



Maz Veater – Club & Performance Sport Administrator

Hi everyone! This is me. →
Don't be afraid to say Hi if you see me around campus or attending your home fixtures.

I look after all things BUCS throughout the year so if you have any issues or questions, just drop these over to me by Whatsapp or Email. My normal working hours are 9am-5pm Monday-Friday so please do not expect a response outside of these hours unless I have told you otherwise.

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This is what a standard 2022/23 season looks like in terms of key dates/activities – it all starts now with your Captain's Training.

***Its important to remember that not every club will have the same Season timeline;**

- Recreation Clubs don't compete in regular BUCS Leagues and Cups
 - Development teams also don't compete in BUCS, but will take part in their own fixtures/tournaments as organised by the Club
 - Some Clubs will compete in BUCS competitions throughout the year
 - Some Clubs will compete in external competitions throughout the year
- At the end of September, the University will run Welcome Week which is a chance for the new students to find out everything there is to know about Hallam. During Welcome Week, Team Hallam will host a Sports Fair which is your club's chance to interact with these students, and recruit new members to your club. It is key that you make a good impression, as any sign-ups from the Fair will influence your trial sessions, which then influence your team selection for the year.
- BUCS Leagues will start around the second week in October. All fixtures will be finalised and posted on BUCS Play prior to September – some of your fixtures might change throughout the season but this will be communicated to you as and when it happens.
- Most teams will be entered into the BUCS knockout competitions. These fixtures tend to start around the middle of November and go right on through until the Finals in March. These fixtures will also be posted on BUCS Play – if you ever notice 2 fixtures scheduled for one day for your team, please contact Maz to let her know and she will reschedule one of the fixtures. Cup/knockout fixtures ALWAYS take priority over league fixtures due to the tight deadlines.

- The final of the knockout competitions for most sports are played at Big BUCS Wednesday. For the 21/22 year, this was held at Nottingham University – it's a full day of the final rounds being played, and awards ceremonies taking place. If your team makes it into Big BUCS Wednesday, you will be expected to travel and compete as you would for any other fixture.
- Varsity! Hopefully you were able to experience the 2022 Varsity events as players and spectators – it is an incredible opportunity to showcase your sport in front of students and staff from both Universities. The road to Varsity starts now, and you should make sure that you set your team up for success from the beginning of Semester 1. This includes engaging with Team Hallam, consistent attendance of training sessions, encouraging attendance at S&C, and creating that positive, competitive environment amongst your team mates.
- For those teams lucky enough to be playing in League 1 for their sport, if your team finishes at the top of the league, you will be entered into the Play-Offs for your chance to gain promotion to the Premier Leagues. Your team will play against the team who finished bottom of the Premier League to decide which team will play in the Prem for the following season.

***A lot of University Courses require students to undertake placement activity. These normally start after Christmas and can affect team selections all the way through Semester 2. It is good for you to look ahead and prepare for what your Semester 2 team will look like eg. Do you need to recruit more athletes at the Refreshers Fair in January because you have lots of players on placement? Do you need to try and reschedule some fixtures to ensure that you can get a team together?**

Please contact Maz if you need any support or guidance due to University placements.

Communication Expectations

Through the year, there will be lots of information being sent out regarding BUCS.

