

# REG 2 BUCS MEMBERSHIP

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**REG 2.1** In accordance with BUCS's Articles of Association the Board have the authority to determine the eligibility criteria for membership of BUCS as well as the processes and conditions for admitting and maintaining organisations as members. The Board requires that, to become or remain an Education Institution Member of the Company (BUCS), an organisation must meet the following eligibility criteria:

- Be a registered Legal Entity in the UK
- Be a recognised provider of Higher Education (HE)

**REG 2.2 Applying to become an Education Institution Member** An organisation interested in applying to become an Education Institution Member must contact the [Company Secretary](#) who will provide a copy of the required membership application form for submission.

**REG 2.3 Acceptable Governing Body** The CEO of BUCS shall determine, from time to time, which student organisations shall be acceptable as bodies equivalent to an Athletic Union and performing the function of such a body, e.g. Student Union or Sports Department.

**REG 2.4 Member Representatives** In accordance with BUCS'S Articles of Association, each Education Institution Member is required to declare two Member Representatives each year. One of these Member Representatives must be a volunteer or member of the executive team of the Education Institution or their Students' Union with responsibility or oversight of BUCS related activities. The other must be a student enrolled on a course at the Education Institution who is participating in BUCS activities, or a Sabbatical Officer at the Education Institution's Students' Union. Member Representatives must be named annually. Should a change in Member Representatives be needed, a current Member Representative must contact the [Company Secretary](#) who will provide details of the process by which to do so.

**REG 2.5 Member finance contact(s)** Members are responsible for keeping their finance contact details up to date. Should any change be required, this should be notified to BUCS via e-mail to [finance@bucs.org.uk](mailto:finance@bucs.org.uk). BUCS cannot be held responsible where a Member has failed to keep their details up to date.

**REG 2.6 How Education Institution Members participate in BUCS' domestic sports programmes** Once an institution becomes an Education Institution Member, definition must be established on how the Education Institution Member is to function within BUCS' domestic sports programmes. The definition is regarded as an Education Institution Member's Playing Entity or Playing Entities. All Education Institution Members function as either a single or a combination of five 'Playing Models'. Each model has implications regarding the entitlements of individual student-athletes, BUCS Points, fees, etc. The playing models and their implications are as follows:

- **All Eligible Students** of an Education Institution Member playing as one entity regardless of geographical spread/campuses, etc.
- **Main Campus** of an Education Institution Member playing as one entity. (Similar to 'All Eligible Students')
- **Satellite Campus** of an Education Institution Member playing as a separate entity from the 'Main Campus' and/or other campuses of the same Education Institution Member.
- **Umbrella Campus/Organisation** which is comprised of students from multiple Education Institution Members.
- **Further Education (FE) College offering Higher Education (HE) qualifications** provided by another external awarding body.

## **REG 2.6.1 All Eligible Students Model**

**REG 2.6.1.1** Eligible to be and is an Education Institution Member.

**REG 2.6.1.2** All teams named as appropriate, one entity within BUCS competitions regardless of number of campuses and geographical spread. Teams to be ranked sequentially regardless of origin. For example:

- Brighton Women's Hockey 1<sup>st</sup>
- Brighton Women's Hockey 2<sup>nd</sup>
- Brighton Women's Hockey 3<sup>rd</sup>

**REG 2.6.1.3** Some Ring Fencing of teams granted pending approval of application made alongside team entries each year. (See REG 2.6.7). For example:

- Brighton Women's Hockey 1<sup>st</sup> (Eastbourne)
- Brighton Women's Hockey 2<sup>nd</sup>
- Brighton Women's Hockey 3<sup>rd</sup> (Eastbourne)

**REG 2.6.1.4** All teams administered via a single BUCS Play entity.

**REG 2.6.1.5** BUCS Points attributed to single entity.

**REG 2.6.1.6** Restrictions on allowance of teams per tier, per gender, of a particular sport are applicable as per REG 8.3.1 to single entity.

