

**BUCS PLAY
LEAGUE AND KNOCKOUT
CAPTAIN PACK
2022-23 SEASON**



WHAT IS BUCS PLAY?

- BUCS Play is the hub for **ALL** BUCS sport.
- It is used for **BOTH** league programmes and events.
- **EVERY** athlete who wishes to compete in a BUCS event or for a BUCS team must create a BUCS Play account to be eligible to participate.
- Download the BUCS Play app or visit the desktop version via bucs.playwaze.com (PC only).



LEVELS OF ACCESS

There are four main role types:

- 1. Admins** sit at the top of the access chain (e.g. BUCS Staff).
- 2. IAs** have administrative control over an institution.
- 3. Captains** have administrative control over a team (or multiple teams) (as well as a Team Captain, this can be a Coach or Manager).
- 4. Members** are all other BUCS Play users without any administrative access (e.g. participants and supporters).



CAPTAIN

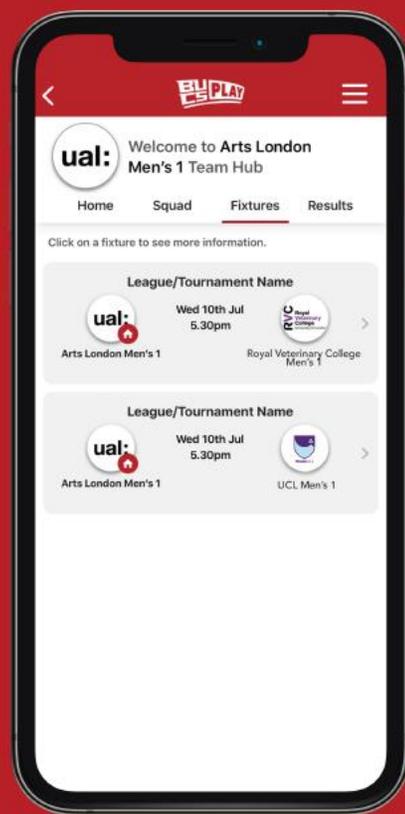
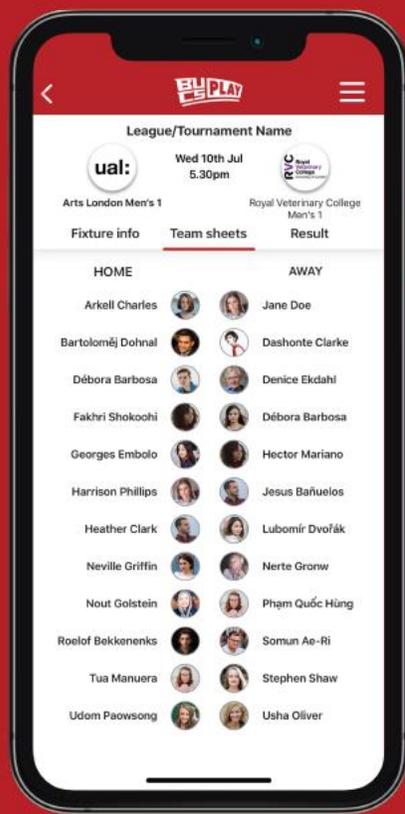
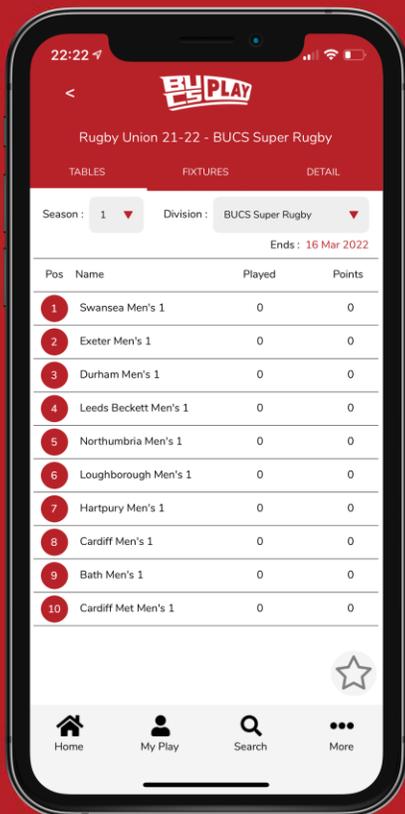
in BUCS Play can be defined as

An individual who is responsible for the management of their team and for the selection of their players for fixtures.

As well as a student, this could be a coach or manager.

