



# Universities Pool Council

## Guidance Notes for Entry

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### BUCS-UPC Nine-ball Championships: Telford

29 November-1 December 2018

Individual Championship

30 November-2 December 2018

Team Championship/Trophy

**£102 per person, to include entry into individual and team competitions plus three nights' (Thursday 29 November, Friday 30 November and Saturday 1 December) accommodation in the tournament hotel on a B&B basis**

*Teams are made up of a maximum four players, three of which play in a match*

**Entry deadline: Thursday 1 November 2018**

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Further information about the below and above can be found at [www.upc-pool.org.uk](http://www.upc-pool.org.uk)

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### 'BUCScore' Entry

- Entries will be via the **BUCScore** online entry system. This is an automated system which will require player details to be inputted by your athletic union/students' union.
- All member athletic unions/students' unions have access to this system. If an institution does not have access or cannot enter players' details please contact BUCS' Event Administrator, [Cleo Lyn](#), immediately.
- The BUCScore online forms will be live shortly after the release of these documents and will automatically administer the calculating and invoicing of all fees (see below).
- The BUCScore online forms **must be completed in full** – incomplete forms cannot be submitted.

### Entry Information Sheet

- This is designed to help clubs/societies provide their athletic union/students' union with all the information required to complete the BUCScore online entry form on their behalf.
- Please read carefully and complete the yellow-shaded cells in full before passing your completed sheet to your athletic union/students' union.
- Start the process of completing the form as soon as possible and submit it to your athletic union/students' union in good time. **Do not leave it until the last minute.** BUCS/UPC will not be held responsible should there be issues such as computer malfunction or staff leave.
- Remember, incomplete sheets will not be processed so make sure all the required information has been inputted before submission to your athletic union/students' union.
- Liaise with the athletic union/students' union **as soon as possible** to ensure they will be able to submit your entry via BUCScore in time and that there will be someone available on the date you wish to submit the form. It is especially important to contact the athletic union/students' union at an early stage.

- Keep in touch with the athletic union/students' union and chase them until you are sure the entry has been sent and received. **The athletic union/students' union will receive a confirmation** when the entry has been received and processed.
- Please ensure the Entry Information Sheet is filled out in full by completing the **yellow-shaded cells** as directed. Do not submit your Entry Information Sheet to your athletic union/students' union unless you are able to **tick all boxes on the accompanying checklist**.

### **Individual Championship**

- Institutions that are unable to raise a team may submit a maximum of one individual entrant. Otherwise only players who are members of a team may play in the Individual Championship; reserves cannot play unless permanently replacing another player prior to the event.
- **Rank the players in the teams according to playing strength** because, in the occurrence that entry capacity is reached, teams will be accepted according to their rank.

### **Note 1: Completing the Teams**

- Teams **must be listed in order of strength**, i.e. the first team must be your strongest team and so on. A maximum of 64 teams will be accepted and preference will be given to first teams, then second teams, etc then to teams highest in the competition rankings. For example, if 80 entries are received comprised of 40 first teams, 20 second teams, 12 third teams and 8 fourth teams then all of the first teams, all of the second teams and the four highest-ranked third teams would be accepted (with the fifth-highest ranked third team being first reserve, the sixth-highest ranked third team being second reserve, etc).
- Only players entered via BUCScore, and thus listed on the Entry Information Sheet, will be eligible to play in the tournament.
- If you enter multiple teams a player ascribed to a particular team on the entry form will not be allowed to play for a lower ranked team in the tournament, therefore make your selections carefully. Players may be moved up from a lower to a higher ranked team (e.g. seconds to firsts) or from the reserve list into a team. The only exception to this rule is that outlined in Schedule 3 Part A 4(f) of the Regulations.
- The student ID number is the number on the student card issued by the institution's authorities, **not** the NUS card.

### **Note 2: Team Reserves**

- **You must enter names into the reserve list.** These should be players that have confirmed their availability for the event and can be brought into the team should there be any withdrawals between entry and competition. There is **no limit on the number of reserves**. If you have more than four then please continue on a separate sheet. There is **no cost** for listing reserves.
- Only reserves entered into BUCScore will be eligible to replace a player in a team at the tournament. Note that once a team is registered at the event, only those registered for a team will be able to play in the tournament.
- Notifications of withdrawal and any substitution requests must be emailed to the Tournament Director directly on [laurence.shaw@upc-pool.org.uk](mailto:laurence.shaw@upc-pool.org.uk) with BUCS' Event Administrator, [cleo.lyn@bucs.org.uk](mailto:cleo.lyn@bucs.org.uk), CCed. Changes made after the entry deadline but before the publication of the draw will be subject to a surcharge of £10 per player. Any changes made after the publication of the draw will be subject to a surcharge of £20 per player. Substitutions will only be accepted if the proposed replacement competitor is listed on the reserve list downloaded from BUCScore.

### **Note 3: Main Contact**

- The "main contact" should be one of the players listed on the form and will be the **point of contact** between UPC and the player(s)/team(s) listed on the form.