**REG 2.6.1.7** Standard application of individual eligibility criteria (REG 4).

## **REG 2.6.2 Main Campus Model**

**REG 2.6.2.1** Eligible to be and is an Education Institution Member and required to pay the Annual Subscription Fee for the institution, including any satellite campus(es) (REG 3.1.1).

**REG 2.6.2.2** All teams named as appropriate, one entity within BUCS competitions. Teams to be ranked sequentially. For example:

- UWTSD: Swansea Men's Football 1<sup>st</sup>
- UWTSD: Swansea Men's Football 2<sup>nd</sup>
- UWTSD: Swansea Men's Football 3<sup>rd</sup>

**REG 2.6.2.3** Some Ring Fencing of teams granted pending approval of application made alongside team entries each year. (See REG 2.6.7).

**REG 2.6.2.4** All teams administered via a single BUCS Play entity, separate to that of any 'Satellite Campus'.

**REG 2.6.2.5** BUCS Points attributed to single entity, 'Main Campus' only.

**REG 2.6.2.6** Restrictions on allowance of teams per tier, per gender, of a particular sport are applicable as per REG 8.3.1 to single entity. (Separate to that of any 'Satellite Campus').

**REG 2.6.2.7** Standard application of individual eligibility criteria (REG 4). Students defined as being within the auspices of this Playing Entity are only eligible to participate for this entity within BUCS competitions and may not compete for any 'Satellite Campus'.

## **REG 2.6.3 Satellite Campus Model**

**REG 2.6.3.1** Not eligible to be a BUCS Education Institution Member, falls under the membership of 'Main Campus', but required to pay Playing Entity fee (REG 3.1.1.1).

**REG 2.6.3.2** All teams named as appropriate, one entity within BUCS competitions. Teams to be ranked sequentially. For example:

- UWTSD: Carmarthen Men's Football 1<sup>st</sup>
- UWTSD: Carmarthen Men's Football 2<sup>nd</sup>
- UWTSD: Carmarthen Men's Football 3<sup>rd</sup>

**REG 2.6.3.3** Some Ring Fencing of teams granted pending approval of application made alongside team entries each year. (See REG 2.6.7).

**REG 2.6.3.4** All teams administered via a single BUCS Play entity, separate to that of the 'Main Campus'.

**REG 2.6.3.5** BUCS Points attributed to single entity, 'Satellite Campus' only, and cannot be combined with 'Main Campus' or other 'Satellite Campus'.

**REG 2.6.3.6** Restrictions on allowance of teams per tier, per gender, of a particular sport are applicable as per REG 8.3.1 to single entity. (Separate to that of 'Main Campus' or any other 'Satellite Campus').

**REG 2.6.3.7** Standard application of individual eligibility criteria (REG 4). Students defined as being within the auspices of this Playing Entity are only eligible to participate for this entity within BUCS competitions and may not compete for 'Main Campus' or any other 'Satellite Campus'.

#### **REG 2.6.4 Umbrella Campus/Organisation Model**

**REG 2.6.4.1** May or may not be eligible to be an Education Institution Member; dependant on legal entity status under Company law and that meets the requirements of REG 2.1 and the eligibility criteria set by the Board.

**REG 2.6.4.1.1** If eligible to be an Education Institution Member must become one; therefore, the enforcement of students only playing for the Education Institution Member they are associated with is possible, foregoing the right of 'parent' institution(s) to access students.

**REG 2.6.4.1.2** If not eligible to become an Education Institution Member, must be unanimously declared by contributing Education Institution Members as a standalone Playing Entity, foregoing the right of 'parent' institutions to access students and essentially becomes deemed as a 'satellite campus' but with multiple contributing 'parent' institutions.

**REG 2.6.4.1.2.1** If not unanimous, BUCS will consider each application on a case-by-case basis.

**REG 2.6.4.1.2.2** Institutions must be able to demonstrate that they have a defined way of identifying eligible students should the component institutions not be in agreement.

