

team  
hallam



Sheffield Hallam University  
SHARPENS YOUR THINKING

hallamunion  
your union. your choice



# Captains Training

## BUCS Season 2010/11

Sports Union

Gary McLean

BUCS Co-ordinator



hallamunion

your union. your choice

# Session Content



## **BUCS Season 2010/2011**

**Team Hallam and KPI**

**Pre Fixture Planning**

**BUCS Transport/ Arrangements**

**First Aid/ Injury Procedures**

- Procedure
- Immediate Response
- Away Fixture Response

**BUCS Operational Issues**

- Playing under protest
- Walkovers
- Fixture Re-arrangements
- Fines

**Results**

**Typical day in the life of BUCS....**

**Session Review,**

**Questions and Light Refreshments**



“Attitude affects leadership”

“With great power comes great responsibility”

“Poor preparation leads to piss poor performance”

- Plan in advance.
- Delegate responsibility to your team
- Never be afraid to ask questions!
  
- 09 - BUCS League position = 29<sup>th</sup>  
..... 2010?

# Team Hallam KPI's



## Key Performance Indicators

Expectations on team performance

Evaluated during and after the BUCS Programme

## Setting your own benchmarks

Across individual teams

Individual successes

Create a competitive Club environment.

Clubs/ team will receive KPI's prior to there first competitive fixture.

# Pre Fixture Preparation



## **Monday / Tuesday- Pre Wednesday Fixture.**

Come in to the HUBS Activities Pod/Call or email.

*\*Make contact with Sports Union'*

Confirm Fixture- *by Monday 12pm*

Team Sheets- *Submitted by 5pm Tuesday*

Now online [here](#)

Book umpires and officials in advance- seasonal preferable.

*(Umpires and refs must meet BUCS standards)*

"Away Packs" provided- electronically.

# Transport



## Health and Safety Implications on Transport

Zero tolerance alcohol policy.

Clear and dispose of any rubbish from vehicle

## Social Behaviour Policy.

Your conduct outside of the Union is important at alltimes- you now carry the team Hallam brand.



## MIDAS Testing *(Contact Sports Union team)*

- £105 Test (£75 subsidised by Sports Union)
- £25 Confidence test

# Transport Arrangements



## Transport arrangements make sure you know ....

Where being picked up from

Time of pick up

Fixture/Match Start Time

Approx departure time from HUBS

Who else you're travelling with i.e. Other teams

Telephone Number of Driver

Take BUCS handbook with you

Take 'playing under protest' form with you

Sign out a first aid kit - Situated in First Aid Cupboard at the HUBS

**PLEASE DO NOT FORGET CLEAN KIT!!!**



# First Aid



## **New Medical Kit Procedure.**

Logging sheet Inc in each bag  
Record of equipment used- Essential

First Aid/ First Response Per team

Email needs to be responded to by **Friday 8th October**

## **Insurance policy**

Endsleigh Gold personal Injury cover



All accidents and injuries must be reported to Students Union  
(Inc near misses)



# Injuries

## Immediate Response

- Stay calm
- Stabilise the injured person
- If suspected back or neck injury, do not move
- Assess the severity
- Contact emergency services
- Contact facility staff
- Call the Sports Union to report the incident



It is the Sports Union's responsibility to contact next of kin.

# Injuries

## Away Game

Contact any other captains travelling on your coach

Whole team to travel back with coach as normal (minus injured player)

-Sports Union will arrange return of injured player

- Sports Union will contact next of kin (**REGISTRATION FORMS**)

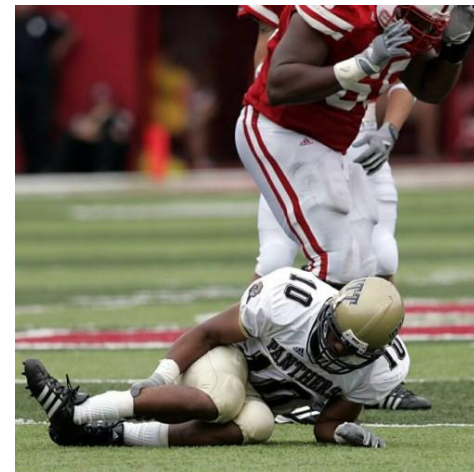
## Next Day

Come into the Sports Union office

Complete incident/accident report form

If you have any issues regarding

Health and Safety [Health and Safety Training](#)





