



## Competition Rules and Regulations

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## **1] PREAMBLES**

### **1.1 Regulations**

a) These regulations are those that constitute the Rules and Regulations for the BUAFL National Championships.

### **1.2 Retention and Amendment of Regulations**

- a) Up-to-date copies of these regulations will be maintained on the League's website.
- b) From time to time, as amendments are produced, they will be made available on the League's website and advertised as amendments. These amendments will include references to newly established competitions.
- c) Members are advised to keep superseded copies for reference.

### **1.3 Difference between Regulations and Game Rules**

a) These Regulations are not made in respect of the Rules for the conduct, regulation and controlling of games (hereinafter referred to as Game Rules - also referred to as the Rule Book). Game Rules shall be those applicable at the time the game is played issued by the relevant authority or Association dealing with Game Officials and the Referee shall be the sole arbiter in respect of any decision under his or her jurisdiction as specified in the BAFA Rule Book except as modified or enhanced under these Regulations.



## **2] DEFINITIONS**

### **2.1 BUAFL**

- a) Shall mean the British Universities American Football League, also referred to as 'the League.'
- b) Is considered a department of the British American Football Association (BAFA) – the recognized National Governing Body for the sport.

### **2.2 Club**

- a) Shall mean Club or Team as required by the context of this document which plays host to an individual person registered with the Governing Body - see also Member (2.10). The BUAFL recognises those Clubs or Teams whose parent institution has entered them into one or more of the following programmes: National Championships; National Flag Championships; Women's 5 on 5 Championships.

### **2.3 Colour**

- a) Where reference is made to colour particularly in the case of game shirts, it shall mean colour or any different shade of the same colour.

### **2.4 Contrasting Colour**

- a) Shall mean a different colour or different shade of the same colour that contrast with each other as to be immediately differentiated one from the other.

### **2.5 Game Management**

- a) Means the whole of the process of managing, controlling and organising a game day and arranging everything necessary for the conduct of the game and the organisation and regulation of the cheerleaders, spectators, game day facility, pitch, changing accommodation, medical facilities, officials' assistants, field equipment and all other matters referred to directly or indirectly (by implication) in these Regulations.
- b) Shall also mean those persons or that person designated by the Home Team or where appropriate the League, to manage game day.

### **2.6 Game Rules**

- a) See Appendix 'A'

### **2.7 Home Team**

- a) Shall be the team specified in the schedule as being the Home Team for that particular game regardless of the venue used for that game.

### **2.8 Kick off Time**

- a) Shall be 1:00pm unless otherwise notified to the teams by the League Office and relevant third parties (i.e. referees / medical staff) and as agreed between both teams.

### **2.9 League and/or League Office**

- a) Shall be, as the context provides, the official representation of the BUAFL in respect of these Regulations.

### **2.10 Member**



a) Is a BAFA registered member of BUAFL Club or Team as recognized by the League.

**2.11 Officer**

a) Shall be an officer of a Club or Team as recognized by the League.

**2.12 Official Game**

a) Shall mean a regular season, play-off game and associate fixture (or any other game as may be specified by the League Office from time to time).

**2.13 Officials' Assistants**

a) Are the Chain Crew (including Box {down marker} operator), Ball Boys. and any other persons deemed as appropriate to support by either consent of the League officer or the Head Referee.

**2.14 Referee and/or Officials**

a) Are those persons designated to take charge of the game and apply the Game Rules.

**2.15 Registered Colour**

a) Shall mean the colour notified to the League Office when a Team registers as a Member of the League.

**2.16 Rule Book**

a) See Appendix 'A'

**2.17 Team**

a) Shall also mean Club if appropriate

**2.18 BAFA Registration Agent**

a) Organization appointed by BAFA to process registrations in the sport.



### **3] REGISTRATION**

#### **3.1 Preambles**

- a) Registration is required each season i.e. registration of players, team officers, coaches etc. Membership does not continue from one year to the next unless specifically noted with a new specified cut-off date.
- b) A team must register coaches, players and officers (and anyone who will require insurance or appear in the team box on the sidelines) on the prescribed BAFA forms appropriate to the year of registration.
- c) A player may not play for a team in an official game unless they are registered with the League Office as being a member of that team.
- d) A coach may not coach for a team in an official game unless they are registered with the League Office as being a member of that team.

#### **3.2 Period of Registration and Validity**

- a) A player or Team Member is considered by the League to be registered with a team immediately the registration has been processed at the League Office or BAFA appointed Registration Agent (2.18) and NOT before.
- b) A player's (or Team member's) Registration shall remain valid until the player resigns from the Team or until after the final sanctioned game of the BUAFL programme – normally the Championship Game.
- c) No Regulation may cancel or mitigate the terms of any Contract between team and player or coach.
- d) Any person, whether player, coach or auxiliary staff who at any time will be within the player area must be registered with the League and therefore with BAFA.
- e) Registration will not be valid if it does not comply with these Regulations.
- f) Where specified by the League, registered members on the sideline will have to display some form of credentials as specified by either the League or by BAFA.