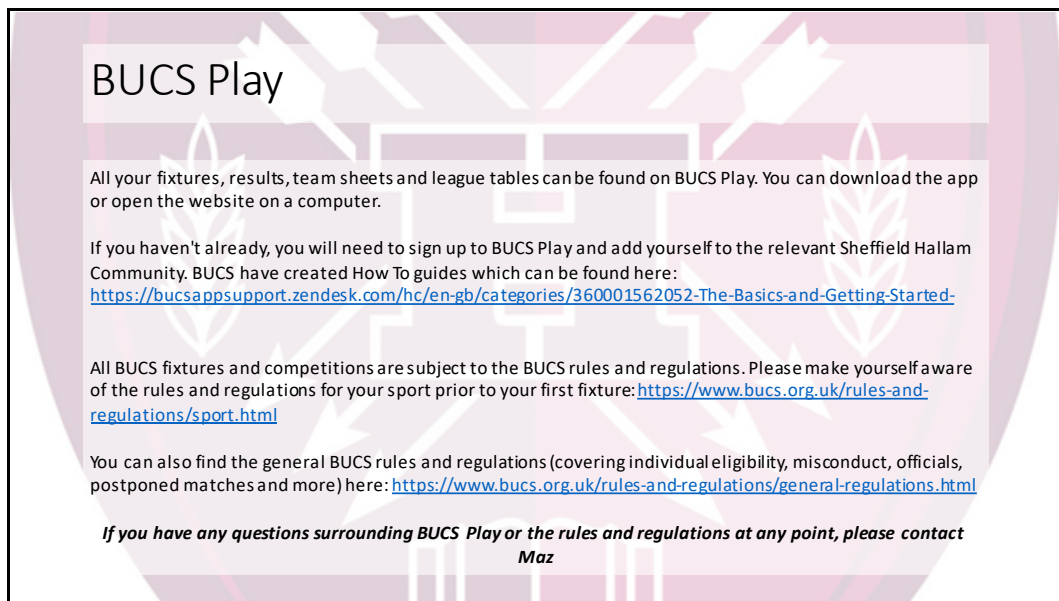
What to expect from Team Hallam:

- Regular social media posts (fixtures on a Tuesday, results on a Thursday, monthly shout-outs)
- Regular contact via Whatsapp for 'urgent' issues
- Whatsapp follow-ups to find out how games went/check scores
- Emails sent out every Friday to confirm fixtures and travel for the following week

What we expect from Captains:

- Responses to emails and Whatsapp messages as required
- Whatsapp Maz the score after every fixture (this ensures that scores are inputted before the BUCS deadlines)
- **If you are struggling to get a team together for a fixture, give Maz a heads up as soon as possible. DO NOT wait until Tuesday afternoon to say that you cannot play due to lack of players**
- If you have any issues at all throughout the season, contact Maz or a member of Team Hallam staff

As you can see, the key to a great year of BUCS is regular communication with Maz!

The slide features a background with a faint, stylized crest of Sheffield Hallam University. The crest is circular and contains a shield with various symbols, including a book and a tree. The text is overlaid on this background.

BUCS Play

All your fixtures, results, team sheets and league tables can be found on BUCS Play. You can download the app or open the website on a computer.

If you haven't already, you will need to sign up to BUCS Play and add yourself to the relevant Sheffield Hallam Community. BUCS have created How To guides which can be found here: <https://bucsappsupport.zendesk.com/hc/en-gb/categories/360001562052-The-Basics-and-Getting-Started->

All BUCS fixtures and competitions are subject to the BUCS rules and regulations. Please make yourself aware of the rules and regulations for your sport prior to your first fixture: <https://www.bucs.org.uk/rules-and-regulations/sport.html>

You can also find the general BUCS rules and regulations (covering individual eligibility, misconduct, officials, postponed matches and more) here: <https://www.bucs.org.uk/rules-and-regulations/general-regulations.html>

If you have any questions surrounding BUCS Play or the rules and regulations at any point, please contact Maz

This applies for all fixtures and competitions! Not just if you play on a Wednesday!

Playing Under Protest

If you feel as though a University has breached the BUCS rules and regulations for a fixture, you can submit a Playing Under Protest form.

Acceptable reasons for submitting a PUP form include:

- Playing an ineligible player
- Using a facility that does not meet the regulations for your league
- Use of officials that do not meet the regulations for your league
- Facility space has not been booked for the minimum length of time

A PUP form **MUST** be completed before or during the fixture. You can request a break in your fixture in order to complete one if necessary.

