



CAPTAIN'S HANDBOOK

TABLE OF CONTENTS

- 4** INTRODUCTION
- 5** PRE SEASON CHECKLIST
- 6** ORGANISING FIXTURES
- 8** WEDNESDAY MATCHES: CAPTAINS' WEEKLY CYCLE
- 10** ISSUE WITH FIXTURES
- 12** SAFETY ADVICE & PROCEDURES
- 13** TRANSPORT AND FIXTURES
- 14** FAQ
- 16** EQUITY, INCLUSION & DIVERSITY
- 17** INITIATIONS AND ALCOHOL POLICY
- 18** NOTES





INTRODUCTION

Hello everyone,

I am Yavuz Emin Kafadar, a lawyer and graduate of the City Law School. As I enter my second year as a Sabbatical Officer at the Union, I am thrilled to share the excitement of this year's developments. Our sports teams have once again become an integral part of the student union, and I have the privilege of overseeing all things related to sports. The return of our Sport Teams marks a significant milestone, and we couldn't be more thrilled to welcome them back into our fold.

For me, sports hold a special place. I'm an avid cyclist, swimmer, and basketball player, and I've personally experienced the healing power of these activities. This year, my goal is to inspire more of you to participate in the wide range of sports opportunities City has to offer.

You have the option to embrace your competitive spirit by joining our proud Wolfpack teams. Becoming a part of this community not only means engaging in spirited competition but also forming lasting friendships, honing new skills, and creating cherished memories that will stay with you a lifetime. Alternatively, if you're seeking a more relaxed approach, our City Active program provides a space to play purely for fun. This is a chance to adopt a healthy and stress-free lifestyle, all while enjoying the thrill of sports.

I'm eagerly anticipating the sight of more students taking to the courts and hitting the gym this year. Here's to a year filled with successes and unforgettable moments!



The purpose of the Captains Handbook is to provide you with suitable guidance and advice to ensure you can organise your team smoothly and efficiently throughout the season. It also aims to make you aware of the responsibilities specific to your role and answer many of the questions you will have throughout the season.

Sports at City SU Brief:

City SU offers opportunities for all students to take part in team and social sports. The staff team are located in an office in the Students Union inside the Tait Building, Northampton Square, EC1V 0HB.

The Sport Administrator will handle all fixture queries on your behalf. More long-term and development queries about your club should be directed to the sports development coordinator.

Connect with us

Ryan Creasey, Sport Administrator

Ryan.creasey@city.ac.uk

Julie Haggart, Sport Development Coordinator

julie.haggart.1@city.ac.uk

General Sport Enquiries

sports@city.ac.uk

Website: Student Wellbeing Support (citystudents.co.uk)

Website: www.citystudents.co.uk/sport

Instagram: [@CityUniSUSport](https://www.instagram.com/CityUniSUSport)



PRE-SEASON CHECKLIST

Ensure all your contact details are accurate and send necessary amendments to the Sport Administrator or Sport Development Coordinator.

If you are a newly appointed captain, please ensure you familiarise yourself with the British Universities and Colleges Sport (BUCS) webpage www.bucs.org.uk. Read the current rules and regulations for your sport and familiarise yourself with disciplinary procedures.

Returning captains should familiarise themselves with any rule changes for their sport on the BUCS website.

When fixtures are released check that all information is correct e.g. venue and start time.

Identify which matches you are likely to need to travel far for and inform the Sport Administrator you would like transportation provided by the university (see the booking transportation section for more details).

Once you are happy with all your team's fixture dates, ensure to distribute them to your team. If you see any potential date clashes, contact the Sport Administrator immediately.

Plan and prepare how you will promote your team during Welcome Week. Liaise with the Sport Development Coordinator with regards to promotional material. Also, does your team have any active social media accounts? If not, consider setting one up.

Inform all returning team members about any pre-season training.

All members of your team, whether they just train or play matches and train, will need a sports membership card. It is your responsibility to ensure that ALL members of your team have this card, else they will not be able to attend training or play in matches.



ORGANISING FIXTURES

BUCS

British Universities and Colleges Sport (BUCS) is the national governing body for higher education sport in the UK. It provides large sports events, knockout and league competitions for sports teams of over 160 universities.

