

CAPTAINS TRAINING

Events

SPORTS

LEAGUES AND KNOCKOUTS

- American Football
- Baseball and Softball
- Basketball
- Cricket
- Dodgeball
- Football
- Futsal
- Gaelic Football
- Hockey
- Netball
- Rugby League
- Water Polo
- Wheelchair Basketball

BOTH

- Badminton
- Fencing
- Golf
- Lacrosse
- Rugby Union
- Squash
- Table Tennis
- Tennis
- Ultimate
- Volleyball

EVENTS

- Archery
- Athletics
- Boxing
- Canoeing
- Clay Pigeon Shooting
- Climbing
- Cycling
- Equestrian
- Gymnastics
- Handball
- Jiu Jitsu
- Judo
- Karate
- Korfball
- Modern Bi & Pentathlon
- Orienteering
- Pool and Snooker
- Powerlifting
- Rifle
- Rowing
- Sailing
- Snowsports
- Surfing
- Swimming
- Taekwondo
- Touch Rugby
- Trampoline
- Triathlon
- Weightlifting
- Windsurfing

WHAT IS AN EVENT?

An event is a one-off competition such as surfing, Lacrosse 6s, and clay pigeon shooting, which typically takes place over 1-3 days.

These may form part of a series of events throughout the season, such as golf, snowsports, swimming and cycling. There are also cases where you will have qualifying events leading towards a final competition, such as archery, tennis, and ultimate.

Events are not to be confused with our weekly league and knockout fixtures (commonly on Wednesdays), where you will join teams and submit team sheets rather than submitting event entry applications.

THE BASICS OF EVENTS

All event entries and their subsequent approval takes place on BUCS Play.

There are three different methods used for event entries, depending on the event:

- Individual entries (e.g. archery, surfing, the majority of our events)
- Individual entries in combination with team entries (e.g. athletics and swimming relays)
- Team entries (e.g. Rugby 7s, boats, handball and korfball)

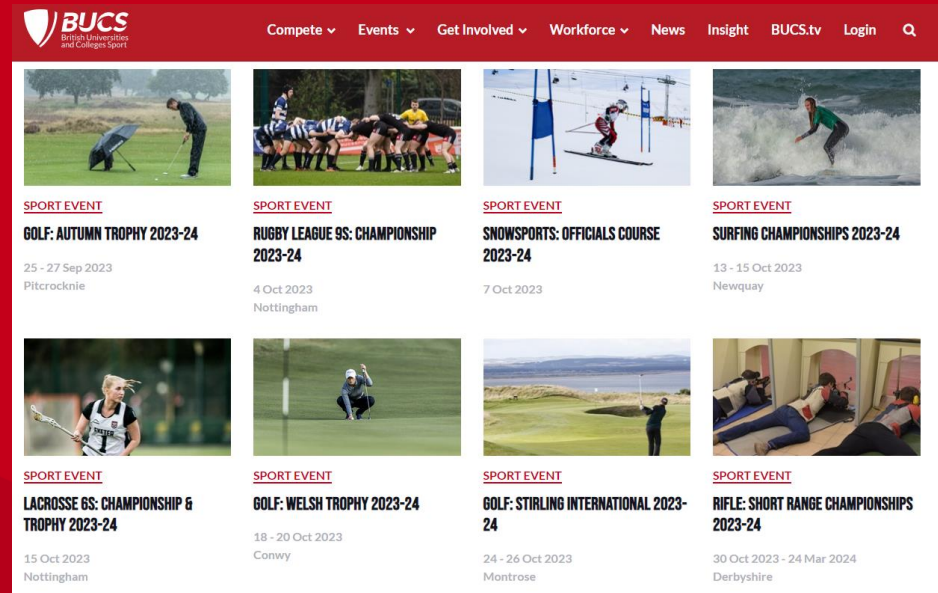
The events calendar for the season and the corresponding entry information can be found on the BUCS website, where all entry criteria and the method to apply for the various competitions will be listed.

