

REG 11 TEAM SELECTION AND TEAM SHEETS

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Please note: REG 11 applies to the Team Championships conducted as part of the National, Premier and Conference League/Knockout programme.

For additional guidance on team selection, see [Appendix 6 \('BUCS Team Selection Guide'\)](#). For a copy of the BUCS Team Sheet Pro Forma, see [Appendix 7 \('BUCS Team Sheet Pro Forma'\)](#).

REG 11.1 Team selection

REG 11.1.1 All individuals in a team must be from the same Playing Entity and meet the individual eligibility requirements of REG 4.

REG 11.1.2 Where a Playing Entity has more than one team in a Championships (for example Men's Football) it would be expected that when making team selections that their first team would always be the strongest team available to represent them, followed by the second team and so on, and that they are selecting teams on each day any of them has a fixture as if all their teams in the Championships are playing on that same day, at the same time, and in a match of equal importance, even if they are not.

Playing entities need to have reasonable flexibility in managing their team selections, and what may be considered a fair team selection is subjective and challenging to regulate, so the following restrictions shall be enforced to help support the principle of fair team selection:

REG 11.1.2.1 Individuals may not be fielded (including as an unused substitute) for multiple teams in the same Championships on the same day.

REG 11.1.2.1.1 Where a Playing Entity is found to have fielded (including as an unused substitute) an individual for multiple teams in the same Championships on the same day, the following shall apply:

REG 11.1.2.1.1.1 In the case of a league match: If a breach of REG 11.1.2.1 has been identified before the relevant League Result Submission Deadline as per Appendix 2 ('BUCS Leagues and Knockouts – Dates and Deadlines') has passed for the fixture for which there was a breach, the fixture shall be awarded as a walkover win to the opposition.

REG 11.1.2.1.1.2 In the case of a knockout competition match: If a breach of REG 11.1.2.1 has been identified before the following round, or in the case of a final, within 10 working days of the fixture taking place, the fixture shall be awarded as a walkover win to the opposition. If the breach is identified so close to the following round that the team awarded the walkover win cannot fulfil the following round fixture, the following round fixture shall be recorded as an involuntary walkover win to their opponents, unless both teams agree to reschedule the fixture.

REG 11.1.2.1.1.3 In the case of 'round robin'/'mini league' format playoff matches, REG 11.1.2.1.1 shall apply with references to "the relevant League Result Submission Deadline" replaced with "the

relevant playoff deadline". In the case of 'knockout' format playoff matches, REG 11.1.2.1.1.2 shall apply, except for any playoff 'final' matches for which REG 11.1.2.1.1.1 shall apply with references to the "the relevant League Result Submission Deadline" replaced with "the relevant playoff deadline".

REG 11.1.2.1.1.4 The first fixture an individual is fielded (including as an unused substitute) for is not affected as at this point REG 11.1.2.1 has not been breached, only any subsequent fixture(s) shall be affected.

REG 11.1.2.1.1.5 A Playing Entity wishing to report a breach of REG 11.1.2.1 to the BUCS Executive should do so via email to discipline@bucs.org.uk and will be expected to ensure that there is validity to any claims before they make their report. As such, the Match Appeals process (REG 15) does not have to be used to raise such breaches. Reports deemed to be frivolous, vexatious or not containing adequate information to justify why it is considered a breach of REG 11.1.2.1 may result in a charge of misconduct being raised in accordance with REG 5.

REG 11.1.2.2 Normality An individual establishes normality for a particular team by being fielded (including as an unused substitute) for a majority (more than 50%) of that team's total league fixtures scheduled for the season and is then no longer eligible to be fielded (including as an unused substitute) for a lower ranked team in the same Championships in any league, knockout competition or playoff fixtures for the remainder of that season, except in cases where other regulations provide an exemption. For the avoidance of doubt, being fielded (including as an unused substitute) for a knockout competition or playoff fixture does not count towards establishing an individual's normality.

