**LUSL INVOLUNTARY WALKOVER PRO FORMA**

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*This document should be read and completed in conjunction with LUSL 7.8 (‘Forfeited matches (Walkovers)’).*

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| **Name of Institution Requesting Involuntary Walkover** | | | |  | | | |
| **Sport** (E.g. Basketball) |  | | | **League/Knockout Name** (E.g. Intermediate Premier) | | |  |
| **Date and Time of Fixture** (Scheduled start time) | | |  | | | **Venue** |  |
| **Home Team** (E.g. KCL Men’s 1st) | |  | | | **Away Team** (E.g. UCL Men’s 2nd) | |  |
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| **Full explanation of why the walkover should be deemed involuntary:** (Please submit any supporting evidence when e-mailing the form to [lusl@bucs.org.uk](mailto:lusl@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***

**LUSL 7.8 Forfeited matches (Walkovers)**

**LUSL 7.8.1** A forfeited match (walkover) 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).

**LUSL 7.8.1.1 [COMPETITIVE TIER ONLY]** In Competitive leagues, in the first instance all walkovers will be deemed voluntary.

**LUSL 7.8.1.2 [INTERMEDIATE AND RECREATIONAL TIERS ONLY]** In Intermediate and Recreational leagues, all walkovers will automatically be deemed involuntary and the team which has conceded the walkover will not be deducted any league points (note LUSL 8.6 or any equivalent sport specific regulations).

**LUSL 7.1.1.3** In knockout competitions, all walkovers will automatically be deemed involuntary.

**LUSL 7.8.2** To claim a walkover a recognised Athletic Union (or equivalent) representative of the institution/Playing Entity must send via email to the opposition institution/Playing Entity a correctly completed LUSL Walkover Claim Form (Appendix J) detailing the reason(s) and regulation(s) under which the walkover is being claimed before the walkover is entered on BUCS Play. An institution/Playing Entity conceding a walkover must notify the opposition of this in writing (email) before the walkover is entered on BUCS Play.

**LUSL 7.8.3** An institution/Playing Entity has:

* 72 hours (outside of weekends and bank holidays) following notification of a league walkover being claimed as per LUSL 7.8.2 to appeal against the walkover claim (LUSL 11.2.3), or;
* 36 hours (outside of weekends and bank holidays) following notification of a knockout walkover being claimed as per LUSL 7.8.2 to appeal against the walkover claim (LUSL 11.2.3), or;
* 72 hours (outside of weekends and bank holidays) following notification of a league walkover being claimed/conceded as per LUSL 7.8.2 to apply to have the walkover deemed involuntary (LUSL 7.8.4) where this would not automatically be the case under LUSL 7.8.1.2 or LUSL 7.8.1.3.

**LUSL 7.8.4 [COMPETITIVE TIER ONLY]** To request that a walkover be considered involuntary, an institution/Playing Entity must submit a [LUSL Involuntary Walkover Request Form](https://forms.monday.com/forms/b09b6f7bd788ee3ba58dca7035cfcbd7?r=use1) no later than 72 hours (outside of weekends and bank holidays) after notification of the walkover being claimed/conceded as per LUSL 7.8.3. Submissions shall include a copy of the email in which the walkover was conceded/claimed as well as any supporting evidence.

**LUSL 7.8.4.1 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.

**LUSL 7.8.4.2** 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.

**LUSL 7.8.4.3** Decisions will be based purely on submissions within the permissible parameters and established precedence. Additional information will be requested by the BUCS Executive if deemed necessary and appropriate.

**LUSL 7.8.4.4** A team deemed to have conceded an involuntary walkover will be deemed to have forfeited the match, however they will not be deducted any league points (note LUSL 8.6 or any equivalent sport specific regulations) and it will not count for any other sanctions under LUSL 7.8.6.

**LUSL 7.8.5** 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.

**LUSL 7.8.6 Sanctions for conceding voluntary walkovers [COMPETITIVE TIER ONLY]**

**LUSL 7.8.6.1** Loss of league points as per LUSL 8.6 or any equivalent sport specific regulations.

**LUSL 7.8.6.2** Should a team concede voluntary walkovers in 50% or more of their league matches in one season, they will be automatically relegated the following season and fined £50 for the first voluntary walkover conceded which put them past 50%, plus an additional £30 for any further voluntary walkovers conceded.