CAPTAINS TRAINING

Leagues and Knockouts

WHAT IS BUCS PLAY?

- BUCS Play is the hub for **ALL** BUCS sport.
- It is used for league and knockout programmes and events.
- **EVERY** athlete who wishes to compete in a BUCS event or for a BUCS team must create a BUCS Play account to be eligible to participate.
- Download the BUCS Play app or visit the desktop version via bucs.playwaze.com (PC only)

LEVELS OF ACCESS WITHIN BUCS PLAY

There are four main role types:

1. **Admins** sit at the top of the access chain (e.g. BUCS Staff).
2. **IAs** have administrative control over an institution.
3. **Captains** have administrative control over a team (or multiple teams) (as well as a Team Captain, this can be a Coach or Manager).
4. **Members** are all other BUCS Play users without any administrative access (e.g. participants and supporters).

For more information on what tasks each role can complete, click here.

CAPTAIN

in BUCS Play can be defined as

An individual who is responsible for the management of their team and for the selection of their players for fixtures. As well as a student, this could be a coach or manager.

A CAPTAIN'S JOB

#1   Managing their squad

#2   Setting pre-match team sheets

#3   Approving or disputing opposing team sheets

#4   Entering scores

HOW TO BECOME A CAPTAIN

STEP 1
Join your Sport Community

STEP 2
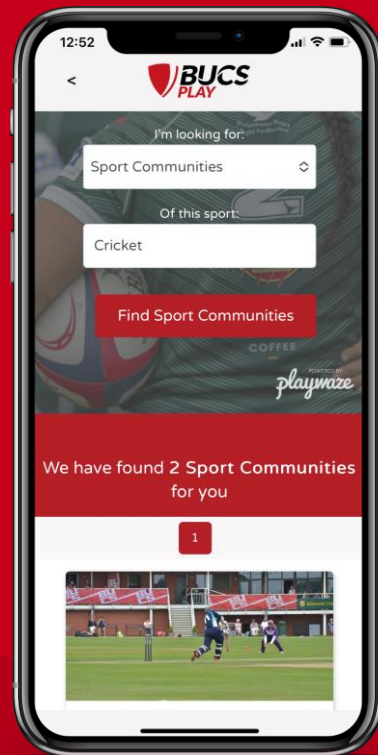Wait for your Institution Administrator (IA) to grant you Captain access

STEP 3
You will receive an email once you've been set up

Your Institution Administrator (IA) will not be able to set you up as a Captain until you have joined the Sport Community.

The help guide for IAs on how to set up a Captain can be found **here.**

JOIN YOUR SPORT COMMUNITY

STEP 1
Download BUCS Play

STEP 2
Go to Search

STEP 3
Select Sport Communities from the dropdown list
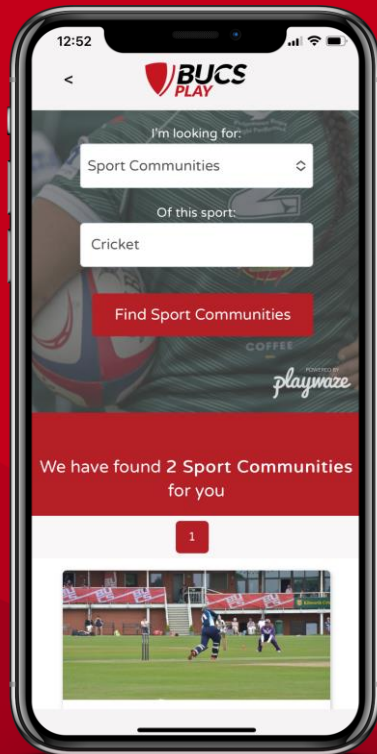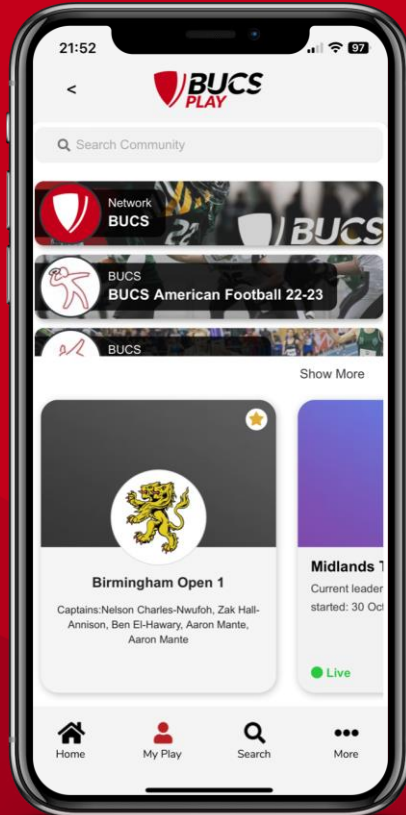
STEP 4
Filter by your sport

