



Universities Pool Council

Guidance Notes for Entry

BUCS-UPC Nine-ball Pool Championships: Birmingham & Solihull

1-3 December 2016

Individual Championship

2-4 December 2016

Team Championship/Trophy

£30 per person* to include individual and team entry

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

Stage 1 entry deadline: Thursday 17 November 2016

**If after the Stage 1 entry deadline has passed, the competition allows for more entries to be accepted, Stage 2 will be opened, and the deadline will be Thursday 24 November 2016. The decision to open Stage 2 will be agreed by BUCS and UPC. Those entering Stage 2 will pay the entry fee plus 20%*

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 player details to be entered 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 the BUCS office.
- 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. Stage 2 entries *may* be accepted via this system, however these are subject to terms and will accrue a 20% surcharge (please see below, and the Competition Regulations).

Entry Information Sheet

- **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** as 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 it up 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, players will be selected 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). If (and only if) Stage 2 entries are opened (i.e. because less than 64 teams entered at Stage 1) then the remaining spaces will be allocated on a strictly first-come, first-served basis.
- 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 union/students' union**. Additions made within seventy-two hours of the commencement of the competition will only be allowed in exceptional circumstances and documentation explaining the reason for the change must be emailed to the Tournament Director, Jon Shapland, at jon.shapland@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 student 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. 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.
- This list will be final (see Note 1) and 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.

Note 3: Main Contact

- The “main contact” is the **main point of contact** between UPC and the player(s) and 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 jon.shapland@upc-pool.org.uk together with full supporting documentation.

Note 5: Payment

- Payment for all fees (including Stage 2 entry 20% surcharges and late-change surcharges) will be made direct from your institution’s athletic union/students’ union and **administrated 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 from a personal account, i.e. not 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 contact UPC as early as possible.

Note 7: Accommodation Arrangements

- No accommodation package is offered as part of this event. Clubs/societies/teams/individuals should source their own accommodation if required.

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 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 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.