#### **3.3 Cost of Registration**

- a) Valid Registrations received by the BAFA registration agent will cost
  - i. a fee for League registration (and may include insurance) which shall be set from time to time by the Board and published by the League for that season;
  - ii. the BAFA fee, as published by BAFA;
  - iii. a BAFCA fee for coaches;
  - iv. an insurance fee should any member of the team not be covered by a university policy. A university policy will be accepted on advisement by the Athletic Union President or equivalent.

#### **3.4 System of Registration**

- a) All personnel to be registered will have to submit a completed Registration Form to their Athletic Union. THE REGISTRATION WILL NOT BE ISSUED IF THIS PROCEDURE HAS NOT BEEN STRICTLY ADHERED TO.
- b) A copy of appropriate identification, certified by a Team Official that verifies the player's age and identity needs to be provided on game day.
- c) Registrations will only be processed if they are received at BAFA registration agent 3 working days prior to a game.



d) Each team will also submit to the registration agent a spreadsheet with player and coach details on it. This must be received no later than 18.00hours on the Wednesday prior to a game.

e) Teams will provide a copy of their spreadsheet to their opponents in advance of game day. Appearance on the issued game roster indicates eligibility for the game to which it refers. This roster must match the details received by the League Office. No amendment can be made to this on game day unless this has arisen through an error by the League Office and only then if corrected by the League Office a minimum of 2 hours before kick-off via either a newly issued roster or some form of traceable message. With this sole exception, any player, coach or team official that does not appear on that roster will be considered by the League Office to be ineligible for that game without exception.

### **3.5 Conditions for Registration**

- a) A player or coach may not be registered for a team in the following circumstances:
- i. They are registered with another team in this League.
  - ii. They are under ban or suspension as a result of disciplinary action.
  - iii. Incorrect registration procedure has been carried out.
  - iv. They owe equipment or money, or have other commitment, to another team in any EFAF or IFAF (and therefore BAFA recognised) organisation.
  - v. They are currently subject to a ban, suspension, or period of ineligibility from a governing body of another sport for a violation that would have been contrary to the BAFA anti-doping policy in this sport.
  - vi. They do not meet the eligibility requirements as set out in the BUAFL Eligibility criteria (separate document – available as a download from the League website).
  - vii. Please note that since the start of the 2010 season there is a time limit as to how long someone can compete in the BUAFL. This will be a total of 7 cumulative years – to include an undergraduate course (3 years plus 1 industry year), and a 3 year post graduate study period. The League recognizes these are averages but has chosen this as a cut off.

### **3.6 Playing of Ineligible Players**

- a) Any team playing an ineligible player or using an unregistered coach in an official game will face disciplinary action, unless this has arisen solely from an error by the League office.
- b) Any player playing in an official game for a team when he is not eligible will face disciplinary action unless this has arisen solely from an error by the League office.
- c) Disciplinary action in respect of paragraphs a) and b) of this Clause will be severe and may be any combination of fine, forfeiture of game, exclusion from the League, suspension for a specified number of games, withdrawal of registration or any other form of disciplinary action available to the League.

### **3.7 Additional Registration Information**

- a) Registration is the responsibility of the Team Chair (or equivalent), who must ensure that all information supplied is true and accurate and that all players and coaches proposed for registration are eligible to register.
- b) On no account can a player or coach be de-registered, by the team, once that player or coach has been registered. This means that all relevant player fees will be incurred.
- c) Players whose eligibility is in doubt should be highlighted to the BUAFL Board as being appealed by the team. The BUAFL Board shall decide on the eligibility of those players as and when the situation arises.



- d) Each Team will provide an email address or facsimile number on which they can receive emails until Friday 5pm.
- e) Registration must occur before the deadline set by BUAFL Board (3.4c).
- f) All Coaches are required to be current BAFCA members, League-registered, have passed a minimum of BAFCA Level 1 qualification and be able to provide evidence of sufficient, current insurance specific to coaching American football (sufficient shall mean equivalent to the BAFA coach insurance policy as a minimum).
- g) Teams shall designate a Head Coach to the League. If a team has joint Head Coaches, they must designate one as having final responsibility for team discipline and adherence to all rules, regulations and ethical issues pertaining to the role of the Head Coach. On game days, teams must notify the referee before the game of the individual who will be fulfilling the role of Head Coach in this regard. This should normally be the individual so designated to the League unless this individual is absent or indisposed to fulfill the role on the day. Any team that does not have a Head Coach who fulfils all the requirements under 3.7f shall forfeit all games until such time as these obligations are fulfilled.
- h) If a team does have a BAFCA and League-registered Head Coach, but plays a game without a BAFCA and League-registered coach (head or assistant) present, it will have committed a penalty punishable by immediate suspension of membership and removal from the schedule.
- i) The League may from time to time request information from Members regarding the details they have submitted on their membership forms. Failure to supply information as requested may result in a fine. The value of that fine will be no more than £25.