In the rare case that an individual has not established normality for a particular team based on being fielded (including as an unused substitute) for this team alone, but has been fielded (including as an unused substitute) for multiple higher ranked teams, then the totals of these will be combined and counted against the lowest ranked of these teams' total league fixtures scheduled for the season. If this would result in them establishing normality for this team, then they are no longer eligible to be fielded (including as an unused substitute) for any lower ranked team in the same Championships in any league, knockout competition or playoff fixtures for the remainder of that season.

REG 11.1.2.2.1 Where a Playing Entity is found to have fielded (including as an unused substitute) an individual for a lower ranked team than one they have established 'normality' for:

REG 11.1.2.2.1.1 In the case of a league match: If a breach of REG 11.1.2.2 has been identified before the relevant League Result Submission Deadline as per Appendix 2 ('BUCS Leagues and Knockouts – Dates and Deadlines') has passed for the fixture for which there was a breach, the fixture shall be awarded as a walkover win to the opposition.

REG 11.1.2.2.1.2 In the case of a knockout competition match: If a breach of REG 11.1.2.2 has been identified before the following round, or in the case of a final, within 10 working days of the fixture taking place, the fixture shall be awarded as a walkover win to the opposition. If the breach is identified so close to the following round that the team awarded the walkover win cannot fulfil the following round fixture, the following round fixture shall be recorded as an involuntary walkover win to their opponents, unless both teams agree to reschedule the fixture.

REG 11.1.2.2.1.3 In the case of 'round robin'/'mini league' format playoff matches, REG 11.1.2.2.1.1 shall apply with references to "the relevant League Result Submission Deadline" replaced with "the relevant playoff deadline". In the case of 'knockout' format playoff matches, REG 11.1.2.2.1.2 shall apply, except for any playoff 'final' matches for which REG 11.1.2.2.1.1 shall apply with references to "the relevant League Result Submission Deadline" replaced with "the relevant playoff deadline".

REG 11.1.2.2.1.4 A Playing Entity wishing to report a breach of REG 11.1.2.2 to the BUCS Executive should do so via email to discipline@bucs.org.uk and will be expected to ensure that there is validity to any claims before they make their report. As such, the Match Appeals process (REG 15) does not have to be used to raise such breaches. Reports deemed to be frivolous, vexatious or not containing adequate information to justify why it is considered a breach of REG 11.1.2.2 may result in a charge of misconduct being raised in accordance with REG 5.

REG 11.1.3 Where a Playing Entity has more than one fixture scheduled across its teams in a Championships on a given day, they are not permitted to concede a walkover for a higher ranked team while continuing to field one or more lower ranked teams on the same day. For example, a Playing Entity may not concede a walkover at second team level, while continuing to field their third and fifth teams on the same day. Matches fulfilled in contravention of this regulation will be awarded to the opposition, or where both teams are in contravention, be voided.

REG 11.1.3.1 For possible exceptions to REG 11.1.3 due to 'Ring Fencing' of teams, refer to REG 11.1.5.

REG 11.1.3.2 Involuntary walkovers may be granted if applied for in accordance with walkover regulations in REG 13 meaning that REG 11.1.3 would be suspended in some instances, for example on health and safety grounds. Application to suspend REG 11.1.3 must be made to the BUCS Executive in advance of affected fixtures.

REG 11.1.3.3 REG 11.1.3 will not apply where a walkover has been conceded as a result of a Playing Entity being instructed by the BUCS Judiciary or as the outcome of a National Governing Body disciplinary matter that the team has been banned from fulfilling specific fixtures or for a specific period time that could result in them conceding walkovers.

REG 11.1.4 Medical exemptions

REG 11.1.4.1 Individuals returning from injury who have established normality for a team may be authorised to be fielded (including as an unused substitute) for a lower ranked team by their Athletic Union (or equivalent) for league fixtures only.

REG 11.1.4.2 A medical exemption form, completed and verified by an Athletic Union (or equivalent) representative prior to the fixture, must be presented at the league fixture in question when team sheets are being verified and must be retained and available upon request 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. For a copy of a medical exemption form, please see Appendix 4 ('BUCS Medical Exemption Pro Forma').

REG 11.1.4.3 Exemptions only apply to one league fixture in a lower ranked team while returning to fitness.

REG 11.1.4.4 An individual 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.