A CAPTAIN'S JOB

- #1** Managing your squad
- #2** Setting pre-match team sheets
- #3** Approving or disputing opposing team sheets
- #4** Entering scores



 **LEAGUE TABLES**

TEAM SHEETS 

 **FIXTURES RESULTS**

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](#).



JOIN YOUR SPORT COMMUNITY



STEP 1

Download BUCS Play



STEP 2

Go to Search



STEP 3

Select Sport Communities from the dropdown list



STEP 4

Filter by your sport



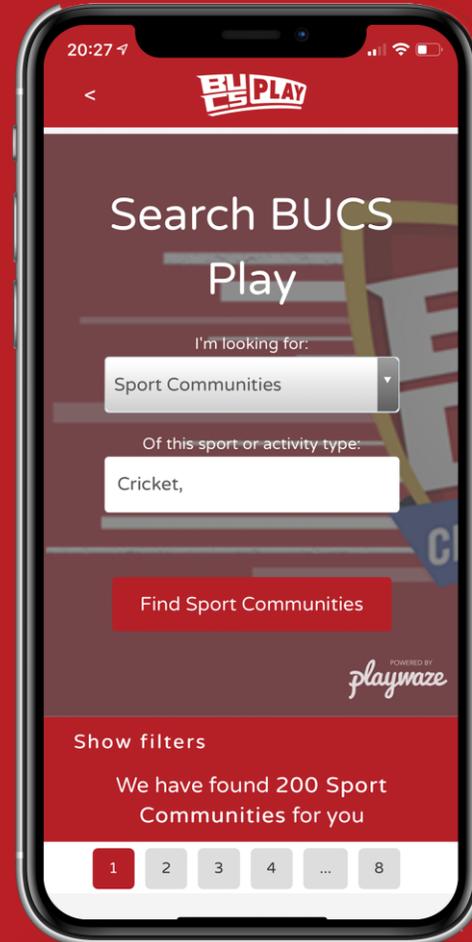
STEP 5

Click Find Sport Communities



STEP 6

Select the Sport you want to join



STEP 7

Click Join



STEP 8

Login/Create an account if you hadn't earlier



STEP 9

Fill in your information



STEP 10

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



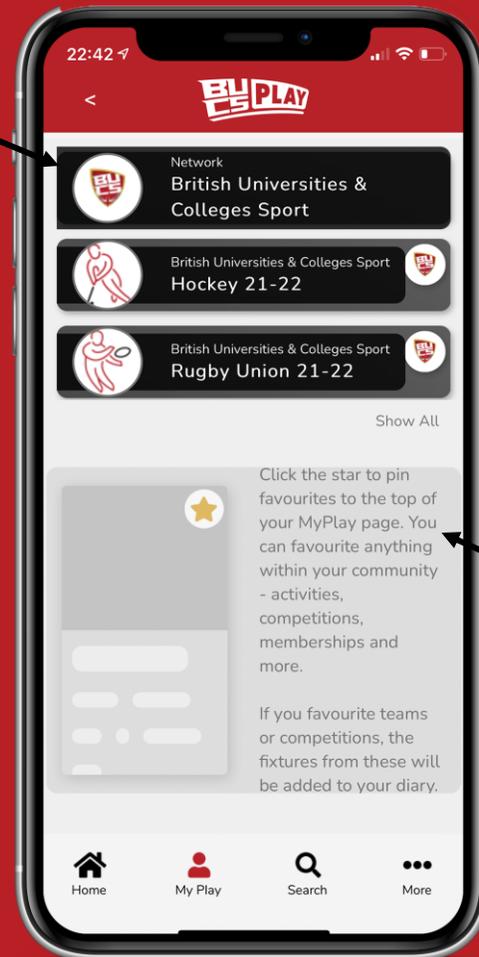
STEP 11

You will receive an email once you've been set up



MY PLAY