Each event contains a series of competitions (e.g. Men's and Women's 100m, 200m, 4x100m relay, etc.), where participants will need to apply for each competition they wish to compete in separately.

EVENT INFO ON THE BUCS WEBSITE

Where do you find this?

- Go to bucs.org.uk.
- Click Events.
- The calendar is in chronological order.
- Click into the relevant event page.



The screenshot shows the BUCS website's Events page. The header includes the BUCS logo and navigation links: Compete, Events, Get Involved, Workforce, News, Insight, BUCS.tv, Login, and a search icon. The main content area displays a grid of eight event cards, each featuring a photograph, a 'SPORT EVENT' label, the event title, dates, and location.

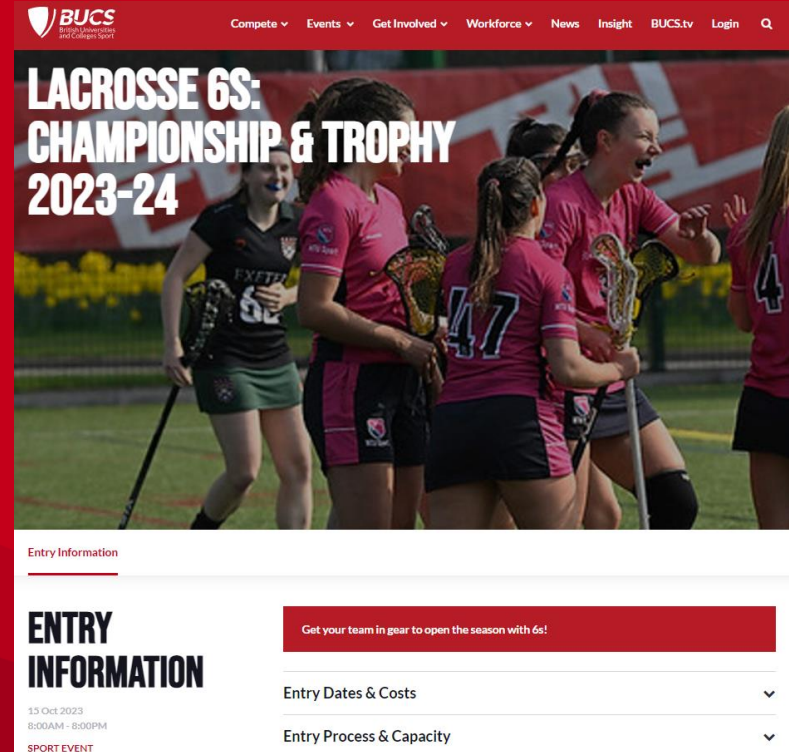
Event Title	Dates	Location
GOLF: AUTUMN TROPHY 2023-24	25 - 27 Sep 2023	Pitcroftnie
RUGBY LEAGUE 9S: CHAMPIONSHIP 2023-24	4 Oct 2023	Nottingham
SNOWSPORTS: OFFICIALS COURSE 2023-24	7 Oct 2023	
SURFING CHAMPIONSHIPS 2023-24	13 - 15 Oct 2023	Newquay
LACROSSE 6S: CHAMPIONSHIP & TROPHY 2023-24	15 Oct 2023	Nottingham
GOLF: WELSH TROPHY 2023-24	18 - 20 Oct 2023	Conwy
GOLF: STIRLING INTERNATIONAL 2023-24	24 - 26 Oct 2023	Montrose
RIFLE: SHORT RANGE CHAMPIONSHIPS 2023-24	30 Oct 2023 - 24 Mar 2024	Derbyshire

EVENT INFO ON THE BUCS WEBSITE

The event page will contain all the information you will need to know for the event.

Entry information will be added for each event a few weeks before entries open.

This is also where you will find the event guide, accepted entries list, results, etc. when these become available.