The majority of City, University of London sports teams participate in BUCS leagues, with a few teams competing in other competitions. Whether you are a member of a sports team or an individual athlete you will have the chance to travel to new places, such as other universities' campuses, international quality facilities and iconic venues. All agreed travel costs you incur for away matches and individual BUCS competitions are reimbursed by The Students' Union.

Even if you are not competing in a BUCS league there are still opportunities to represent City at additional individual and team competitions that BUCS organise. Make sure you check their website regularly and contact the Sports Development Team at The Students' Union (sports@city.ac.uk) if there are any competitions you are interested in taking part in. Please give as much advance notice as possible to ensure you do not miss any deadlines. For a full list of BUCS sports visit www.bucs.org.uk.

Team Training:

Training sessions are booked by the Sports Development Team and allocated to you by the start of term.

All facility bookings for fixtures and practice must go through the Sport Administrator. Please do not make any facility bookings without prior agreement else you will be denied reimbursement for any incurred costs.

Instructors & Coaches:

Most teams are allocated a qualified coach. Coaches are responsible for coaching, advising on player selection and team development, through to the planning and delivery of training sessions.

In addition to team training sessions, strength and conditioning classes are available to all teams. Please keep an eye on your e-mails and the Club's Instagram page for details. Places will be allocated on a first-come, first-served basis – please contact sports@city.ac.uk. Please note, only team members who have purchased a sports membership card and have a valid gym membership will be eligible to attend these sessions.

Any enquiries about strength and conditioning should be directed in the first instance to the Leisure Supervisor (Fitness) who is based at CitySport. – Please contact citysport@city.ac.uk

Match Venues:

External facilities and City's own indoor sports facility, CitySport, are used for sports clubs' matches. If you have any concerns regarding a home or away match venue please contact the Sport Administrator.

Captains Meetings:

Captains' meetings are your opportunity to receive important updates, ask questions, network with other captains' and more. It will benefit you to attend these meetings as often as you can. There will be at least one captains meeting per term, and these must be attended by either the captain or vice-captain. The times and venues will be confirmed closer to the meeting via email.

Confirming Fixtures

It is important that you keep in regular contact with the Sport Administrator and your team members regarding fixture changes and confirmations. Please check your e-mails regularly to ensure fixtures are going ahead as planned. Matches can be cancelled at the last minute for all sorts of reasons. Therefore, it is imperative that you are easily contactable by e-mail or phone in the 48 hours leading up to each match. You must confirm whether you have a team or not on the Friday prior to your fixture.

If there is a fixture you may need to rearrange in advance, let the Sport Administrator know as soon as possible. Although requests will be listened to, once the fixtures are live with BUCS, it is down to the two institutions to agree a new fixture date. If a fixture rearrangement cannot be agreed by both institutions, it could mean that your request is turned down. There will be no rearrangements in the first term.

Booking Transport – Cheapest Option/Realistic Option:

All fixture venues and start times should be displayed on the BUCS website by 1 October. You will need to review your fixtures and decide how you and your team will get to both your home and away matches.

Most of your matches will take place in the Greater London region. Public transport is usually the most convenient and cheapest travel option; however, if you need to transport a lot of equipment or if there will be many of you travelling, it may be best to book a coach. To request a coach, you must contact the Sport Administrator at least SEVEN DAYS before you intend to travel. In your request, please include which fixture it is for, how many people will be travelling and the pick-up time you require. Your transport request may or may not be accepted depending on cost and relative benefit.



It is important that you always leave plenty of time for your journeys, factoring in extra time for traffic and public transport delays. If you are more than 30 minutes late for a fixture the opposition can claim a walkover and appeals are futile. It is your responsibility to get you and your team to all fixtures in good time.

BUCS:

BUCS fixtures will be confirmed weekly by the Sport Administrator via e-mail. You must respond to these emails with your confirmation whether you will have a team to play the fixture or not (this could result in a walkover or rearrangement). In addition, you must fill out all the required paperwork and text or email through your result by 10am the following morning.

Match Pack:

Your match pack documents can be found online and is essential you take these to all fixtures.

Your match pack will include the following:

- Referee receipt form
- Team sheet
- [BUCS Playing under protest form](#)
- Passenger list
- Accident report form.

Please keep this pack replenished and if you have any specific questions ask the Sports Administrator.