**REG 2.6.4.2** All teams named as appropriate, one entity within BUCS competitions. Teams to be ranked sequentially. For example:

- Medway Men's Football 1<sup>st</sup>
- Medway Men's Football 2<sup>nd</sup>
- Medway Men's Football 3<sup>rd</sup>

**REG 2.6.4.3** Some Ring Fencing of teams granted pending approval of application made alongside team entries each year. (See REG 2.6.7).

**REG 2.6.4.4** All teams administered via a single BUCS Play entity, separate to that of any 'parent' institution(s).

**REG 2.6.4.5** BUCS Points attributed to single entity, 'Umbrella Campus/Organisation' only, and cannot be combined with, or divided amongst, any 'parent' institution(s).

**REG 2.6.4.6** Restrictions on allowance of teams per tier, per gender, of a particular sport are applicable as per REG 8.3.1 to single entity. (Separate to that of any 'parent' institution(s)).

**REG 2.6.4.7** Standard application of individual eligibility criteria (REG 4). Students defined as being within the auspices of this Playing Entity are only eligible to participate for this entity within BUCS competitions and may not compete for any 'parent' institution(s).

#### **REG 2.6.5 FE College Offering HE Qualifications Model**

**REG 2.6.5.1** Eligible to be and must be an Education Institution Member; otherwise may instead be listed as either 'Satellite Campus' of a 'Main Campus' or covered as part of an 'All Eligible Students' model.

**REG 2.6.5.1.1** If HE students are awarded qualification from another current Education Institution Member, said other Education Institution Member will relinquish ability for those students to compete for them; as per BUCS regulations an individual may only represent one institution/Playing Entity per season. Should an FE College fulfil the criteria and is successful in becoming an Education Institution Member then any HE students studying at that College will only be able to compete for that College/ Education Institution Member; not for the institution that awards their qualification.

**REG 2.6.5.2** All teams named as appropriate, one entity within BUCS competitions. Teams to be ranked sequentially. For example:

- Bishop Burton Men's Football 1<sup>st</sup>
- Bishop Burton Men's Football 2<sup>nd</sup>
- Bishop Burton Men's Football 3<sup>rd</sup>

**REG 2.6.5.3** Some Ring Fencing of teams granted pending approval of application made alongside team entries each year. (See REG 2.6.7).

**REG 2.6.5.4** All teams administered via a single BUCS Play entity.

**REG 2.6.5.5** BUCS Points attributed to single entity.

**REG 2.6.5.6** Restrictions on allowance of teams per tier, per gender, of a particular sport are applicable as per REG 8.3.1 to single entity.

**REG 2.6.5.7** Standard application of individual eligibility criteria (REG 4).

**REG 2.6.6** Requests for changes to an Education Institution Member's Playing Entity/Playing Entities must be submitted to the BUCS Executive prior to team entries being opened for the following season.

**REG 2.6.7 Ring Fencing** Each Playing Entity can also apply for Ring Fencing within their teams. Ring Fencing of teams allows for a variation to the standard BUCS Team Selection regulations (REG 11.1) within the BUCS Team Championships (Leagues/Knockouts) by allowing a Playing Entity to identify separate groupings of student-athletes such as 'Medics'. A Playing Entity wishing to have Ring Fenced teams must complete the BUCS Ring Fenced Teams Pro Forma (Appendix 3) and submit it to the BUCS Executive prior to team entries being closed for the following season.

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**REG 2.6.7.2** To apply to have Ring Fenced teams, a Playing Entity should complete the BUCS Ring Fenced Teams Pro Forma (Appendix 3) and submit it to the BUCS Executive by the Team Entry closing date for approval. The BUCS Executive may, at their discretion, accept late requests for Ring Fencing.

**REG 2.6.7.3** Playing Entities failing to appropriately apply for teams to be designated as Ring Fenced, or having their application rejected, will not be eligible for the student-athlete movement variations outlined in REG 11.1.5/SQU 7.5/TAB 7.5/TEN 9.5.