## PROBLEMS WITH FIXTURES

### PLAYING UNDER PROTEST

*Team feels on arrival or during fixture, the conditions do not adhere to those outlined in BUCS regulations*

**Filling in the 'playing under protest' form:**

- What is the problem?
- How will it effect you?
- Opposition can't refuse to sign it
- Both teams must sign it

e.g. Not a qualified ref / not neutral ref/ no ref/poor conditions



# Walkovers

## Voluntary

- Default occurred when it is believed that reasonable actions would have prevented the default
- e.g. lack of players / appropriate measures (officials)

## Force Majeure

- Weather conditions or power failure (fixture gets re arranged)

## Involuntary

- Defaulted through reasons beyond the reasonable control of the team  
e.g. coach breakdown
- Written submission to BUCS Office within 48hrs of fixture



## RE ARRANGEMENTS

If you are unable to put a team out you need to let **Sports Union know 48hrs before the fixture, therefore before 12pm Monday at the latest.**

If we are informed within this timeframe we may be able to rearrange the fixture.

Sports/Athletic Unions will always try and get the game played.

# Post Fixture



## RESULTS

## PHONE/TEXT RESULTS IN STRAIGHT AFTER THE GAME

Sports Union 0114 225 3345

Gary McLean 07531301266

### *Text to include:-*

*Your Club, Your Team ,Your Score-Opposition Score, State Win/Loss, yourt name*

### *Example:-*

*Men's Football, 2nd team, 2-1, Win, John Smith*



## Fines

- Captains take the details of the offenders
- Report the paperwork to sports union
- Await paperwork and fine

### **The sports union does not pay fines!**

*They cannot be paid out of the Embrace account.....they are a personal responsibility*

***This can cause affiliation issues the following season if not dealt with appropriately.***

# Typical day in the life of BUCS (1)



## Question 1

What if there is a clash of colours? Who has to change?

Answer

It's the responsibility of the home team to change its colours.

## Question 2

Find the section of regulations regarding Playing under Protest

- a) What happens if you do sign it.
- b) What happens if you don't complete it?

Answer

- a) It gives you the right to appeal
- b) It means you have accepted the conditions you are playing under and cannot appeal later

# Typical day in the life of BUCS (2)



## Question 3

Imagine you are the M2 Football captain. What should you do if you find at the last minute that your 2nd team cannot field a team?

### Answer

You should not give a walkover. Move players up from 3rd to 2nd team. Move 4th players to 3rd team. If this means that the 4th team have to give a walkover, this is preferable to a higher team giving the walkover.

## Question 4

Your opposition is late arriving at your home fixture. What should you do?

### Answer

Phone the Sports Union.

Use your BUCS handbook to check how short a game can officially be played.

Check how long the venue is booked for. Get the opposition to sign a playing under protest form if it is possible to play a reduced fixture or concede rubbers not played.

See 'frequently asked questions' on the BUCS website

# Typical day in the life of BUCS (3)



## Question 5

Not all your team have an up to date Sport Hallam card. Can they still play the fixtures and whose responsibility is it to check and enforce?

### Answer

No, they must buy or renew their Sport Hallam card before they can play and represent Sheffield Hallam. The captain must enforce this rule.

## Question 6

The opposition give you more than 48 hours notice that they cant fulfil the fixture as they can't get a team. Do you have to rearrange?

### Answer

BUCS encourages us to rearrange if possible. But if no agreement can be reached, then the original date must stand and the team pulling out will concede a walkover. (See frequently asked questions on the BUCS web site)



# THANKS FOR ATTENDING

Good Luck and Remember...

- **Contact Sports Union Prior to Wednesdays fixture**
- **[Sports Registration and Memberships](#)**
- **Plan ahead preparation is vital to performance**
- **Unsure? Don't be afraid to ask questions**

## Contact Numbers

**Sports Union office**                      **Gary McLean**                      **0114 225 3345**  
*(First point of contact regarding BUCS issues)*

**Out of office/hours**                      **Colan Leung**                      **(mob) 07990898331**

**Rick O'Toole**                      **(mob) 07825 861715**