**Sport Communities
you have joined**



**Your Favourites:
teams, leagues,
knockouts, events and
BUCS Points tables**



JOIN YOUR TEAM



STEP 1

Download BUCS Play



STEP 2

Go to Search



STEP 3

Select Teams from the dropdown list



STEP 4

Filter by your sport and institution



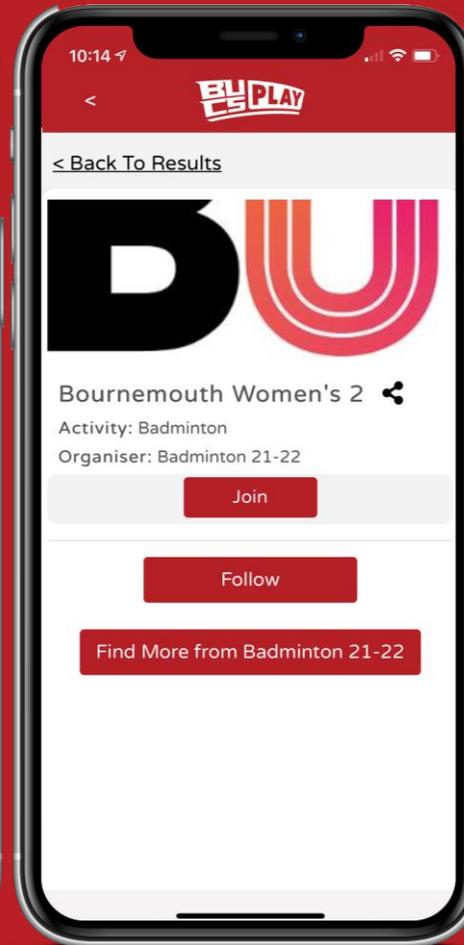
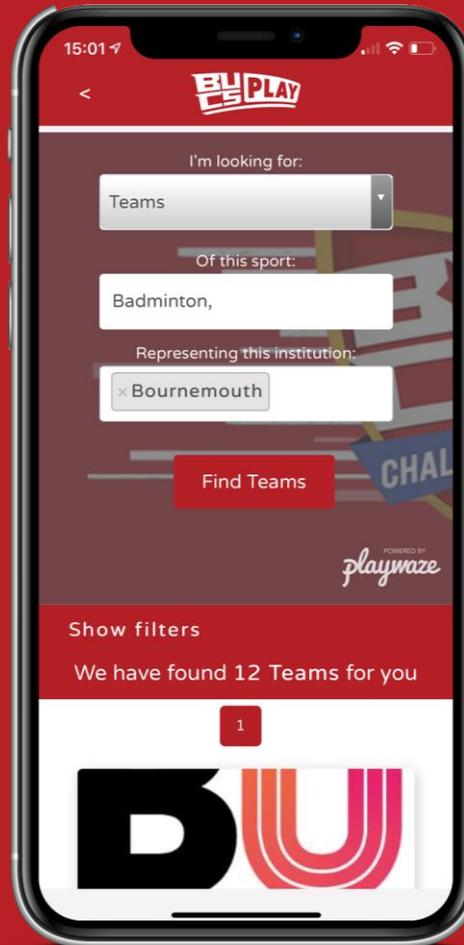
STEP 5

Click Find Teams



STEP 6

Select the Team you want to join



STEP 7

Click Join



STEP 8

Login/Create an account if you hadn't earlier



STEP 9

Fill in your information



STEP 10

Click Continue



STEP 11

Wait for your Captain or IA to approve your application and move you into the squad



QUICK TIP

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



TEAM HUB

FEATURES



HOME

View IAs and Captains, add Captains, view upcoming fixtures and select team sheets