STEP 5
Click Find Sport Communities

STEP 6
Select the Sport you want to join

STEP 7
Click Join

STEP 8
Login/Create an account if you hadn't earlier

STEP 9
Fill in your information and join

STEP 10
Wait for your Institution Administrator (IA) to grant you Captain access

STEP 11
You will receive an email once you've been set up

12:52

BUCS PLAY

I'm looking for:
Sport Communities

Of this sport:
Cricket

Find Sport Communities

POWERED BY
Playmaze

We have found 2 Sport Communities for you

1

MY PLAY

Sport Communities you have joined

Your favourites: teams, leagues, knockouts, events and BUCS Points tables

JOIN A TEAM ON APP

BUCS PLAY

STEP 1
Download BUCS Play

STEP 2
Go to Search

STEP 3
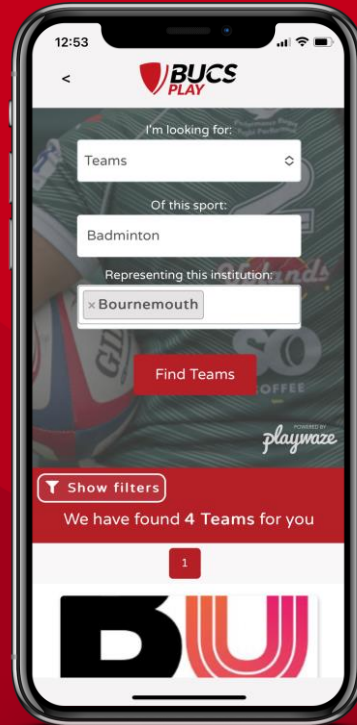Select Teams from the dropdown list

STEP 4
Filter by your sport and institution

STEP 5
Click Find Teams

STEP 6
Select the team you want to join

STEP 7
Click Join

STEP 8
Login/Create an account if you hadn't earlier

STEP 9
Fill in your information

STEP 10
Click Continue

STEP 11
Wait for your Captain or IA to approve your application and move you into the squad

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12:53

BUCS PLAY

I'm looking for:
Teams

Of this sport:
Badminton

Representing this institution:
× Bournemouth

Find Teams

POWERED BY Playwaze

▼ Show filters

We have found **4 Teams** for you

1

14:40

BUCS PLAY

< Back To Results

Bournemouth Women's 2

Activity: Badminton
Organiser: BUCS Badminton 23-24

Join

Favourite

Find More from BUCS Badminton 23-24

QUICK TIP

Captains also need to join their team if they are participating using the same method.

TEAM HUB

FEATURES

HOME
View IAs and Captains, add Captains, view upcoming fixtures and select team sheets

