

Universities Pool Council

Guidance Notes for Entry

UPC Nine-ball Pool Championships: Telford

5th-7th December, 2013

Individual Championship

5th-8th December, 2013

Team Championship and Trophy

£25.00 per person (covers both team and individual entry*)

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

Closing date for entries: Friday 8th November, 2013

**Entries received after the closing date may be accepted subject to availability for up to one week. Such entries will incur late entry surcharge of £15.00 per team entry form and £5.00 per individual entry form.*

Further information about the below and above can be found at www.upc-pool.org.uk

BUCScore Entry

- Entries will be via the **BUCScore** online entry system. This is an automated system which will require team and player details to be entered by your Athletic or Students' Union.
- All member Athletic / Students' Unions have access to this system. If an institution does not have access or cannot enter please contact the BUCS office.
- The BUCScore online forms will be live shortly after the release of these documents and will automatically administer the accrual and payment of all fees (see below).
- The BUCScore online forms **must be completed in full** – incomplete forms cannot be submitted. Late entries *may* be accepted via this system, however these are subject to terms and will accrue late entry and late change surcharges (please see below, and the Competition Regulations).

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.
- Please ensure the Entry Information Sheet is filled out in full by completing the **yellow cells** as directed. Do not submit your Entry Information Sheet to your Athletic / Students' Unions unless you are able to **tick all boxes on the accompanying checklist**.

Individual Championship

- 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 rare occurrence that entry capacity is reached, players will be selected according to their rank.
- Those institutions that are unable to raise a team may submit a maximum of one individual entrant. For those wishing to enter a single entrant, please contact the UPC Executive Chair on oliver.dark@upc-pool.org.uk for further details.

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 captain will be the first named player in each team. Only first and second teams will be guaranteed entry; entry of third and fourth teams is dependent upon capacity (although every effort will be made to include all teams wishing to play).
- 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(c) of the Regulations.
- 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 UPC Executive Chair, Oliver Dark, at oliver.dark@upc-pool.org.uk. Such changes will accrue a surcharge of £10.00 and may only be added to the bottom ranked team from that institution.
- The ID Number is the number on the student cards 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. **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.

Note 4: 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 his or her full potential. If any of your players declare themselves as disabled, and/or require **reasonable adjustments** in order to compete, please indicate this on the form and provide details to your Athletic / Students' Union so that they may inform the UPC.

Note 5: Payment

- Payment for all fees (including late entry and late change surcharges) will 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. If some or all of the 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.
- **Full payment must be received** otherwise the entry will not be accepted. Entry fees are non-refundable unless a team or player is refused entry by the UPC for operational reasons.

Note 6: Athletic Union Authorisation

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

Note 7: Accommodation Arrangements

- Accommodation for 3 nights stay at the venue (Park Inn by Radisson, Telford – www.parkinn.co.uk/hotel-telford) is **compulsory** for **all** participants and must be booked directly with the hotel. Please call **01952429988** and reference "**Universities Pool Council**" to receive the special discount rate of **£36.50pppn** based upon a twin or double room (single and breakfast options available).
- Rooms will be held on an allocation basis for the event until **6th November 2013**, and thereafter available at the same discount rate but subject to availability only. A valid credit/debit card is required upon booking. Guests must settle accounts upon departure.

APPENDIX – Eligibility to compete

To be eligible to play in our competitions, players must fulfil BUCS eligibility criteria and the following criteria drawn from our constitution. Please note that it is the responsibility of each team to ensure **in advance** that all players have the required documents to prove their eligibility. Without the correct documentation, players will NOT be permitted to compete, no exceptions will be made. Any queries should be addressed in advance to the UPC.

8.1 Eligibility to compete

8.1.1 Eligibility of players

To be eligible to compete in any competitions organised by the Council players must fulfil the following criteria. (This does not apply to players representing the Ireland Students; they are dealt with under 8.1.5):

(a) represent an eligible institution as defined under provision 8.1.4 either as part of a team or as an individual.

(b) have their participation authorised by the relevant authorities within their institution. The authorisation must be made by an official from the institution's athletic or student unions who are normally responsible for authorising such matters or a sabbatical officer of the union who has competence for sports clubs or societies. The authorisation shall take the form of a signature to that effect on the official entry forms. The Council shall have the right to question or reject such authorisation as it deems fit.

(c) be an internally registered student at that institution, that is being classified as a student by the university Registrar as an internal student and be registered on a credit rated course, that is a programme of study registered under the Credit Accumulation and Transfer Scheme, undertaking a programme of study equivalent to at least sixty credits per year, or in the case of a postgraduate student be undertaking a programme of study no less than fifty percent of the full time student programme.

Also eligible are:

- (a) A sabbatical officer of either a student's union or an athletic union.
- (b) A student completing their course of study within the sporting year.
- (c) A student embarking on a sandwich course and / or year abroad course provided the duration of the course in industry is less than one year.

8.1.2 Ineligible players

- (a) No student may compete for more than one institution in any one academic year.
- (b) Students at 'franchised' colleges unless recognised as fully registered internal students of the institutions.
- (c) Externally registered students, as determined by the university's Registrar.
- (d) Students undertaking 'foundation' courses are only eligible if their institution's Registry Office (or equivalent) deems them to fulfil the above eligibility requirements
- (e) Research assistants who are not students will be deemed ineligible.

8.1.3 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(c) 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 Council in advance. The decisions of the Council 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 Council 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.

8.1.4 Eligibility of institutions

Eligible institutions are those in membership of British Universities & Colleges Sport (BUCS).

8.1.5 Eligibility of players representing Ireland Students

Players representing Ireland Students must conform to eligibility criteria of HESPC and CUSAI.