The screenshot shows the BUCS website interface for the Lacrosse 6s: Championship & Trophy 2023-24 event. The top navigation bar includes links for Compete, Events, Get Involved, Workforce, News, Insight, BUCS.tv, and Login. The main header features the event title and a photograph of lacrosse players in pink jerseys celebrating with trophies. Below the header, the 'Entry Information' section is highlighted, containing a red banner with the text 'Get your team in gear to open the season with 6s!'. The 'ENTRY INFORMATION' section lists the event date as 15 Oct 2023, from 8:00AM to 8:00PM, and identifies it as a 'SPORT EVENT'. A sidebar on the right contains expandable sections for 'Entry Dates & Costs' and 'Entry Process & Capacity'.

WHAT IS BUCS PLAY?

- BUCS Play is the hub for **ALL** BUCS sport.
- It is used for league and knockout 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)

UPDATE YOUR APP

Update your app regularly, to ensure you are using the latest version to avoid bugs/errors.



MY PLAY

Sport Communities
you have joined



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

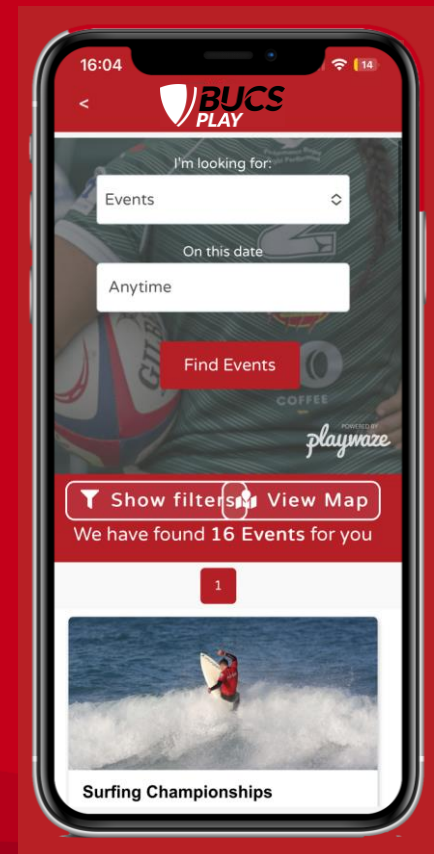
INDIVIDUAL EVENTS

Students apply for each competition of the events they wish to enter via the app or desktop version of BUCS Play.

Your Institution Administrator (IA) will need to approve your event entry applications via the Events tab on the Dashboard (this is only accessible to IAs).

Event entries typically open \pm 6 weeks before the event, and close \pm 2 weeks before the event (although this may vary).

The student deadline is typically on a Tuesday at 23:59, and the IA deadline 48 hours later on Thursday at 23:59 (this may differ for any given event – see the Event page on the BUCS website).



ENTER AN INDIVIDUAL EVENTS



STEP 1
Download BUCS Play.



STEP 2
Go to Search.



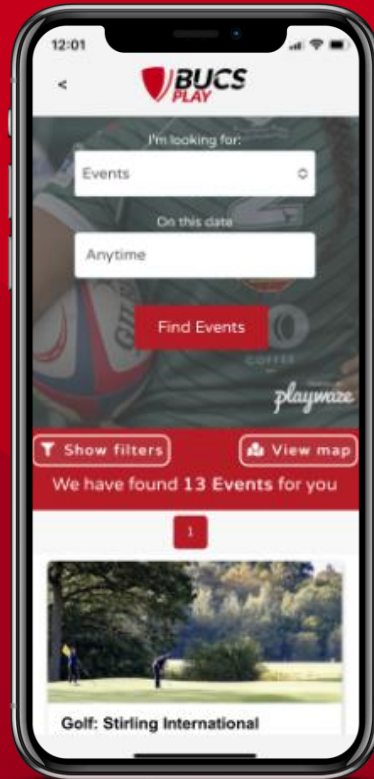
STEP 3
Select Events from the dropdown list.



STEP 4
Click Find Events.



STEP 5
Filter by Sport
Community if needed.