A PUP form **MUST** be submitted to Maz no later than 12pm on the next working day following your fixture – for Wednesday fixtures, this is Thursday. For weekend fixtures, this is Monday

All Captains are advised to carry 2 hard copies of the PUP form to all fixtures. In the event that you do not have a form to hand, you **MUST** capture this information on a document for it to be valid:

- Fixture information
- The specific grievance and any known regulations that are alleged to have been contravened
- Name and signature of the Hallam captain
- Any opposition response to the grievance
- Name and signature of the opposition captain, and time of signature (They cannot refuse to sign the form)

All regulations linked to Playing Under Protest can be found here: <https://www.bucs.org.uk/rules-and-regulations/general-regulations/reg-12-playing-under-protest.html>

Playing Under Protest forms can be found on the BUCS website (Appendix 8): <https://www.bucs.org.uk/rules-and-regulations/general-regulations/appendices.html>

Playing Under Protest forms should not be filled in just because you are losing/have lost a game. A PUP form should only be filled out if you know that a rule or regulation has been broken, and you believe that it negatively impacted your team when you otherwise would have won. If you have lost 50-0 and the referee wasn't qualified properly, then the ref didn't actually have much impact on the final result. However, if the final result was a 2-1 loss and the ref's lack of experience or qualification meant that the winning goal shouldn't have been counted, then you should complete a PUP form prior to the end of the game and submit it to Maz ASAP.

Misconduct

Whilst you are representing the University during BUCS fixtures and competitions, you are expected to ensure that your team upholds the Team Hallam Club Code of Conduct, and that every team member conducts themselves in an orderly fashion.

If Team Hallam receives information to suggest that a team or a club has breached the Code of Conduct at any time throughout the year, an official investigation will be undertaken, and disciplinary action will be enforced.

If BUCS receives a report of misconduct from a team or a player, they will conduct their own investigation and determine the disciplinary action required. This may include monetary fines, removal of BUCS points, and even suspension of the team from BUCS.

Examples for which BUCS would deem an institution and its clubs liable to a charge of misconduct:

- Violent, threatening, abusive, obscene or provocative conduct or language
- Disregarding requests/instructions of Tournament Directors or appointed officials
- Encroachment on the playing area by spectators or unauthorised persons, unless for reasons of safety
- Throwing potentially harmful or dangerous objects at, onto or adjacent to the playing area
- Entering or attempting to enter a venue of a BUCS competition while in possession of recreational drugs
- Entering or attempting to enter the venue of a BUCS competition while in possession of a flare, smoke bomb or firework

Team Hallam Club Code of Conduct can be found on the Team Hallam website under Important Documents: <https://www.teamhallam.org/explore/committee-zone/resources/>

Fixtures & Results

All fixtures, results and league tables will be shown on BUCS Play throughout the season. You will be able to view these from September, so please take a look and plan ahead as much as possible.

If there are any dates that you know won't work for your team/club, contact Maz so that she can look at rearranging these.

If your team/club has any preference of playing time or venue space eg. Court 2 at EIS, please let Maz know, and she will try to give you these preferences as much as possible.

If you have any issues with a fixture within 1 week of the fixture date, Whatsapp Maz to explain the situation and she will work through some options with you to ensure that the fixture is able to be played.

As Team Captain, it is your responsibility to upload the results of each fixture onto BUCS Play. The deadline for scores to be uploaded is 12pm on the next working day following your fixture.

Uploading your scores in a timely manner is especially important for knockout fixtures as the next round of fixtures cannot be confirmed until a score has been inputted.

You can find a step-by-step guide to uploading your scores

here: <https://bucsappsupport.zendesk.com/hc/en-gb/articles/360033677731-Entering-results-on-app>

You will also need to Whatsapp Maz your result by 12pm on the next working day. This is so that she can confirm and approve the correct score on BUCS Play

Rearrangements & Walkovers

If your team is unable to fulfil a fixture at any time and for any reason, you **MUST** inform Maz and explain why.

If you provide enough notice (at least 1 week prior to the fixture) there is a high possibility that the fixture will be able to be rearranged. Maz will always check with you that any proposed rearranged dates are ok for the team before confirming it on BUCS Play.

If you let Maz know within 48 hours prior to the fixture date, it is very unlikely that the fixture will be able to be rearranged, and the opposition would be within their rights to claim a walkover from us for an unfulfilled fixture.

If an opposition requests a rearrangement within this 48-hour window, Maz will contact you to discuss the options.