Officials:

The Sport Administrator will source and allocate officials for matches where necessary.



WEDNESDAY MATCHES: CAPTAINS' WEEKLY CYCLE

Thursday:

1. Begin gathering availability from your team for the coming week's fixture.
2. If you had a match the day before, hand in your match pack by 2pm which will contain a completed score sheet, team sheet, accident report form(s) and a playing under protest form if used.
3. If you had a match the day before, drop off the team kit and equipment to its usual storage place.

Friday:

1. Check your emails for fixture confirmation from the sports administrator.
2. Finalise your team selection for the coming wednesday fixture.
3. Double check the next match details on the bucs website. Your league table has its own webpage where you will find this information. If there are any problems, e-mail the sport administrator who will chase any discrepancies or missing information for you.

Monday:

1. Send an email confirmation of whether you do or do not have a team for the coming wednesday to the sport administrator before 10am, the earlier you confirm the better. Please also note that last minute notifications of no team will most likely end up with a walkover to the opposition (fine could be attached to this).
2. Ensure you know where your team's playing shirts, kit, match balls etc on the day prior to the fixture either by delegating the responsibility to another team member, by doing it yourself, or in collaboration with the sport administrator by notifying them of your requirements before 2pm.

Tuesday:

1. Check your e-mails for last-minute cancellations or changes in match details
2. If you have any issues or questions regarding the upcoming fixtures please contact the sports administrator as soon as possible.

Wednesday:

1. Again, check your e-mails for any last minute cancellations or changes in match details
2. Collect your kit, match balls, playing shirts and your match pack
3. Submit your passenger list to The Students' Union office (sports administrator or sports development coordinator) if you are travelling to an away match for transport we are providing (coaches)
4. Play your match. If there are any problems before, during or after the match call the sport administrator for advice and have a playing under protest form handy in case you need it prior to the match starting (in your match pack)
5. Upload the match result on bucs play or worst-case scenario email the sport administrator by 10am the next day.
6. Drop off the team playing shirts at the St John's Street laundrette.





Match Pack:

All teams will be issued with a match pack specific to their sport at the start of the season. After each fixture, that specific match pack should be returned to the Sports Administrator by 2pm the following day.

PUP Playing Under Protest forms (found on the Captain' Resource Hub) are needed in case any rules or regulations are breached. **You will need to fill this out with any issues BEFORE the start of the fixture and make sure it is signed by the opposition captain. If you are unsure of anything, please call the Sport Administrator. The opposition captain cannot refuse to sign the Playing Under Protest form.**

Passenger List:

Passenger lists are required for all away game coach travel and must be submitted prior to travelling.

Team Sheet:

Team sheets must be filled out on BUCS Play before the fixture has commenced (any fines incurred will come out of the club accounts).

Scoresheets (Sport Dependent):

Some sports require a separate, additional scoresheet to be filled in for the fixture. If this is included within your match pack, please ensure that these scoresheets are completed and submitted correctly. Incorrect forms may change the actual result.

Accident Report Form:

All accidents no matter how minor or major must be reported and an accident report form must be completed. This does not mean you are administering First Aid, but you are recording what has happened. This needs to be submitted with your match pack or sent in by email. If there are any incidents or accidents at training they should also be recorded and submitted to the Sports Development Team within 24 hours, where possible.

BUCS Play:

BUCS have launched their own BUCS app which has all the required information regarding fixtures in one place. Each individual team member must sign up to the BUCS app using their City email address. This will register the individual with a specific sports team and from here you can upload team sheets, match results and see upcoming fixtures. Team members who have not signed up will not be able to purchase a sports card and subsequently will not be able to represent City, University of London. Any questions please contact Sport Development Team.

ISSUES WITH FIXTURES



ALL cancellations for BUCS & LUSL Matches MUST go through the Sport Administrator.

If a fixture is cancelled the Sport Administrator will let you know as soon as possible via email or telephone. If you have been made aware by the opposition (player, coach, etc) that a fixture will be called off, please contact the Sport Development Team straight away so this can be confirmed by the opposition's administrators. If you are ever in doubt, contact the Sport Administrator and they will be happy to help you.