#### **Note 4: Additional Information**

- Please indicate on the Entry Information Sheet the **approximate total number of players** within your club. This may include paid and unpaid members, and/or the cumulative total competing in your internal competitions.
- UPC values players from all backgrounds and aims to create and maintain an inclusive playing environment where everyone is encouraged to reach his or her full potential. If any of your players require **reasonable adjustment** in order to compete (e.g. because of disability) please email full details to the Tournament Director directly on [laurence.shaw@upc-pool.org.uk](mailto:laurence.shaw@upc-pool.org.uk) together with full supporting documentation.

#### **Note 5: Payment**

- Payment for entry fees of £102 per person will be made direct from your institution's athletic union/students' union and **adminstrated via the BUCScore automated system**.
- If full payment is to be made by the athletic union/students' union, alert them to the total cost **at an early date** to ensure it is authorised in time. If some or all of the fees are being paid by the entrant(s), i.e. not all by the athletic union/students' union, then please contact your athletic union/students' union at the earliest opportunity to arrange the transfer of funds via them. Do **not** wait until you have the Entry Information Sheet completed and/or a few days before the closing date before speaking with your athletic union/students' union.
- Entry fees are non-refundable unless a team or player is refused entry by UPC for operational reasons.

#### **Note 6: Athletic Union/Students' Union Authorisation**

- Authorisation will be via the BUCScore automated entry system.
- Should you have difficulty in obtaining authorisation please contact BUCS' Event Administrator, [Cleo Lyn](#), as early as possible.

#### **Note 7: Accommodation Arrangements**

- The entry fee includes three nights' accommodation in the tournament hotel: Thursday 29 November; Friday 30 November; and Saturday 1 December.
- All accommodation is based on two people sharing a twin room (it *may* also be possible to book double rooms, e.g. in the case of a couple – please contact the Tournament Director directly on [laurence.shaw@upc-pool.org.uk](mailto:laurence.shaw@upc-pool.org.uk) to arrange this). UPC will automatically pair up odd players of the same sex from different institutions. Should an institution wish to opt out of this they must email the Tournament Director directly on [laurence.shaw@upc-pool.org.uk](mailto:laurence.shaw@upc-pool.org.uk). There is a **single-occupancy surcharge** of £69 per person. If two players from different institutions wish to share a room then both players should communicate this to the Tournament Director directly on [laurence.shaw@upc-pool.org.uk](mailto:laurence.shaw@upc-pool.org.uk)
- UPC has every twin bedroom in the hotel on hold for this event, but if the number of entrants exceeds capacity for twin bedrooms then double bedrooms will have to be offered to some entrants. Twin bedrooms will be allocated first to ensure that no two players from different institutions are required to share a double bedroom and then in descending order of team ranking (i.e. first teams gaining top priority). Teams not wishing to accept double bedrooms may pay the single-occupancy surcharge (£69 per person), source their own accommodation (gaining a partial refund of £69.25 per person) or withdraw and receive a full refund.
- **UPC will book all accommodation on your behalf, including any single occupancies;** players/clubs/societies must not contact the tournament hotel.
- Accommodation for spectators cannot be booked via the Entry Information Sheet/BUCScore. To book accommodation for spectators please contact the Tournament Director directly on [laurence.shaw@upc-pool.org.uk](mailto:laurence.shaw@upc-pool.org.uk)

## **APPENDIX – Eligibility to compete**

### **Article 8 Competitions organised by the Universities Pool Council (UPC)**

#### 8.1 Eligibility to compete

##### 8.1.1 Eligibility of players

**To be eligible to compete in any competitions organised by the UPC players must fulfil the eligibility criteria of British Universities College Sports (BUCS) and/or Student Sport Ireland (SSI).**

##### 8.1.2 Proof of Eligibility

Proof of student status will be required at the registration for a competition. This will normally require a student card issued by the authorities of that institution bearing the name, student number and photograph of the student. The card must also have a date of validity or expiry date. Undergraduate students who are not full-time should also provide a letter from their head of department or the university registrar detailing the number of credits they are undertaking in the current academic year. Postgraduate students require a similar letter stating that they are undertaking a programme of study no less than fifty percent of the full-time student programme in accordance with 8.1.1 above. Should the card not bear a photograph of the student, photographic proof of identity shall be required. Examples of proof include legal documents such as a passport or photographic driving licence. Should the card not be valid or have an expiry date a letter will be required from the university registrar confirming that the person is a current internally registered student.

**The burden of proof shall fall on the individual to prove their eligibility to compete.** Any queries on eligibility must be made to the UPC in advance. The decisions of the UPC in this case are final.

Players who have been registered at an event are normally deemed to have had their eligibility confirmed by that fact. However, the UPC reserves the right to investigate any eligibility queries that are lodged after the fact and, if proof be strong, the Tournament Director shall be able to impose an interim suspension on any player whose eligibility is called into question during an event.

##### 8.1.3 Eligibility of institutions

Eligible institutions are those in membership of the BUCS and SSI as detailed in the relevant competition regulations.