If a team is required to forfeit a fixture for any reason, and the opposition is unable/unwilling to reschedule, the opposition will be granted a walkover win.

Walkovers are normally the result of not being able to field a team of the minimum number required for the fixture to start (as stated in BUCS rules and regulations). You are expected to make every effort possible to get a team out for every scheduled fixture.

BUCS penalise those teams who give walkovers throughout the year – the penalties differ depending on the League that your team plays in.

Rearrangements & Walkovers

League	One Walkover	Two Walkovers	3 + Walkovers
Premier Tier	<ul style="list-style-type: none"> Loss of 3 league points. Loss of half of BUCS points attained through final league position. Automatically relegated if finish bottom of the table. 	<ul style="list-style-type: none"> Loss of an additional 3 league points. Loss of ALL BUCS points attained from final league position. Automatically relegated regardless of final table position. Ineligible to progress to knockout competition. 	<ul style="list-style-type: none"> Loss of an additional 3 points for every subsequent walkover. An automatic £250 fine. An additional £100 fine for every subsequent walkover.
Tier 1	<ul style="list-style-type: none"> Loss of 3 league points. Loss of half of BUCS points attained through final league position. 	<ul style="list-style-type: none"> Loss of an additional 3 league points. Loss of ALL BUCS points attained from final league position. Ineligible to progress to knockout competition. 	<ul style="list-style-type: none"> Loss of an additional 3 points for every subsequent walkover. An automatic £100 fine. An additional £50 fine for every subsequent walkover. Ineligible for promotion.
Tier 2 and below	<ul style="list-style-type: none"> Loss of 3 league points. Loss of half of BUCS points attained through final league position. 	<ul style="list-style-type: none"> Loss of an additional 3 league points. Loss of ALL BUCS points attained from final league position. 	<ul style="list-style-type: none"> Loss of an additional 3 points for every subsequent walkover. An automatic £50 fine. An additional £50 fine for every subsequent walkover. Ineligible for promotion. Ineligible to progress to knockout competition.

There are also large monetary fines for walkovers during knockout fixtures, and play-off fixtures. If a monetary fine is issued by BUCS for a walkover, Team Hallam will assess the circumstances which lead to the walkover, and may decide to pass this fine onto the Club.

All information regarding results and walkovers can be found on the BUCS website: <https://www.bucs.org.uk/rules-and-regulations/general-regulations/reg-13-results-and-forfeitures-walkovers.html>

Team Sheets & Player Eligibility

Captains are required to submit a Team Sheet on BUCS Play for every fixture played. This should be submitted no later than 24 hours prior to your fixture taking place. Every athlete from your team needs to be registered on BUCS Play and your team sheet must be a true reflection of the squad for that fixture.

All players must be a current student at Sheffield Hallam and have purchased a Team Hallam membership to be considered an eligible player. Every player should take their student card with them to each fixture.

Team selection for fixtures should be made by the Captain and Coach of each team – it is up to you as to whether you prioritise player ability or commitment when it comes to selecting your squad. Communicate this to your players at the start of the season.

