



APPENDIX 7a BUCS TEAM SHEET GUIDE

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This document should be read in conjunction with BUCS REG 7 ('TEAM SELECTION AND TEAM SHEETS').

The aim of team sheets is twofold; to manage and allow player movement between teams within the same sport in accordance with BUCS regulations (as per REG 7), and to ensure that those taking part in BUCS competitions are eligible in accordance with institutional and BUCS requirements (as per REG 6).

For additional guidance on player movement, see Appendix 6 ('BUCS Player Movement Guide').

INTRODUCTION

Teams participating in BUCS competitions are required to complete and retain team sheets which capture essential information for all fixtures. Applicable sheets must then be made available to both BUCS and appropriate institution administrators should enquiries be made, or subsequently an appeal be lodged, regarding player eligibility and/or player movement.

To ensure those players listed meet BUCS eligibility regulations; prior to a fixture starting, all players are required to confirm their identity and entitlement to represent their institution by way of appropriate photographic identification which has been verified as satisfactory by their Athletic Union (or equivalent).

Overriding principle

The overriding principle should always be to complete fixtures. If issues are identified, alleged team sheet contraventions require adherence to Playing Under Protest and standard appeal requirements, as outlined in REG 10.13 and REG 14.

Data protection

All institutions should be adhering to the General Data Protection Regulation (GDPR). Team sheets should be retained for your institution's records, and if required submitted to opposition Athletic Unions or BUCS for verification, and must be kept securely in line with current data protection regulations.

Should BUCS request a copy, the data provided on the team sheet will only be used for the specific purpose of player eligibility and movement verification, and used in line with BUCS' Privacy Policy.

Verified by Athletic Union

This means that the Athletic Union (or equivalent) deems the individual to meet both their internal institution, and BUCS requirements, to participate. This can be achieved in various ways:

Verified lists

Captains may elect to carry an extended list of players' names, produced and verified by their AU. Team sheets would then be completed with players selected from the list and individual IDs presented as required. This list will need to accompany team sheets for cross referencing. The list must capture the following information regarding the AU representative completing the verification: Position, name (printed), signature, and date.

Copy of identification

If a copy of a photographic ID is provided; there must be confirmation that the original ID has been sighted by the signing AU Representative and that the copy presented is valid and a legible, true representation of the original. This copy must capture the following information regarding the AU representative completing the verification: Position, name (printed), signature, and date.

AU issued identification

If players are utilising AU issued identification (either original or copy); AUs are advised that said identification be issued under suitable conditions to meet the BUCS eligibility requirements. Meaning

that, having been issued the identification, the bearer is therefore eligible to play in accordance with AU and BUCS requirements (refer REG 6 for individual eligibility criteria).

Players not verified by Athletic Union

Players presenting ID that provides sufficient identifying information and is accepted as belonging to the bearer BUT has not been verified by the AU should be noted by the opposition, a Playing Under Protest Form completed and an enquiry lodged with the applicable AU upon conclusion of the fixture concerned.

Essential information

There must be in some form a minimum of 2 copies of the team sheet. One for the away team to retain and one for the home team to retain. Both team lists must be verified and accurate before the fixture starts, signed, and the time of signing recorded by both captains. As a minimum the team sheet should capture;

- Fixture Information
- Player names
- An indication that the players' IDs have been sighted and verified by the opposition captain
- An indication of any specific players to be queried further
- Any players with a medical exemption (established by AU prior to fixture only), refer REG 7.1.5
- Fixture result (Added post-fixture)
- If played under protest (Added post-fixture)
- Signature of official in charge

Failure to capture the minimum information required may invalidate any appeal in this regard.

It is not essential to have all players' identification verified but teams may not question the eligibility or identity of a player post fixture if they do not take the recommended steps prior to the start of the fixture.

Any team sheets MUST capture all of the essential information, i.e. if an AU produces their own equivalent this is acceptable as long as the aforementioned information is present. An NGB team sheet may be used but all essential information outlined must be captured. If it is not possible to capture all the essential information on the NGB supplied team sheet pro forma, teams should use an additional form.

Sports where team sheets are already in place as required by the respective governing body should continue as is. Sheets should be adapted to capture essential information and be signed as per requirements by captains with multiple copies being retained (home and away), i.e. place a tick against each player as ID verified and sign the sheet or circle a questionable player's name.

Length of retention

Team sheets must be retained and available for perusal if required until the official BUCS season close each year. The date of the BUCS season close will be the first day of BUCS Conference each year.

Institutions who fail to complete, and retain, team sheets will be subject to sanctions by BUCS as detailed in Appendix 11 ('BUCS Disciplinary Sanction Guidelines'). Spot checks will be conducted by the BUCS Office throughout the season to monitor compliance.

In the case of an Appeal, an institution not having team sheets available when requested or not having sufficient information recorded on team sheets to satisfy the request, will automatically lose any appeal lodged as a result and may face further disciplinary action. Repeated lack of compliance will result in further disciplinary action.

Medical exemptions

Players returning from injury may be authorised to play for a lower tiered team by their AU for league fixtures only (not permitted for knockout competitions refer REG 7.2.2). A medical exemption form (completed and verified by an AU representative prior to fixture) must be presented with the team sheets at the league fixture in question and 'M.E.' written against the name(s) of the applicable player(s) to indicate their status. For a copy of a medical exemption form, please see Appendix 4 ('BUCS Medical Exemption Pro Forma').

