

Guidance notes for entries

BUCS-UPC Men's Eight-Ball Pool Championships: **Stoke-on-Trent / Newcastle-under-Lyme**

22-24 February 2025
23-25 February 2025

Individual Championship and Trophy
Team Championship, Trophy, Shield and Vase

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)

BUCS-UPC Women's Eight-Ball Pool Championships: **Stoke-on-Trent / Newcastle-under-Lyme**

22-24 February 2025
23-25 February 2025

Individual Championship and Trophy
Team Championship and Trophy

Teams are made up three or four players, three 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 28th January 2025 @ 11.59pm

Closing date for sports/athletic unions to register entries on BUCS Play, and the main team contact to submit their Player Details Form to the UPC: Thursday 30th January @ 11.59pm

UPC are delighted to be partnered with [Ultimate Pool](#). and their affiliate businesses!

**ULTIMATE
POOL**

[Ultimate Pool](#) is the World Leading 8 Ball Promotion – We are committed to growing grass roots pool at all levels and by sponsoring events, we hope to continue to introduce Ultimate Pool to a new audience and inspire the future stars of professional pool.

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OMNIA HEALTH GROUP

[Omnia Therapy](#) was developed to make therapy accessible to all and to support people who may need help managing their mental health. We also look for people who are on the journey of becoming therapists themselves. Therapy is conducted online and in person based upon the individual's needs. We have therapists who specialise in mental agility which can be vital in cuesports.


CUE TOWN
LONDON

Cue Town is a snooker/pool cues and accessories online business, where Cue Town would look to sponsor the snooker event to promote our snooker cue range: www.cuetown.com.

Section 1 – Entries on the BUCS Play system

- **Entries will only be accepted via the BUCS Play online entry system.** This system requires team and player details to be entered by the students, and then these details can then be authorised by your athletic/students' union. All BUCS affiliated member AUs/SUs have access to this system.
- For guidance on how to enter this event as a student, please see the information at the following link: <https://bucsappsupport.zendesk.com/hc/en-gb/articles/360031772352-How-to-enter-an-individual-event>.
- For guidance on how Athletic Unions or sports offices approve entries as an Institution Administrator, please see the following link: <https://bucsappsupport.zendesk.com/hc/en-gb/articles/360032117171-Managing-individual-event-entries-as-an-Institution-Administrator-IA>. Athletic Unions or sports offices should receive a confirmation when the entry has been received.
- **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.
- For any issues on the BUCS Play system, the BUCS main office should be contacted for assistance. BUCS can be contacted via BUCS' Event Administrator, Joe O'Loughlin: joe.oloughlin@bucs.org.uk.
- 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 Player Details Form and provide details to your AU/SU so that they may make the UPC aware.
- If you have any additional queries about this event, please contact daniel.turner@upc-pool.org.uk or message the [UPC Facebook page](#) at the earliest opportunity.

Section 2 – Payment of entry fees

- **Payment for all entry fees will be made direct from your institution's athletic/students' union, and administrated via the BUCS Play automated system.** Please do not pay UPC directly for any entry fees.
- Entry fees do not include accommodation, or travel to the event, if it required by the players. **We strongly encourage players to book refundable accommodation and travel** in case of teams not being allowed entry due to the team entry cap (see [section 6](#)).
- Entry fees are non-refundable, unless entry is refused by the UPC for operational reasons.
- If full payment is to be made by the AU/SU, make sure you alert them to the total cost at an earliest date possible 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.

Section 3 – Completing the Player Details Form

- **The Player Details Form is designed to provide UPC with the full details of your entry and should match the list of players approved by your AU/SU on BUCS Play.** It needs to be completed before a full entry from an institution is confirmed into the event.
- Please read carefully and **complete the sections in yellow in full**, prior to emailing the form to Tournament Director, Daniel Turner, at daniel.turner@upc-pool.org.uk.
- **If institutions are entering players into both the Men's and Women's competitions, two forms are required, one for each competition, to be submitted to the UPC.**
- Due to the limitations of the BUCS Play entry system, this form is required by the UPC to indicate which players are in which team if multiple teams are submitted by a single institution; and are used by the UPC to rank individual entrants to determine which players will get byes through to the later qualifying/preliminary rounds.
- Please ensure all players are submitted into the correct individual competition (see [section 4](#)). 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.
- We would strongly encourage all institutions to complete the contact details at the top of the form. The "main contact" should be a key delegate between the UPC and the players from that institution who is in attendance at the event. Please ensure the phone number is correct to make sure you can be contacted in case of emergencies or if we need a quick reply from your institution in the case of capped entries being re-entered into the event (see [section 6](#)).

Section 4 – Individual competitions: 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 be entered 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 (see [section 3](#) for guidance on this form).
- Those institutions that are unable to raise a team may enter a **maximum of two** individual entries into the Men's Individual Championship and **one** individual entry into the Women's Individual Championship. Any individual-only entries are entered using the same process on BUCS Play as detailed in [section 1](#).
- 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. The Individual Trophy will have no prize money or BUCS points attributed to it.
- Reserves (see [section 7](#)) are not entered into the individual competition unless promoted into a team due to a withdrawal, where they will normally take the place of the withdrawn player in the draw. Once a team is registered at the event, only those players registered will be able to play in the competition.