STEP 6
Select the event you want to enter.



STEP 7
Join Community if you haven't already.



STEP 8
Select the competition you wish to enter.



STEP 9
Fill in your information. Click Check Eligibility and then Apply.



STEP 10
You will receive a notification confirming your application.



STEP 11
Your IA will need to approve your application.



IA APPROVAL

This can only be performed by Institution Administrators (IAs) on BUCS Play.

Your IA will need to approve all your event entries via their Dashboard.

Each competition has a limit to the number of guaranteed entries it will allow per institution (this will sometimes be 0). After this limit has been reached, any additional participants will need to take up non-guaranteed places, which can be ranked in priority order.

The BUCS Event Lead will determine which non-guaranteed entries are approved, based on factors such as the event's capacity, best qualifying times, ranking, etc.

Name	Deadline	Gtd	Non Gtd	Stage 2	Applied Members	Entry Price	Stage 2 Price	Total	
Hartpury Men's Midlands 1	07/10/2021	0 / 0	0 / 50	-	2	£95	£0	£0	
Entry Price : 0		Stage 2 Price : 0		Total : 0					
Applied members - 2									
Name	Rank	Gtd	Non gtd	Reject	Nationality	Lifetime ID	Handicap		
 Giles Winthrop	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
 Reece Swain	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

[Save](#)

TERMINOLOGY

Applied	If your entry is not approved by your IA before the deadline, it will remain in the Applied section, and you will not be accepted into the event.
Guaranteed	Your IA has approved your entry in the event, and your place will be guaranteed if you have submitted all required entry information.
Non-guaranteed	Your IA has approved your entry in the event, but your place is not guaranteed. This will be dependent on entry numbers/qualifying criteria (e.g. PB time/golf handicap). Some events only use non-guaranteed entries, without any guaranteed places.
Rank	Certain events require students to be ranked. If BUCS needs to limit entries due to entry numbers, we will cut from the lowest ranked (one being the highest).
Rejected	Your IA has rejected your entry, which could be for a number of reasons. BUCS cannot consider your application if it has been rejected (or not approved).

BUCS APPROVAL

After a student has applied to enter an event, and the IA has approved the entry, there is one more approval step to confirm their participation: BUCS approval.

Once the IA deadline has closed, the BUCS Event Lead will finalise the entry list based on the event-specific qualifying criteria, the event's capacity and confirming all required entry information has been submitted. For example, a golf event may be limited to the top 100 applicants based on who has the lowest golf handicap.

Once the entry list has been finalised, an accepted/provisional entry list will be published on the BUCS website via the specific event page. All students on the final entry list, will receive a pre-event email from BUCS with everything they need to know about competing at the event. If your entry is not on the accepted entry list, please contact your IA.

STAGE 2 ENTRIES

If the BUCS Event Lead deems it appropriate, some events may have a Stage 2 (or late) entry window, with an increased entry fee of 20%. This gives participants a second opportunity to enter.

Stage 2 entries will not be available for every event. If the event is using a Stage 2 entry window, it will be detailed on the event page on the BUCS website.

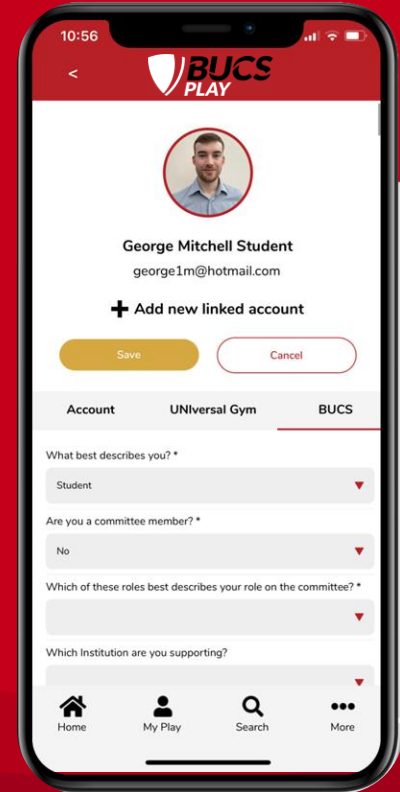
Stage 2 entries follow the same entry process as a normal individual entry. IAs will then need to approve your entry.

