



COMPETITION ENTRY – ADVISORY CHECKLIST

Instructions

Do not submit your **Entry Information Sheet** to your Athletic / Students' Union for uploading via the BUCScore online entry system, **OR** the **Accommodation Booking Form** to the UPC, UNTIL you are able to tick **EVERY** box below.

Checklist

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|---|--------------------------|
| I have read <u>ALL</u> guidance notes, rules and regulations | ☐ |
| The Entry Information Sheet has been completed | ☐ |
| The Accommodation Book Form has been completed | ☐ |
| All player(s) names have been listed | ☐ |
| All player ID numbers have been listed | ☐ |
| <u>All</u> potential reserves have been included | ☐ |
| 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 | ☐ |
| The composite entry fees have been correctly totalled and counter-checked | ☐ |
| I am aware that late entry and late changes accrue additional fees | ☐ |
| The Athletic / Students' Union has received any / all appropriate funds | ☐ |
| <u>All</u> sections in yellow on BOTH forms have been completed | ☐ |
| BOTH forms have been passed to the Athletic / Students' Union & UPC | ☐ |
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