



Universities Pool Council



Guidance notes for entries

BUCS-UPC Snooker Championships: Woking Snooker Centre, Woking

23rd to 25th March 2023
24th to 26th March 2023

Individual Championship and Trophy
Team Championship and Trophy

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

Entry Fee: £37.50 per person

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

Closing date for students to register on BUCS Play: Tuesday 14th March @ 11.59pm

Closing date for sports/athletic unions to register entries on BUCS Play, and the main team contact to submit their Team Details Form to the UPC: Thursday 16th March @ 11.59pm

BUCS Play entries

- **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.
- 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, lack of university staff to approve entries, or any application errors.
- 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.
- 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.
- Sending the Player Details Form to the Tournament Director (see below) is lower priority than ensuring your BUCS Play entry is complete, so make sure you focus on BUCS Play entries first.
- 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.
- 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. The players listed should link with your BUCS Play entries. It needs to be completed before your entry is finally confirmed.
- 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.
- Ensure all players are submitted into the correct individual competition (see below). It is up to the institution to make the Tournament Director aware of any non-first team players that wish to play at Championship level on the form. Any changes cannot be accommodated following release of the draw.
- 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.
- There are no separate men's and women's competitions for the BUCS-UPC Snooker Championships, all competitions are of mixed gender.

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 Player 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 on BUCS Play. 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.

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 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 names on the official entry form you have to do this **through BUCS Play as well as it be approved by your the athletic/students' Union**. Please also email the Tournament Director, ben.hubbard@upc-pool.org.uk, detailing your changes to ensure they are accommodated at the event. There will normally be a surcharge to these changes following the entry deadlines, 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 40 teams.** This is to ensure we can schedule the tournament successfully over four days, while not comprising the player experience so they still play a sufficient number of frames. As Woking Snooker Centre has more tables than previous venues, this is an increase from the previous staging of this event, e.g. 20 teams in June 2022.
- To accommodate this team cap, 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 48 entries are received comprised of 30 first teams, 12 second teams, and 6 third teams, then all of the first teams, and the 10 highest-ranked second teams would be accepted (with the highest ranked second team not entered being first reserve, and so on down the ranking list). These rankings are best on the rankings of the previous three seasons from the higher teams from that institution.
- If more than 40 first teams enter, the tournament format will change to accommodate all first teams if that is at all possible.
- If more than 40 teams enter, an ordered list of entries will be shared on our social media shortly after the BUCS Play 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 on BUCS Play 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 first team, if their second 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.

Note 3: Team Reserves

- **Only enter reserves on BUCS Play after the initial entry deadline to ensure they are listed as reserves.** These reserves need to be entered by the students themselves using the BUCS Play app, and also need to be approved by the athletic/students' union.
- 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.
- You may enter an unlimited number of players into the reserve list. These can be brought into the team should there be any withdrawals between entry and competition. There is no cost for listing reserves on BUCS Play, including where reserves listed are not required to replace a withdrawn player at the event.

Note 4: Payment

- Payment for all entry fees will be made direct from your institution's athletic/students' union, and administrated via the BUCS Play automated system. You do not need to pay UPC directly any entry fees.
- 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.
- 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 5: Rules

- The competition shall be played according to the rules of the World Professional Billiards & Snooker Association (WPBSA), apart from the two exceptions given below. These playing rules are the same as the previous hosting of the event in June 2022:

(a) If the striker needs more than three snookers (four if a free ball has been awarded) to tie at any stage, a frame is over and play must cease immediately.

(b) The full 'miss' rule will be played with the following exception: After a third consecutive miss has been called, the player coming to the table does not have the option to have the balls replaced, subject to the third miss being a genuine attempt to contact a ball 'on'. If the players feel a miss may take place they are advised to get a referee or official to observe the shot to determine whether the shot can be called a miss or not.

- A referee from the English Partnership for Snooker and Billiards ([EPSB](#)) will be in attendance at the event to help with any queries, alongside the tournament officials.

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.