**Team Sheets and Participant lists**

**Requirements for Club activity**

All clubs are required to register participants taking part in sporting activity as follow:

* BUCS Sports Fixtures/Competitions
* All activity away from “home” venue(s)

(Home venues include use of regular facilities for training or non-BUCS completion)

For BUCS fixtures, this register of participants is referred to as a “Team Sheet”. For other activity it will be referred to as a “Participant List”.

Furthermore, Clubs are required to ensure that all participants in all activity are registered members of the Club and the Athletic Union may choose to undertake checks on participants at these sessions. The AU will impose penalties on clubs that do not ensure members are fully registered with the Club and with the AU.

**What we need**

Team Sheets and Participant Lists must:

* Include each participants full name and Student ID number
* Be submitted prior to your fixture or event.

Team Sheets and Participant Lists cans be submitted to the AU by:

* Emailing the list to your first point of contact in the AU
* Posting your participants for your event/fixture on Campus Groups and notifying the AU of where the information is hosted
* Dropping in a paper copy into the AU.

Failure to submit this information may result in a:

* £10 fine for failure to submit a Participant List or Team Sheet on a first instance
* £25 fine for failure to submit a Participant List or Team sheet on a second instance
* A third or further subsequent instances of failing to supply a team sheet will result in a fine of £25 and a suspension of training facilities for 1 week.

Team Sheets and Participant Lists are vital to be able to seek individuals personal details in the event of an accident and also allow the AU to monitor membership compliance.

**Membership Compliance**

All participants in Club activity must be registered and it is the committee’s responsibility to ensure this is adhered to. Where the AU conducts a check of membership and finds an unregistered individual, it shall impose the following sanctions:

* £10 fine per unregistered participant on a first instance
* £25 fine per unregistered participant on a second instance
* A third or further subsequent instances of fielding an unregistered will result in a fine of £25 and a suspension of training facilities for 1 week.

*Remember, it is your responsibility to submit Team Sheets and Participant Lists. You can check and monitor your members on Campus Groups by:*

1. *Logging in*
2. *Clicking on the “Members” tab*
3. *Use the “Search” function to search for “Members”*
4. *You can download and print this list if needed*

*If you need any help accessing this information, please contact the AU*