SQUAD

Add and remove players to the squad for the season



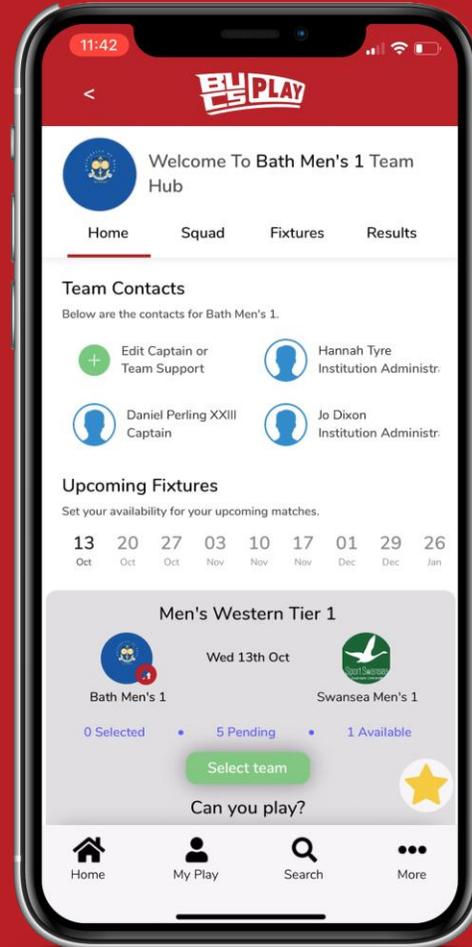
FIXTURES

View fixtures, enter results, select team sheets



RESULTS

View results



HOW TO ACCESS



STEP 1

Go to MyPlay



STEP 2

Select the relevant Sport Community



STEP 3

Scroll down to the Teams section



STEP 4

Select your team to open your Team Hub



SQUAD MANAGEMENT



STEP 1

Go to My Play



STEP 2

Select the relevant Sport Community



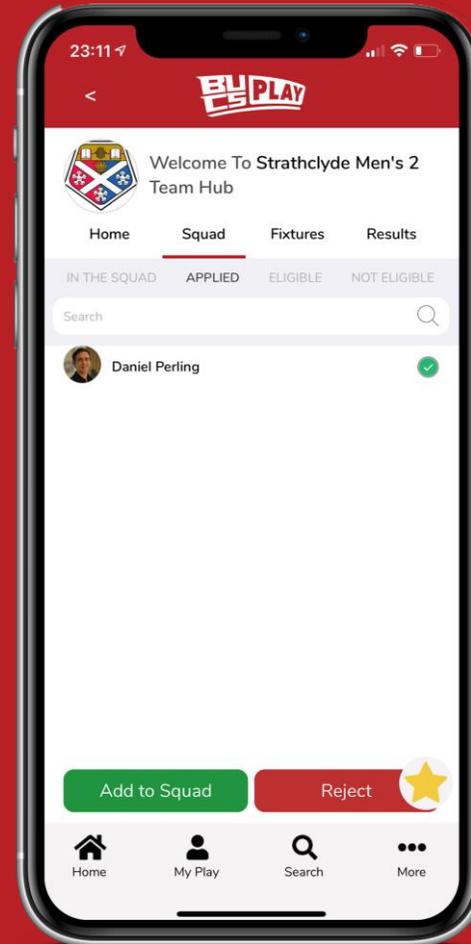
STEP 3

Scroll down to the Teams section



STEP 4

Select your team to open your Team Hub



STEP 5

Go to Squad



STEP 6

Click Applied



STEP 7

Tick the checkbox to select your teammates



STEP 8

Click Add to Squad

Typically a seasonal task. Not to be confused with your team sheet per match.