- Exemptions only apply to 1 league fixture in a lower tiered team while returning to fitness.
- Period of absence: A player may only be granted a medical exemption if they are returning following a period of absence from competition, they cannot take part in successive fixtures. I.e. they must have been unable to take part in a fixture due to injury prior to the medical exemption being required.

- Multiple medical exemptions: Where an individual requires an extended period to return to fitness, within a season, they will require the AU to apply to the BUCS office for clearance before the individual in question participates in any further fixtures. An extended period is considered to be anything beyond 1 fixture.
- Medical professional: Medical exemptions may only be applied if the return from injury is being overseen by an acceptable medical professional. AUs are advised that BUCS may request a formal letter from said medical professional(s) to verify the validity of the exemption. In doing so no confidential details will be required. Named medical professionals must therefore be prepared to confirm validity of the exemption.
- Player permission: The named player must be prepared to permit the treating medical professional identified on the medical exemption form to verify that they are;
 - a) Treating the individual, and
 - b) It is upon their medical advice the player is acting.

Player movement

Where an institution has more than 1 team in a sport, player movement enquiries require the provision of all applicable team sheets in order to establish a player's movement history. If a comprehensive, verified (by opposition) record cannot be produced, it is deemed a respondent institution has not provided adequate information; automatically loses appeal and may face further disciplinary action.

AUs are advised to seek clarification on player movement issues with the BUCS office before fixtures commence.

When issues arise

If a captain believes an opposition player's eligibility is questionable they should contact their AU to begin the process of resolving the issue with the opposing AU. Some grievances must be raised before the fixture commences and be accompanied by a Playing Under Protest Form in order for the institution querying the eligibility to be entitled to appeal post fixture; including non-verification, no ID presented.

A team not seeking to check an opposition's eligibility prior to the fixture and/or not completing a team sheet adequately cannot appeal in this regard. The appeal regulations apply, that is; as soon as a grievance is noted before or during a fixture a Playing Under Protest Form must be completed immediately. Only when adequate steps have been taken and a grievance comes to light post-fixture is an appeal valid without a Playing Under Protest Form.

If issues are identified, alleged team sheet contraventions require adherence to Playing Under Protest and standard appeal requirements, as outlined in REG 10.13 and REG 14. It is essential for appeals of this nature that in the first instance attempts have been made to resolve the situation without need for a formal appeal. If the issue is not resolved satisfactorily an Initial Appeal may be lodged. The time constraints and process for lodging an Initial Appeal apply in accordance with REG 14. If contravention comes to light post fixture, contact the BUCS office for advice as required.

Best practice suggestions

- AU to produce for each captain a folder which they retain containing photocopies of all squad members' identification as verified by the AU.
- AU to produce for each captain a list which they retain with full names of all squad members that has been signed off by the AU. All players then produce ID as appropriate when requested at each fixture.
- Production of copies: Once verified and signed by both captains, they could take a photograph on a phone or tablet in case they lose the original, but should be aware of data protection requirements relating to the storing, and eventual deletion, of said photograph.

Suggested process to be observed by AUs and Captains (using photocopied IDs)

Verification of identification

1. Prior to season commencing, all players provide an acceptable form of identification to an AU representative that is valid, shows their name and a photo bearing a good likeness of the individual.
2. The AU verifies that each individual is eligible to participate in BUCS competitions in accordance both with internal and BUCS requirements (refer REG 6 for more information).

3. IDs are photocopied and signed off by an AU representative as a true likeness of the original (AU representative's position, name, signature, and date to be recorded on each page). It is advisable to place multiple IDs per page to reduce the size of this document and to create as comprehensive a file as possible to ensure all possible players are included and decrease the need for updating throughout the season.
4. The captain then retains a folder with the verified IDs to accompany team sheets on fixture days. This is for cross referencing only, i.e. captains are not required to give copies of IDs to opposition.

Alternative suggestion – Rather than carrying photocopies of IDs, produce a list of all of the players that have been verified by the AU (ID and eligibility requirements met, signed by AU representative). This list is then retained by the captain who inserts only those included (and therefore verified) on to the team sheet and accompanies the team sheet for cross referencing by the opposition prior to the fixture starting.*

**To reduce workload, the list could be for an entire sport, from which the applicable players are selected per team per fixture.*

Please note: This option would require all players listed to be able to produce acceptable identification if requested by opposition at the fixture to verify those listed are those present.

On the day of the fixture

1. Both captains complete a team sheet and present it to their peer with the sheet(s) of photocopied IDs.
2. The captains then insert their players' names on to each other's team sheet, check off each opposition player present as verified to participate on their own sheet and then recording their name, signature and the time of the form completion on both sheets.
3. If any players are questionable, i.e. do not have ID present or has not been verified by their respective AU; the captain should indicate this on both team sheets (marking the player(s) in question) and complete a Playing Under Protest Form, clearly detailing the grievance (REG 10.13 to be observed) and commence with the fixture. If any players are questionable the captain should contact their AUs to discuss further. AUs to observe the 'When issues arise' section above.
4. At the end of the fixture, the result and whether the match was played under protest should be recorded on both team sheets.
5. Captains pass completed team sheets to their AU for retention. To be produced if requested at a later date.