BUCS Captains Pack



Weekly Fixtures:

Friday

Receive transport info & contacts for next Wednesday.

Confirm officials & check opposition kit colours.

Monday

Check email & BUCS website for updates

Check kit colours and officials are confirmed.

Tuesday

Directions, meeting times, team sheets, protest form, officials payment receipt form.

Wednesday

Match Day.

Submit results via CUSU App.

Thursday

Appeals, match reports, officials payment receipt & results submitted.

Wash dirty kit.

Take dirty kit to Landerette.

**Weekly Fixtures Schedule:**

Thursday:

* Complete any appeals and return to Emma by 11:00.
* Check results have been submitted to the AU via CUSU App (Not via text message).
* Email match reports to sport@gairrhydd.com and sport@expressradio.co.uk.
* Receive next Wednesday’s fixtures from Pierre.
* Submit completed ‘Officials Payment receipt’ form to the finance office on the 3rd floor of the Students Union.
* Wash the dirty kit ready for next week’s fixture.

Friday:

* Confirm officials for next Wednesday if playing at home – This is the Club’s responsibility!
* Receive contact details for opposition from Pierre.
* Keep checking emails, any TBC information will be sent through by Pierre ASAP along with transport arrangements.
* Also check the BUCS website – [www.bucs.org.uk](http://www.bucs.org.uk) for any changes.
* Check opposition kit colours – It’s the home team’s responsibility to change in BUCS.

Monday:

* Check emails, look for updates (BUCS website – Our AU staff may have been by-passed).
* Confirm transport arrangements are okay with Pierre by 10am.
* Opposition must have confirmed fixture by close of play today.
* Confirm kit colours and that officials are booked (for Home fixtures).

Tuesday:

* Check finalised fixture email details are okay.
* Confirm your directions for away games.
* Any problems call Emma! 02920 781 439
* Any cancellations by officials let the AU know ASAP.
* Submit team sheets electronically, all traveling on the bus must be included on this and must be members of the AU and your Club.
* Print off/collect ‘Playing Under Protest’ form and ‘Officials Payment receipt’ form (For Home fixtures).

Wednesday:

 Home:

* Check for updates, last minute changes, weather cancellations etc.
* Meet officials and opposition, show them to changing facilities and ensure they complete and sign the ‘Officials Payment receipt’ form.
* Make sure opposition aware no food is provided after the game.
* Submit results via the CUSU App (Available on IOS and Android).

 Away:

* Check for updates, last minute changes, weather cancellations etc.
* Meet member of AU staff at the bus collection, ensure all team is on the bus.
* **Your** responsibility to know where you are going.
* Introduce yourself to the driver.
* Ensure you have contact details of the AU (02920 781 439 / 07478340177 - Please note this mobile number will only be active on Wednesdays so call the office for enquiries on other days) and any other teams traveling on your bus.
* Take the drivers phone number, be nice! They accept you are students are want to have fun but they are responsible for your safety.
* Submit results via the CUSU App (Available on IOS and Android).

**Weekend/Tournament Fixtures:**

* Similar process as weekly fixtures. Playing under protest and team sheets need completing in advance.
* Meet the bus/collect the keys from reception. BUCS transport will have be sorted by Pierre, non BUCS needs to be booked by you in advance.
* Ensure you have contact numbers and any information you need from the AU on Friday.

**Transport:**

The AU does not supply minibus drivers!!! As a club you need to ensure you have sufficient drivers trained up. Talk to Alex Bazley in the transport department to get trained up.

BUCS transport:

This is organized and booked up by the AU. If you are going via coach you will be dispatched off Senghenydd road by a member of AU staff. If you are using a minibus you need to have previously submitted your team sheet and go through the process of collection as instructed on driver training.

Non-BUCS Transport:

Any non BUCS transport needs to be booked in advance through the transport department, minimum of a month in advance. On top of usual driver rules, a trip form will need to be completed before you can access the mini bus.

**Team Sheets**

Team sheets can now be submitted electronically via email – athleticunion@cardiff.ac.uk.

Team sheets need to be completed and submitted by 4pm the day before your matches

**Results Submission:**

Results are to be submitted via the CUSU App (Available on IOS and Android). This must be done by the end of match day, fines will be imposed as set out in BUCS Participation agreement.

**Payment of Officials:**

After each home fixture and before each official is paid, you must ensure he/she must complete the ‘Officials Payment receipt’ form (attached). You must then submit this to the finance office on the 3rd floor of the Students Union by 16:00 the day after the fixture. If this isn’t submitted by the time of your next fixture you won’t be able to withdraw any monies for official’s payments going forward.

**Coach Registration Form:**

All coaches paid or unpaid must complete form (available electronically) and return to AU.

**Playing under Protest:**

If you don’t complete this form we do not have a leg to stand on. Any issues need this to be signed by the opposition captain. One of these needs to be ready for each game.