**University of Birmingham**

**Sport and Fitness**

**BUCS Midlands**

**Conference Cup Finals 2024**

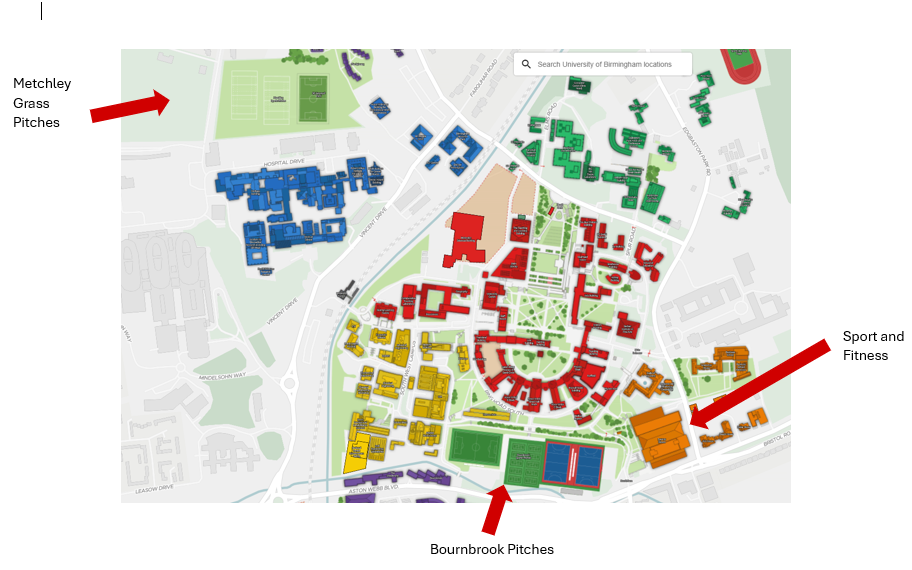
**Introduction**

Congratulations to all teams who have qualified for the BUCS Midlands Conference Cup Finals 2024. The University of Birmingham are excited to be hosting this event on behalf of the East and West Midlands regions with the help of Birmingham City University. 

Please can all team captains read this information in full.

**Key Event Info:**

* **Date:** Wednesday 6 March 2024
* **Venues:**
* Sport and Fitness, Bristol Rd, Birmingham, B15 2TT.
* Bournbrook pitches, Bristol Rd, Birmingham, B15 2TT.
* Metchley Grass pitches, Metchley Lane, Birmingham, B17 OJA.
* Edgbaston Golf Club, 25 Church Rd, Birmingham, B15 3TB.
* Doug Ellis Sports Centre, Aldridge Rd, Perry Barr, Birmingham, B42 2TP.



**#SustainableConferenceCup**

For our community at the University of Birmingham, Sustainability is about using our available resources and living in a way today that provides the needs for all to live a happy and healthy life, without preventing future generations’ ability to do the same. As part of this, wea re putting the following measures/projects in place for BUCS Conference Cup event:

* 70% of the fixtures start between 12.30pm and 5.00pm, and fixtures for institutions have been ‘grouped’ so teams can use shared transport wherever possible.
* All players and spectators are advised to travel by public transport from the city centre. There will be no parking available on campus.
* All players and spectators are encouraged to bring their own water bottles – any member of staff or volunteer can direct you to a water fountain. We won’t provide plastic bottles or cups.
* Home teams will need to bring their own equipment – we will not be purchasing anything additional.
* Bring your old trainers for recycling – look out for these [JOG](https://www.jogonagain.com/) [ON](https://www.jogonagain.com/) donation boxes round campus. Just pop your old trainers into the box and they will be redistributed or recycled to avoid them going into landfill.

**Competition Schedule**

Please see at the bottom of this event guide the full competition schedule. You can also find it on the BUCS Event page HERE.