### **3.8 Withholding of or Cancellation of Registration**

- a) The League Office at its absolute and unfettered discretion may withhold registration or may within three months of granting registration cancel such registration if any Team with whom the player or coach was registered objects to such new registration on the grounds that there is proof that money or kit or other commitment is owed to the Team by the player or coach concerned.
- b) The League Office at its absolute and unfettered discretion may withhold registration or may within three months of granting registration cancel such registration if it finds that any part of the registration was carried out mistakenly, dishonestly or fraudulently.
- c) There is no provision under the rules for teams themselves to cancel or de-register players or coaches once processed by the League Office or a BAFA Recognized Agent.

### **3.9 Disputes**

- a) Without prejudice to the generality of the appropriate Clauses in the case of a dispute concerning a player and amounts owed to, or commitments to, previous Teams the following shall be the procedure:
  - i. Where a dispute arises registration will be withheld for 7 days following a receipt of the registration details from the BAFA registration agent by the League Office during which period the team wishing to register the player, the team claiming that the player owes equipment or money or some other commitment and the player concerned shall be entitled to make a written submission to the League Office as the circumstances of the case.
  - ii. During the period specified in (i) above the two teams concerned shall meet (electronically if necessary) and attempt to resolve the situation.
  - iii. If at the end of the 7 day period referred to in (i) above no conclusion has been reached then the League Office shall arbitrate upon the payment of a non-returnable fee of £25 from each team and deliver its decision within a further seven days.



iv. Regardless of the rights and wrongs of the case the fee referred to in (iii) shall not be transferred or charged to any person other than those specified i.e. no matter who is right or wrong £25 nonreturnable fee has to be paid by the team wishing to register the player and the team(s) objecting to registration.

v. The decision of the League Office shall be final subject only to the appropriate Clauses.

vi. For the purposes of this Clause and these Regulations, an arbitration conducted by the League Office shall be informal at which the procedures shall be determined by the League Office or the person chosen to arbitrate. Their findings shall be final.

### **3.10 Date of Registration**

a) A player or coach shall be considered to be registered to a Team as soon as the League Office has processed the registration information received from BAFA or its agents.

b) Should the League Office register a player with a Team and subsequently find that there is an anomaly, mistake or some other error or matter which means that the player was incorrectly registered then the League Office may de-register the player concerned.

c) Should a team arrive at a game without a copy of their League-issued game day roster form for any reason other than a League error in sending it, the opposition may, following consultation with the BUAFL Board, without playing, claim the game as a 1-0 victory. The League Office at their discretion may pass on costs of putting on the game to the offending team.

### **3.11 Catchment Areas**

The League has issued specific guidance on the eligibility of players. Players may only represent their parent institution in League competition.



## **4] GAME DAY MANAGEMENT**

### **4.1 General Principles**

- a) Game Management shall be the Home Team's responsibility except for League Trophy Games or others as specified by the League where teams will be relieved of the responsibility which will be undertaken by the League or its chosen Agent and for which there will be no nominal home team.
- b) Where there is a contravention of these Regulations concerning Game Management or Game Rules the Referees / Game Officials are entitled to find, and so decide, that the game can take place and it will be for the League Office to adjudicate on the effect and seriousness of the infraction, its affect on the likely outcome of the game and the disciplinary action to be taken and the penalties imposed.
- c) Notwithstanding b) above, the Referee shall be sole arbiter in respect of decisions as to whether to cancel, delay, suspend or abandon the game. In games without BAFRA officials, the responsibility lays with the two Head Coaches and / or (in the case of facility issues) the groundskeeper. The League reserves the right to review all decisions made to preserve the integrity of the competition. Non-BAFRA officials are required to carry out a pre-game Health and Safety check of the field and its surrounds. This must be returned (either by post or scanned and via email) to the League.
- d) It is incumbent upon Game Management to carry out the instructions of and to follow the procedures laid down by Referee and Officials.

### **4.2 Notification by Teams**

- a) Home Team shall notify Away Team of the following, no later than noon of the Tuesday prior to Game Day for a weekend game, or 5 working days for a weekday game:
  - i. Nature of the field surface upon which the game is to be played (e.g. grass, artificial turf, etc.).
  - ii. Length of field (e.g. 100 yards or 90 yards) and any unusual aspects to it or its surrounds.
  - iii. Description of venue including car parking, coach parking, seating arrangements etc
  - iv. Post game hospitality arrangements,
  - v. Price of admission, if applicable.
  - vi. Nature of changing facilities including those for female members of the team and Cheerleaders.
  - vii. Address of and directions to venue including location map.
- b) Changes to any of the above should be notified to the BUAFL Board, BAFRA Operations Staff and affected teams as soon as the change is known.
- c) Away Team shall acknowledge receipt of the Home Team's confirmation, no later than 6pm of the Wednesday prior to the game. This should include confirmation of the number of people traveling with the Away Team for purposes of hospitality. This communication should be copied to BAFRA Operations and the League Office.
- d) Any problems with the above procedure must be reported to the BUAFL Board no later than 9pm of the Wednesday prior to the game, and they shall act no later than Thursday evening.



e) The League Office has issued downloadable guidance documents which guide teams in decision making and communications.