SQUAD
Add and remove players to the squad for the season

FIXTURES
View fixtures, enter results, select team sheets

RESULTS
View results
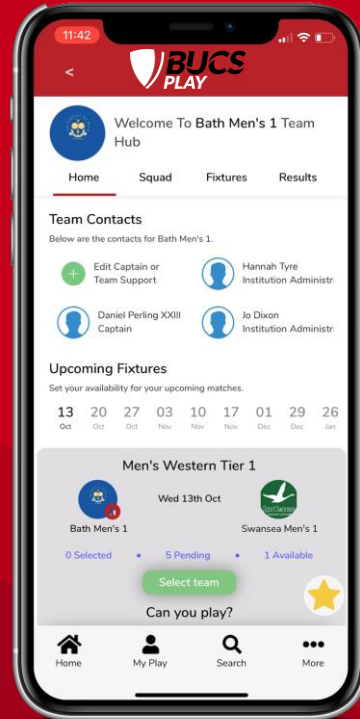
HOW TO ACCESS

STEP 1
Go to My Play

STEP 2
Select the relevant Sport Community

STEP 3
Scroll down to the Teams section

STEP 4
Select your team to open your Team Hub

VIEW FIXTURES

STEP 1
Go to My Play

STEP 2
Select the relevant Sport Community

You must have first joined the Sport Community

STEP 3
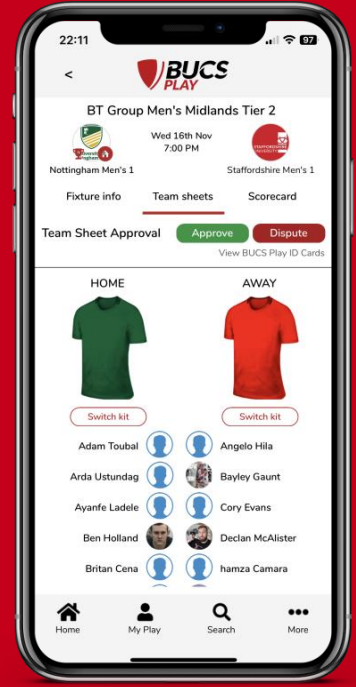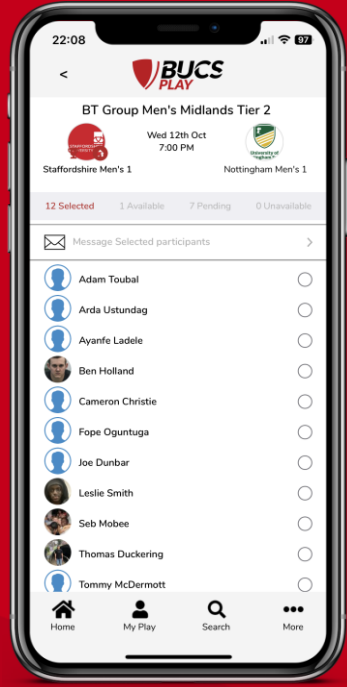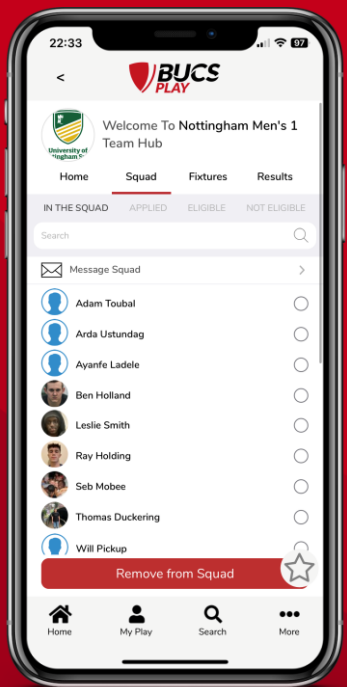Scroll down to the Teams section
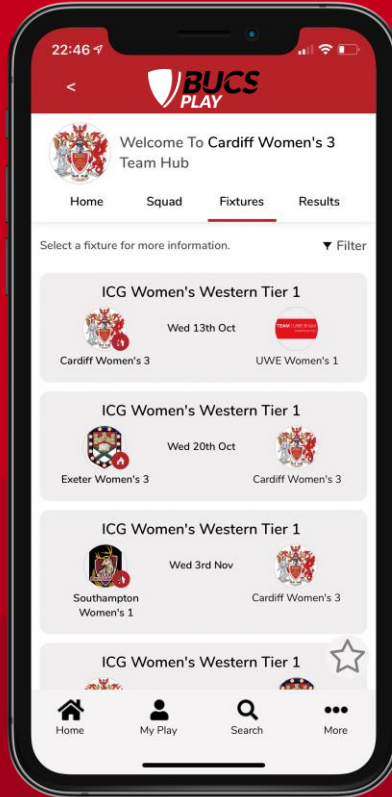
STEP 4
Select your team

STEP 5
Click Fixtures

VIEW LEAGUE TABLES

STEP 1
Go to My Play

STEP 2
Select the relevant Sport Community

You must have first joined the Sport Community

STEP 3
Scroll down to the Leagues section
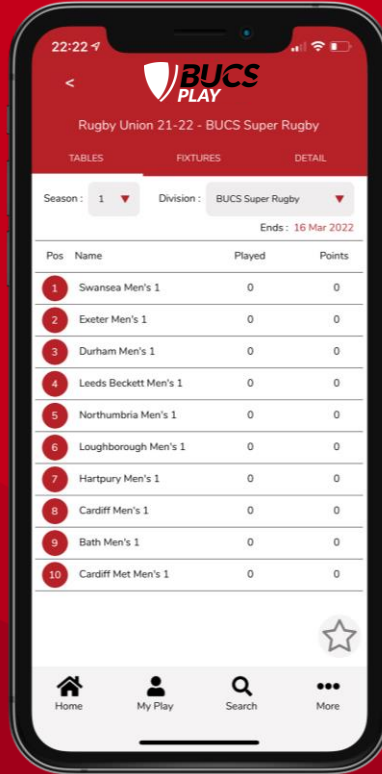
STEP 4
Select your league

STEP 5
To favourite the league, click the star icon

VIEW KNOCKOUTS

STEP 1
Go to My Play

STEP 2
Select the relevant Sport Community

You must have first joined the Sport Community

STEP 3
Scroll down to the Knockouts section
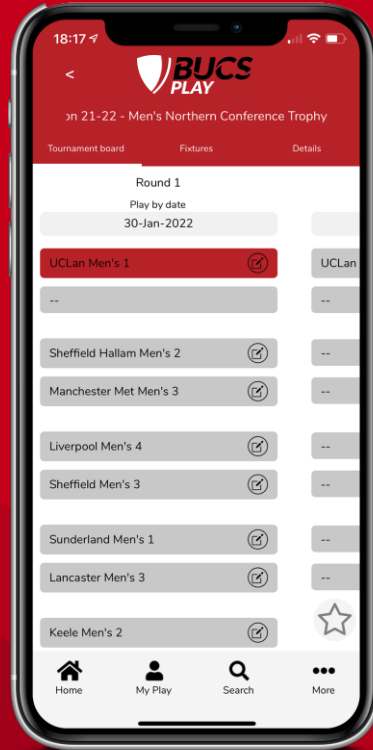
STEP 4
Select your knockout