**Registration**

Please arrive at least **1 hour** before your fixture start time to register. When you arrive at the venue, please go to the following registration desk where a member of staff or volunteer will show you to your allocated changing room. If you arrive late, we may not be able to delay the start of the fixture due to facility constraints.

|  |  |  |
| --- | --- | --- |
| **Venue** | **Registration area** | **Point of contact** |
| **Sport and Fitness**  Munrow Arena, Slater Hall and Squash Courts | Sport and Fitness Event Hub | Lois (10.00am-5.00pm)  Amy Preston / Adam Witt (5.00pm-10.00pm) |
| **Bournbrook Pitches**  Hockey Pitches, Tennis Courts, 3G | Bournbrook Pavilion Event Hub | Adam Witt (10.00am-2.00pm)  Marcus Henson (2.00pm-7.00pm)  Amy Preston / Adam Witt (7.00pm-11.00pm) |
| **Metchley Grass Pitches** | Metchley Grass Pitches Event Hub | Chelsi-Lee Parker (12.00pm-2.30pm)  Harriet Kennedy (2.30pm-5.00pm) |
| **Edgbaston Golf Club** | Clubhouse | Adam Witt |
| **Doug Ellis Sports Centre** | Reception | Adam Crowle |

**New Balance**As University of Birmingham’s and BUCS Official Kit Wear supplier, New Balance will be attending BUCS Midlands Conference Cup Finals 2024.

In partnership with New Balance, athletes and spectators can purchase their commemorative BUCS Conference Cup Finals 2024 t-shirt from the Sport and Fitness Event Hub from 10am till 4pm.

T-shirts are priced £12 per t-shirt and are available in various sizes in Red, Black, and White colours.

**Refreshments**

**Event catering outlets**

Bournbrook pitches will host one event catering outlets which include:

* Bournbrook Pitches Event Hub – 1 x food van serving burgers, chips etc and 1x coffee hut

**Campus based catering outlets**  
The campus bodes 32 different food and drink outlets including Starbucks, Costa Coffee, Street Food and Delis.

Campus Food and drink outlets can be viewed [**HERE**](https://www.birmingham.ac.uk/community/university-campus/retail)**.**

**Local refreshments**  
Selly Oak which is a 5–10-minute walk from campus has various coffee shops, mainstream supermarkets and much more. Selly Oak Shopping Park (20-minute walk from Sport and Fitness) which has superstore, fuel garage and mainstream shops.

**Marketing**   
Any supporting University marketing/communications/media/social media team, please register upon arrival on the Sport & Fitness Reception Desk. No media accreditation is formally required, however please ensure that appropriate consent processes are followed, and teams are mindful of other students/external groups on-site.

For social media use, please use:

* @UBSport for any club mentions
* @UBSportFitness when referencing facilities.
* @unibirmingham for any university mentions.
* @bucssport for any fixture mentions

The official hashtag for BUCS Conference Cup Finals is - #BUCSConferenceFinals2024

For any enquiries, please contact Marketing & Communications Manager Phil Warrington email [p.warrington.1@bham.ac.uk](mailto:p.warrington.1@bham.ac.uk)

**Filming and Photography**  
Filming and photography will be taking place across campus at all venue sites by various bodies. If you would prefer not to be photographed please contact Marketing & Communications Manager Phil Warrington email [p.warrington.1@bham.ac.uk](mailto:p.warrington.1@bham.ac.uk)

**Livestreaming and Drones**   
If any attending university teams, athletes, coaches or spectators want to Livestream or use drones please email all three of the following members of staff with the details surrounding you livestreaming and drone use:

* Steve Harris (Facilities Manager - [s.a.harris@bham.ac.uk](mailto:s.a.harris@bham.ac.uk))
* Adam Witt (BUCS Administrator – [a.witt.1@bham.ac.uk](mailto:a.witt.1@bham.ac.uk))
* Amy Preston (Club Development Manager – [a.preston@bham.ac.uk](mailto:a.preston@bham.ac.uk))

**Spectators**  
Each team competing in the BUCS Midlands Conference Cup Finals are responsible the behaviour of their spectators and management. Any behaviour that is deemed to be in breach of the BUCS Midlands Conference Cup Finals 2024 Code of Conduct will follow the breaches/sanctions.

**Travel and Transport**All teams must fill out the [**Transport Form**](https://forms.office.com/e/KXT8S40ccR)to declare how they are travelling to this event, no later than **Monday 4th March**

**Edgbaston Campus Travel**  - campus map click [**here**](https://www.birmingham.ac.uk/documents/university/edgbaston-campus-map-mobility.pdf)

**Cars**

There is no car parking available on campus for this event. Please use alternative arrangements to arrive on campus.

