

# Universities Pool Council

## Guidance Notes for Entry

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### **BUCS-UPC Men's Eight-ball Pool Championships: Great Yarmouth**

7th-9th February, 2018                      Individual Championship  
8th-10th February, 2018                  Team Championship, Trophy, Shield, Vase  
*Teams are made up of a maximum of six players, five of which play in a match.*

Composite Entry Fee: £102.00 per person  
*(includes entry to both the team and individual championships, and accommodation)*

### **BUCS-UPC Women's Eight-ball Pool Championships: Great Yarmouth**

7th-9th February, 2018                      Individual Championship  
8th-10th February, 2018                  Team Championship and Trophy  
*Teams are made up of a maximum of four players, three of which play in a match.*

Composite Entry Fee: £102.00 per person  
*(includes entry to both the team and individual championships, and accommodation)*

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Spectator Accommodation Fee: £69.25 per person

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**Closing date for entries: Thursday 24th January, 2019**

Note: There are no "late entries" this year

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### **BUCScore Entry**

- Entries will only be accepted via the **BUCScore** online entry system. This is an automated system which will require team and player details to be entered by your Athletic / Students' Union. All member AUs / SUs have access to the system; if an institution does not, or cannot enter via BUCScore, please contact the BUCS office.
- The BUCScore online forms will be live shortly and will automatically administer the payment of fees.
- The BUCScore online forms **must be completed in full** – incomplete forms cannot be submitted.

### **Entry Information Sheet**

- **Entry Information Sheet** - this form may help students/clubs provide their Athletic or Students' Union with all the information required to complete the BUCScore online entry form on their behalf.
- Please read carefully and **complete the sections in yellow in full**, prior to sending/emailing to your Athletic / Students' Union.
- Start the process of completing the form as soon as possible and submit it to your Athletic / Students' Union in good time. **Do not leave it until the last minute** as the UPC will not be held responsible should there be issues such as computer malfunction.
- Remember, incomplete forms will not be processed so make sure all the required information has been inputted before submission to your Athletic / Students' Union.
- Liaise with the Athletic / 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 / Students' Union at an early stage.

- Keep in touch with the Athletic / Students' Union and chase it up until you are sure the entry has been sent and received. **You will receive a confirmation** when the entry has been received and processed.

## **Spectator Accommodation Booking Form**

- **All players** (except reserves) from both championships, and spectators, **must have accommodation booked** for them. However, in a change to last year's process, only spectators are to be listed on this form.
- All player accommodation fees are **INCLUDED** in the composite entry fees outlined above. Spectators' accommodation must, however, be paid separately direct to the UPC.
- Please read the **guidance notes and conditions of hire** in full.
- Please take care to complete **the sections in yellow in full on the spectator accommodation booking form**. Please **email the form to the UPC address** on the form by the entry deadline date, alongside payment in full (if relevant, ie for spectator accommodation). Please also **retain a copy for yourself**.

## **Individual Championships**

- All players who are members of a team (or who are entering as an individual from an institution not sending a team – see below) will **automatically** be entered into the respective Individual Championships; reserves are **NOT** entered unless promoted..
- **Rank the players according to their playing strength** in each team, because in the rare occurrence that capacity is reached for the individual championships, players will be filtered according to rank.
- Those institutions that are unable to raise a team may enter a maximum of two individual entries into the Men's Championships and one entry into the Women's Championships. Please contact the Tournament Director, Daniel Turner, at [daniel.turner@upc-pool.org.uk](mailto:daniel.turner@upc-pool.org.uk) for further details if this applies.

## **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. Only first and second teams will be guaranteed entry; entry of other teams is dependent upon capacity.
- Only players entered via BUCScore, will be eligible to play in the tournament. Generally, 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 the lowest ranked team. The exception to this rule is if a team attends the event with less than the required players to form a team but that the team could compete if a player was demoted. In such a scenario, the lowest ranked player(s) in the higher team(s) would be able to drop into a lower ranked team to ensure all teams can compete. This will be at the discretion of the Tournament Director.
- For the Men's Eight-ball Championships only, players who register at Shield level are, regardless of whether they play or not, rendered ineligible to play at Championship/Trophy level.
- If you wish to replace names on the official entry form you have to do this **through BUCScore via the Athletic / Students' Union**. Additions made within seventy-two hours of the commencement of the competition will only be allowed in exceptional circumstances, must be accompanied by documentation explaining the reason for the change, and an email to the Tournament Director, Daniel Turner, at [daniel.turner@upc-pool.org.uk](mailto:daniel.turner@upc-pool.org.uk).
- The ID Number is the number on the student cards issued by the institution's authorities, **not** the NUS.

## **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. **You may only list as many reserves as there are spaces on the entry form**. There is **no cost** for listing reserves.
- This list will be final (see Note 1) and reserves listed on the entry form 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.

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

- The **main contact** is the **main point of contact** between the UPC and the player(s) and team(s) listed on the form. The **main contact on the entry form** will be used as the main point of contact for the purposes of all accommodation issues.

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

- Please indicate on your entry 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.
- The UPC values players from all backgrounds and aims to create and maintain an inclusive playing environment where everyone is encouraged to reach their full potential. If any of your players declare themselves as disabled, and/or require **reasonable adjustments** to compete, please indicate this on the form and provide details to your Athletic / Students' Union so that they may make the UPC aware.

### **Note 5: Payment**

Payment for all **entry fees** must be made direct from your institution's Athletic / Students' Union, and **administered via the BUCScore automated system**.

Payment for any **spectator accommodation fees** that are due must be made **direct to the UPC** by **BACS transfer**, in advance. For any issues in paying these spectator accommodation fees, contact the UPC Treasurer, Ben Hubbard (ben.hubbard@upc-pool.org.uk) at the earliest opportunity. Accommodation for all players is included in the entry fee.

- If full payment is to be made by the Athletic / 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 entry fees are being paid from a personal account, i.e. not by the Athletic / Students' Union, then please contact your Athletic / Students' Union at the earliest opportunity to arrange the transfer of funds via them.

- Do **not** wait until you have the entry form completed and/or a few days before the closing date before speaking with your Athletic / Students' Union.
- Entry fees are non-refundable unless entry is refused by the UPC for operational reasons.

### **Note 6: Athletic Union Authorisation**

- Authorisation will only be via the **BUCScore** automated entry system.
- Should you have difficulty in obtaining authorisation **contact the UPC as early as possible**.

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## **APPENDIX – Eligibility to compete**

### 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 and Colleges Sport and/or Student Sport Ireland as specified in the relevant competition regulations.

#### 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 require a legal document such as a passport or photographic driving licence. Should the card not have a validity or 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 British Universities and Colleges Sport (BUCS) and/or Student Sport Ireland as detailed in the relevant competition regulations.