#### **4.3 Game Management**

a) Game Management shall be the responsibility of the Home Team.

b) Game Management shall ensure that all games are played in accordance with the administrative rules set out in the BAFA Rulebook.. Teams are encouraged to meet the standards specified by rule wherever possible and if there are issues faced, the BUAFL Board should be notified of any issues at the earliest possible opportunity.

c) Game Management shall do everything necessary and supply everything necessary, whether or not specifically stated in these regulations or Game Rules, to ensure that the game takes place and is satisfactorily concluded (subject to matters being carried out by others where specifically designated in these Regulations or in the Game Rules as being the responsibility of others).

d) The Referee and the Away Team shall report all breaches of mandatory game management rules to the League within 48 hours of the game.

e) The League shall impose sanctions as per the BAFA Rulebook on teams that breach game management rules. Such sanctions shall be at the discretion of the BUAFL Board and may include warnings, fines, and restrictions on the use of a venue, cancellation of games and deduction of league points or the award of a game.

f) Reporting of game scores

i. Following a League Game it is the responsibility of both Teams to contact the designated BUAFL representative before 8pm on the day of the game to confirm the full results of the game. The only exception to this rule is when there is an evening kickoff, where confirmation should occur no later than noon of the following day.

ii. The contact number to be used for the purposes of this rule will be supplied at the start of the season and is identified on the 'Contacts' section of the BUAFL website. Text messages are preferred with the following protocol used:

- Three letters to designate team e.g. BIR (Birmingham Lions). Where the teams have the same three letters then proceed until the names differ.
- The score for each team should be in brackets after their initials BIR (52)
- The home team should be the second team highlighted BIR (52) @ OXF (52)

iii. It is requested that teams provide the League (as per the relevant Guidance Document – downloadable) with a summary of scores and key action within the game.

g) The designated kick off time for all official league games is allocated by the League Office. The games are to be played on Saturdays or Sundays during the dates allocated by the league office for regular season and playoff games. Games may only be played at times other than the designated kick off time by agreement of both teams and the League Office.

#### **4.4 Delayed start of, and suspension of, game**

a) Whatever the circumstances, the maximum delay permissible in kick-off time at the commencement of the game is 1 hour (60 minutes) unless both teams and the Referee (if present) shall unanimously agree to an extension of time, at which time the extension shall be specified as a period of time.

b) Whatever the circumstances, the maximum period of suspension of the game, after the kickoff at the commencement of the game, is half of one hour (30 minutes) unless both teams and the Referee (if present) shall unanimously agree to an extension of time, at which time the extension shall be specified as a period of time.



#### **4.5 Official Ball**

a) The Official League Football, which all Teams must use, will be as prescribed by the League Board and recognized in the rules of BAFA. This will be the US College football type: i.e. the Wilson F1005.

#### **4.6 Payment for Officials**

a) Officials provided by BAFRA must be paid in accordance with the BAFRA Terms and Conditions (included in the BAFA Rulebook and on [www.bafra.org](http://www.bafra.org)).

#### **4.7 Stadium Clocks**

a) The use of stadium clocks is encouraged.

#### **4.8 Identification check**

a) A check of identity of players against the issued game roster form is mandatory prior to every League Game. This may be done either inside or outside but bad weather is not an acceptable reason for it being omitted. If there are any discrepancies these should be notified to the Officials and the Head Coaches at the earliest opportunity. The Referee (or in lieu of BAFRA officials, the Head Coaches) will note the complaints and send a report to the League Office. Teams should contact the League Office with any complaint, verbally and/or in writing.

b) During an identity check all players will show their Student Identification cards or approved substitute which will be examined by an opposition team's Game Day Management and compared to the provided Roster. Failure to conduct a thorough card check is a disciplinary offence.

i. Any player without a proper Student Identification Card is ineligible for that game unless express and written permission has been granted by a member of the BUAFL Board. In a case where a card has been lost or stolen, the BUAFL Board must be informed prior to the game. In this case only, alternative legal photo identification (e.g. passport; driving license, national ID card) may be used to confirm the individual's identity during the card check. A copy of the written permission must be passed to the other team at this time or they should be afforded the opportunity of confirming with the BUAFL Board. Note: it is an offence by the checking team not to enforce this rule to the letter.

c) During the identity check all coaches will be checked by the opposition team's Game Day Management and compared to the provided Roster.

i. Any coach without an appropriate form of identification or BAFCA registration information is ineligible as a coach for that game. That coach's name must not appear on the Roster form and that coach is not allowed in the team area on the sideline.

d) Discrepancies must be recorded and details sent directly to the BUAFL Board. All evidence must be supplied within 7 days of the game and resolved under the appeals procedure.

e) All players who play in a League game must comply with all the following requirements:

i. Be registered as detailed and appear on the list of eligible players sent to both teams prior to the game

ii. Be covered by personal injury insurance which does not exclude playing American football and is at least equal to similar cover available to BAFA.

iii. Appear on the roster form given to the Referee and Head Coaches

iv. Be in possession of a complete and valid Student Identification Card or suitable other.



