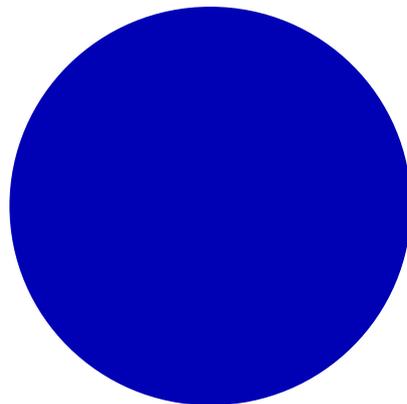


BUCS Event Entries Individuals



BUCS Event

Budget Allocation

How it works

Each club will receive a budget allocation at the start of each academic year which can only be used towards BUCS Events entry and transport costs. As a club you can decide how your budget is used to help subsidise your members depending on what BUCS Events you wish to enter and how many athletes you send to each BUCS Event.

The allocation is a subsidy and all students competing need to pay to cover any remaining costs by completing the Finance form and requesting a BUCS Event fee.

All athletes must purchase their own BUCS Event Fee

What your allocation covers

- Entry costs
- Transport costs
- SU registered coach's accommodation & transport (If travelling with students. Any coaches that are also competing in the BUCS Event will only receive a subsidy for this)

See entry email for deadline date

Finance form

This form will allow you to show a breakdown of costs to highlight how much budget you are using and to identify how much the BUCS Event fee is going to be. If this is not completed then no subsidy can be given.

If you're BUCS Event requires accommodation please complete the 2nd section of the form. If you are taking a coach

Remember to include how much Non-essential BUCS subsidy you want to use if you have it!

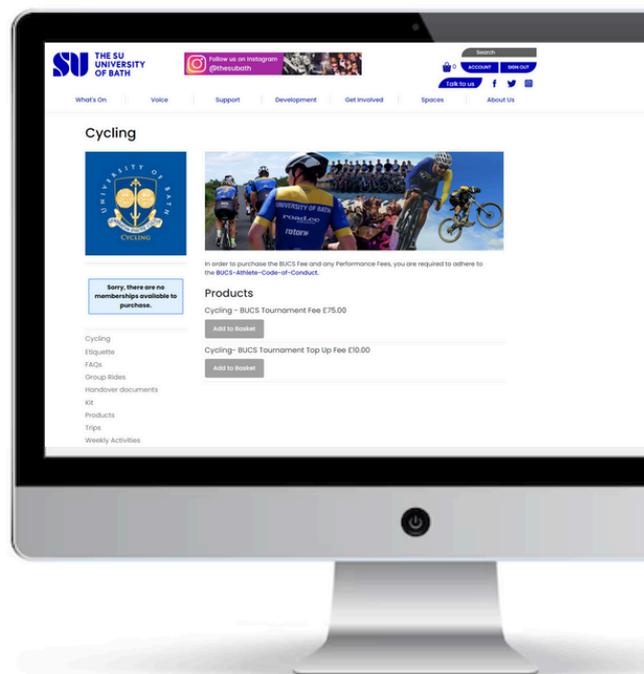
BUCS Events Fee

The BUCS Events Fee will include an eligibility check to ensure all athletes meet the BUCS requirements. These requirements are set by BUCS so there are no exceptions.

All students who wish to compete must pay the BUCS Events Fee per sport/event.

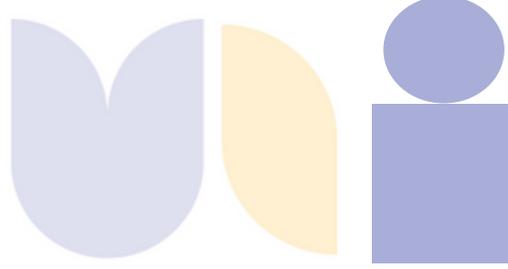
IA Deadlines

The BUCS Event fee must be purchased by the deadline to receive staff assistance. If there are any problems with the purchase after the IA deadline then it may result the entry not being approved so the individual will not get to compete in the event.



BUCS Event Entries

Individuals



The captain will need to send this information to the Institution Administrator(IA) jem89@bath.ac.uk by the given deadline.

See entry email
for deadline date

Entry Table

The nominated captain will need to complete the entry table with full names of all individuals applying to compete. We will need to discuss which entries the SU can support before any entries will be approved. Include each event title as stated on BUCS Play.

Rankings

Competitors must be ranked as BUCS may need to restrict the number of entries due to the event capacity.

Team or Pair Rankings

When entering a team of pairs event each team/pair needs to be ranked the same, with the best team stating at 1, then 2 and so on.

