Universities Pool Council

Guidance Notes for Entry

General

- Please read these instructions and those on the Entry Form carefully and complete the sections in yellow in full prior to sending/emailing to your sports officer or equivalent.

- Start the process of completing the form as soon as possible and submit it to your sports officer 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 sports officer.

- Liaise with the sports office as soon as possible so that they are aware of the closing date and that you plan to enter. Also check that they will be able to submit your entry in time and that there will be someone available on the date you wish to submit the form.

- Keep in touch with the sports office until you are sure the entry has been sent and received. It is good practice to ask them to copy you into the email submitting the form. **You will receive a confirmation** when the entry has been received and processed.

Completing the form

Institution name: enter the name of your university, college or Institute of Technology in the box provided.

Staying in the event hotel: if you **are not** staying in the event hotel then use the dropdown to select 'NO'.

Thursday night accommodation: is available in the hotel at the same rate, should you wish to have accommodation on the Thursday night use the dropdown to select 'YES'. Note there will be no access to the pool tables on Thursday night.

Completing the Teams

1. Teams **must be listed in order of strength**, i.e. the first team must be your strongest team and so on. The captain will be the first named player in each team. Only first, second and third teams will be guaranteed entry; entry of fourth teams is dependent upon capacity.

2. The listing of a sixth player is optional, you can list a sixth player for all, some or none of your teams.

3. Insert each player's first name and surname.

4. The ID Number is the number on the student cards issued by the institution's authorities only.

5. Only players listed on the Entry Form, 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 be moved into 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 teams in the

event of withdrawals.

6. Replacing names on the official entry form **can only be done through your sports office/official signatory** once the form has been submitted. Each additional player will cost €10.00 once the entry closing date has passed. If additions are made less than forty-eight hours before the start of the event then the cost will be €20.00 per player and will only be allowed in exceptional circumstances. Such late changes must be accompanied by documentation explaining the reason for the change, and an email to the Tournament Director Kevin.Leavey@upc-pool.org.uk Late additions may only be added to the bottom ranked team from that institution.

Institutions not sending a team

If an institution does not have enough players to form a team then a maximum of two players may be entered into the Individual Championship. List those players in the 'First team / individuals' table.

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 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.

- Reserves will not take part in the team or individual Championship unless they have been brought in to replace a team member that has withdrawn.

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 above) will **automatically** be entered into the respective Individual Championships; reserves are **NOT** entered unless replacing a team member (see above).

- **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.

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.

Additional Information

- Please indicate on the form 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. We will contact you and your sports office for further details and a decision on reasonable adjustment will be communicated to you.

Sports officer

This section must be completed by the sports officer or equivalent.

Submission

- Once complete the sports office will submit the form to Kevin.Leavey@upc-pool.org.uk
- The form must be submitted from a Student Sport Ireland accredited email address.
- The form must be submitted as an excel document.

Payment

- The entry fee calculator is automated and will give you the total cost of your entry.
- Select your method of payment. If you select bank transfer then we will contact you with the relevant details so that you can make the payment. Payment by cheque will incur an additional charge of €20.00 per cheque due to bank charges. Payment for all **entry and accommodation fees** (including late change fees) must be made on arrival to the event or by bank transfer prior to the event.
- You are liable for the full cost of the entry at submission irrespective of whether a team or player(s) do not in the event attend the event.

Eligibility to compete

- Players will only be eligible to compete if they meet the current eligibility criteria of Student Sport Ireland.
- The 'year of grace' will not apply to the Intervarsity Competition.

CLOSING DATE FOR ENTRIES
17:00 ON 28 JANUARY 2019