It cannot be stressed enough how important it is to attempt to play your matches at all costs (fines may be allocated) Unfortunately, you have no control over the weather and other potential obstacles to playing matches. Thus, it is even more important to play matches when possible, rather than attempting to rearrange. No fixture rearrangements will be considered during the first term (October – December). All fixtures must be played; this is mainly to do with fixture pile-up and weather issues later in the season. Extreme special circumstances will be considered but all efforts must be taken to play the fixture.

Breach of rules by the opposition:

If you feel that the opposition have breached BUCS rules and regulations, you will need to fill in a PUP Playing Under Protest form. The form must be completed and signed by both captains before the start of the match.

All PUP forms must be submitted to the Sport Administrator no later than 10am the day following the fixture because we must submit them to BUCS by 2pm the next working day after the fixture for them to be actioned. It is important to outline the events that occurred in detail and state the BUCS rule(s) and regulation(s) that were broken including the corresponding codes e.g, 'FUT 3.1'. Rules and regulations can be found on the BUCS website. The Sport Administrator can also advise you via phone of any rules or regulations may have been broken.

PUP forms are included in your match packs. They can also be downloaded from the BUCS website.

Typical reasons appeals are submitted:

- Facility issues e.g. unsafe ground, inadequate court size
- Poor quality and/or biased officials
- No officials
- Opposition were more than 30 minutes late
- Players played out of official rank order
- Players from higher teams of the same institution played down.

Quick PUP FAQ:

Q. What if the opposition captain refuses to sign the PUP form?

A. Notify the Sport Administrator immediately. They will report this to BUCS directly who will keep a note that the opposition refused to sign it. Complete the PUP form in full and submit to the sports@city.ac.uk email with the heading URGENT PUP

Q. What if I forget to fill in a PUP form before the match?

A. Unfortunately the PUP will not be valid

SAFETY ADVICE AND PROCEDURES

Please refer to the captain's health and safety document issued to and signed by you at captains training. Please contact sports@city.ac.uk with any questions regarding Health and Safety.

Major accident or incident response guide whilst AWAY from Northampton Square or CitySport

Accident/Incident

Person Discovering accident/casualty



Provide first aid or call for first aider



First aider to fill out accident/incident form and return to sports desk within 48 hours from the occurrence of the incident



Sport and Leisure to send accident/incident form to Health and Safety Dept within a max of 96 hours from the occurrence of the incident.



Inform other INCIDENT RESPONDERS as required – Health and Safety, Property & Facilities, Information Services, Press Officer.

Or → Call for Fire/Ambulance/Police as required on 999 – Ask for service required, state precise location and nearest entrance (street name). Give your telephone number; nature and number of casualties. Ask for other services if required.

Meet emergency services on arrival and escort to casualty – do not enter dangerous areas or takes risks.

→/↓ = inform/action Person

In both away and onsite instances there are things to remember 1. Do not talk to the press and certainly do not attempt to sell stories to the press.

2. No club member should admit liability for an incident.

3. Under no circumstances should any member of the club contact the next of kin of a fellow club member. If next of kin need to be contacted call the emergency contact number.

4. Ensure you adhere to the Health and Safety Code of Conduct that you will have signed at the beginning of the season.

5. Fill in an accident report form if you have had an accident or a dangerous occurrence.

6. Keep calm and reach out for support where need

Major accident or incident response guide whilst ONSITE at Northampton Square or CitySport

Person discovering accident/casualty



Immediately inform member of CitySport/Students' Union staff



First aider to fill out accident/incident form and return to the Duty Manager on site, after the completed treatment.

Or IF you are off-site → call for Fire/ Ambulance/Police as required on 999 – Ask for service required, state precise location and nearest entrance (street name). Give your telephone number; nature and number of casualties. Ask for other services if required. Meet emergency services on arrival and escort to casualty – do not enter dangerous areas or takes risks.

→/↓ = inform/action Person



TRANSPORT AND FIXTURES

Teams make their own way to and from fixtures, so it is essential that the route is planned, allowing extra time, to ensure you arrive at your fixture on time.

Most fixtures will take place within Greater London, meaning the easiest and cheapest option would be public transport. There are various route planners available online to assist you with planning your journey.

Travel expenses will be covered for away fixtures only and must be claimed back within seven days ([this can be done through an online \(SGF\) tool which will be demonstrated during Captains Training](#)). It is important that you make your team members aware of this. A receipt must be kept, and all details must be logged via Student Group Finance Tool (SGF tool). Travel expenses only cover Public Transport and any Taxis or Ubers will not be reimbursed.

