A blue and yellow sign with white letters

Description automatically generated

**BUCS South Eastern Conference Finals 2024**

**Event Guide**

# 1. Introduction

Congratulations to all teams who have qualified for the BUCS South Eastern Conference Finals 2024. Team Surrey are excited to be hosting this event on behalf of the South East Region, with the help of the University of Surrey.

Please can all team captains read this information in full.

**Key Event Info:**

* **Date:** Wednesday 6th March 2023
* **Venues:**
* Surrey Sports Park, Richard Meyjes Rd, Guildford GU2 7AD
* Pyrford Golf Club, Warren Lane, Pyrford, Woking, Surrey,  
  GU22 8XR

# 2. Competition Schedule

Please find below the competition schedule:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sport | Fixture | Warm-Up | Start | Venue |
| Badminton | Men’s South Eastern Conference Cup | 19:30 | 20:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena C |
| Badminton | Women’s South Eastern Conference Cup | 17:30 | 18:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena C |
| Basketball | Men’s South Eastern Conference Cup | 11:00 | 12:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena B |
| Basketball | Women’s South Eastern Conference Cup | 14:00 | 15:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena B |
| Fencing | Men’s South Eastern Conference Cup | 10:30 | 11:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Studio A & B |
| Football | Men’s South Eastern Conference Cup | 11:00 | 12:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  A2 |
| Football | Women’s South Eastern Conference Cup | 13:30 | 14:30 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  C2 |
| Football | Men’s South Eastern Conference Trophy | 13:30 | 14:30 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  A2 |
| Golf | Men’s South Eastern Conference Cup |  | 11:00 | Pyrford Golf Club, Warren Lane, Pyrford, Woking, Surrey, GU22 8XR |
| Hockey | Men’s South Eastern Conference Cup | 11:30 | 12:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  AGP2 |
| Hockey | Women’s South Eastern Conference Cup | 13:30 | 14:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  AGP2 |
| Hockey | Men’s South Eastern Conference Trophy | 15:30 | 16:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  AGP2 |
| Hockey | Women’s South Eastern Conference Trophy | 17:30 | 18:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  AGP2 |
| Lacrosse | Men’s South Eastern Conference Cup | 12:30 | 13:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  AGP1 |
| Lacrosse | Women’s South Eastern Conference Cup | 14:30 | 15:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  AGP1 |
| Netball | South Eastern Conference Cup | 12:30 | 13:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena A |
| Netball | South Eastern Conference Trophy | 14:30 | 15:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena A |
| Netball | South Eastern Conference Shield | 16:30 | 17:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena A |
| Rugby Union | Men’s South Eastern Conference Cup | 11.00 | 12.00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  B1 |
| Rugby Union | Women’s South Eastern Conference Cup | 11.00 | 12.00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  A3 |
| Rugby Union | Men’s South Eastern Conference Trophy | 14:00 | 15:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  B1 |
| Rugby Union | Men’s South Eastern Conference Shield | 14:00 | 15:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  A3 |
| Squash | Men’s South Eastern Conference Cup | 13:30 | 14:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Courts 1-3 |
| Squash | Women’s South Eastern Conference Cup | 13:30 | 14:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Courts 4-6 |
| Table Tennis | Men’s South Eastern Conference Cup | 17:00 | 17:30 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena B |
| Table Tennis | Women’s South Eastern Conference Cup | 17:00 | 17:30 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena B |
| Tennis | Men’s South Eastern Conference Cup | 10:30 | 11:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Courts 1-4 |
| Tennis | Women’s South Eastern Conference Cup | 10:30 | 11:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Courts 5-8 |
| Tennis | Men’s South Eastern Conference Trophy (FAST4) | 15:00 | 15:30 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Courts 1-4 |
| Tennis | Women’s South Eastern Conference Trophy (FAST4) | 15:00 | 15:30 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Courts 5-8 |
| Volleyball | Men’s South Eastern Conference Cup | 10:30 | 11:00 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena C |
| Volleyball | Women’s South Eastern Conference Cup | 14:00 | 14:30 | Surrey Sports Park, Richard Meyjes Rd, Guildford, GU2 7AD  Arena C |

# 3. 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 will show you to your fixture location and changing room (if allocated). If you arrive late, we may not be able to delay the start of the fixture due to facility constraints.

|  |  |  |
| --- | --- | --- |
| Venue | Registration desk | Point of contact |
| Surrey Sports Park | Sports Park Reception | Kirsty Baguley: 07970 232 937 |
| Pyrford Golf Club | Golf Club Reception | Luke Bennet: 07754915879 |

# 4. Travel and Transport

All teams must fill out [Transport Form](https://forms.office.com/e/XDLh1hQc8R) the to declare how they are travelling to this event, no later than **Friday 1st March**.

