REG 7 Team Sheets

 The aim of Team Sheets is twofold; to manage and allow player movement between teams within the same sport in accordance with BUCS regulations (as per REG 6.7), and to ensure that those taking part in BUCS competitions are eligible in accordance with institutional and BUCS requirements (as per REG 6).

**REG 7.1**   All teams participating within the BUCS regular leagues format and the knockout competitions directly relating to those leagues are required to complete, have the opposition verify, and retain team sheets for each fixture.

**REG 7.1.1**   Individual events in which athletes are registered as individuals via the BUCScore entry system do not require team sheets, unless required specifically in the sport specific regulations, or in the event entry information.

**REG 7.2**   **Individual identification:** to enable verification that the participants are those listed, individuals are required to provide identification upon request. Such identification must be photographic, and ideally will take the form of a valid student card for their institution.

**REG 7.2.1**   Individuals unable to provide identification, or verify eligibility, should be noted on the team sheet and clarification sought post fixture with the appropriate AU representatives. Time and date stamped photographs should be taken on the day of the players in question in order to enable post-match verification. Any player refusing to have their photograph taken should be noted on the team sheet.

**REG 7.2.1.1**These photographs must be used only for the purpose of verifying eligibility. Misuse of these photographs could lead to disciplinary action.

**REG 7.3   Athletic Union Verification:**It is advised to avoid the need for verification post fixture, where possible.  Teams should provide in some form a players list that has been verified by their AU as showing only players who meet the eligibility requirements (internal and BUCS) to compete in BUCS competitions. Said list should be available at all fixtures for opposition perusal with team sheets.

**REG 7.3.1**  Should team sheets be requested post fixture to resolve a dispute and an AU be unable to provide adequate records to meet the request, they shall automatically lose any correlating appeal and may face further disciplinary action.

**REG 7.4**   **Opposition Verification:** Captains, or equivalent, must present the completed team sheet to their opposition pre fixture, enabling cross reference of identification and eligibility documentation to be provided, if requested.  The opposition must indicate any issues and sign the team sheet as sighted and complete any essential information.

**REG 7.4.1**Teams not completing team sheets adequately will not be able to appeal in this regard.

**REG 7.5**   **Retention:** Team sheets must be retained and available upon request until the official BUCS season close each year. The date of the BUCS season close will be the first day of BUCS Conference each year.

**REG 7.5.1** There must be a minimum of two copies of the team sheet, one for the home and one for the away team.

**REG 7.6**   **Essential Information:**The following essential information must be captured on each team sheet:
- fixture information
- player names
- an indication that the player’s IDs have been sighted and verified by the opposition captain
- fixture result
- if played under protest
- an indication of any specific players to be queried further
- any players with medical exemption (established by AU prior to fixture only) refer REG 6.7.5

Failure to capture the minimum information required may invalidate any appeal in this regard.

**REG 7.7   NGB Existing Team Sheets:** For sports where team sheets are used by the NGB, the NGB team sheet may be used but all essential information outlined in REG 7.6 must be captured. If it is not possible to capture all the essential information on the NGB supplied pro-forma, teams should use an additional form.

**REG 7.8**   Institutions who fail to complete, and retain, team sheets will be subject to sanctions by BUCS as detailed in the Sanctions Guideline in Appendix 9. Spot checks will be conducted by the BUCS Office throughout the season to monitor compliance.

**REG 7.8.1** Spot checks may be conducted by NGB’s. Where a possible contravention of this regulation is identified by an NGB, the matter shall be dealt with by the BUCS office.