Coaches:

The Sports Development team will book a coach when your team fixture is outside of the M25 or inaccessible by public transport. Otherwise, all teams are expected to use public transport. Requests for coach travel should be made to the Sport Administrator at least SEVEN DAYS before you intend to travel.



Captain's Ha

 **MAKE EVERY
DAY BETTER**

FAQ

Q: What happens if the weather is bad, and we are due to play a fixture?

A: Contact the Sport Administrator who will find out for you if the grounds/facilities you are due to play at are playable.

Q: What happens if I need to rearrange a fixture?

A: If it is a BUCS fixture, please notify the Sport Administrator immediately as soon as you know you need to rearrange your fixture. They will liaise with the opposition to try to make it happen. It is extremely helpful to e-mail alternative times and dates that your team would be available to play instead. If it is 48 hours or less before the fixture is currently due to start it will result in a walkover for the opposition. Ideally at least 7-days' notice is needed, however please note there will be no fixture rearrangements during the first term unless in special circumstances.

Q. What happens if my coach/transport hasn't shown up?

A: In this situation it is best to have someone standing at the agreed pick-up location while another team member contacts the Sport Administrator for advice.

Q: When will I receive confirmations of BUCS fixtures?

A: The Sport Administrator will send fixture confirmations to all team captains at least 48 hours before their fixtures are due to take place. Please keep an eye on your e-mail inbox for these confirmation e-mails. If you haven't heard by late Monday/Tuesday morning then contact the Sport Administrator as soon as possible.

Q: How do I find directions to away games?

A: Directions to match venues can sometimes be found where it says "venue" by your upcoming fixture on your online league table, situated on the BUCS website. Further details are sometimes provided by the opposition in writing which will be forwarded to you by the Sport Administrator. Alternatively, CityMapper, the TFL website, Google Maps

and other online mapping applications are handy for speedy planning of public transport journeys within and outside of London.

Q: Where is kit and equipment stored?

A: The kit and equipment will be stored at the Sports Storage area located at the main campus in Northampton Square.

Q: Will transport costs be covered?

A: Only public transport costs to and from away fixtures will be covered, as long they are input into SGF tool within 7 days. A receipt will need to be uploaded onto SGF tool.

Q: What is the SGF tool and how do I use it?

A: SGF tool is the Student Group Finance Tool that can be found on your SU sports club page with finance requests at the bottom of the page and this will mainly be used for expense receipts to be uploaded onto SGF tool for re-imbursements, any issues please contact sports@city.ac.uk

Q: What do I do with our kit after a fixture?

A: The best way to take care of your kit is to wash it as soon as you can following each use. All dirtied kit must be washed within 24 hours of it being worn. Teams not adhering to this policy will be disciplined. Please use 264 St John Street Laundrette & Dry Cleaning located at St John Street, EC1V 4PE. The university pays the latter laundrette directly so you will not be charged upon collection of your kit.

Q: How do I organise match officials?

A: If you play in BUCS competitions match officials will be sourced and allocated by the Sport Administrator. On match days ensure they know who you are and that you are their point of contact for the fixture on the day. The Sport Administrator or Sport Development Coordinator may request support with sourcing an official for your fixture.

If you have any club members interested in officiating courses, please put them in touch with us.

Q. How do I appeal a fixture?

A: If you feel regulations were broken at a fixture or some other unfairness took place, please report it to the Sport Administrator immediately by phone and, as soon as you get the opportunity, in writing no later than 10am the day after the fixture is played. If you do not inform the Sport Administrator by this deadline it is very unlikely any appeal submitted will be successful. If you are unhappy with anything before the fixture begins you must complete a Playing Under Protest form (in your match pack) and it must be signed by BOTH the home and away captain BEFORE the game begins. All BUCS rules and regulations can be found on the BUCS website and in your match pack.

Q. Where do I store our kit and equipment?

A. There is a store located in Northampton Square (only nominated team members will be able to gain access the storeroom). Captains are responsible for collecting, storing and managing their kit and equipment. No kit or equipment will be stored at CitySport apart from indoor match and training equipment.