*IAs – please fill out this form once per team.*

## 4.1 Surrey Sports Park

There is parking available at Surrey Sports Park. Visitors must register their number plate at the main reception if they are planning to stay over 3 hours. Parking is free of charge so long as it is registered at reception. Parking access is monitored via an Automatic Number Plate Recognition (ANPR) system and by a private company, so Team Surrey does not take any responsibility for parking fines that may be issued if you do not register your vehicle.

Coaches and mini busses must drop-off teams at the following locations:

* **Surrey Sports Park**: Main Car Park (see appendix and head for minibus/coach parking)

Coaches then need to park in this location if there is space or will be redirected into the main car parks where there are 350 spaces.

Car parking will need to be planned, so please fill out the transport form above so we can plan accordingly. Parking is on a first come and first serve basis. Please do not park on any of the double yellow lines if the car park becomes full. The Sports Park has the authority to issue parking tickets if vehicles are parked illegally.

## 4.2 Pyrford Golf Club

Car parking is available at the golf club.

# 5. Code of Conduct for Players & 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 various locations at the sports park on the day.

All team captains must sign the [Code of Conduct form](https://forms.office.com/e/zXV76ge9Ya) on behalf of their team, by **Friday 1st March.**

# 6. Stewards & Operations Staff

There will be a team of operations staff and student volunteers to help ensure you have a safe and enjoyable experience. If you need any help or assistance our team will be on hand to assist you.

Please also note that our campus has CCTV coverage.

Do not leave valuables unattended in changing rooms or around the sports park.

# 7. Medical Provision

In the event of a life-threatening incident please call 999 immediately.

## 7.1 Surrey Sports Park

There will be Surrey Sports Park physios who will be based across the inside and outside of the sports park from 10am until 9.00pm.

An ambulance will be present alongside a Paramedic and a First Responder.

There will also be multiple First Aiders from our operations team who will be based across the sports park and available in case of an emergency.

Surrey Sports Park is based next to the Royal Surrey County Hospital, so in the event of a serious injury students will be taken to this hospital.

If you need assistance on the day, there will be staff around the site to contact. If a physio is not nearby, please communicate with a marshal and they will radio our medical team to respond accordingly.

## 7.2 Pyrford Golf Club

## If you need assistance on the day, then please contact the duty manager in the club house or front of house team at reception.

The following phone numbers can be contacted if you require assistance over the phone when out on the course and you will be directed to one of the members of staff at the venue.

|  |
| --- |
| [01483 723555](tel:01483723555) |
| [07772 600488](tel:07772600488) |

# 8. 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.

Medals will be presented after all finals.

If 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.

# 9. Match Officials

Team Surrey will appoint and pay 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 Lead, Kirsty Baguley - 07970 232 937.

# 10. Key Contacts

|  |  |
| --- | --- |
| Name | Phone number |
| Event Lead | Kirsty Baguley - 07970 232 937 |
| BUCS Contact | Tanyel Mustafa - 07516662323 |
| Surrey Sports Park | 01483 689 111 |
| Pyrford Golf Club | [01483 723 555](tel:01483723555) |

# 11. Cost

Each institution will be invoiced by Surrey Sports Park for £6.00 per player, per squad, based on the squad sizes submitted by BUCS. For example, badminton has 6 squad members, therefore the entry fee is 6 x £6.00. This money will cover the costs associated with hosting the Finals event. Each institution will be invoiced after the event.

# 12. Food and drink

## 12.1 Activity Zone

Each entry fee will include a free lunch voucher for each athlete to use at either of the two food vendors which will be based in the Activity Fan Zone. In addition to the food vendors there will be music and drink stations for participants and spectators to use. There will also be an Emergency Medical Tent set up in the activity zone for first aid support. There will also be pop-up sports in the activity zone with a range of activities and challenges including Hockey, Korfball, Cornhole, Mini Tennis, and more!

Bench Bar and Pitchside Coffee will also be open inside the sports park if people wish to use these catering outlets on the day as well. However, students redeeming their free lunch voucher can only do so in the outside activity zone.

# 13. Changing Rooms

Surrey Sports Park has 14 changing rooms and therefore these will be allocated in priority order to the sports which would require them the most. You will be given a swipe access card on the day when you sign in and you will be responsible for returning the swipe card to reception at the end of the day. A student card will be required as a deposit to ensure that these are returned after your universities fixture finishes.

# 14. Appendix

## 14.1 Outdoor facilities



ACTIVITY ZONE

## A picture containing diagram Description automatically generated14.2 Indoor facilities