**Coaches**

All coaches must drop-off teams at North Gate. Coaches can stay at this location for the duration of the fixture.  Please be aware that this is the central point for all university coach drop off and you may be asked to move from this location.

If you are playing up at Metchley Grass Pitches, there is limited coach parking available adjacent to the pitches.

**Train**

The University has its own train station - simply called University [UNI] - right on the main Edgbaston campus with direct links to major stations like Birmingham New Street etc. Selly Oak [SLY] and Five Ways [FWY] stations are also nearby.

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| --- | --- |
| **Location** | **Walking time** |
| University station to Central Campus | 5-minute walk |
| University station to Sport and Fitness | 11-minute walk |
| University Station to Bournbrook Pavilion | 10- minute walk |
| University Station to Metchley Grass pitches | 10-minute walk |

**Offsite playing facilities**

|  |  |  |
| --- | --- | --- |
| **Location** | **Parking** | **Public transport** |
| Edgbaston Golf Club | Car parking available on site for visitors | 30-minute walk from University of Birmingham Central Campus |
| Doug Ellis Sports Centre | Car parking is available on site. Car parking for up to 3 hours is free of charge for all customers of the centre. | 12-minute walk from Perry Barr train station  There are many accessible bus stops on foot from the Doug Ellis Sports Centre., |

**Code of Conduct for Players and Spectator Guidelines**

The Conference Finals are a celebration of our teams’ achievement and should be a fun and positive experience for all players, officials, and spectators.

Players and spectators are requested to conduct themselves in a respectful manner. No form of abuse will be tolerated, and our staff, security and volunteers will take appropriate action where necessary.

Our sporting venues are “**no alcohol zones”,** so teams must be aware that they cannot bring alcohol to any venue (items will be confiscated by security).

Alcohol can be purchased at Bournbrook Pavilion (Brooks Bar) and The Guild Joes bar on Campus but must be consumed within these two spaces and cannot be taken pitch-side.

All team captains must sign the [**Code of Conduct**](https://forms.office.com/e/PeF1MXSHun)form on behalf of their team by **Monday 4th March.**

**Security**

There will be a team of Security staff and student volunteers to help ensure you have a safe and enjoyable experience. If you need any help or assistance our team are on hand to assist you. Please also note that our campus has CCTV coverage. Do not leave valuables unattended in changing rooms.

**Medical Provision**

**In an emergency call 999.**

Once phoned 999, please call University Security on CALL - 0121 414 444

What is classed as an emergency - Any situation where there is immediate risk to life, safety or security – yours, another people, or property. It’s a situation that happening now and needs an immediate response.

**Report a Non-Emergency**

CALL – 0121 414 3000

There will be an ambulance crew on-site (Arley Medical Centre) who will be based at the Sport and Fitness Hockey Car Park which will be covering all three sites.

The Emergency Action Plan (EAP) for all University owned venues will be sent to the participating teams. AEDs are available at each location including instruction manuals.

**Sport and Fitness, Bournbrook Pitches and Metchley Grass Pitches**

If you need assistance, please locate a member of UoB Sport and Fitness staff or volunteer, either at

Location Event hub or phone Sport and Fitness reception on 0121 414 3013

There will also be multiple First Aiders based within Sport and Fitness, Bournbrook Pavillion or Metchley Grass pitches.

**No-one at your Location Event Hub?**

IF you are unable to contact anyone within the Event Hubs, please contact Sport and Fitness reception EMERGENCY LINE - 0121 414 3013

**BUCS Regulations**

All **HOME** teams (first named team on BUCS Play) are responsible for providing all relevant equipment and kit needed, as if it were being hosted at their venue.

If there are any kit clashes, the home team should change to an alternative kit, agreed by both institutions in advance.

If the event that the fixture cannot take place, the fixture will revert to the home team and be played on another date agreed by both institutions.

BUCS Play:

* BUCS will update the fixture details on BUCS Play.
* Team sheets need to be completed on BUCS Play by all teams.
* All competitors should bring their student ID cards for verification.
* Home teams are responsible for submitting the scores on BUCS Play as usual.