- v. Not be under any current ban from a member of the European Federation of American Football (EFAF) nor of the International Federation of American Football (IFAF).
- f) All Coaches who participate in a League game must comply with all the following requirements:
  - i. Be registered with the Coaches' Association, have insurance and appear on the list of eligible Coaches sent to both teams prior to the game
  - ii. Appear on the roster form given to the Referee
  - iii. Not be under any current ban from EFAF nor IFAF.

#### **4.9 Scoreboard**

- a) A scoreboard is encouraged during regular season and playoff games.

#### **4.10 Barriers**

- a) Game Management should secure the position where spectators and other persons not subject to the rules are restrained at least 12 feet from the sideline. This is to be done by erecting a barrier at least 12 feet from the sideline or providing some other form of demarcation in the interests of safety.

#### **4.11 Game-Day Roster Forms**

- a) Before each game, each team must supply their opponent and the Referee with a roster form that meets the requirements of the BAFRA Disciplinary Code / League regulations (in the rulebook).
- b) The hard copy Roster Form is normally passed to the opposing team and Referee (if present) after the identity check.

#### **4.12 Nationality of Players**

- a) All players shall declare their nationality when registering
- b) No restriction shall be applied to registration or play within the League by nationality. However, the BUAFL Board reserves the right to review this rule at any time for the purposes of ensuring the intended development of the League.

#### **4.13 Statistics**

- a) Statistics submission is not mandatory but teams are requested to submit game details as per 4.3.g

#### **4.14 Referee's Official Reports**

- a) The League office shall investigate the Referee's Official Report and will take such action, including disciplinary action, as it may at its discretion consider appropriate.
- b) In lieu of BAFRA officials, the Head Coaches are asked to provide the League with feedback via the form identified by the League at the start of the season.

#### **4.15 Video Recording of Official Games**

The BUAFL supports the ethical practice scouting and filming for coaching and officiating purposes in the interest of improving the game. All teams should accept and expect official games to be scouted and/or filmed by potential opponents. It is not necessary to seek permission to film for the purposes of coaching.

The BUAFL mandates that if there are minors present, where possible they and their parents / guardians should be informed that filming is taking place.



- a) Members may video record, for future coaching or officiating purposes, any official game that they are participating in. Child Protection issues relating to U18 athletes should be referred to the League Office.
- b) Members may video record any official game, for future coaching or officiating purposes that they are not participating in. In this situation, filming may only take place from areas normally accessible to the public and outside of the controlled area of the field (ie not from within a team box or within 12 feet of the sideline).
- c) In accordance with the Game Rules these recordings may not be used for coaching purposes by either competing team at any time during a game or between periods of a game.
- d) Each team who enters the National Championships playoffs must have full copies of two regular season games available to share with other teams upon request either online or via a form of hard copy. This will relate only to scheduled opponents in the playoffs. Any posted video should go recorded delivery no later than 5pm on the Monday after the game.
- e) Failure to comply with this rule will see the team have their Team President and Head Coach removed from the roster for the play offs. During this period they will not be allowed to communicate with representatives of the team during the warm up or the game.

#### **4.16 Post Game Hospitality**

- a) It is requested but not mandated by the League that the Home team provide a good standard of post-match hospitality to include food.
- b) Any complaints which a team may have about the standard of post match hospitality received whilst travelling must be made in writing to the BUAFL Board within 48 hours of the kick-off time of the match.
- c) It is a League requirement that each team notifies the travelling opposition whether or not there will be post game hospitality. If it is offered, the League requests but does not mandate that the opposition partake.

#### **4.17 Volunteer Officials**

a) If a BAFRA Officials Crew has been assigned to the game and do not turn-up the game will be postponed unless both Head Coaches agree to the game taking place. If no officials are available for the game and the team has been notified of this at least three days in advance then the teams must make provision for the game to be officiated by current coaches. The game must be refereed by a BAFCA Level 1 (or above) qualified coach who has coach insurance, has undertaken the field audit and has undertaken the reading of the rules of the game provided by the League.

It is the Home Team's duty to provide the referee and the third official unless otherwise agreed by the visiting team. The visiting team must also provide the second and fourth official unless agreed otherwise by the home team. A minimum of three officials (Level 1) must officiate the game with four if possible.

In situations where it is known there will be no officials for the game, the home team must notify the League at least two days before the game is to take place of the coach who is to be the referee.

b) If BAFRA Officials fail to turn-up on the day, the home team must notify the BUAFL Board or a member of the Operations team of the situation and the name of the coach who will be officiating before the game can begin. If this cannot be achieved then the game must be abandoned. Coaches officiating games will have the full powers of regular officials and must be treated with equal respect.

c) If the game cannot start due solely to the presence of insufficient officials, both Teams must provide at least one volunteer official who has completed the BAFCA Level 1



qualification to officiate the game (or at the BAFRA Referee's discretion, assist the BAFRA crew in officiating the game in accordance with Rule 13-4-5).

d) If a BAFRA crew arrive and deem the game unplayable due to the conditions then the game must not take place on that field for the remainder of the day.