**REG 2.7 Member guidelines for participation** In order to be allowed to begin or continue participating in BUCS' domestic sports programmes an institution/Playing Entity must comply with the following:

**REG 2.7.1** Have access to suitable facilities for competitions which they have entered which require them to host fixtures.

**REG 2.7.2** Have at least one staff member assigned as a central point of contact for BUCS and other institutions/Playing Entities, with whom the institution/Playing Entity's participation in BUCS programmes can be discussed. Any central point(s) of contact must be registered as an Institution Administrator (IA) on BUCS Play and MyBUCS, and will be acknowledged by BUCS as responsible for all competition matters relating to the institution/Playing Entity, for example fixture administration, submission of entries or match appeals. BUCS cannot be held responsible where an institution/Playing Entity has failed to keep their details up to date.

**REG 2.7.2.1** During fixture weeks, the central point(s) of contact must be available daily, Monday to Friday, between the hours of 10:00 and 16.00.

**REG 2.7.2.2** Where the regular central point(s) of contact will not be available for an extended period, then they must ensure that alternative arrangements are made to cover these responsibilities. For example: Setting an Automatic Reply (Out of Office) on their e-mail account advising who to direct queries to, or, requesting to BUCS that a colleague is set up as an IA on BUCS Play.

**REG 2.7.3** Assign a 'Captain' to each team on BUCS Play entered in the Team Championships (Leagues/Knockouts). A 'Captain' can be any individual an institution/Playing Entity wishes to enable to undertake tasks including, but not limited to, the following:

- Assigning others as a 'Captain' for the team.
- Moving individuals in and out of the team's squad.
- Messaging members of the team's squad.
- Selecting teams for fixtures. They can mark individuals as 'available' or 'unavailable' and move any from 'pending' to the 'selected' or 'reserve' sections. By 'selecting' individuals they are adding them to the team sheet for that fixture ready for approval (or disputing) by the opposition captain.
- Reviewing and approving or disputing opposition team sheets for each fixture.
- Completing/signing Playing Under Protest Forms (not on BUCS Play).
- Entering results for fixtures for approval/confirmation by the home team's IA.

**REG 2.8 Insurance** Education Institution Members are responsible for the provision of appropriate insurance cover for their representative individual participants in all BUCS competitions. By entering BUCS competitions an Education Institution Member is agreeing to this requirement and indicating they are adequately insured with an active policy.

**REG 2.9 SSS Members and BUCS competitions** An Institution of Tertiary Education in Scotland which holds Full Membership of Scottish Student Sport (SSS), but which is not an Education Institution Member of BUCS, shall be permitted to enter teams into BUCS Team Championships (Leagues/Knockouts) subject to the following:

**REG 2.9.1** They are affiliated with SSS and have completed the required BUCS documentation by the relevant deadline. Note: They will not be required to pay a membership fee to BUCS.

**REG 2.9.2** They will be subject to BUCS' general and sport specification regulations.

**REG 2.9.3** They will be subject to BUCS' processes and deadlines regarding team entries and payment.

**REG 2.9.4** They will not be eligible to compete higher than Scottish Tier 1 in any programme.

**REG 2.9.5** They will not be eligible to compete in any National Championship, National Trophy or National Shield knockout competition.

**REG 2.9.6** They will not be eligible to compete in any programme where there is not a Conference exclusively for teams from Scottish institutions.

**REG 2.9.7** They will have free movement throughout a league structure (bearing in mind point REG 2.9.4 above) as per any Education Institution Member of BUCS.

**REG 2.9.8** They will not be eligible to accumulate BUCS Points. Teams from Education Institution Members of BUCS involved in a league or knockout competition with such teams will be awarded the BUCS Points associated with their own finishing position/progress. I.e., BUCS will not withdraw such teams when calculating BUCS Points.

**REG 2.9.9** For the avoidance of doubt, they will not be permitted to enter any BUCS Individual and Team Championships (Events).