**Weather**

At present, the weather forecast for Wednesday 6th March 2024 is dry but this may change on the day. If weather impacts any fixtures, the institutions affected will be informed as soon as possible with alternative arrangements being made

**Over-running of fixtures**

With an event of this size, there might be times where fixtures over ran. If this happens, please contact your Event Location lead who will coordinate any further steps.

**Changing Rooms**

Each competitive team competing will have a dedicated changing room before and after the fixture. Once ready, each team must remove their items from the changing room and place them next to the court/pitch etc in which they are competing in. All items are left at the owner's risk and the University of Birmingham take no liability for items being left.

Lost and found – if any items are found, they will be taken to Sport and Fitness Reception.

**Match Officials**

University of Birmingham will appoint all Match Officials in line with Appendix-5-BUCS-Match-Officials- Requirements.

Please treat all Match Officials with respect and in line with the Code of Conduct.

If a Match Official has not arrived for your fixture, please report to your Point of Contact at registration or the Event Leads, Adam Witt 07970406827 or Amy Preston

**Medal Presentations**

There will take place across various areas across campus. After your fixture is finished a volunteer/member of staff will take you to the presentation area – please clear the venue of your belongings.

* Sport and Fitness – Presentations will take place at Munrow Arena 2
* Bournbrook Pitches – Presentations will take place at Bournbrook pitches.
* Metchley Grass Pitches – Presentations will take place at Bournbrook pitches.
* For fixtures not at Edgbaston Campus, your medals will be presented at the venue.

The presentations will start shortly after your fixture has finished. To note – we have multiple fixtures finishing in close times to each other so presentation start times may vary depending on those presenting.

**Key Contacts**

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| --- | --- |
| **Name** | **Phone number** |
| **Adam Witt – Event Lead**  UOB - BUCS Administrator | 07970 406827 |
| **Amy Preston – Event Lead**  UOB - Club Development Manager |  |
| **Phil Warrington –**  UOB - Marketing, Media & Communications | 07977 843926 |
| **Sport and Fitness  Main Reception** | 0121 414 4117 |
| **Sport and Fitness Emergency Line**  Only to be used in emergency situations | 0121 414 3013 |
| **Campus Security** | 0121 414 4444 |

