

Universities Pool Council

COMPETITION ENTRY – ADVISORY CHECKLIST

Instructions

Do not have your Athletic / Students' Union submit your entry via the BUCS Play online entry system, OR send any forms to the UPC, UNTIL you are able to tick EVERY box below.

Checklist

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| I have spoken to my Athletic / Students' Union at the earliest opportunity | ☐ |
| I have read ALL guidance notes, rules and regulations | ☐ |
| All players have registered for the event on BUCS Play | ☐ |
| All player ID numbers have been listed | ☐ |
| All <u>potential</u> reserves have been included | ☐ |
| The Team Details Form has been completed | ☐ |
| Players/teams have been entered according to their rank | ☐ |
| "Main Contact" details have been completed | ☐ |
| Any reasonable adjustments required have been noted | ☐ |
| Number of players in club tournament/competition has been totalled | ☐ |
| I am aware that late entry and late changes accrue additional fees | ☐ |
| The Athletic / Students' Union has received any / all appropriate funds | ☐ |
| The Spectator Accommodation Booking Form has been completed, sent, and fees paid | ☐ |
| The Team Details Form has been sent to the Tournament Director | ☐ |
| The Athletic / Students' Union have submitted the institution's entry on BUCS Play | ☐ |
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