Q. What do I do with our equipment after a fixture?

A: Under no circumstances can any kit be left in the building, including at the CitySport reception or Sport Office. If you are arriving back late, you can store equipment at your own home or delegate this to a team member. The kit should then be returned to the sports storage at Northampton Square the following day.

Q. What do I do with our team's first aid kit after training or a match?

A: Please return first aid kits to The Students' Union office at the end of each term so that the kits can be fully replenished. It is your club's responsibility to bring the first aid kit after any reported accident/incident so that it can be replenished and to perform regular checks on the stock of the first aid kit to check it is still in date.





EQUITY, INCLUSION AND DIVERSITY

The Sport and Leisure team at City are committed to promoting diversity and inclusion. All team captains, coaches and staff are encouraged to be welcoming and inclusive when engaging with students participating in sport. As part of previous captains' training there have been workshops that covered how to identify and address discriminatory (homophobic, transphobic, sexist, racist, etc.) language and behaviour both on and off the playing field.

The National Union of Students (NUS) regularly undertakes research into the prevalence of discrimination at UK universities. Some of their findings have included:

- 1 in 7 LGBT+ students say that homophobia, biphobia or transphobia has put them off participating in sport.
- Over a third of LGBT+ students who do take part in sport are not open about their sexuality with teammates or coaches.
- 'Lad culture' is thought to be particularly influential in the social side of university life. Extracurricular activities and sports in particular are singled out as key sites and it was reported that sexism in such environments could spill over into sexual harassment and humiliation.
- More than a third of female students at UK universities say they have faced unwelcome sexual advances.
- Two thirds of students have seen other students put up with unwanted sexual comments.
- One third of students have witnessed verbal harassment based on a student's gender.

Please report all discriminatory and/or abusive and/or offensive behaviour to the Sport Administrator and Sport Development Coordinator. You can also report it to sports@city.ac.uk.

Organisations lobbying for equality, inclusion and diversity in sport include Sporting Equals, Pride Sports, Women in Sport and the National Union of Students. BUCS, Rugby Football League and Amateur Swimming Association have especially good resources for promoting inclusion in sports clubs.

Helpful links:

- NUS "Pride and Prejudice in Education" report - https://www.ucu.org.uk/media/8359/Summary-of-Pride-and-Prejudice-in-Education-report-Oct-16/pdf/Summary_of_Pride_and_Prejudice_in_Education_report_Oct_2016.pdf - 2016)
- NUS "That's what she said: Women students' experiences of lad culture in higher education" report - https://figshare.com/articles/report/That_s_what_she_said_women_students_experiences_of_lad_culture_in_higher_education/23405024
- Rugby Football League: Equity and Diversity - <https://www.rugby-league.com/governance/inclusion-&-diversity> (inclusion & diversity)
- Amateur Swimming Association: Equality and Diversity Support - <https://www.swimming.org/swimengland/diversity-inclusion-action-plan-2022/>

• Stonewall's Rainbow Laces campaign - <https://www.stonewall.org.uk/our-work/campaigns/rainbow-laces>

• ThisGirlCan Campaign (<https://www.thisgirlcan.co.uk/>) BUCS Participation Report - BUCS BUCS Active 4 Impact Report - 2021-22

• BUCS Cost-of-Living Report

Reporting bullying harassment and inappropriate behaviour

To report a range of serious issues you can use City's You Report, We Support tool which make it easy to report issues so you can be supported.

To report an issue or incident. You will be asked to provide details about your report which will help ensure you receive the right support.

You can also speak confidentially to one of our trained Students' Union Advisors if you would like to know your options with reporting bullying and harassment. Our advisors are non-judgemental and can support you throughout the reporting process.



INITIATION AND ALCOHOL POLICY

City, University of London & City Students' Union does not advocate initiations of any kind and has a zero-alcohol policy, always. This must be adhered to during training and whilst representing the university in sports in any capacity.

Members must adhere to the Union's Health and Safety policy, which can be found here www.citystudents.co.uk/about-us/policy/.



City Students' Union,
Tait Building,
Northampton Square,
London,
EC1V 0HB

Email enquiries sports@city.ac.uk

Follow us on facebook.com/cityuniSU sport

Follow us on instagram.com/cityuniSU sport

Telephone enquiries 0207 040 5600

Find out more, visit www.citystudents.co.uk/sport