CHANGING ENTRY INFO

Participants can change their entry information such as a personal best time or golf handicap, up until the student entry deadline of an event.

To do this on the app, go to More, My Details, click into the BUCS tab, click the settings icon, make your edits, scroll down and click Save.

On desktop, click on your account name in the top right corner, then go to My Details, select the BUCS tab, click on the pencil icon, make your edits and click Save.



WITHDRAWALS

Participants must contact their Institution Administrator (IA) if they wish to withdraw from an event. The IA must then submit these withdrawals to the BUCS Event Lead with the necessary information.

Withdrawals that are submitted before the IA approval deadline, will not be charged. If withdrawn after the deadline and the event entry has been approved, your institution will still be billed the entry fee.

For withdrawals after the deadline and/or no shows, in certain events you will be charged a fine. This will be stated within the entry information on the relevant event page on the BUCS website.

TEAM EVENTS

1. Your Institution Administrator (IA) must first enter the number of teams (relay teams/boats/Rugby 7s teams, etc.) on behalf of your institution for each competition within the event (e.g. Men's, Women's, 4x50m relay, etc.).
2. Your IA can set up Captains for each team entered if they wish, to assist with approving their team members. The Captains must have already joined the Sport Community to be set up.
3. Each individual competitor must then apply to join the team, for each applicable competition (e.g. Women's 4x25m relay and 4x50m relay).
4. The Captain/IA must then approve each member of the team to add them into the Squad.

This process is the same for team competitions within a typically individual event (such as relay races in a swimming event) and team competitions such as Rugby 7s and korfbal.

CAPTAIN

in BUCS Play can be defined as

An individual within an institution's sports club who is responsible for the selection of players in their team. As well as a student, this could be a coach or manager.

HOW TO BECOME A CAPTAIN



STEP 1

Join your Sport Community



STEP 2

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

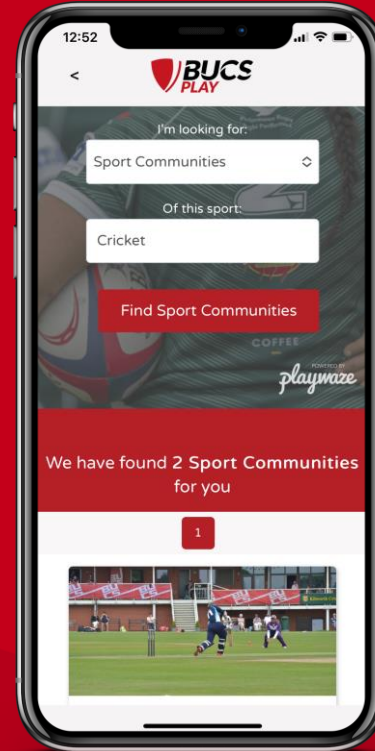


STEP 3

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



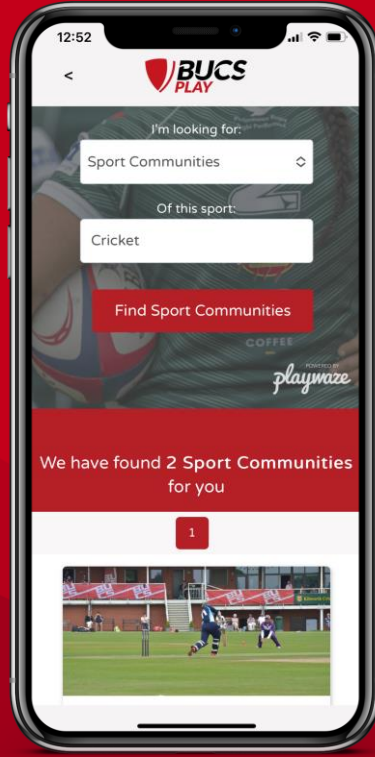
STEP 4
Filter by your sport



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

JOIN YOUR EVENT TEAM



STEP 1
Download BUCS Play.