#### **4.18 Event Quality**

a) The match report form should be completed by the Away Team to comment on Home Team game day standards.

b) Failure to consistently attain a reasonable standard or any report of serious sub-standards will result in the League investigating the circumstances

#### **4.19 Player Medical Information**

a) All Teams should have the following information for each player at every game:

i. Any Specific medical information which would be useful to the emergency services in the event of necessary treatment

ii. Contact details of Next of Kin and/or one other contact in case of emergency or assistance required.

#### **4.20 Home Colours, Team Name, Colour or Institution Change**

a) In event of a clash, the Home Team will always have first choice of shirt colour.

b) Teams must gain approval of the BUAFL Board to change any or all of their:

i. Team Name (either the Institution, Town, City or Nickname part);

ii. Institution of representation and

iii. Colour of the component parts of the team uniform (socks, pants, shirt and helmet)

c) Failure to gain BUAFL Board approval for any such change may result in the imposition of any or all of the following:

i. A fine;

ii. Suspension of the Team Chairman;

iii. Any other sanction deemed appropriate by the BUAFL Management Board

#### **4.21 Chain Crew and Ball Boys**

a) The Home Team shall provide 3 people for the chain crew and at least 1 ball boy/girl.

b) The Away Team is responsible for proving a ball boy/girl for their own sideline.

c) If a team does not have sufficient people to man these tasks they must remove players from the playing squad to cover this.

d) Dressed Cheerleaders must not be used. Failure to comply with this could result in the Team President and Head Coach removed from the roster for one game.

#### **4.22 Game Equipment**

a) All games will be played fully by players equipped for contact American football according to the BAFA minimum requirements for equipment, which are detailed in the BAFA Rulebook

b) Each team should bring its own supply of water containers for use during the game.



## **5] SEASON AND FIXTURES**

### **5.1 Scheduling including Kick-off Time**

- a) The League Office shall allocate each team a set number of regular season fixtures, to be played on a home and away basis, unless otherwise prescribed in the case of inter-conference games.
- b) The League Office shall determine the schedule for Play-off games.
- c) Unless otherwise specified, games will be played on Saturdays or Sundays subject to paragraphs d) and g) below.
- d) Unless otherwise specified and agreed by all parties, kick-off time shall be 13:00.
- e) Playing time shall normally be 48 minutes unless the League mandates otherwise.
- f) If both teams involved agree, they may re-schedule any regular season game so long as the League Office shall give its consent.
- g) If both teams involved agree, they may re-schedule any Play-off game so long as the League Office shall give its consent.
- h) If the League does not consent to a change of date or location of a game then the originally scheduled date and location remains in force.
- i) The League will try not to schedule games during times that are inappropriate for educational or other reasons. However, the validity of the inappropriateness claimed will be determined by the BUAFL Board
- j) The BUAFL Board may schedule inter-conference games.
- k) The BUAFL Board will aim to provide two free weeks in the schedule for each team to allow for rescheduled games.
- l) The play-off games should be scheduled for the last weeks of the Spring term unless the BUAFL Board require an extension to the season.
- m) Scheduling problems must be brought to the attention of the BUAFL Board at the earliest possible time. Failure to do so may result in the game not being played and the rules on unplayed games enforced.
- n) All teams must be available to participate in games on all weeks of the regular season unless specifically exempted by the BUAFL Board prior to week one of the regular season
- o) Any games contested by a member must have prior approval from the BUAFL Board.

### **5.2 Season**

- a) The regular playing season shall be determined by the League Office, but shall normally run from November through to March with the play-offs taking place after this..
- b) The Championship Game Play-Offs will consist of the top two teams from each Conference (a maximum of twelve) going through to a knock-out format culminating in the Championship Game.
- c) The Challenge Trophy Play-offs will consist of two teams progressing from each Conference (twelve teams maximum) through to a knock-out format culminating in the Challenge Trophy Game. Each team chosen will have the next best overall record in their Conference outside of the top two and assuming playoff eligibility requirements are met.
- d) All teams entering the Play-offs are required to provide full team rosters and narrative for the Championship Programme before the Friday prior to the Semi-finals. Failure to do so may result in a fine to recover any costs incurred in the production of the Championship Programme.

### **5.3 Cancellation**



a) Teams may not cancel fixtures except in circumstances beyond their control, reasonably unavoidable and where evidence of 'beyond control' can be provided i.e. letter from council / university Athletic Union President stating pitches unplayable. If a fixture is not fulfilled either because of cancellation by one or both Teams, or the default of one or both Teams, or by cancellation or abandonment by the Referee, or exceptionally in the event of intervention by the League Office, or in any other event, then the League Office shall at its discretion and taking into account such reasons or evidence as it shall consider relevant, decide whether to reschedule the fixture (or permit its rescheduling by the Teams) or may at its discretion settle the result of such unfulfilled fixture and may take such disciplinary action as it deems appropriate under the terms of the General Rules and Regulations.

b) Any loss of costs or loss of revenue as a result of a cancelled fixture will be determined by the League Office in consultation with the respective Athletic Unions. Core costs which will primarily be considered will be travel costs, game field and changing facilities hire and medical provision. In the case of a Referees cancellation or non-attendance at a game the costs incurred will be sought from BAFRA via the League Office. It is recognized that most teams play on a university-owned field. In instances where a field is secured for a fixture where there is an outlay of more than £100 for the home team then the home team must make the away team and their Athletic Union aware of this in writing at least 14 days prior to the fixture. All details relating to loss of revenue must be substantiated by submission of appropriate receipts and invoices. Where revenue loss is speculated the League will only consider amounts when provided with financial details relating to the three preceding fixtures for the team claiming.

