

Universities Pool Council

Guidance Notes for Entry

BUCS-UPC Snooker Championships: Derby

14th-16th March 2019 Individual Championship & Trophy
15th-17th March 2019 Team Championship, Trophy, Shield & Plate
Teams are made up of a maximum of six players, five of which play in a match.

Composite Entry Fee: £32.67 per person
(Players are required to source their own accommodation)

Closing date for entries: Thursday 28th February, 2019 @ 23:59pm

Note: There are no "late entries", only replacement can be submitted after this deadline

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.
- Accommodation is not provided with this event and must be sourced by the players if required.

Individual Competitions

- 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.
- **For this season's event all players in institution first teams, as well as individuals from institutions not sending teams, will enter the Individual Championship. The remaining non-first team players at the event will enter the Individual Trophy.** However, any non-first team players *may* opt to play at Championship level instead of Trophy level: If this applies to any players in an institution then the institution main contact must e-mail the Tournament Director, Ben Hubbard, at ben.hubbard@upc-pool.org.uk with details of these players **by Sunday 3rd March 2019 @ 23:59pm**. This only needs to be sent by the institutions main contact and need not be a Union official.
- The Individual Trophy does not hold BUCS points and there will be no prize money attributed to this competition. There will be no separate Women's Individual Championship.
- Those institutions that are unable to raise a team may enter a maximum of two individual entries into the Individual Championship. They can submit these players in the same way a team is submitted on BUCScore and the players must also be ranked.

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. The entry of teams is dependent upon capacity where a maximum of 48 teams will be accepted. Preference will be given to first teams, then second teams, etc, where teams will then be selected depending on their ranking from previous years' results.
- 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, where 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 only be at the discretion of the Tournament Director.
- 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, and they must be accompanied by documentation explaining the reason for the change and an email to the Tournament Director, Ben Hubbard, at ben.hubbard@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 may 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 cost** for listing reserves. Additional reserves may also be listed on BUCScore in 'stage 2' entries after the deadline on Thursday 28th February and up to the start of the event.
- Reserves listed on the entry form will be eligible to replace a player in a team at the tournament, see the competition regulations regarding the replacement of a player and the surcharges regarding this. 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 administrated via the BUCScore automated system.**
- 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.
- 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.
- No accommodation is provided with this event and will need to be sourced by the players if required.

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

1. Eligibility of players

To be eligible to compete in any competitions players must fulfil the eligibility criteria of British Universities College Sports (BUCS).

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 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 Tournament Director in advance. The decisions of the Tournament Director 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 Tournament Director 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.

3. Eligibility of institutions

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