

West of England Billiards & Snooker Foundation

Policies & Structure



Document information

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Last Saved By: Steve Canniford
Date Last Saved: 1 November 2011
Date Printed: 28 November 2011
Revision Number: 340

Revision Date	Change / Update
5/11/2004	Add County representatives to Management Team
16/1/2005	Add Gold Waistcoat Tour Manager
16/3/2005	Minor amendments to Tournament details
9/7/2005	Main amendments following annual meeting review:- Sect. Quorum for Annual Meeting Sect. Finance Sect. Bronze, Silver & Gold Tournaments Sect. Bronze Waistcoat Tournaments – Requirements Sect. Gold Waistcoat Championship – Remove. Sect. WEBSF Ladies Championship – Re-worked Sect. Senior & County Coaches – Re-worked Sect. Coaching Assistant – New Coaching status Sect. Membership & Tournament Registration Form – updated
1/8/2005	Badge change
10/12/2005	Assessment certificates awarded instead of Badges Steve Downing replaced David Grigg as Cornwall Head Coach
21/1/2006	Frame and Match forfeit for lateness
20/4/2006	Additional checks to determine final rankings in the event of ties for Bronze, Silver & Gold Tours
20/5/2006	Placings for knock-out stages
29/5/2006	Peter Bradbeer added to Coaching Team
30/5/2006	Add title of foundation Extract Coaching and Tournament Policy & Structure into separate documents
21/6/2006	Deborah Branton – Education Liaison Officer
16/01/2007	Update of region make-up.
21/06/2007	Equity and Diversity Statement
10/04/2008	Expansion to introduction
03/06/2008	Update Who's Who following Annual meeting
01/07/2009	Expand on WEBSF Aims & Objectives number one
17/09/2011	Chris Coumbe added as WEBF Junior Players Representative

Update to Membership – ‘WEBSF Tournament Directors can use their discretion with regard to carrying over membership during the final tournaments of the season’.

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Constitution

Title

The name of the Foundation shall be known as “ West of England Billiards & Snooker Foundation
“, or “WEBSF” in abbreviation.

Officials

Patron **Ray Reardon M.B.E.** **Six times World Professional Snooker Champion**

Management Team

Ray Reardon M.B.E.	WEBSF Patron
Roger Cole	WEBSF Champion
Steve Canniford	Child Protection Officer
Jeff Vincent	Players Parents Representative
Wayne Branton	Tournament Director
Steve Brookshaw	Tournament Director
Darren Hall	Tournament Director
Vacant	Women Players Development Officer & Representative
Paul Broad	Youth Development Officer, Cornwall
Wayne Branton	Senior Players Representative
Chris Coumbe	Junior Players Representative
Derek Brooks	Cornwall County Billiards & Snooker Association Representative
Geoff Setter	Devon County Billiards & Snooker Association Representative
John Corry	Plymouth & District Billiards & Snooker League Representative
Brian Ayres & Steve Canniford	Administration & Accounts
Jeff Vincent	Head of Travel & Leisure
Deborah Branton	Official Photographer
Sue Vanstone	Marketing, Public Relations & Media Officer
Vacant	Police Liaison Officer
Vacant	Education Liaison Officer

Coaching Team

Steve Canniford	Head of Coaching
Roger Cole	Senior Coach
David Grigg	Senior County Coach, Cornwall
Steve Brookshaw	Area Coach, Plymouth
Peter Bradbeer	Area Coach, Plymouth
Steve Downing	Area Coach, Cornwall
Paul Broad	Area Coach, Cornwall
Vic Wills	Area Coach, Cornwall
Wayne Branton	Coaching Assistant, Plymouth
Darren Hall	Coaching Assistant, Plymouth
Neil Chiswell	Coaching Assistant, Plymouth
Keith Millard	Coaching Assistant, Plymouth
Vacant	Junior Coach

Associates

Devon County Billiards & Snooker Association
Cornwall County Billiards & Snooker Association
Plymouth & District Billiards & Snooker League

Purpose, Aims & Objectives

Mission Statement

To facilitate participation and learning in the pastimes of English Billiards & Snooker for Children and Adults throughout the West of England. Providing guidance, development, enjoyment, and the realisation of potential for all.

Introduction

The West of England Billiards & Snooker Foundation (WEBSF) is a Community Operating Foundation, publicly supported and operated by, and for the benefit of, the community within the geographical area known as the West of England. For players that reside in the West of England. (Bath & North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire). The foundation is currently establishing in Cornwall and Devon, the intention is to expand to cover other areas in the region and to provide consultation and assistance to the Governing Bodies and Regional Organisations.

It is administrated and run by Parents, Billiards & Snooker Experts/Enthusiasts and Volunteers. The main aim is to provide a safe and informative environment in which children and young adults throughout the South West are given the opportunity of realising their full potential in respect of Billiards and Snooker.

The WEBSF does not make grants. The majority of an operating foundation's funds are expended to operate its own charitable programs.

Equity and Diversity Statement

As a community organisation and provider of Billiards & Snooker the WEBSF Management Team believes in offering a welcoming and productive environment and ensuring that high quality, tournaments and coaching services are available to all members.