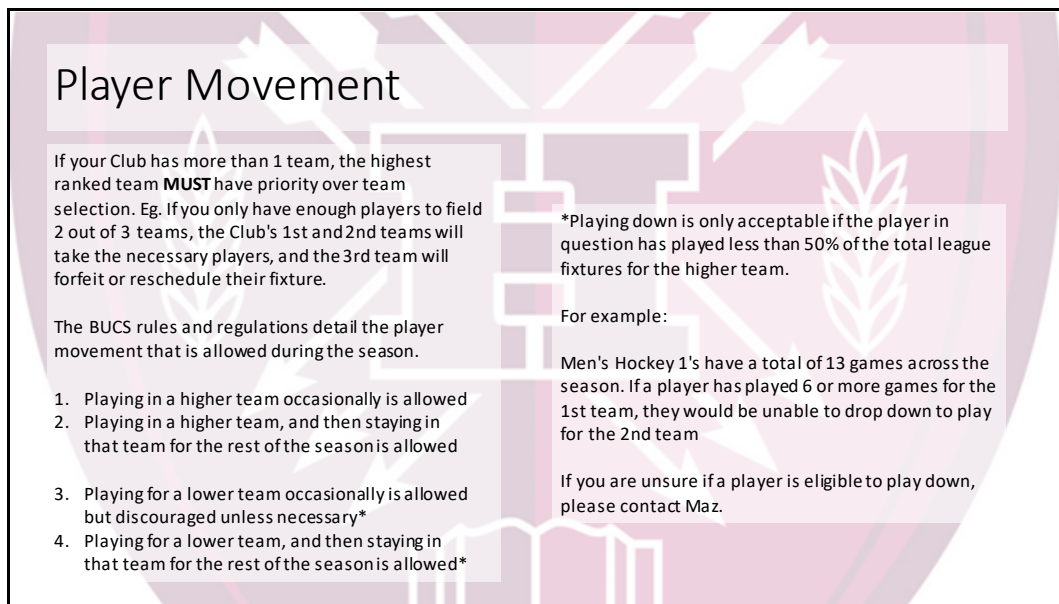
Team Hallam will be conducting membership checks on all Sports Clubs to ensure that all players have purchased the correct membership prior to competing in a fixture.

If you are found to be playing ineligible players (students without memberships), Team Hallam has the power to grant walkovers to your opposition until all players are considered eligible.

For example:

You have a squad of 16, but only 10 have purchased Team Hallam memberships. You will not be allowed to play any further fixtures until all 16 players listed on your team sheet have purchased the required membership.

Throughout the season, BUCS conduct spot checks on team sheets to ensure that they are being submitted by teams. If you are found to have not submitted team sheets for several of your fixtures, BUCS will dock the team points (affecting the overall table positions) and may issue monetary fines to the University. **Team Hallam will pass any monetary fines onto your Club to pay.**



Player Movement

If your Club has more than 1 team, the highest ranked team **MUST** have priority over team selection. Eg. If you only have enough players to field 2 out of 3 teams, the Club's 1st and 2nd teams will take the necessary players, and the 3rd team will forfeit or reschedule their fixture.

The BUCS rules and regulations detail the player movement that is allowed during the season.

1. Playing in a higher team occasionally is allowed
2. Playing in a higher team, and then staying in that team for the rest of the season is allowed
3. Playing for a lower team occasionally is allowed but discouraged unless necessary*
4. Playing for a lower team, and then staying in that team for the rest of the season is allowed*

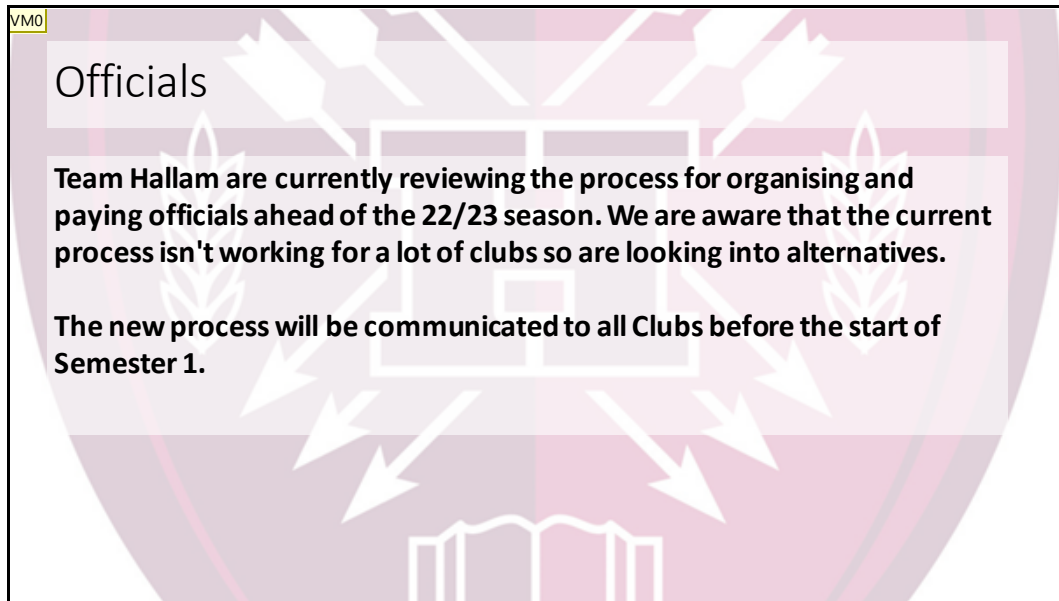
*Playing down is only acceptable if the player in question has played less than 50% of the total league fixtures for the higher team.