STEP 2
Go to Search.



STEP 3
Select Events from the dropdown list.



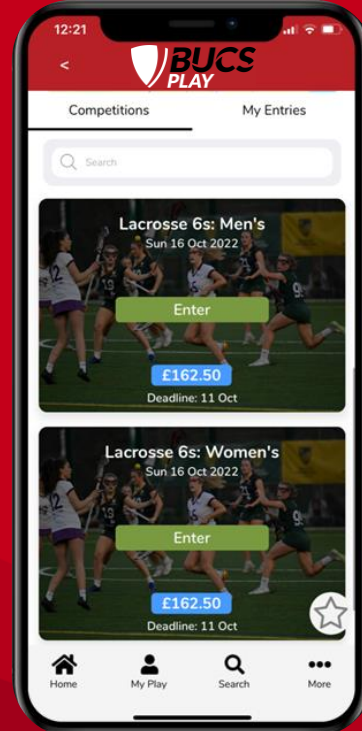
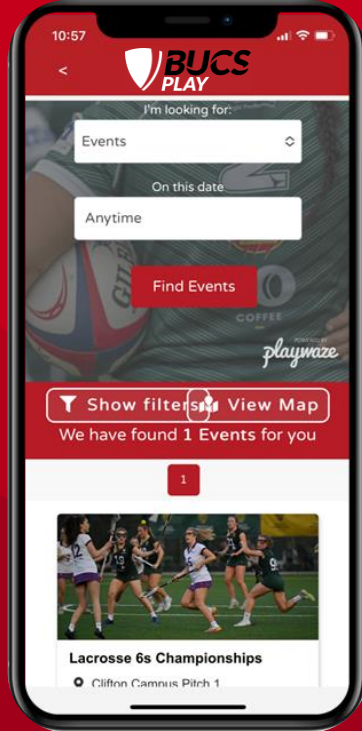
STEP 4
Click Find Events.



STEP 5
Filter by Sport Community if needed.



STEP 6
Select the Event you want to join.



STEP 7
Click Join Community if you haven't already.



STEP 8
Select the competition you wish to enter.



STEP 9
Select your institution from the dropdown list.



STEP 10
Fill in your information and click Continue.



STEP 11
Wait for your Captain or IA to move you into the squad.

QUICK TIP

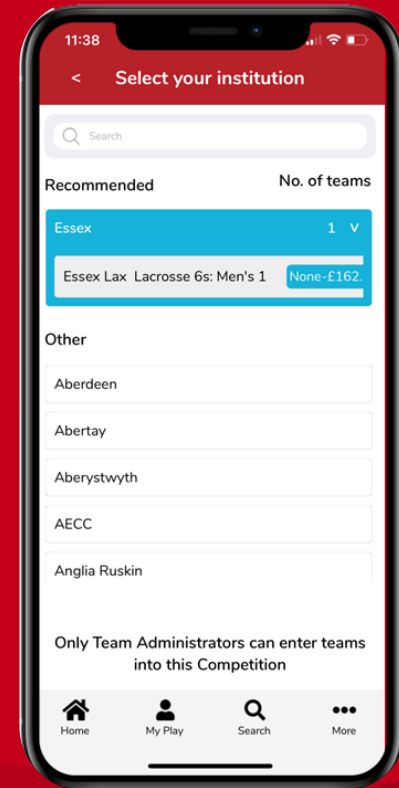
Captains also need to join their team if they are participating using the same method.



ARE YOUR TEAMS ENTERED?

If the arrow is not displayed next to your institution, it means your Institution Administrator (IA) has not yet entered your teams for the event.

