

Universities Pool Council

COMPETITION ENTRY – ADVISORY CHECKLIST

Instructions

Do not submit your **Entry Information Sheet** to your Athletic / Students' Union for uploading via the BUCScore online entry system, **OR** the **Spectator Accommodation Booking Form** to the UPC, UNTIL you are able to tick EVERY box below.

Checklist

- I have spoken to my Athletic / Students' Union at the earliest opportunity
 - I have read **ALL** guidance notes, rules and regulations
 - The Entry Information Sheet has been completed
 - The Spectator Accommodation Booking Form has been completed and fees paid
 - All player(s) names have been listed
 - All player ID numbers have been listed
 - All **potential** reserves have been included
 - Players/teams have been entered according to their rank
 - "Main Contact" details have been completed
 - Any reasonable adjustments required have been noted
 - Number of players in club tournament/competition has been totalled
 - I am aware that late entry and late changes accrue additional fees
 - The Athletic / Students' Union has received any / all appropriate funds
 - All sections in **yellow** on **BOTH** forms have been completed
-