Head Coaches

If you have a head coach you will need to discuss entries with them before sending the entry table over.

IA Deadlines

If the IA deadlines are missed during the entry process, then you will not be able to have staff assistance for this process which may result in some entries not being approved before the BUCS entry deadline. Any issues or queries must be raised before the IA deadline.

Stage 2 Entries

If an individuals misses the BUCS entry deadline, then they may be able to entry through stage 2 if agreed with the IA. BUCS do not guarantee that stage 2 entries will open, it will be the individual's responsibility to check the event website and BUCS Play to see if stage 2 has opened. When a stage 2 does open there will be an additional fee for the individuals.

Withdrawing Entries

If an individual needs to be withdraw from and event you will need to send details of reasons for the withdrawal request and the following information to the IA:

- Athlete's name
- The sport and events they have applied for

If an entry is withdrawn before the BUCS entry deadline you will not be charged your BUCS Event fee and can request a refund.

To request a refund, you will need to complete a yellow form from the SU website by searching Interactive Forms (thesubath.com)

See entry email
for deadline date



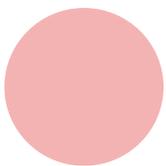
Late Withdrawals or No Shows

Once the entry closing date has passed, a 'late withdrawal' or 'no-shows' fine will be charged if an individual doesn't compete in the event.

The IA will process the payment for the fine when BUCS send the invoice and then request the amount charged from the club's budget via an internal transfer (blue form) found on the SU Website as shown below. The club will be cc'd into an email with the fine's details that is passed onto finance to process the transfer.

It is then the club's responsibility to ensure the individual reimburses the club budget Sport.

SU THE SU UNIVERSITY OF BATH		Internal Transfer Request Form	
Debit From:	club name	Credit To:	
Department	club coding	Department	4BT
Expense Type	73010	Expense Type	53010
Event		Event	
Total to be Transferred		£	
Reason for Transfer			
Authorisation	Club/Group Representative	Students' Union Representative	
Name			
Username			
Position			
Signature			
Date			



The individual who has withdrawn will be responsible to pay the fine. The club budget cannot be used to pay any fines.

How To Pay Your Fine

Individuals will then need to contact with sufinance@bath.ac.uk to request the account details to make the payment.

Checking Who's Paid

You can check who has purchased the fee by using 'Sales reports' through SU Website. You will need to have completed your finance and GDPR training to do this.

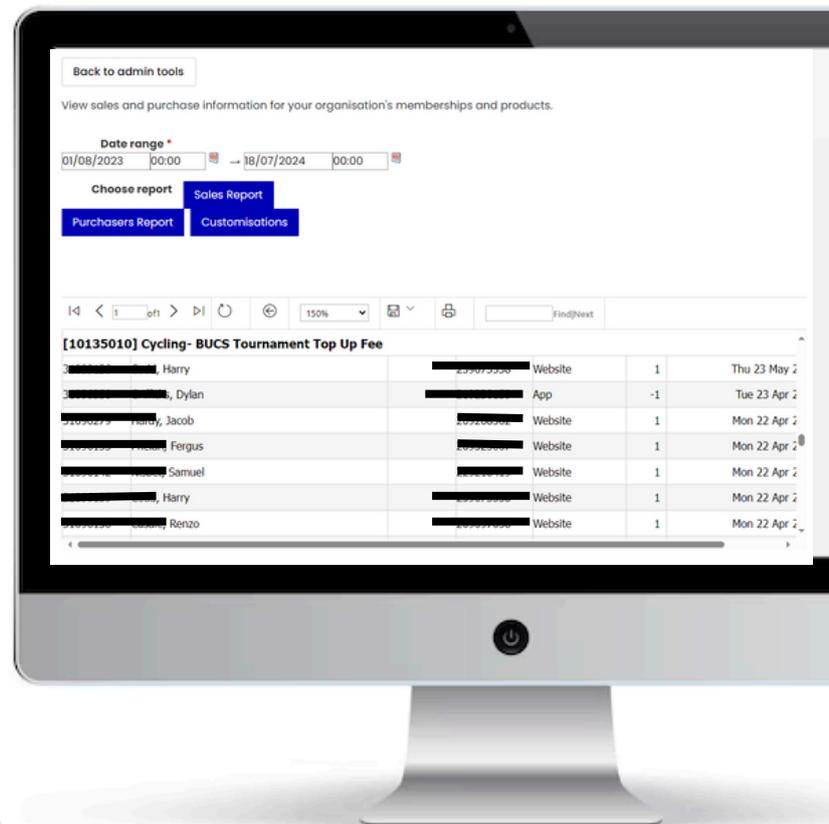
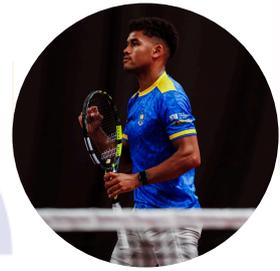
Once you have logged in you need to select 'Account' on the top right of the page, then click on your your sport in the pop-up section to get to the Admin page.