VIEW FIXTURES



STEP 1

Go to MyPlay



STEP 2

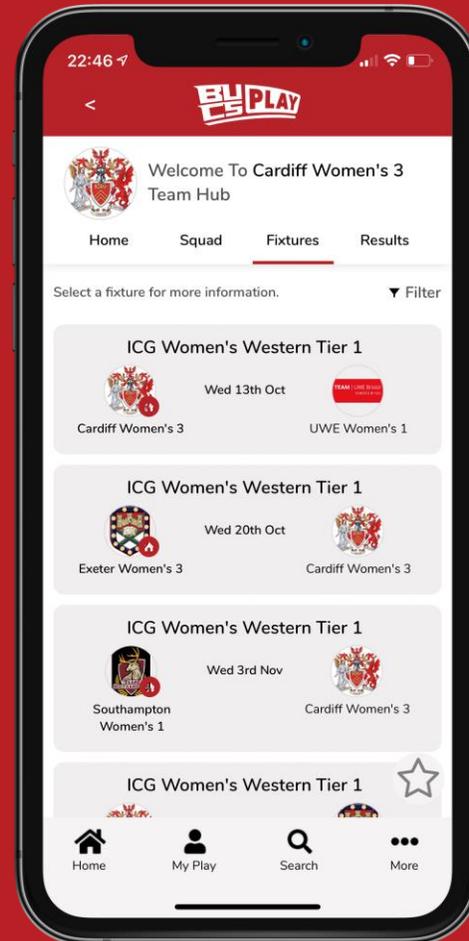
Select the relevant Sport Community

You must have first joined the Sport Community



STEP 3

Scroll down to the Teams section



STEP 4

Select your team



STEP 5

Click Fixtures

VIEW LEAGUE TABLES



STEP 1

Go to MyPlay



STEP 2

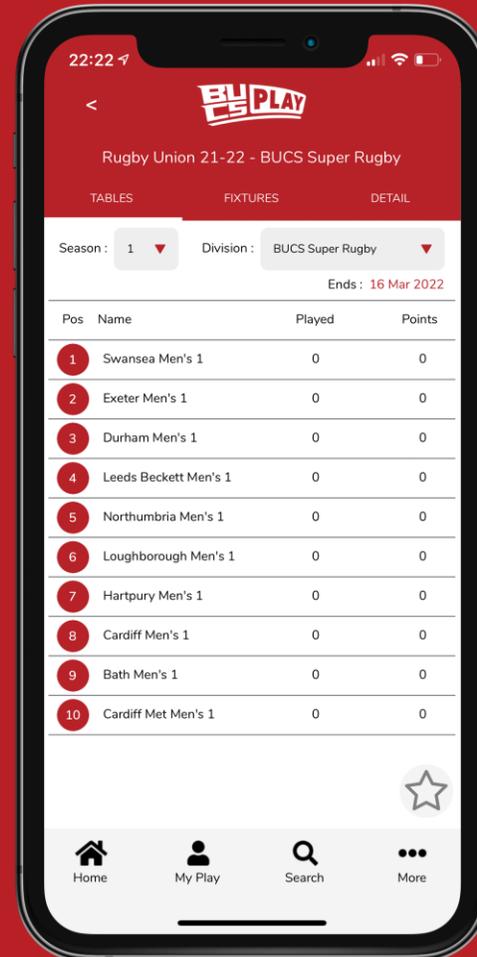
Select the relevant Sport Community

You must have first joined the Sport Community



STEP 3

Scroll down to the Leagues section



STEP 4

Select your league



STEP 5

To favourite the league, click the star icon



VIEW KNOCKOUTS



STEP 1

Go to MyPlay



STEP 2

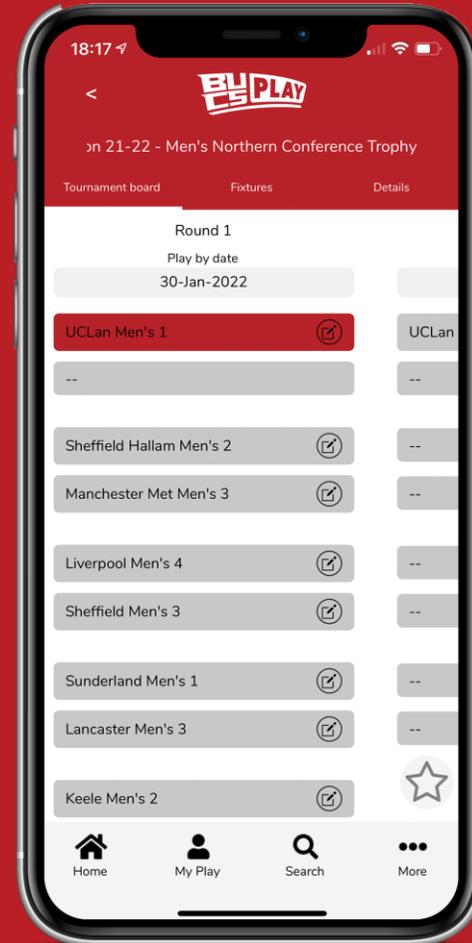
Select the relevant Sport Community

You must have first joined the Sport Community



STEP 3

Scroll down to the Knockouts section



STEP 4

Select your knockout



STEP 5

To favourite the knockout, click the star icon



TEAM SHEET SELECTION



STEP 1

Go to the relevant Sport Community



STEP 2

Scroll down to the Teams section



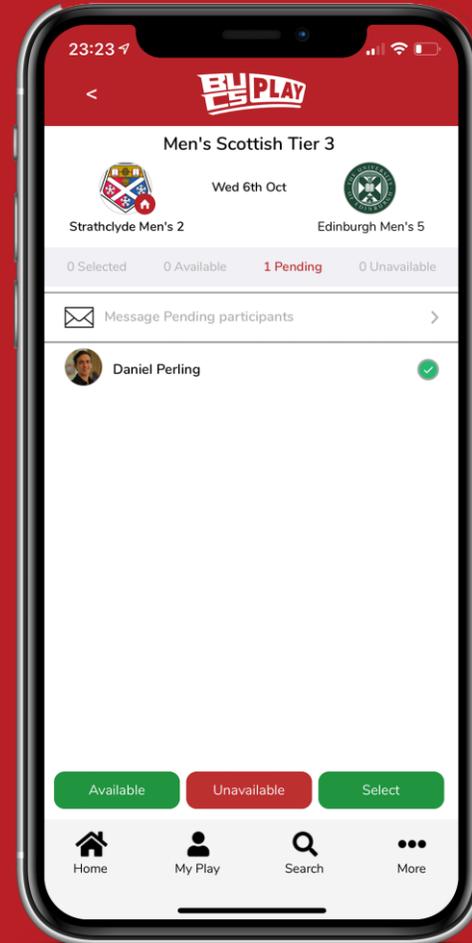
STEP 3

Find your team to open the Team Hub



STEP 4

Go to Fixtures or Upcoming Fixtures in Home



STEP 5

Click Select team for the relevant fixture



STEP 6

Click Pending/Available



STEP 7

Tick the checkboxes to select your teammates



STEP 8

Click Select

APPROVING A TEAM SHEET

NB