STEP 5
To favourite the knockout, click the star icon

SQUADS   VS   TEAM SHEETS
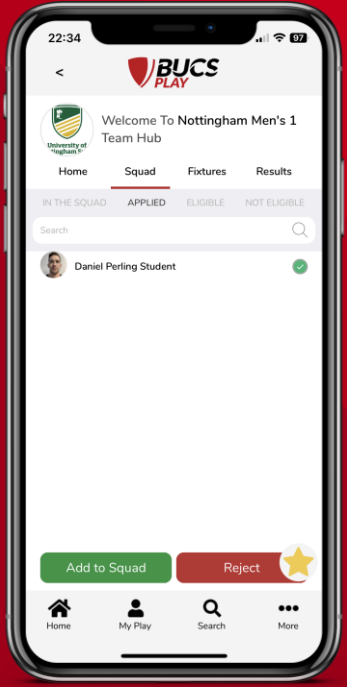
Squad management is typically a one-off task at the start of the season, although you can add new players during the season, or if a player has moved from the 2nd Team to the 1st Team for example.

Team sheets are selected for every fixture throughout the season and must be approved or disputed at the venue.

SQUAD MANAGEMENT ON APP

STEP 1
Go to My Play

STEP 2
Select the relevant Sport Community

STEP 3
Scroll down to the Teams section

STEP 4
Select your team to open your Team Hub

STEP 5
Go to Squad

STEP 6
Click Applied

STEP 7
Tick the checkbox to select your teammates

STEP 8
Click Add to Squad

TEAM SHEET SELECTION

STEP 1
Go to the relevant Sport Community
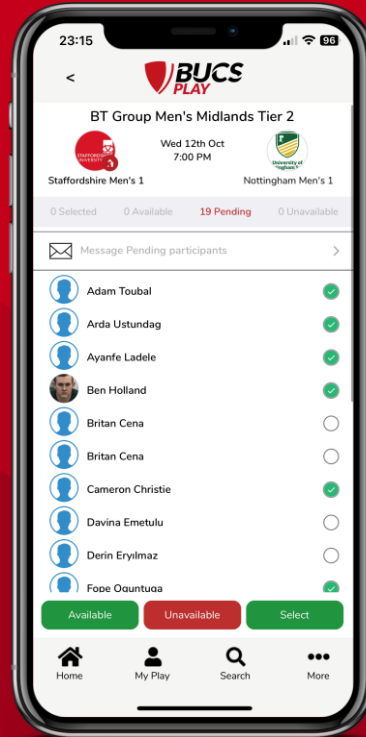
STEP 2
Scroll down to the Teams section

STEP 3
Find your team to open the Team Hub

STEP 4
Go to Fixtures
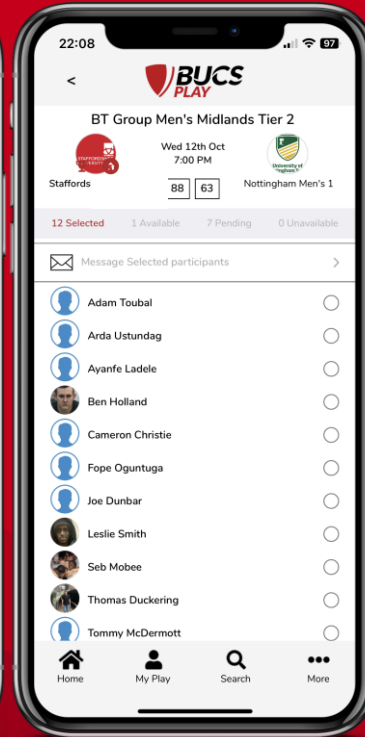
STEP 5
Click Select team for the relevant fixture

STEP 6
Click Pending/Available

STEP 7
Tick the checkboxes to select your teammates

STEP 8
Click Select.

Once selected, team sheet selection for this fixture is complete. You may make changes until the team sheet is approved or disputed.

TEAM SHEET APPROVAL ON APP

NB
Approve or Dispute will only open 1 hour before kick-off

STEP 1
Find the fixture

STEP 2
Click into the fixture

STEP 3
Go to Team sheets
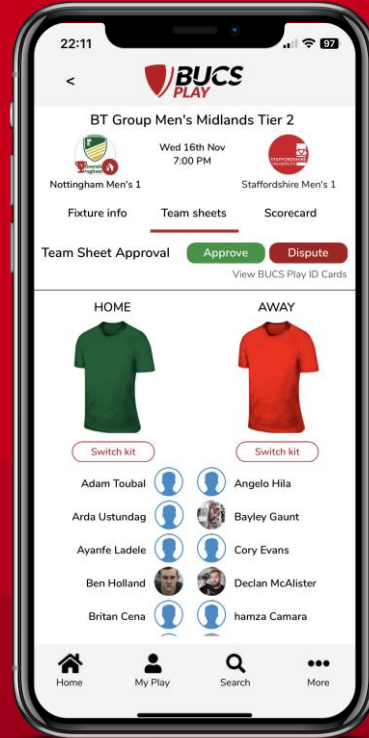
STEP 4
Check opposition team sheet in line with **REG 11.2** with opposition Captain