Contact your IA to enter your teams for each relevant competition. For example, within the Lacrosse 6s event, your IA will need to submit the number of teams to be entered in both the Men's and Women's competitions.



APPROVING APPLICANTS

TEAM-BASED
EVENTS ONLY



STEP 1
Go to My Play.



STEP 2
Select your Sport Community.



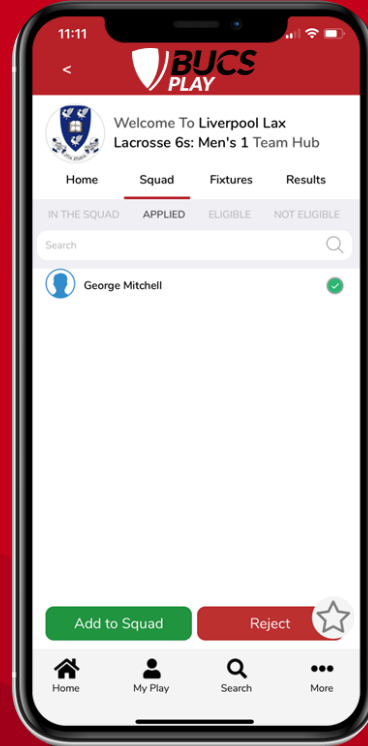
STEP 3
Scroll down to the Teams section.

Teams on app.
Event Teams on desktop.



STEP 4
Select your team to open your Team Hub.

(Ensure you're selecting the event-based team. e.g. Cardiff Lacrosse 6s Men's 1, not Cardiff Men's 1, which is the league/knockout team.)



STEP 5
Go to Squad.



STEP 6
Click Applied.



STEP 7
Tick the checkbox to select your teammates.



STEP 8
Click Add to Squad.
You can also click Reject if you wish to reject their application.



STEP 9
Go to In the Squad and check that all individuals are listed.

Captains are only able to approve applicants for team events.
Some IAs may prefer to not set up Captains, and to approve applicants themselves.

TEAM EVENT CAPTAINS CHECKLIST



HAS YOUR IA ENTERED YOUR TEAMS?



JOIN THE SPORT COMMUNITY.



GET SET UP AS A CAPTAIN BY YOUR IA.



JOIN THE TEAM IF YOU ARE PARTICIPATING.



GET YOUR TEAMMATES TO JOIN THE TEAM.



ADD YOUR TEAMMATES INTO THE TEAM.

WHAT DOES YOUR CLUB NEED TO KNOW?



HOW TO ENTER INDIVIDUAL EVENTS



HOW TO ENTER TEAM EVENTS

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.

FAQS

How do I contact my Institution Administrator (IA)?

You will need to confirm this via your institution's sports department/student union.

How do I pay for my entry?

BUCS do not take payments from students directly. All event entries are billed directly with your institution via your Institution Administrator (IA). Every institution will have their own policy regarding collecting payments for entries from students.

How do I know whether an event is using team or individual entries?

This will be listed within the entry information of the relevant event page on the BUCS website. Go to bucs.org.uk, Events, and find your event.

How do I check who from my club has already entered?

Speak to your IA who will be able to provide you with this information. In team events, if you are set up as a Captain you will be able to monitor and approve entry applications.

I missed the entry deadline; can I enter late?

Unfortunately, as the deadline has been missed, there is no way we can accept the entry. In some cases, a Stage 2 entry window will be used. This will be detailed in the entry information.

What are reserve lists?

Events with limited entries have reserve lists that details an institution's substitute (in case of injury or illness). To be a substitute, you have to be on the reserve list. Only a few events use reserve lists. This will be listed in the entry information.

Where do I find the results for my event?

