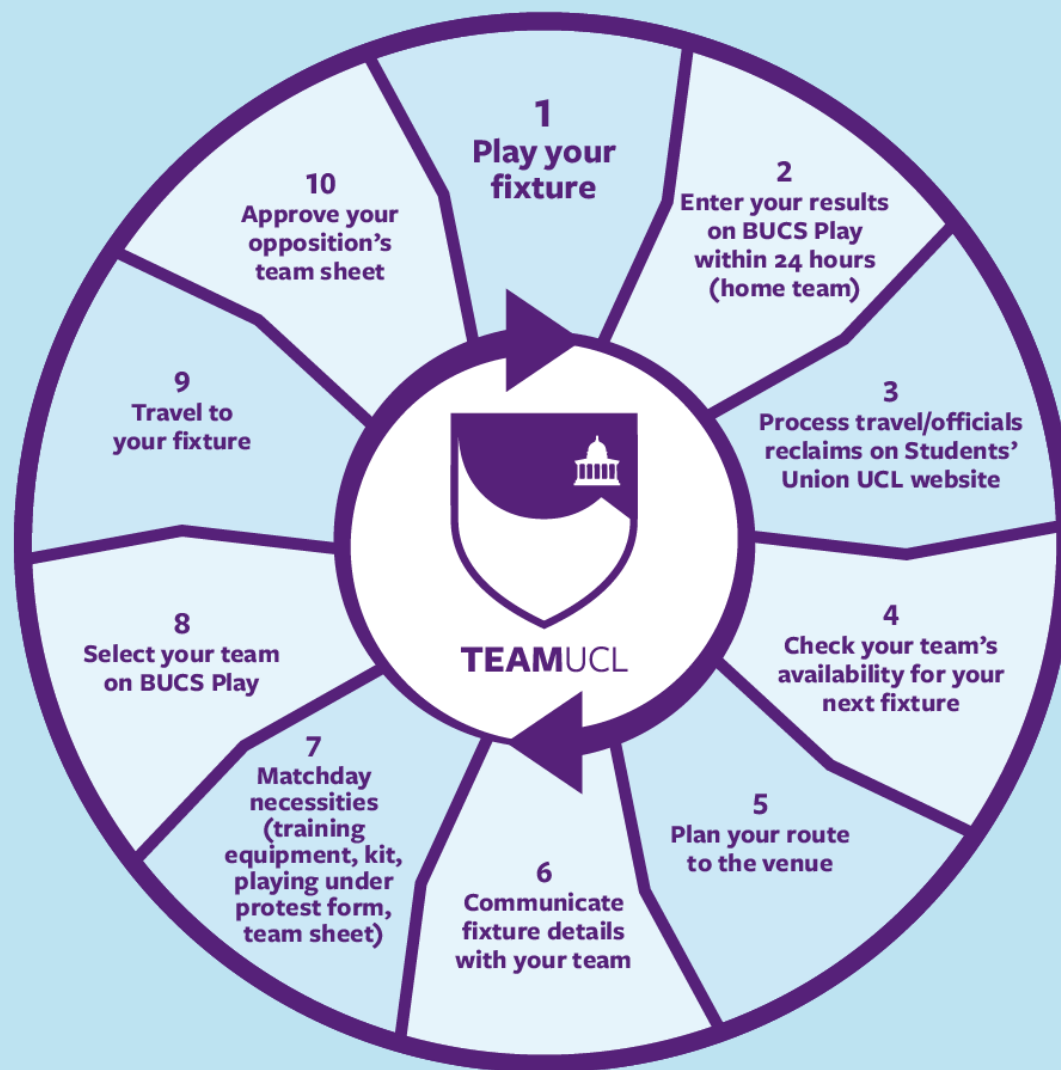
Captains:

- Ensure everyone selected has membership ***before taking part!***
- Check you have added everyone to the fixture (including yourself)
- Create the fixture ASAP – when you're travelling back is best
- Check your teammates' reclaims carefully! If you pass on an unacceptable reclaim the process will take longer
- Remember to lock the fixture once you've approved all reclaims

Travel Reclaims: Things to note

What we need to see to reimburse you

- Evidence must show the **destination, date of travel, price and evidence of railcard applied** (e.g., picture of the physical ticket or online receipt, TFL account statement).
- Petrol reclaims require evidence of route taken and reclaimed at 30p per mile.
- Reclaims must've been **passed onto us within 1 month of the fixture**: create the fixture as early as possible, give your teammates regular reminders and deadlines. The quicker this is completed the sooner you will be reimbursed.



1
Play your fixture

2
Enter your results on BUCS Play within 24 hours (home team)

3
Process travel/officials reclaims on Students' Union UCL website

4
Check your team's availability for your next fixture

5
Plan your route to the venue

6
Communicate fixture details with your team

7
Matchday necessities (training equipment, kit, playing under protest form, team sheet)

8
Select your team on BUCS Play

9
Travel to your fixture

10
Approve your opposition's team sheet

Things you need to know

- How to use BUCS Play
- How to organise your team and prepare for fixtures
- How to reclaim travel expenses and officials payments

The Sports Mobile number: 07904 553520

TeamUCL Captains Hub

[https://studentsunionucl.org/sports-captains-hub-0.](https://studentsunionucl.org/sports-captains-hub-0)