Section 5 – Team competitions

- **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 team competition.
- If you enter multiple teams from a single institution, any player stated on the Player Details Form will not be allowed to play for a lower ranked team in the tournament, therefore **make your team selections carefully**. The only exceptions to this rule are outlined in the regulations where a player may be demoted to ensure a lower team can participate at the event where they would otherwise be required to withdraw.
- Players may be moved up from a lower to the above ranked team, e.g. the third team to the second team, or from the reserve list into the lowest ranked team. This will be the case if a player has to withdraw for the event as detailed in [section 7](#). Note that a player may only move up to the above ranked team, e.g. you cannot move a third team player into the first team.

Section 6 – Cap on the number of team entries

- **There will be a team limit cap of 96 teams for both the Men's competition and the Women's competition for this event.** 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. If the cap is not reached for either of the men's or women's competitions, then the other event may be able to exceed this initial cap.
- As a comparison from last year, there were 86 men's teams and 25 women's teams who entered in the 2023-24 event. Therefore, if numbers this season are similar to last year, all entries will be accepted.
- To accommodate these team caps, teams will be accepted and preference will be given to first teams, then second teams, etc then to teams highest in the competition rankings. These rankings are based on the rankings of the previous three seasons from the higher teams from that institution.
- If more first teams than the cap enter, the tournament format will change to accommodate all first teams,
- If more teams than the cap enter, an ordered list of entries will be shared on our social media. If one team withdraws after the draw but before the tournament begins, the next team on this ordered list will be invited to attend. It is vital in these circumstances that 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 player into a higher team so that team has one player more than the minimum number of players required.
- There is no maximum number of individuals who can play in the individual competition, but all competitors must either be part of an institution team, or play as an individual entrant (as detailed in [section 4](#) bullet two) to play at the event. For example, an institution with exactly seven competitors in the Men's event may only enter a team of a maximum of six players; for the seventh player to play at the event, the institution must find more players so they can play on a second team. This is also true in the Women's event, where an institution with exactly five competitors in the Women's event may only enter a team of a maximum of four players; for the fifth player to play at the event, the institution must find one more player so they can play on a second team.

Section 7 – Player withdrawals and promotion of reserves

- **Do not submit reserves until after the first entry deadline on BUCS Play to ensure they are listed as reserves and not players at the event.** These reserves need to be entered by the students themselves using the BUCS Play, and also need to be approved by the AU/SU.
- If you wish to make a replacement after the initial entry deadline, please ensure they are entered and approved on BUCS Play, and the Tournament Director (daniel.turner@upc-pool.org.uk) is contacted with the details of this change.
- These replacements are entered on BUCS Play using a 'Stage 2' event on BUCS Play specifically created to allow the entry of these reserves. You may enter an unlimited number of players into this reserve list who can be brought into the team should there be any withdrawals between entry and competition. There is no surcharge for listing reserve, surcharges are only applicable if reserves are then promoted into a team.
- Any replacements made after the initial deadline will be subject to a late replacement surcharge. This surcharge must be paid before play begins in the team event, and can be done in cash at the event. There is no additional cost for listing reserves on BUCS Play, including where reserves listed are not required to replace a withdrawn player at the event.

Section 8 – Event specific rules

- This seasons' event will be played to the 'International Rules' rule-set. A full set of these rules can be found here: https://www.wepf.org/iro_rules.php. A qualified referee from the English Pool Referee's Association (EPRA) will be in attendance at all venues to assist players with rule queries, although they may not always be roaming around dependant on the number of referees that can be sourced.
- The competition will follow the same tournament format and approximate schedule as in the previous season.

APPENDIX – Eligibility to compete

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 College Sports (BUCS) or Student Sport Ireland (SSI). The full criteria can be found at the following links:

BUCS: <https://www.bucs.org.uk/rules-and-regulations/general-regulations/reg-4-individual-eligibility.html>

SSI: <https://www.studentsport.ie/ireland/eligibility-guidelines-domestic/>

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 full name and a photograph of the student. A student may provide an alternative method of proof, such as a passport or photographic driving licence.

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.

As all player entry forms are approved by their Athletic Union / Sports Office, such as the approval of their eligibility on BUCS Play, the players are defined as being eligible for the event they are participating in. 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 BUCS and SSI as detailed in the relevant competition regulations as linked to above.

8.1.4 Transgender policy

The eligibility of transgender players for events where there are separate Men's and Women's competitions are as defined by the [BUCS eligibility criteria](#). For this event, in the absence of a National Governing Body policy from the English Pool Association (EPA) which is under review as of time entries are opened, BUCS will use the transgender policy of the World Eightball Pool Federation (WEPF) as detailed [here](#).

8.2 Entry into tournaments

For competitions where entry and fee payment are managed by a third-party or a third-party online entry system such as BUCS Play, entries will only be accepted if they are made via the designated entry system and received before the relevant closing date. Entry via this third-party system will be contractually governed by its specific terms and conditions and act as a commitment under these terms for the payment of competition fees within the timeframes outlined. Once paid, entry fees will not be refunded unless a team is excluded due to a decision by the UPC.

For competitions where entry and fee payment are direct to the UPC, entries will only be accepted if they are officially received before the relevant closing date. Once an entry is accepted the institution is liable for payment of all entry fees in full and entry fees will not be refunded unless a team is excluded due to a decision by the UPC.

8.3 Tournament organisation

Tournaments will be run by an organising committee composed of the Tournament Director and Assistant Tournament Directors.

8.4 Perpetual trophies

Perpetual trophies may be given into the custody of the winners of the various competitions but remain at all times the property of the UPC. Once in custody of the winners they shall be responsible for the safety of the trophy as detailed in these regulations.