STEP 5
Click Approve if team sheet meets the regulatory requirements

DISPUTING A TEAM SHEET

NB
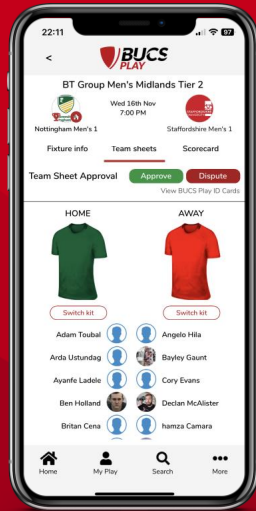Approve or Dispute will only open 1 hour before kick-off

STEP 1
Find the fixture

STEP 2
Click into the fixture

STEP 3
Go to Team sheets

STEP 4
Check opposition team sheet in line with **REG 11.2** with opposition Captain

STEP 5
Click Dispute if team sheet does not meet the regulatory requirements

STEP 6
Complete a physical BUCS Playing Under Protest Form (**REG 12**). Take several copies with you to each fixture.

PAPER TEAM SHEETS

Under exceptional circumstances (e.g. no signal), if you are unable to complete or approve/dispute a team sheet on BUCS Play at the venue, the Captain must complete a paper team sheet to be signed by both teams before the game. Two copies should be carried by Captains at all times.

The paper team sheet must be uploaded to BUCS Play after the match, using the 'Upload match card' feature by navigating to the fixture and clicking into the Scorecard tab.

The team sheet must then be completed on BUCS Play digitally after the match to avoid any potential penalties.
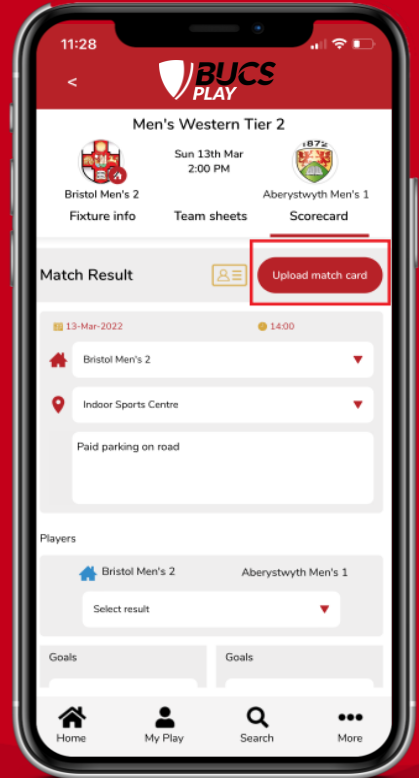
ENTER A RESULT

STEP 1
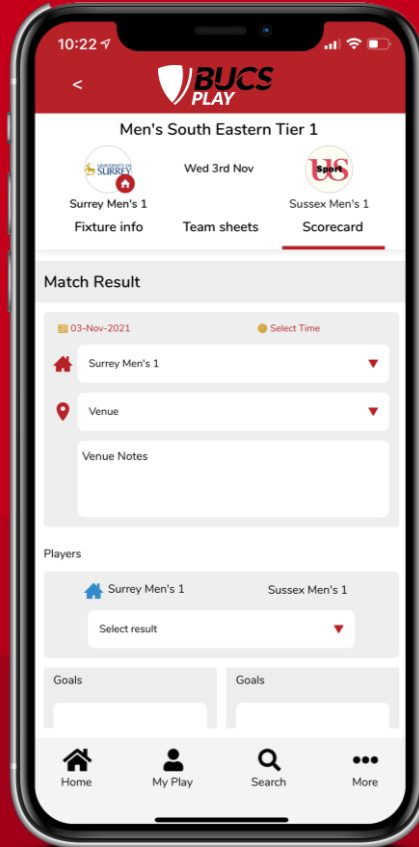Find the fixture

STEP 2
Click into the fixture

STEP 3
Go to Scorecard

STEP 4
Select the result

STEP 5
Enter the score for the home and away teams

STEP 6
Enter any additional information (e.g. tries in rugby union for bonus points)

STEP 7
Click Save

STEP 8
View the result and edit if needed

STEP 9
Your IA will approve the result

NB
For racquet sports, the team sheet must be completed beforehand for players to be selectable for individual results

RACQUET SPORTS RESULT ENTRY

BUCS PLAY

STEP 1
Complete your team sheet before the match.