Approve or Dispute will only open 1 hour before kick-off



STEP 1

Find the Fixture



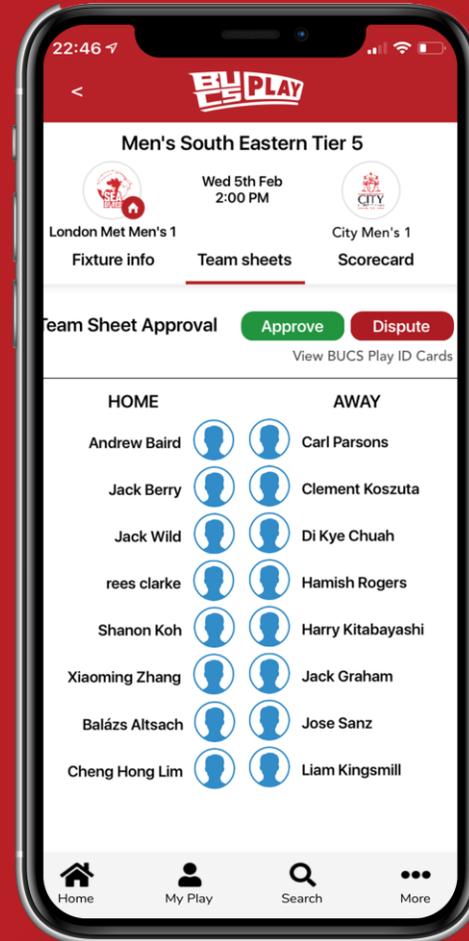
STEP 2

Click into the Fixture



STEP 3

Go to Team Sheets



STEP 4

Check opposition Team Sheet in line with **REG 11.2** with opposition Captain



STEP 5

Click Approve if Team Sheet meets the regulatory requirements

DISPUTING A TEAM SHEET

NB

Approve or Dispute will only open 1 hour before kick-off



STEP 1

Find the Fixture



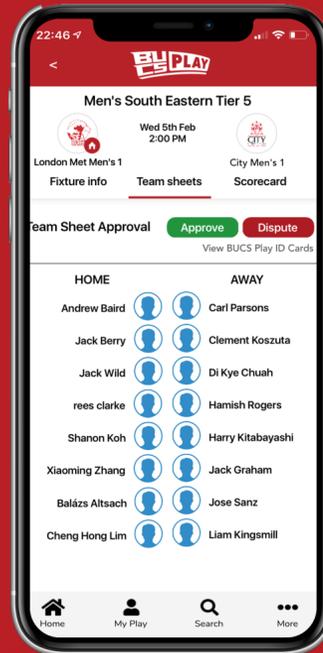
STEP 2

Click into the Fixture



STEP 3

Go to Team Sheets



BUCS PLAYING UNDER PROTEST PRO FORMA
PUBLISHED | 1 SEPTEMBER 2019

This document should be read and completed in conjunction with BUCS REG 12 ("Playing Under Protest").

Name of Institution/Playing Entity Playing Under Protest		
Sport (E.g. Rugby Union)	League/Knockout Name (E.g. South Eastern 2A)	
Date and Time of Fixture (Scheduled start time)	Venue	
Home Team (E.g. Bath Men's 1st)	Away Team (E.g. Bristol 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 initialled 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

BUCS PLAYING UNDER PROTEST PRO FORMA Page 1 of 2



STEP 4

Check opposition Team Sheet in line with **REG 11.2** with opposition Captain



STEP 5

Click Dispute if Team Sheet does not meet the regulatory requirements



STEP 6

Complete BUCS Playing Under Protest Form (**REG 12**)