Select 'Sales reports' and change the date if needed. Individuals need to pay the fee for the current academic year. You then select 'Purchasers report' to see who has paid the BUCS Event fee. You may need to scroll through to find the relevant fee.

If there is a -1 next to someone then they have been refunded and will need to pay the fee again in order to be approved.

Refunds

A refund will only be permitted if an individual withdraws before the BUCS entry deadline has closed or can evidence a doctor's note of the injury if that's why they are withdrawing. To request a refund, you will need to contact the IA and complete a yellow form from Interactive Forms (thesubath.com) and send to the IA to process.



BUCS Play

Individual Entries



BUCS Play Support

Any issues with BUCS Play must be raised with BUCS, the entry deadline is set by BUCS so any entrants after the deadline cannot be submitted

Mobile App

1. Download BUCS Play from the App Store or Google Play Store and Login/Register.
2. Click on Search along the bottom tabs.
3. Change the I'm looking for filter to Events and click Find Events.
4. You can then click Show filters to Filter by BUCS Sport Communities and Apply filter.
5. Select your event and click Register or scroll down to the event disciplines and click register under the one you wish to apply to.
6. Ensure the correct discipline is selected (e.g. Men's 100m) and click Continue.
7. Select your Institution, click Continue.
8. Check or fill in all the relevant information and then click Continue. An error will occur if the data you have entered does not pass the eligibility check. If this occurs, please check the details mentioned in the error.
9. Check the entry summary and click Complete Booking.
10. Once you have successfully applied, you will enter the event entry approval process.

Desktop Version

1. Login to BUCS Play at bucs.playwaze.com (only accessible on a PC, not a mobile web browser).
2. Join/Enter the sport community of the event you wish to enter.
3. Find the events tile and select the event from the list (if you cannot find your event, entries may not yet be open).
4. Find the relevant discipline (e.g. Men's 100m) and click Register or select register at the top of the page and select your discipline.
5. Select your Institution by either scrolling or using the search box, Click Continue.
6. Check or fill in all the relevant information and then click Continue. An error will occur if the data you have entered does not pass the eligibility check. If this occurs, please check the details mentioned in the error.
7. Check the entry summary and click Complete Booking.
8. Once you have successfully applied, you will enter the event entry approval process.

BUCS Events

FAQs

‘Can the BUCS fee be reduced?’

The fee is now set by the committee and worked out based on how much the club has been allocated, entry and transport costs per event. You can help your club reduce their costs by using personal cars or getting MiDAS trained to use MPVs. Get in touch with sutransport@bath.ac.uk on how to book onto the training.

‘Can we stay an extra night after the event?’

This will depend on your transport; if you have booked a coach it's unlikely you will be able to without incurring extra costs. As staying the night after the event isn't necessary, all individuals competing will need to pay for the extra night, club budget can't be used for it.

MPVs are often hired with a set price for the whole weekend so if it makes no difference to the hire cost then yes you can!

‘What kit can I wear?’

All athletes competing in BUCS must be in Surridge kit if they can supply it. Some clubs may not have competition kit e.g Karate so this rule does not apply. Email susportkit@bath.ac.uk if you aren't sure what your kit options are.

‘What do I do if a serious incident happens during the BUCS Event?’

If there are any serious accidents that occur during working hours Mon–Fri 9am–5pm please contact the SU office.

If the incident is outside working hours please call security 01225 385349. You'll then need to send an email with details of the incident to the jem89@bath.ac.uk and cc in subathsport@bath.ac.uk

‘Can I substitute an athlete after the deadline?’

The substitute would have needed to be listed as a reserve through BUCS Play. No substitutes can be made after the BUCS deadline unless they are entering through stage 2 entries.

‘I've already paid my BUCS Fee for cycling, do I need to buy another for the Triathlon event?’

Yes absolutely. Every club is given an allocation for their members so you will need to purchase the BUCS Events fee for each club and/or BUCS Event.

No pay no play!

‘Can we use club budget/income to pay for our accommodation deposit?’

No all accommodation costs must be covered by the individuals going so the deposit is paid by income through a specific BUCS accommodation online product for the event.