STEP 2
Approve or dispute the opposition team sheet in the Team sheets tab at the venue.
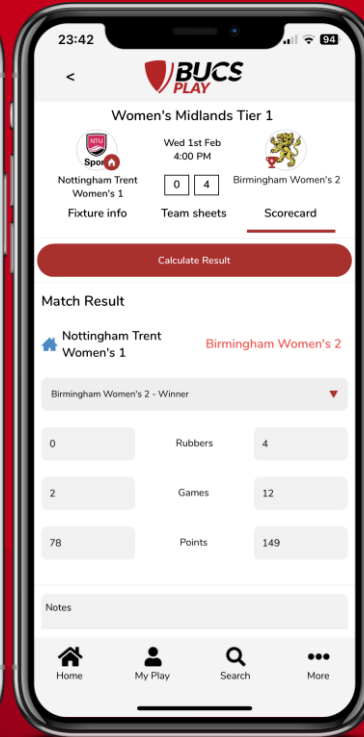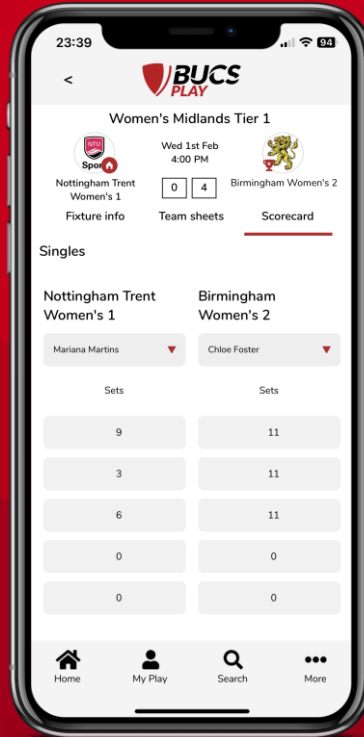
STEP 3
Find the fixture, and click into the fixture.

STEP 4
Go to Scorecard.

STEP 5
Replace Player 1-? with your teammates which will pull from your team sheet.

STEP 6
Repeat this step for your opposition. Their Captain must have first completed their team sheet.

STEP 7
Click Update Players.

STEP 8
Fill in the players for all singles and doubles matches and enter the scores for each game/set.

STEP 9
Click Calculate Result. Double check the scores are correct.

STEP 10
Click Save.

SQUASHLEVELS

BUCS PLAY

New for the 2023-24 season, all squash results will be synced to SquashLevels, an online platform to more accurately rank squash players.

This will allow more accurate seedings and rankings for BUCS squash events, ensuring fair and competitive matchups.

SquashLevels also allows players to gauge their level to find opponents of a similar ability, track their progress over time, and as an objective assessment of performance to be used to climb the rankings.

In order to sync with SquashLevels, squash results must be entered correctly on BUCS Play.

PLAYER STATS

Launching ahead of the new season, you will be able to track statistics such as goals, points, tries, yellow cards, player of the match, and appearances across 20 league and knockout sports.

We encourage you to enter your team's stats after each game on BUCS Play, which can be inputted when submitting the match result within the scorecard.

The more teams that input their stats, the more accurate the stats tables will be throughout your sport.

Let's see the top scorers across the BUCS leagues!
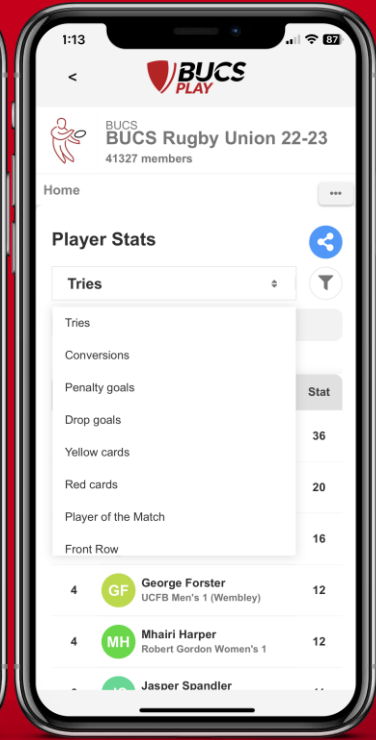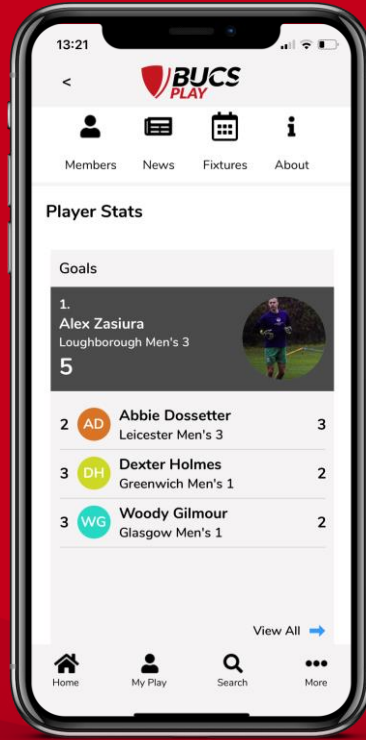
PLAYER STATS

Player stats can be seen on the home page of each Sport Community, and within each league or knockout on the BUCS Play app or desktop.