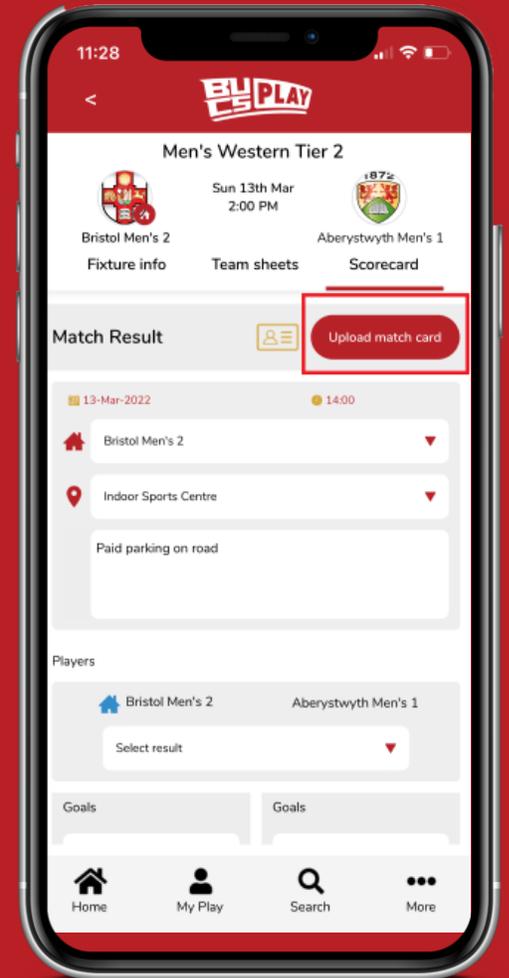


PAPER TEAM SHEETS

Under exceptional circumstances (e.g. no signal), if you are unable to complete or approve/dispute a team sheet on BUCS Play at the venue, the Captain must complete a paper team sheet to be signed by both teams before the game. Two copies should be carried by Captains at all times.

The paper team sheet must be uploaded to BUCS Play after the match, using the 'Upload match card' feature by navigating to the fixture and clicking into the Scorecard tab.

The team sheet must then be completed on BUCS Play digitally after the match to avoid any potential penalties.



ENTER A RESULT



STEP 1
Find the Fixture



STEP 2
Click into the Fixture



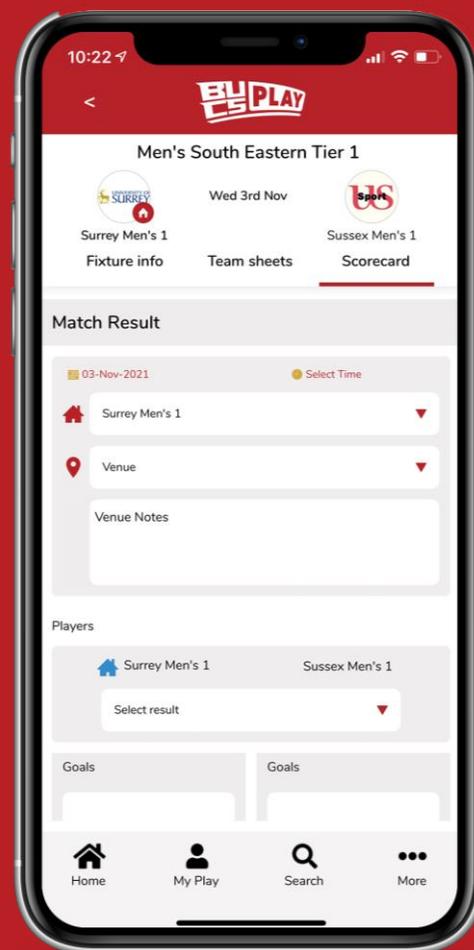
STEP 3
Go to Scorecard



STEP 4
Select the Result



STEP 5
Enter the score for the home and away teams



STEP 6
Enter any additional information
(e.g. tries in rugby union for bonus points)



STEP 7
Click Save



STEP 8
View the Result and edit if needed



STEP 9
Your IA will approve the result

NB

For racquet sports, the team sheet must be completed beforehand for players to be selectable for individual results



CAPTAIN'S MATCHDAY CHECKLIST



**ADD NEW PLAYERS
TO YOUR SQUAD**



**FILL OUT YOUR TEAM
SHEET**



**GO TO YOUR FIXTURE
VENUE**



**APPROVE OR DISPUTE
OPPONENT'S TEAM SHEET**



PLAY FIXTURE



SUBMIT YOUR RESULT



WHAT DOES YOUR TEAM NEED TO KNOW?



