## APPENDIX 9 BUCS INVOLUNTARY WALKOVER PRO FORMA

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## *This document should be read and completed in conjunction with BUCS REG 13.7 (‘Forfeited matches (Walkovers)’).*

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| **Name of Institution/Playing Entity Requesting Involuntary Walkover** | | | |  | | | | |
| **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 1) | |  | | | **Away Team** (E.g. Bristol Men’s 2) | | |  |
|  | | | | | | | | |
| **Full explanation of why the walkover should be deemed involuntary:** (Please submit any supporting evidence when e-mailing the form to [discipline@bucs.org.uk](mailto:discipline@bucs.org.uk)) | | | | | | | | |
| **Athletic Union/Sports Office Authorisation** *The Individual signing this form hereby declares all of the details provided to be true and accurate; and that they understand that the completion and submission of this pro forma will allow the case for an involuntary walkover to be considered.* | | | | | | | | |
| **Name** | | | | | |  | | |
| **Position** | | | | | |  | | |
| **Telephone Number** | | | | | |  | | |
| **Signature** | | | | | |  | | |
| **Date** | | | | | |  | | |

***PLEASE SEE OVERLEAF FOR PERTINENT REGULATIONS/KEY POINTS TO REMEMBER***

***REG 13.7 Forfeited matches (Walkovers)****A forfeited match will be deemed to have been caused by voluntary or involuntary circumstances. A voluntary walkover is deemed to have occurred when it is believed that reasonable actions undertaken by the team, club or Athletic Union (or equivalent) of the offending institution/Playing Entity would have prevented the forfeit. An involuntary walkover is deemed to have occurred when it is considered (whether by the BUCS Executive or the BUCS Disciplinary Panel) that a team has forfeited on a fixture through reasons beyond the reasonable control of that team, club or Athletic Union (or equivalent). In the first instance all walkovers will be deemed voluntary.*

***REG 13.7.1****An institution/Playing Entity claiming/conceding a walkover must notify the opposition of this, in writing (email), including stating the reason and regulation(s) under which the walkover is being claimed/conceded, before the walkover is entered on BUCS Play.*

***REG 13.7.2****An institution/Playing Entity has 24 hours (outside of weekends and bank holidays) following notification of a walkover being claimed/conceded to appeal against that walkover (REG 15), or to apply to have the walkover deemed involuntary (REG 13.7.3).*

***REG 13.7.3****To request that a walkover be considered involuntary, an institution/Playing Entity must submit a BUCS Involuntary Walkover Pro Forma (Appendix 9), along with any supporting evidence, to*[***discipline@bucs.org.uk***](mailto:discipline@bucs.org.uk)*no later than 24 hours (outside of weekends and bank holidays) after notification of the walkover being claimed/conceded as per REG 13.7.2.*

***REG 13.7.3.1 Extension to the deadline****An extension may be requested via e-mail to*[***discipline@bucs.org.uk***](mailto:discipline@bucs.org.uk)*(before the deadline has passed) if there are reasonable grounds, such as awaiting requested information from a third party.*

***REG 13.7.3.2****Institutions/Playing Entities submitting an Involuntary Walkover request are responsible for ensuring that their submissions are comprehensive and concise, and that there is validity to any claims, before they make their submission. Requests deemed to be frivolous or not containing adequate information to enable a fair ruling may be rejected.*

***REG 13.7.3.3****Decisions will be based purely on submissions within the permissible parameters and established precedence. Additional information will be requested by the BUCS Executive if the BUCS Appeals Panel/BUCS Disciplinary Panel deem this necessary and appropriate.*

***REG 13.7.3.4****A team deemed to have conceded an involuntary walkover will, in normal circumstances, be deemed to have forfeited the match, but in the case of league fixtures will not be deducted any league points (note REG 8.3.6.2). Further penalties outlined in REG 13.7.5.1 – REG 13.7.5.5 may be waived as determined by the BUCS Executive or the BUCS Disciplinary Panel.*

***REG 13.7.4****Where a team has forfeited a league match it is imperative that a walkover is entered and awarded to the appropriate team on BUCS Play by the league result submission deadline (REG 13.6).*