

Universities Pool Council

Guidance Notes for Entry

BUCS-UPC Snooker Championships: Derby

14th-16th March 2020 Individual Championship & Trophy
15th-17th March 2020 Team Championship, Trophy and Shield
Teams are made up of a maximum of six players, five of which play in a match.

Entry Fee: £33.75 per person
(Players are required to source their own accommodation)

Closing date for entries: Tuesday 24th February for students to register on BUCS Play

**Thursday 26th February for AUs to submit on BUCS Play,
and player details forms to be sent to ben.hubbard@upc-pool.org.uk**

Note: There are no "late entries" this year

BUCS Play Entry

- Entries will only be accepted via the **BUCS Play** online entry system. This is an automated system which will require team and player details to be entered by the students and then authorised by your Athletic / Students' Union. All member AUs / SUs have access to the system; if an institution does not, or cannot enter via BUCS Play, please contact the BUCS office.
- BUCS Play entry will be live shortly and will automatically administer the payment of fees.
- BUCS Play entries **must be completed in full** – incomplete forms cannot be submitted.
- Start the process of registering on BUCS Play as soon as possible and submit it 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 or application errors.
- 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 BUCS Play 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.

Player Details Form

- **Player Details Form** - this form is designed to provide UPC with the full details of your entry. You may also use it to guide your AU in completing the required BUCS Play submission.
- Please read carefully and **complete the sections in yellow in full**, prior to emailing the form to Tournament Director, Ben Hubbard, at ben.hubbard@upc-pool.org.uk.
- Start the process of completing the form as soon as possible and submit it 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 or application errors.

Individual Championships/Trophy

- 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/Trophy; reserves are **NOT** entered unless promoted.
- All first team and unattached players are entered into their respective Individual Championships, while players from a non-first team will by default enter into their respective Individual Trophies (providing there are sufficient players for the Trophy to go ahead; if not all entries play at Championship level). Should a non-first team player wish to move up to Championship level, they can request to do so by emailing the Tournament Director at ben.hubbard@upc-pool.org.uk.
- **Rank the players according to their playing strength** as the individual draw will be done according to the teams ranking with byes given to higher ranked players in institution teams.
- Those institutions that are unable to raise a team may enter a maximum of two individual entries into the Individual Championship. Please contact the Tournament Director, Ben Hubbard, at ben.hubbard@upc-pool.org.uk for further details if this applies.

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.
- Only players entered via BUCS Play, 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. 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 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 BUCS Play 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 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.
- 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. 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 BUCS Play 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 entry 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.
- Entry fees are non-refundable unless entry is refused by the UPC for operational reasons.

Note 6: Athletic Union Authorisation

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

Note 7: Teams at Championship/Trophy level

- The following teams will play at Championship/Trophy level for the 2019-20 event:
Bristol 1st, Bristol 2nd, Cambridge 1st, Cardiff 1st, Durham 1st, Exeter 1st, Lancaster 1st, Leeds 1st, Manchester 1st, Nottingham 1st, Nottingham Trent 1st, Sheffield 1st, Southampton 1st, Southampton 2nd, Southampton 3rd, St. Andrews 1st, Ulster 1st, Warwick 1st, Warwick 2nd, York 1st.
- If any of the above teams do not attend the event, these teams from last seasons' Shield quarter-finals will take their place in ranking order (then followed by Shield Preliminary round teams if required):
Newcastle 1st, Kent 1st, Liverpool John Moores 1st, Nottingham 2nd.

Note 8: Format changes for this seasons event

- See below for changes to this seasons format for the tournament:
 1. Team Shield: For the group phase teams will be divided into groups of four where possible, with some groups of three if required. The highest two teams in each group will qualify for the second phase where it will follow a knock-out format.
 2. Team Plate: This will be discontinued due to the above change where groups of 3 may exist in the first phase.
 3. Shoot-out to resolve a 5-5 draw in the knock-out phase: This will now be resolved by the two respective captains nominating three players who will play a single opponent over a single re-spotted black each. Once a team wins two of these three match-ups they are deemed to be the winners.
 4. Group rankings tie: If teams cannot be separated in the group phase, this will now be resolved by a pink-ball shoot-out – This consists of five players in the tied teams playing alternately with each player placing the cueball baulk side of the blue spot and the pink ball on its spot, and each player will have one shot to pot the pink ball. The winner shall be the team potting the most pink balls.
 5. Order of breaking: This is to be determined to coin toss and alternates during the match.
 6. Individual Competitions: The format of these competitions will remain unchanged but both competitions will now begin on Thursday morning.
- More details on these can be found in the competition regulations.

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.