

Universities Pool Council

Guidance notes for entries

UPC Irish Intervarsities Pool Championships: Antrim Sports Club, Antrim, NI

7th to 8th April 2023

Individual Championship and Trophy

7th to 9th April 2023

Team Championship and Trophy

Teams are made up five or six players, five of which play in a match

Entry fee for institutions in the Republic of Ireland: €40.00 per person

Entry fee for institutions in Northern Ireland: £35.00 per person

(Players are required to source their own accommodation and travel to venue)

Closing date for a Sports Office or equivalent official to send their team entry forms to the Tournament Director (ben.hubbard@upc-pool.org.uk): Thursday 23rd March 2023

Entries

- **Entries will only be accepted if the team details form is provided to Tournament Director, Ben Hubbard, by the closing date of Thursday 23rd March. This needs to be sent to the following e-mail address: ben.hubbard@upc-pool.org.uk.**
- **Players at the event will only be allowed to play if the required fees are paid before entering.** The entry fees are given in detail on page 2. **There will be no exceptions given on the day.**
- 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 sports office or equivalent so that they may make the UPC aware.
- If you have any additional queries about this event, please contact ben.hubbard@upc-pool.org.uk or message the Facebook page at the earliest opportunity.

Team details form

- This form is designed to provide UPC with the full details of your entry, including contact details, fees due for entering, and a complete list of players at time of entering.
- **Please read carefully and complete the sections in blue (for Sports Offices or equivalents) and yellow (for the main contact player) in full**, prior to emailing the form to Tournament Director, Ben Hubbard, at ben.hubbard@upc-pool.org.uk.
- Ensure all players are submitted into the correct individual competition (see page 2). It is up to the institution to make the Tournament Director aware of any non-first team players that wish to play at Individual Championship level on the form. Any changes cannot be accommodated following the draw. This event is an open mixed gender event with no separate Men's and Women's team sections.
- Please ensure your rankings of players are correct on the form: These will be used to determine those players who will get byes into the later qualifying rounds of the individual competitions, and which players will be promoted if there are withdrawals in higher teams.
- The main contact is the main point of contact between the UPC and the players and teams listed on the form. Please ensure the number is correct to make sure you can be contacted in case of emergencies.

Entry fees

- **The entry fee per person will be €40.00 per player for institutions in the Republic of Ireland, or £35.00 per player for institutions in Northern Ireland.** This provides entry into both team and individual competitions. This fee is the same as the event from February 2020.
- **All entry fees must be paid before play commences on 7th April 2023. There will be no exceptions to this where those players will be refused to play at the event until all entry fees have been settled.**
- Institutions can pay by the following two methods:
 - a) By bank transfer: This is our preferred method of payment for the event. Fees can be transferred to the following bank account:

Bank: Barclays
Name: Universities Pool Council
IBAN Number: GB46 BUKB 20254370384496
SWIFT Number: BUKBGB22
For Northern Ireland institutions - Account Number: 703844996, Sort code: 20-25-43

This is a UK bank account so there may be some foreign exchange fees applicable. Note that these bank details will be different from previous accounts that have been provided before by the UPC.
 - b) By cash at the event. This should be provided by the institution main contact before the captain's briefing on the first morning.
- Note that the UPC will not be accepting institutional cheques any more due to the costs of paying in cheques from banks in the Republic of Ireland at our bank. If this is an issue, please contact Ben Hubbard (ben.hubbard@upc-pool.org.uk) for further guidance.

Individual Championship and Trophy

- All first team and unattached players are entered into the Individual Championship, while players from a non-first team will by default enter into the Individual Trophy (providing there are sufficient players for the Trophy to go ahead; if not all entries play at Championship level). Should any non-first team players wish to play at Championship level, these players need to be detailed on the team details form.
- Those institutions that are unable to raise a team may enter a **maximum of two** individual entries into the Individual Championship. This is done by the same entry process by submitting a team details form. Please contact the Tournament Director, Ben Hubbard, at ben.hubbard@upc-pool.org.uk for further details if this applies.
- The Individual Trophy is subject to the field being at least a fifth of the total number of individual entrants, with a minimum number of sixteen entrants in the Individual Trophy; if these criteria are not met there will be no Individual Trophy for this event and all entrants will play in the Individual Championship.
- Reserves are not entered into the individual competition unless promoted into a team, where they will normally take the place of the withdrawn player in the draw.