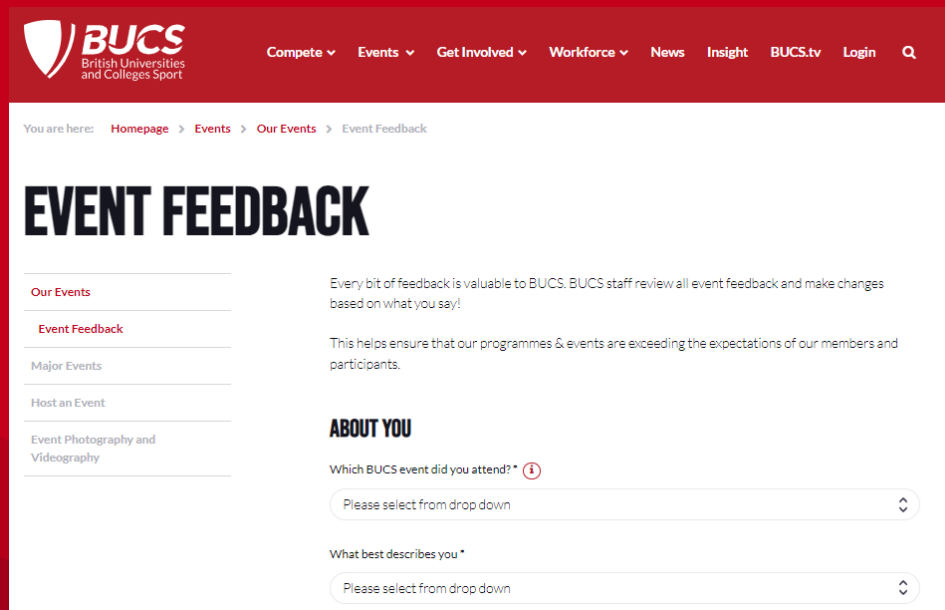
Results will be updated on the BUCS website after an event has concluded. BUCS Points will be added to BUCS Play using the Leaderboards feature, but this may not be immediately after the event.

FEEDBACK ON EVENTS

After each event, all participants will be sent an email to complete an event feedback survey.

This is the best way for students to get their ideas and suggestions incorporated into events planning. We greatly appreciate your feedback.

We review all feedback with staff, volunteers and venue operators to implement improvements in future events.



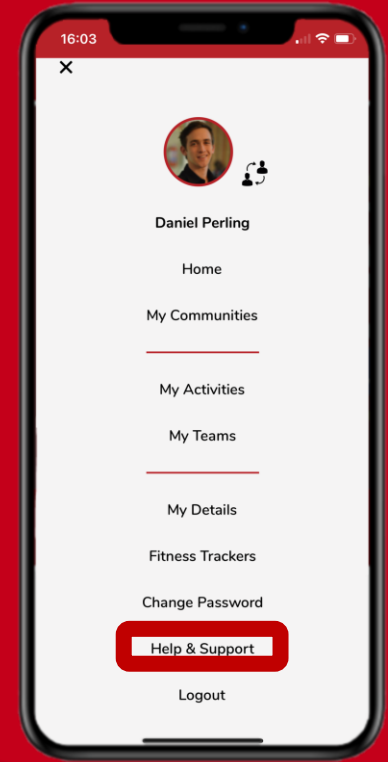
The screenshot shows the BUCS website's 'Event Feedback' page. At the top, the BUCS logo is on the left, and navigation links for 'Compete', 'Events', 'Get Involved', 'Workforce', 'News', 'Insight', 'BUCS.tv', and 'Login' are on the right. Below the navigation, a breadcrumb trail reads 'You are here: Homepage > Events > Our Events > Event Feedback'. The main heading is 'EVENT FEEDBACK'. On the left, there is a vertical menu with links for 'Our Events', 'Event Feedback' (which is highlighted), 'Major Events', 'Host an Event', and 'Event Photography and Videography'. The main content area contains a paragraph stating that feedback is valuable and that staff review it to make changes. Below this, there is a section titled 'ABOUT YOU' with two dropdown menus. The first dropdown is labeled 'Which BUCS event did you attend?' and the second is 'What best describes you?'. Both dropdowns currently show 'Please select from drop down'.

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 desk, 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).



THANK YOU