For example:

Men's Hockey 1's have a total of 13 games across the season. If a player has played 6 or more games for the 1st team, they would be unable to drop down to play for the 2nd team

If you are unsure if a player is eligible to play down, please contact Maz.

More information on team selection and team sheets can be found here: <https://www.bucs.org.uk/rules-and-regulations/general-regulations/reg-11-team-selection-and-team-sheets.html>

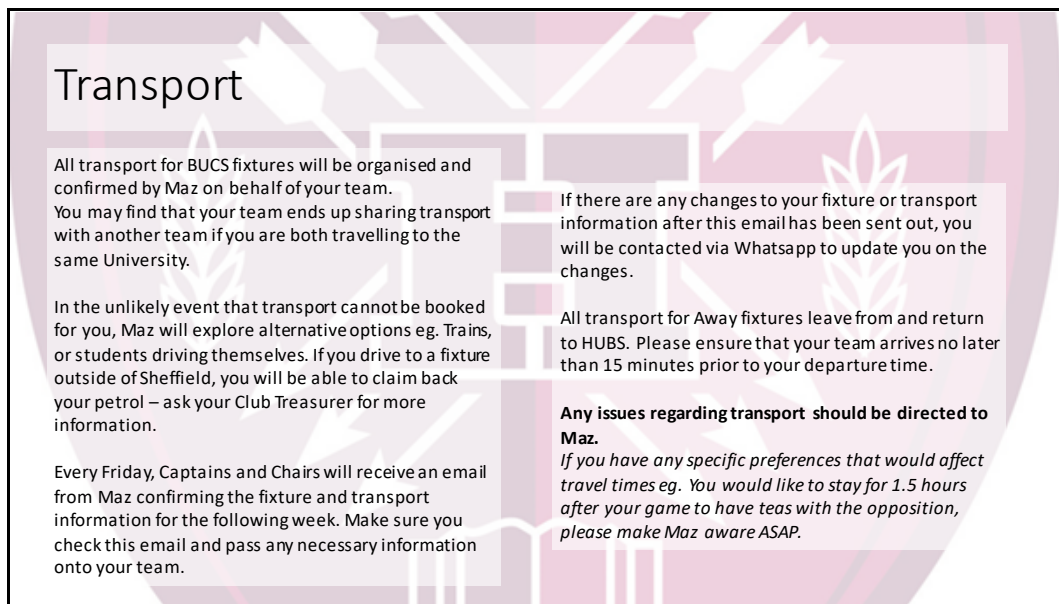


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Officials

Team Hallam are currently reviewing the process for organising and paying officials ahead of the 22/23 season. We are aware that the current process isn't working for a lot of clubs so are looking into alternatives.

The new process will be communicated to all Clubs before the start of Semester 1.



Transport

All transport for BUCS fixtures will be organised and confirmed by Maz on behalf of your team. You may find that your team ends up sharing transport with another team if you are both travelling to the same University.

In the unlikely event that transport cannot be booked for you, Maz will explore alternative options eg. Trains, or students driving themselves. If you drive to a fixture outside of Sheffield, you will be able to claim back your petrol – ask your Club Treasurer for more information.

Every Friday, Captains and Chairs will receive an email from Maz confirming the fixture and transport information for the following week. Make sure you check this email and pass any necessary information onto your team.

If there are any changes to your fixture or transport information after this email has been sent out, you will be contacted via Whatsapp to update you on the changes.

All transport for Away fixtures leave from and return to HUBS. Please ensure that your team arrives no later than 15 minutes prior to your departure time.