REG 11.1.4.5 Medical exemptions may only be applied if the return from injury is being overseen by an acceptable medical professional.

REG 11.1.4.6 Playing Entities 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.

REG 11.1.4.7 The named individual must be prepared to permit the treating medical professional identified on the medical exemption form to verify that they are:

- Treating the individual, and;
- It is upon their medical advice the individual is acting.

REG 11.1.4.8 Where an individual requires an extended period to return to fitness, within a season, their Athletic Union (or equivalent) can apply to the BUCS Executive for clearance. Such an application must be made before the individual in question participates in any further fixtures. An extended period is anything beyond one fixture.

REG 11.1.4.9 Medical exemptions are not permitted for knockout competition or playoff fixtures.

REG 11.1.5 Ring Fenced teams Ring Fenced teams will be denoted by their specific group being named in brackets, e.g. (Medics). Information on how to apply for Ring Fencing can be found in REG 2.6.7. Ring Fencing of teams allows for a variation to the standard BUCS Team Selection regulations within the BUCS Team Championships (Leagues/Knockouts) by allowing a Playing Entity to identify separate groupings of student-athletes such as 'Medics' and as a result have separate groupings to which the Team Selection regulations shall apply.

REG 11.2 Team sheets

REG 11.2.1 For all fixtures, teams are required to complete and have their opposition verify a team sheet prior to the match starting.

REG 11.2.2 Team sheets should be completed and verified on BUCS Play. However, should it not be possible for this process to be completed on BUCS Play prior to the match starting, for

example there is no Wi-Fi or mobile phone reception at the venue, then paper team sheets can be used. Where paper team sheets are used there must be in some form a minimum of two copies of the team sheet, one for the home team to retain and one for the away team to retain (note REG 11.2.8). Each team is responsible for the correct completion and retention of their own copy. All teams are advised to carry with them at least two hard copies of the BUCS Team Sheet Pro Forma (Appendix 7) so that they are adequately prepared for any such scenario. If a team does not have a BUCS Team Sheet Pro Forma with them, any equivalent paperwork used/produced must capture the following essential information:

- Fixture information (Sport, league/knockout competition name, date and time of fixture, venue, home team name, away team name)
- The names of all team members being fielded are listed (and only the names of team members being fielded)
- Any individuals with a medical exemption authorised by their Athletic Union (or equivalent) as per REG 11.1.4

REG 11.2.3 Each team is responsible for ensuring that all team members they are fielding are listed on the team sheet. No other individuals should be listed.

REG 11.2.4 To enable verification that the individuals present and representing the team are those listed on the team sheet, all individuals are required to provide photographic identification. Such identification will ideally take the form of a valid student card for their institution.

REG 11.2.5 The two team captains should review the list of names of team members on the team sheet (both copies if paper team sheets are being used) and cross-reference these with the individual photographic identification provided by each member of the team, whilst also checking that the individuals present match the IDs they have provided.

REG 11.2.6 If either captain finds that any individuals on the opposition team are unable to provide identification, or otherwise has any concerns over their eligibility, they should complete a Playing Under Protest Form (REG 12) detailing any grievances and if using BUCS Play 'dispute' the team sheet as per REG 11.2.7. Where individuals are unable to provide identification, time and date stamped photographs should be taken on the day of any individual(s) in question. Any individual refusing to have their photograph taken should be noted on the Playing Under Protest Form. Verification should then be sought post-fixture with the appropriate Athletic Union (or equivalent) representative(s). Note: It is not a requirement to have played under protest or disputed a team sheet in order to report potential breaches of REG 4 or REG 11.1.2.1–REG 11.1.2.4, but doing so can help validate any such report.

REG 11.2.6.1 Photographs taken in accordance with REG 11.2.6 must be used only for the purpose of verifying eligibility and any misuse of these photographs could lead to disciplinary action.

REG 11.2.7 Once a captain has checked the opposition's team sheet and followed the above steps, they must either 'approve' or 'dispute' the team sheet on BUCS Play, or, if using paper team sheets, sign and record the time of signing on each copy. Any captain who has identified any issues that their team may wish to appeal against (REG 15) should complete a Playing Under Protest Form (REG 12) detailing these and if using BUCS Play have disputed the team sheet. Note: It is not a requirement to have played under protest or disputed a team sheet in order to report potential breaches of REG 4 or REG 11.1.2.1–REG 11.1.2.4, but doing so can help validate any such report.