**BUCS Midlands Conference Finals 2024 – Competition Schedule**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sport** | **Fixture** | **Home** | **Away** | **Warm Up** | **Start** | **Venue** |
| Badminton | Men’s Midlands Conference Cup | Nottingham M3 | Coventry M1 | 11.30am | 12.00pm | Munrow Arena 3, Sport and Fitness |
| Badminton | Women’s Midlands Conference Cup | Cambridge W1 | Birmingham W2 | 11.30 am | 12.00pm | Munrow Arena 3, Sport and Fitness |
| Basketball | Men’s Midlands Conference Cup | Nottingham M1 | Loughborough M3 | 2.00pm | 2.00pm | Munrow Arena 1, Sport and Fitness |
| Basketball | Women’s Midlands Conference Cup | Loughborough W3 | East Anglia W1 | 11.30am | 12.00pm | Munrow Arena 1, Sport and Fitness |
| Fencing | Men’s Midlands Conference Cup | East Anglia M1 or Oxford Brookes M1 | Anglia Ruskin M1 or Birmingham M1 | 6.30pm | 7.00pm | Slater Hall, Sport and Fitness |
| Fencing | Women’s Midlands Conference Cup | Cambridge W2 | Nottingham W3 | 6.30pm | 7.00pm | Slater Hall, Sport and Fitness |
| Football | Men’s Midlands Conference Cup | Cambridge M1 | Nottingham M3 | 1.30pm | 2.00pm | Pitch 15, Metchley Grass Pitches |
| Football | Women’s Midlands Conference Cup | Loughborough W3 | Loughborough W4 | 2.00pm | 2.30pm | Bournbrook 3G, Bournbrook Pitches |
| Football | Men’s Midlands Conference Trophy | Moulton M2 | Loughborough M6 | 1.30pm | 2.00pm | Pitch 16, Metchley Grass Pitches |
| Futsal | Men’s Midlands Conference Cup | De Montfort M1 | Staffordshire M1 | 6.00pm | 6.30pm | Doug Ellis Sports Centre |
| Futsal | Women’s Midlands Conference Cup | Leicester W1 | Staffordshire W1 | 3.30pm | 4.00pm | Doug Ellis Sports Centre |
| Golf | Men’s Midlands Conference Cup | Birmingham 3  Nottingham 4 | Loughborough 3 | TBC | TBC | Edgbaston Golf Course |
| Hockey | Men’s Midlands Conference Cup | East Anglia M1 | Nottingham Trent M3 | 4.30pm | 5.00pm | Water based Pitch 2, Bournbrook Pitches |
| Hockey | Women’s Midlands Conference Cup | Loughborough W4 | Nottingham W5 | 7.00pm | 7.30pm | Water based Pitch 2, Bournbrook Pitches |
| Hockey | Men’s Midlands Conference Trophy | Nottingham M7 | Worcester M1 | 2.00pm | 2.30pm | Water based Pitch 2, Bournbrook Pitches |
| Hockey | Women’s Midlands Conference Trophy | Loughborough W6 | Nottingham W7 | 11.30am | 12.00pm | Water based Pitch 2, Bournbrook Pitches |
| Lacrosse | Men’s Midlands Conference Cup | Cambridge M1 | Leicester M1 | 2.00pm | 2.30pm | Bournbrook 3G, Bournbrook Pitches |
| Lacrosse | Women’s Midlands Conference Cup | Warwick W2 | Leicester W1 | 11.30am | 12.00pm | Bournbrook 3G, Bournbrook Pitches |
| Netball | Women’s Midlands Conference Cup | Warwick W1 | Loughborough W3 | 7.00pm | 7.30pm | Munrow Arena 1, Sport and Fitness |
| Netball | Women’s Midlands Conference Trophy | Nottingham W6 | Oxford Brookes W3 | 4.30pm | 5.00pm | Munrow Arena 1, Sport and Fitness |
| Rugby Union | Men’s Midlands Conference Cup | Birmingham M2 | Loughborough M4 | 4.30pm | 5.00pm | Bournbrook 3G, Bournbrook Pitches |
| Rugby Union | Women’s Midlands Conference Cup | Warwick W1 | Nottingham W1 | 7.00pm | 7.30pm | Bournbrook 3G, Bournbrook Pitches |
| Rugby Union | Men’s Midlands Conference Trophy | Loughborough M5 | Northampton M1 | 1.30pm | 2.00pm | Pitch 9, Metchley Grass Pitches |
| Rugby Union | Men’s Midlands Conference Shield | Nottingham Trent M6 | UCB M1 | 1.30pm | 2.00pm | Pitch 10, Metchley Grass Pitches |
| Squash | Men’s Midlands Conference Cup | Birmingham M3 | Loughborough M3 | 2.00pm | 2.30pm | Squash Courts, Sport and Fitness |
| Squash | Women’s Midlands Conference Cup | Oxford Brookes W1 | Loughborough W2 | 2.00pm | 2.30pm | Squash Courts, Sport and Fitness |
| Table Tennis | Men’s Midlands Conference Cup | Loughborough M2 | Nottingham M4 | 3.00pm | 3.30pm | Slater Hall, Sport and Fitness |
| Table Tennis | Women’s Midlands Conference Cup | Warwick W2 | Nottingham W4 | 11.30am | 12.00pm | Slater Hall, Sport and Fitness |
| Tennis | Men’s Midlands Conference Cup | Loughborough M4 | Nottingham M5 | 2.00pm | 2.30pm | Bournbrook Tennis Courts |
| Tennis | Women’s Midlands Conference Cup | Birmingham W1 | Nottingham W6 | 2.00pm | 2.30pm | Bournbrook Tennis Courts |
| Tennis | Men’s Midlands Conference Trophy (FAST4) | Nottingham M1 | Warwick M1 | 11.30am | 12.00pm | Bournbrook Tennis Courts |
| Tennis | Women’s Midlands Conference Trophy (FAST4) | Nottingham W1 | Nottingham Trent W1 | 11:30 | 12:00 | Bournbrook Tennis Courts |
| Volleyball | Men’s Midlands Conference Cup | Loughborough M2 | Oxford Brookes M1 | 19:00 | 19:30 | Munrow Arena 3, Sport and Fitness |
| Volleyball | Women’s Midlands Conference Cup | Coventry W1 | Oxford Brookes W1 | 16:30 | 17:00 | Munrow Arena 3, Sport and Fitness |