The League will not be responsible for any of these costs nor will it be responsible for any loss of revenue or costs as a result of teams folding or leaving the League.

c) Teams will be permitted to request a rescheduled fixture should they have individuals involved in a BAFA sanctioned international representative fixture which coincides with a BUAFL game weekend. The individuals must be involved in either a playing or coaching capacity.

#### **5.4 Games other than official**

a) Teams should inform the League Office of all games they propose to play additionally to official games, whether these are against other League members or otherwise including post season friendlies, tournaments or tours. BAFA has the right of sanction on any game involving international opponents when the team competes as that which competes in the BUAFL.

#### **5.5 Unplayed Regular Season Fixtures**

a) Fixtures not played by the last week of the regular season will be deemed either 0-0 ties or 1-0 awarded games for the purposes of identifying playoff contenders and positions. All awards will be made at the conclusion of the regular season.

b) A visiting team that, without reasonable excuse, fails to show up for a game, or cancels a game any later than the Wednesday before the game, may incur any or all of the following:

- i. Forfeit the game 1-0; and
- ii. Pay fees incurred for the game; and
- iii. The next year play five away games and only three games at home; and
- iv. The team chairman shall be ineligible for the next game.

c) A home team that, without reasonable excuse, fails to show up for a game, or that cancels a game for any reason within its own control any later than the Wednesday before the game, may incur any or all of the following:



- i. Forfeit the game 1-0; and
  - ii. Pay all fees incurred by the travelling team; and
  - iii. The next season play five away games and only three games at home; and
  - iv. The team chairman shall be ineligible for the next game.
- d) If a fixture is not played for reasons beyond the control of either team then the game shall not be awarded but rescheduled or deemed a tie.

### **5.6 Rescheduled Fixtures**

- a) The venue for a rescheduled match shall be the choice of the home team, unless:
- i. the visiting team has travelled, in which case it will be the choice of the visiting team,
- OR
- ii. the visiting team has incurred the a cost of travel, in which case the home team will have the opportunity to reimburse the visiting team within one week, to retain their option of venue, else the visiting team will have the choice.
- b) All rescheduled fixtures must be approved by the BUAFL Board.
- c) Any games which are postponed for reasons beyond either Team's control, or which cannot be rescheduled safely will be recorded as a 0-0 tie or have no result allocated.
- d) Teams that forfeit one or more games may, at the discretion of the BUAFL Board, have to pay the League a surety of £200 that they will complete their next season, in which event the surety will be returned to the Team. If a team forfeits more than one game the League will automatically review the suitability of the team for progression to the play-offs should the situation occur. This will primarily review whether progression to the play-offs could pose a financial risk to either the identified team or their opponents. The League will also consider whether games have been forfeited to try and gain an unfair advantage for the offending team i.e. fewer points conceded.

### **5.7 Un-played Play-off Games**

- a) In the event that it is not possible to play a playoff game due to circumstances beyond the control of both teams, the winner shall be decided by the following procedure:
- i, Submission of League Information Form
  - ii, Attendance at Pre Season Meeting
- Competitive record for both teams when facing each other during the season based upon win / loss / tied record
- iii, Competitive record for both teams against common opponents during the regular season – win / loss / tied record
  - iv, Lowest average points conceded per game during the regular season.
  - v, Current financial status with the League. A team in debt will not progress at the expense of a team with no debt.
  - vi) A coin toss
- Game Management should ensure that there are back-up medical suppliers / facilities planned for and the travelling team should consider back up transport.
- b) A team that terminates a game in progress will be deemed to have forfeited that game by a score determined by playing Rule 8-1-2 (BAFA Rulebook). A team that forfeits a game shall suffer the following penalties:
- i. They will pay all match-day fees incurred by both teams for the game; and
  - ii. The team chairman shall be ineligible for the next game.
  - iii. At the discretion of the BUAFL Board, the team may:
- a) Forfeit the right to the playoffs for that year.



### **5.8 Play-off Format**

- a) The competition format for 2011-12 divides the competing teams into six regional Conferences.
- b) Four teams from each Conference will progress to the playoffs where twelve (two from each Conference) will take part in the National Championship playoffs and twelve (two from each Conference) will take part in the National Challenge Trophy playoffs. The playoffs will have four rounds inclusive of the finals.
- c) The playoffs will operate on a regional basis until the semi finals. In the semi finals the teams will play each according to national ranking. The team ranked number 1 will play host to the team ranked number 4 and the team ranked number 2 will play host to the team ranked number 3.
- d) In both the National Championship playoffs and the National Challenge Trophy playoffs four teams will be awarded byes to the second round where they shall be designated as the Home team.