The statistics collected are unique to each sport, with goals in football, runs and wickets in cricket, tries in rugby union, and much more. Appearances will be calculated automatically from team sheet selections.
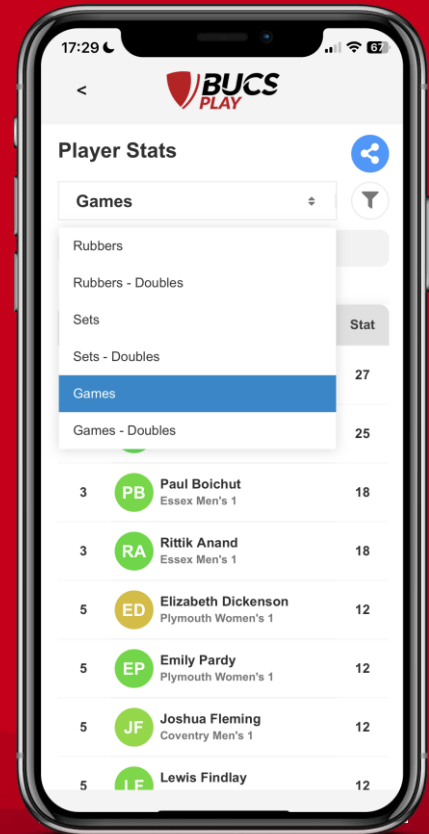

Player Stats

Goals

1. **Georgie-Marie Barb...** G-MB-G
Hartpury Women's 1
14

2. SP **Sam Pickup** — 12
Bristol Men's 1

3. AL **Alex Lofts** — 10
Derby Men's 1

3. KA **Khalid Ahmed** — 10
City Men's 1

5. AB **Abbey Brien** — 9
Essex Women's 1

View All →

Assists

1. **Crispin Siegler** CS
Warwick Men's 1
4

2. LV **Luca Varela** — 3
Warwick Men's 1

3. AH **AMAD Hussein** — 2
Wolverhampton Men's 1

3. JG **Jeffrey Gyamfi** — 2
East Anglia Men's 1

3. JMS **Jeremiah Mshelia Sunday** — 2
Wolverhampton Men's 1

View All →

Clean sheets (GK)

1. **Adam Cockerill** AC
Derby Men's 1
1

1. ADD **Adam Dominik Devai** — 1
Warwick Men's 1

1. BC **Ben Coombes** — 1
East Anglia Men's 1

-

-

View All →

Yellow cards

1. **Aidan Chim** AC
Heriot-Watt Men's 1
2

1. LV **Luca Varela** — 2
Warwick Men's 1

1. OM **Orla McComb** — 2
St Mary's Women's 1

1. RE **Rory Edens** — 2
Warwick Men's 1

5. AC **Adam Cockerill** — 1
Warwick Men's 1

View All →

Share

STATS FOR RACQUET SPORTS

Player stats for racquet sports such as tennis, squash, badminton and table tennis will not be inputted in the same way as the sports above, with goals, tries, yellow cards, and so on.

The rubbers, sets and games wins will be calculated automatically from the result. This is another reason why it is important to enter the full result of each individual match within your scorecards. For example, Novak Djokovic beat Carlos Alcaraz 6-4, 3-6, 6-2, not only the overall team score, 4-0.

These stats will be tracked for both the singles and doubles matches where relevant.

PLAYER STATS ENTRY ON APP
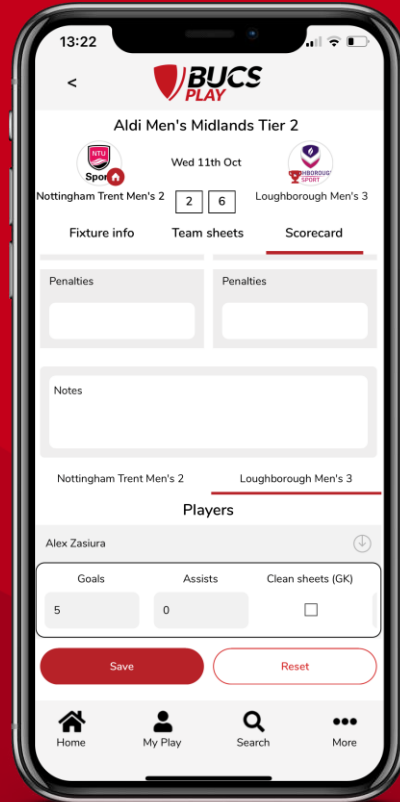
STEP 1
Find the fixture

STEP 2
Click into the fixture

STEP 3
Go to Scorecard

STEP 4
Select the relevant team. You can input your opponent's stats too.

STEP 5
Click the down arrow next to the player to expand the stats window.

STEP 6
Input each stat, scrolling right to view all available stats to input.

STEP 7
Repeat this for each player with stats to input.

STEP 8
Scroll down and click Save.

PLAYER STATS ENTRY ON DESKTOP

For sports with a high number of statistics to input, such as American football and basketball, we recommend the desktop version of BUCS Play for stats entry.