HOW TO JOIN YOUR TEAM

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

JOIN YOUR TEAM



STEP 1
Download BUCS Play



STEP 2
Go to Search



STEP 3
Select Teams from the dropdown list



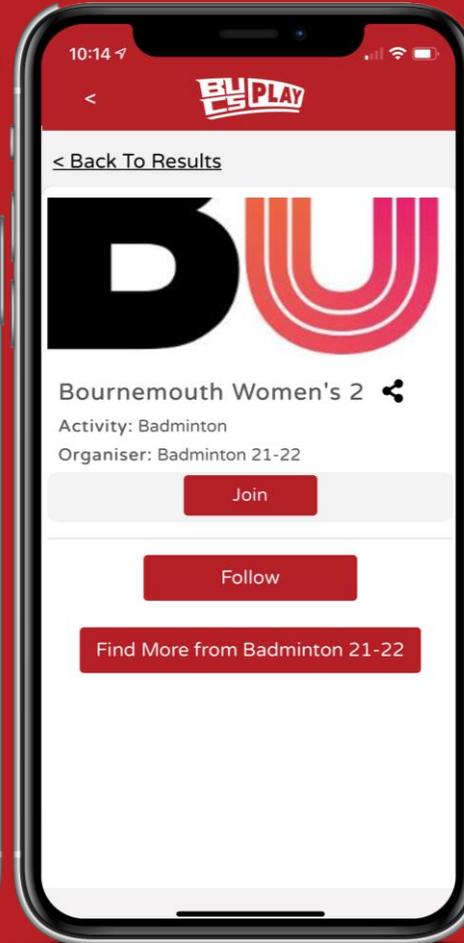
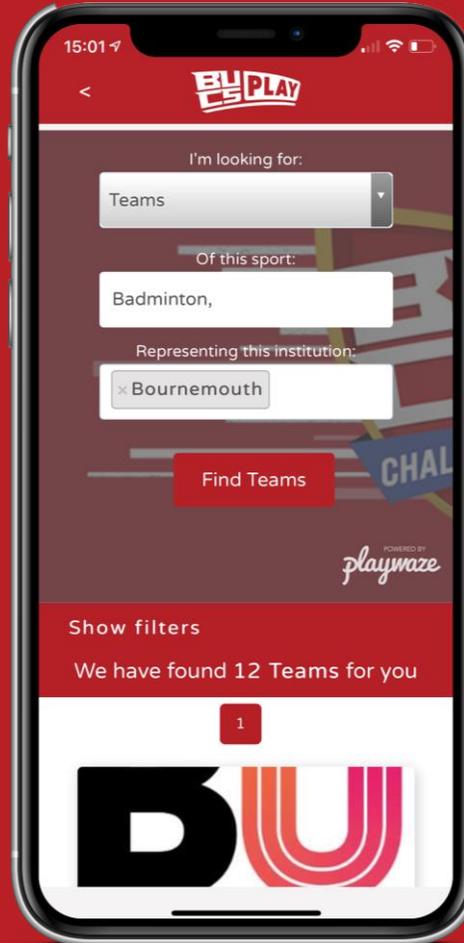
STEP 4
Filter by your sport and institution



STEP 5
Click Find Teams



STEP 6
Select the Team you want to join



STEP 7
Click Join



STEP 8
Login/Create an account if you hadn't earlier



STEP 9
Fill in your information



STEP 10
Click Continue



STEP 11
Wait for your Captain or IA to approve your application and move you into the squad

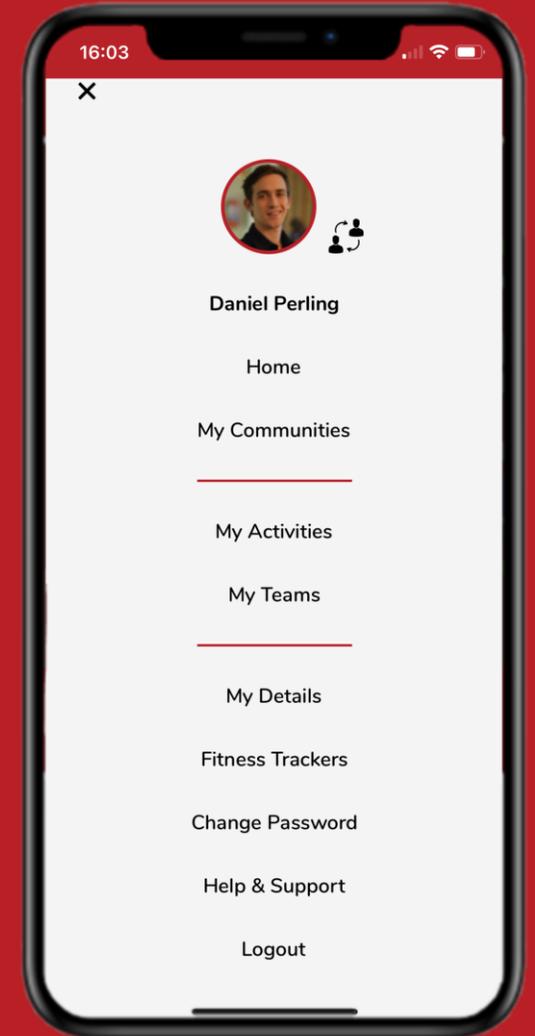


HELP AND SUPPORT

You can access our help guide library from BUCS Play:

On app, select 'More' in the bottom menu and then 'Help & Support'.

On desktop, click 'Help Guides' in the top menu on the home page.



HELP AND SUPPORT

For further BUCS Play support, please contact your Institution Administrator (IA) in the first instance. To reach the BUCS Play Support Team, email bucsplay@bucs.org.uk.

When reporting an issue to your IA or BUCS, 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).