### **5.9 Conference Ranking, Bye Week Selection and Tie breakers**

- a) All results from games, be they in or outside of the Conference, count towards each team's standings which will be determined initially by the overall won-lost-tied percentage of the teams.
- b) In the instance where two or more teams are tied for a place in the Conference the higher ranked team will be decided through the following process:
  - i. Submission of the League Participation Form
  - ii. Competitive record for both teams when facing each other during the season – win / loss / tied record
  - iii. Competitive record for both teams when facing common opponents during the season – win / loss / tied record
  - iv. Lowest average points conceded per game in games played during the regular season against common opponents (excludes awarded games).
  - v. Lowest points conceded averaged per game played across the regular season (excludes awarded games).
  - vi Attendance at Pre Season Meeting
  - vii Coin toss

*It is of note that where there are more than two teams requiring a tie breaker, the process will start until one team is eliminated. The process will then begin again for the remaining teams. The term common requires ALL teams in contention to have faced the same opponents.*

- c) The top team from each Conference will then be considered for one of the four allocated bye weeks. The teams (four from six Conferences) will qualify for a bye based upon their topping their Conference and then their competitive record.
  - i, Submission of League Participation Form
  - ii, Competitive record during the regular season – win / loss / tied percentage.
  - iii. Pre Season Meeting attendance.
  - iv, Average points conceded per game against other playoff teams (National Championship and National Challenge Trophy) from within the Conference.
  - v, Average points conceded per game played during regular season (excludes awarded games).



vi, Free draw by the League Office

d) The remaining two Conference champions will enter the first round of the playoffs where they will be designated Home Team status.

e) The final two home teams for the first round will be established through the application of the above criteria.

f) The format for the Challenge Trophy will echo that described above. The principle changes however, will be that the selection criteria for the bye week will be based upon an analysis of the performance of teams finishing third in their Conference.

g) The winners of the National Championship semi finals will progress to the National Championship Game. No team will be considered as being the nominal home team. All issues relating to uniform colours, changing facilities and any other matter normally established through having a notional home team will be dictated by the League Office.

h) The winners of the National Challenge Trophy semi finals will progress to the National Challenge Trophy Game. No team will be considered as being the nominal home team. All issues relating to uniform colours, changing facilities and any other matter normally established through having a notional home team will be dictated by the League Office.

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## **6] Playoffs**

### **6.1 Playoff Procedure**

a) The The League will adopt the following position. The country will notionally be split into two constituent regions – a North and a South. Each will be comprised of three Conferences. The North shall include the Border Conference, the Northern Conference and the MAC. The South shall include the SWAC, the TVC and the SEC.

b) In each region there will be two allocated byes for teams progressing to the Championship playoffs and two byes allocated to teams progressing to the Challenge Trophy playoffs.

c) The process for establishing the Conference winners eligible for the byes will be through the application of the procedure in 5.9.c.

d) The process for establishing the third placed teams eligible for byes will be through the application of the procedure in 5.9.c.

e) The application of the procedure denoted in 5.9.c will also extend to ranking all post season qualifiers within their respective competitions.

f) In Week 1 of the playoffs the two top ranked Conference winners will be afforded bye-weeks. The third Conference winner will be designated a home team in Week 1, irrespective of their ranking. The remaining three teams will be allocated as follows: the lowest ranked team will be away to the Conference winning team. The remaining two teams will face each



other with the highest ranked team at home. This format is replicated across the North and South regions.

g) In Week 2 of the playoffs the two teams remaining from Week 1 (in each region) will be away at the two top ranked Conference winners who were given byes in Week 1. The lowest ranked of the two remaining teams will be away at the highest ranked Conference winner.

h) The framework outlined above is echoed for the Challenge Trophy playoffs.

i) In Week 3 of the playoffs the competition becomes national in respect of rankings. The criteria set out in 5.9.c will be used to rank the remaining four teams in each competition. The highest ranked is designated a home team and will play the fourth ranked team. The team ranked as second will play at home to the team ranked third.

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## **7] Abandoned Games**

a) The result including score shall stand if a game is abandoned at or after half time. Decision on the course of action for games abandoned earlier than half-time will be made by the League Office.

## **8] Discipline**

### **8.1 Discipline - Appeals Procedure**

#### **8.2 Discipline**

a) The BUAFL recognises the BAFA Disciplinary Code and the role of the appropriate BAFA Officer.

b) The BUAFL reserves the right to deal with cases in a shorter time frame than contained within the BAFA Disciplinary Code should it be deemed necessary by the League Office or their appointed nominee. Details of procedures in such cases will be specified by the Head of the League or their appointed nominee to all parties.

#### **8.3 Arbitration**

Where any person, team or institution appeals against a decision of the League then they will have recourse to take their case to the BAFA Disputes Process in consultation with the BAFA Disciplinary Officer.

## **Appendix A**

The BAFA Rules can be found via [www.bafra.org](http://www.bafra.org)

The League reserves the right to update these regulations during the season.