Any issues regarding transport should be directed to Maz.
If you have any specific preferences that would affect travel times eg. You would like to stay for 1.5 hours after your game to have teas with the opposition, please make Maz aware ASAP.

It is illegal to drink alcohol on any University transport! Team Hallam has a great rapport with both Travel Companies used for fixtures, who will report back to us if any drinking has happened. If you are found to have been drinking on your transport, the club will be investigated by Team Hallam and could be subject to disciplinary action.

Save the drinks for later!!



BUCS Competitions & Events

Throughout the year, BUCS run Competitions and Events outside of League and Cup fixtures. These will be released prior to the start of Semester 1 and can be found on the BUCS Event website.

Also, your Club will receive email reminders about entry deadlines, it is good practice to make yourself aware of the events coming up and to share this information with your teammates.

If you know that people from your team/club will be entering an event, you will need to inform Maz at least 1 week prior to the entry deadline. She will then explain the entry process, and finances involved, and be able to accept the entries.

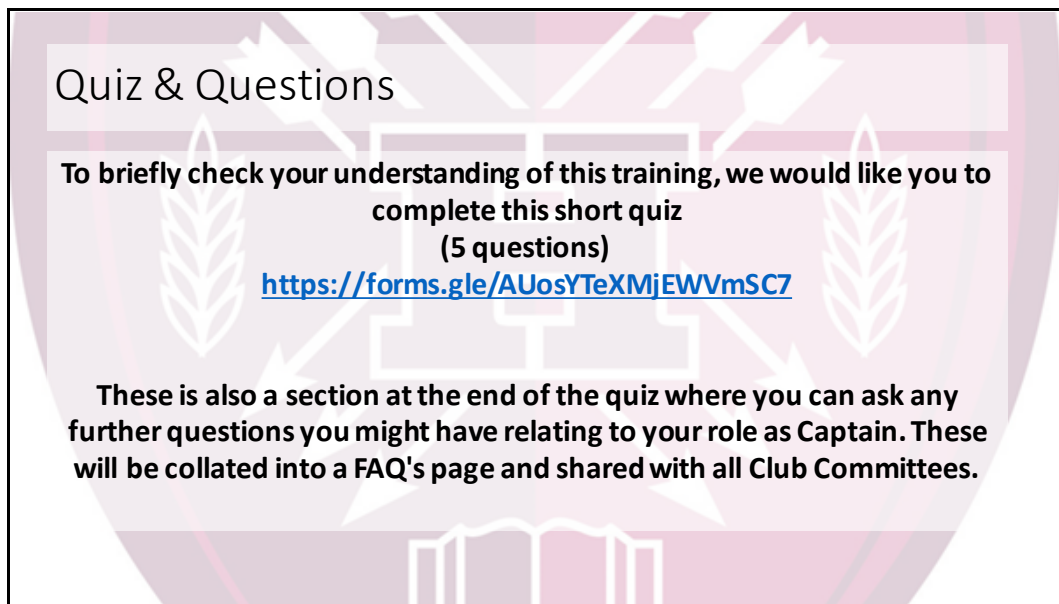
If you do not let Maz know of entries being made, there is no guarantee that these will be accepted.

For many events, Team Hallam will be able to provide financial support for entry fees, travel and accommodation, however this is not always guaranteed.

A new entry policy for BUCS Events will be available to view on the Team Hallam website ahead of the 22/23 season. This will detail the exact financial support available for each Sport.

If your Club enters an event, Team Hallam would encourage you to post on social media and tag @team.hallam.
We would also love it if you could provide us with a short summary following the event, letting us know how all the athletes got on.

BUCS Events website: <https://www.bucs.org.uk/events-listing.html>



Quiz & Questions

To briefly check your understanding of this training, we would like you to complete this short quiz (5 questions)

<https://forms.gle/AUosYTeXMjEWVmSC7>

These is also a section at the end of the quiz where you can ask any further questions you might have relating to your role as Captain. These will be collated into a FAQ's page and shared with all Club Committees.

<https://forms.gle/AUosYTeXMjEWVmSC7>