Go to the fixture and click Result.
Click the arrow next to the relevant team to expand the stats window.

Fill in the stats, using the Tab button on your keyboard to move across quickly, scroll down and click Save.

Stat entries will not lock with the result after your Institution Administrator has approved the result, to allow for entry any time after the fixture.

CAPTAIN'S MATCHDAY CHECKLIST

- ☑ ADD NEW PLAYERS TO YOUR SQUAD
- ☑ FILL IN YOUR TEAM SHEET
- ☑ GO TO YOUR FIXTURE VENUE
- ☑ APPROVE OR DISPUTE OPPONENT'S TEAM SHEET
- ☑ PLAY FIXTURE
- ☑ SUBMIT YOUR RESULT
- ☑ ENTER YOUR PLAYER STATS

BUCS PLAY

WHAT DOES YOUR TEAM NEED TO KNOW?

☑ HOW TO JOIN YOUR TEAM

EVERY athlete who wishes to compete in a BUCS team must create a BUCS Play account and join their team to be eligible to participate.

JOIN A TEAM ON APP

STEP 1
Download BUCS Play
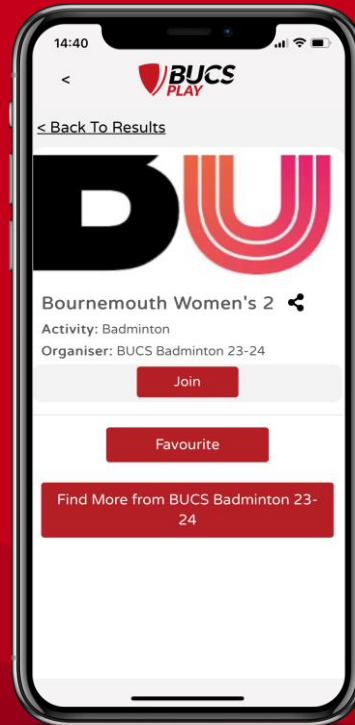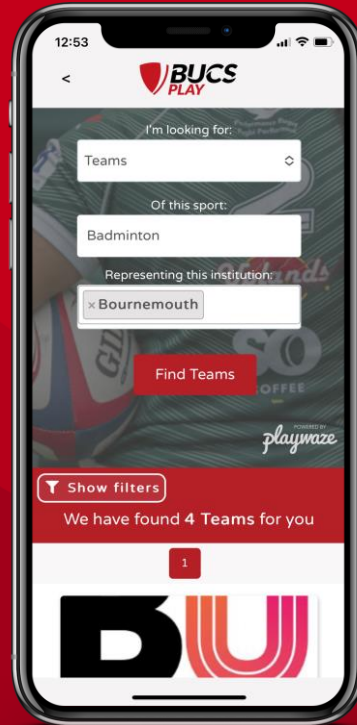
STEP 2
Go to Search

STEP 3
Select Teams from the dropdown list

STEP 4
Filter by your sport and institution

STEP 5
Click Find Teams

STEP 6
Select the team you want to join

STEP 7
Click Join

STEP 8
Login/Create an account if you hadn't earlier

STEP 9
Fill in your information
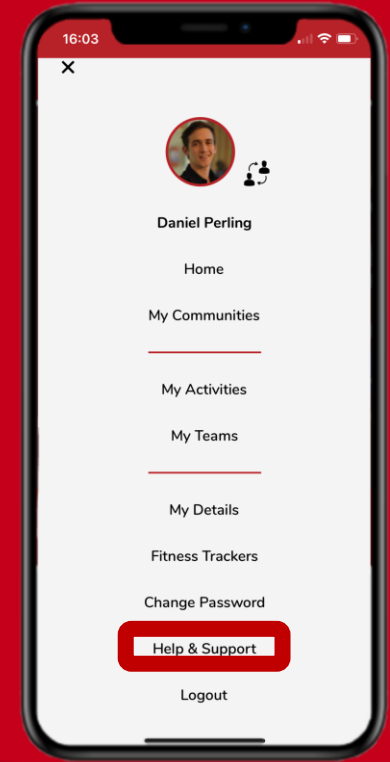
STEP 10
Click Continue

STEP 11
Wait for your Captain or IA to approve your application and move you into the squad

HELP AND SUPPORT

You can access our help guide library from BUCS Play:
- On app, select 'More' in the bottom menu and then Help & Support.

- On desktop, click Help Guides in the top menu on the home page.

HELP AND SUPPORT

For further BUCS Play support, please contact your Institution Administrator (IA) in the first instance. To reach the BUCS Play support desk, email bucsplay@bucs.org.uk.

When reporting an issue to your IA or BUCS, it is helpful to supply as much info as possible and we encourage the use of screenshots and screen recordings.

For help on how to record your screen, please view the guides for your device:
- Desktop
- iOS
- Android

(Please keep the total file size below 7MB).

THANK YOU

BUCS