Women's individual competition

- There will also be a separate women's only competition at the event. This is primarily to assist in the picking of the Irish and Northern Irish UPC Student Home Internationals teams. There will be no prize money for the event, but we intend on giving out medals to the two finalists.
- All female players which are either on a team or are unattached individuals without a team from their institution will automatically be entered into this competition. Please indicate all players who are female on the team details form. If you wish to enter but are either not part of a team or attending as an unattached individual, please contact ben.hubbard@upc-pool.org.uk.

Miscellaneous format items

- The event will be played to the 'World Rules' ruleset. This is consistent with the playing rules as of the start of the academic season, and is the ruleset played in the SSI pool league this season. The ruleset for future seasons is yet to be decided.
- The top two ranked first teams from each group will enter the Team Championship, with the next ranked team entering the Team Trophy. Note this is a change from previous Irish Intervarsities as only first teams will be eligible to participate in the Team Championship knock-out stages.
- As the previous event was over three years ago, there will be no seeded teams or individuals this season, apart from the reigning champions. This move will solely be for this season only.

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 on the team form 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 using the ranking list in the player details form. 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 players due to a player withdrawing, the main Sports Office or equivalent contact must contact the Tournament Director, ben.hubbard@upc-pool.org.uk, detailing this change. There will be a surcharge to these changes following the entry deadlines on Thursday 23rd March, which must be paid before play begins in the team event.

Note 2: Cap on the number of team entries

- **There will be a total team cap for this event of 20 teams.** This is to ensure we can schedule the tournament successfully over three days, while not comprising the player experience so they still play a sufficient number of frames.
- To accommodate this team cap, teams will be accepted with preference given to first teams, then second teams, etc. For example, if 25 entries are received comprised of 11 first teams, 8 second teams, and 6 third teams, then all of the first teams and second teams, and only the highest-ranked third team would be accepted (with the highest ranked third team not entered being first reserve, and so on down the ranking list). These rankings are based on the results from the 2020 from the higher teams from that institution. If these rankings are exactly equal or the institutions are not directly comparable from 2020, this scenario will be determined by the Tournament Director ahead of the event.
- If more than 20 teams enter, an ordered list of entries will be shared on our social media shortly after the entry deadline. If one team withdraws after the draw but before the tournament begins, the next team on this ordered list will be invited to attend. Please ensure the main university contact puts an accessible telephone number on the player details form to ensure we can contact that team quickly.
- If a team enters the event but does not get the opportunity to attend as the event is past the team limit cap, they will not be charged any entry fees. The institution will also be given the opportunity to change player lists if required, e.g. the promotion of a sixth player to an institutions second team, if their third team is denied entry.
- For the individual competitions, there is no exact cap on the number of individual entrants. However, only those individuals in a team can play in the competition, unless that institution does not have a team, where a maximum of two individuals will be allowed from a single institution.

APPENDIX – Eligibility to compete

1. Eligibility of players

To be eligible to compete in any competitions players must fulfil the eligibility criteria of Student Sport Ireland (SSI). These eligibility criteria can be found here: <https://www.studentsport.ie/ireland/eligibility-guidelines-domestic/>.

Regardless of this event being an affiliated SSI or not, which is still to be determined as of publishing this document on 19 February 2022, we will be adopting their eligibility criteria to ensure consistency with other higher-education pool competitions on the island of Ireland.

A player owing fees to their institution at the official closing date for entry is ineligible. Students that register after 1 December must have paid 50% of all fees due for that academic year by the official closing date for entry. The 'year of grace' will not apply to the Irish Intervarsity Competition.

If they are any questions on these eligibility criteria, please contact the Tournament Director as soon as possible.

When entry forms are submitted, we expect one of the SSI named contacts to provide these completed form to us as given here: <https://www.studentsport.ie/about-us/third-level-contacts/>. Please indicate in your submission the reason why if this is not the case. A list of all SSI approved institutions can be found here: <https://www.studentsport.ie/about-us/member-institutions/>.

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. 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.