REG 11.2.7.1 If the opposition's team sheet on BUCS Play is blank and they refuse or are unable to complete it and do not complete a paper team sheet, then the blank team sheet should be disputed.

REG 11.2.8 Where paper team sheets have been used, following the fixture, each team should return their copy of the team sheet to their Athletic Union (or equivalent) who will then be responsible for transferring this information to BUCS Play and either 'approving' or 'disputing' the team sheet depending on whether any issues were raised. All paper team sheets must be retained and available upon request until 31 July of the respective season.

REG 11.2.9 All institutions/Playing Entities should be adhering to the General Data Protection Regulation (GDPR). Paper team sheets should be retained for an institution/Playing Entity's records (note REG 11.2.8), and if required submitted to opposition Athletic Unions (or equivalent) 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 be used in line with BUCS' Privacy Policy.

REG 11.2.10 Should team sheets be required post-fixture to resolve a match appeal (REG 15) or investigate a report of a potential breach of REG 4 or REG 11.1.2.1–REG 11.1.2.4 and an Athletic Union (or equivalent) be unable to provide adequate records to meet the request, this will be used against them.

REG 11.2.11 Institutions/Playing Entities not completing team sheets adequately will be subject to sanctions by BUCS as detailed in these regulations. Checks will be conducted by the BUCS Executive throughout the season to monitor compliance, with specific correlating sanctions for breaches identified through these checks as follows:

REG 11.2.11.1 Spot Checks The BUCS Executive will undertake spot checks on individual teams' team sheets throughout the season. A team will not be spot checked after their league's results submission deadline has passed. If any breaches are found, then the following sanctions will be applied to the team:

- 1-2 missing/incomplete team sheet(s) – written warning from BUCS.
- 3 missing/incomplete team sheets – a one-point (three-point for squash) deduction in their league competition.
- 4+ missing/incomplete team sheets – a three-point (10-point for squash) deduction in their league competition.

Any missing/incomplete knockout competition or playoff team sheets will not count towards the above sanctions, but teams not correctly completing team sheets for knockout competition or playoff matches could still face consequences such as not being able to appeal or losing appeals because of this.

REG 11.2.11.2 Issues raised through appeals/by other institutions If the BUCS Executive become aware of missing/incomplete team sheets, either through a BUCS Match Appeals Process or via a report from another institution, then sanctions will be applied. Any issues to be raised must be lodged with the BUCS Executive prior to the respective league results submission deadline for a team, unless being raised as part of a match appeal which is in progress or for which an appeal submission or response deadline extension has been granted. If any breaches are found, then the following sanctions will be applied to the team:

- 1-2 missing/incomplete team sheet(s) – written warning from BUCS.

- 3 missing/incomplete team sheets – a one-point (three-point for squash) deduction in their league competition.
- 4+ missing/incomplete team sheets – a three-point (10-point for squash) deduction in their league competition.

Any missing/incomplete knockout competition or playoff team sheets will not count towards the above sanctions, but teams not correctly completing team sheets for knockout competition or playoff matches could still face consequences such as not being able to appeal or losing appeals because of this.

REG 11.2.11.3 End of Season Review The BUCS Executive will undertake a review of team sheet compliance on a team-by-team basis. Institutions/Playing Entities with teams found to have completed less than 60% of their league team sheets throughout the season, will incur a £100 fine per team, capped at a maximum of £500. As part of this check, the BUCS Executive will not retrospectively apply any sanctions which would have been imposed for missing/incomplete team sheets if found during the season.

REG 11.2.11.4 For the purposes of REG 11.2.11.1-REG 11.2.11.3, an "incomplete team sheet" shall be one which has named on it less than the minimum number of participants required to start the fixture as per the Sport Specific Regulations. However, teams should be complying with REG 11.2.3 and ensuring that all team members they are fielding (and no other individuals) are listed on the team sheet for each fixture.