The WEBSF Management Team confirms that discrimination is unacceptable and it will not tolerate discrimination, either directly or indirectly, on the grounds of race, special needs, including learning and physical disabilities, class or social background, religion, sexual orientation, ethnic or national origins, gender, marital status, pregnancy, age, colour or political persuasion.

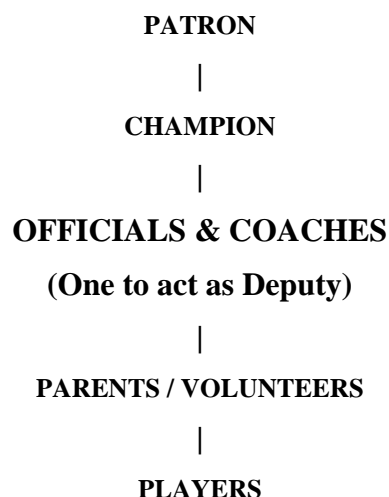
The WEBSF Management Team will take positive action to eliminate discrimination; to meet the needs of its staff and partners and to make equality and equal treatment a core issue in the development, delivery and refinement of its policies, initiatives and services and in the way it deals with its members. Equity will be considered at the outset of all new WEBSF policies, programmes and funding decisions.

Main Aims and Objectives

- ✓ To advance members knowledge and skill through structured coaching sessions, assessment, mentoring, & advice.
- ✓ Provide competition through a comprehensive programme of organised tournaments catering for different age groups and varying levels of ability.
- ✓ To attract sponsorship to the WEBSF and individual players to further their career.
- ✓ To distribute all monies attracted from membership subscription, tournament entrance fees, donations and sponsorship as prize monies, certificates, badges, trophies, travelling & administration expenses.
- ✓ To adhere to the policy and guidelines documented in the WEBSF Child Protection Policy. Providing a safe environment and make every effort to protect the well being of children and young adults, whilst they are engaged in Billiards and Snooker activities.
- ✓ Establish close working relationships with National Billiards & Snooker groups and County Billiards & Snooker Associations and Leagues operating within the West of England.

The WEBSF Structure, Membership & Income

WEBSF Structure:-



NB: One WEBSF official to be the Designated WEBSF Child Protection Officer.

Patron

The Patron will have significant recognition and respect for his/her achievements who supports and lends his/her name for purposes of promotion and benefit to the organisation.

Champion

The Champion spearheads and promotes the organization. This person has significant influence and takes personal responsibility (although usually not for day-to-day management) for the direction and successful growth of the organization.

Officials & Coaches

Officials must be able to bring control to chaos; understand fairness; promote safety and encourage good sportsmanship. An Official must have the positive characteristics of a police officer, lawyer, judge, accountant, reporter, athlete and diplomat. A good official is also someone who can be put in a position of authority and handle the responsibility without being overbearing. As a sports official, you're in charge, but it's the players who have come to compete and enjoy the experience, as well as you!

Parents/Volunteers

Parents/Volunteers are very special people who give freely of their time and talents for the benefit of others, without personal re-numeration. The WEBSF have such special people.

Parents/Volunteers form a partnership with WEBSF Officials that is the cornerstone for the delivery of WEBSF activities.

Players

People who participate in Billiards and/or Snooker.

Membership

Membership is open to any person residing in the West of England counties of Cornwall, Devon Somerset, Dorset, Wiltshire, Gloucester, Bristol & Avon. The Management Team reserve the right to refuse membership without explanation.

These fees must be paid prior to WEBSF tournament participation or coaching assessment.

Officials, Coaches & Associate - £10 life subscription if non player (WEBSF badge and ID Card included).

Parents & Volunteers – No charge (WEBSF badge and ID Card available at £5)

Gold Players - £10 annual subscription (WEBSF badge and ID Card included)

Silver Players - £10 annual subscription (WEBSF badge and ID Card included)

Bronze Players - £5 annual subscription (WEBSF badge and ID Card included)

Women Players - £5 annual subscription (WEBSF badge and ID Card included)

Subscriptions are due 1st October each year and, as with tournament fees are reviewed annually at the annual meeting at end of season. Paid up membership is a condition of entry into WEBSF tournaments. Adjustments may be made depending on WEBSF income and sponsorship. (see appendix 1 & 2). WEBSF Tournament Directors can use their discretion with regard to carrying over membership during the final tournaments of the season.

Management

Management Team

The business of the Foundation shall be managed by a Management Team which is representative of the WEBSF membership. The team comprises all the WEBSF officers, the lead being the WEBSF Champion.

Decision Making

All decisions affecting the appointment/dismissal of officials, changes to policies/structure, expenditure and distribution of funds, (other than day to day administrative costs) will be agreed by the Management Team.

Each member of the Management Team has one vote and no proposal may be approved unless all Management Team members votes are received, or the deadline for response has passed (usually 7 days) and there is a majority of votes in favour of the proposal. The WEBSF Champion or his/her deputy shall chair all meetings and have a casting vote as well as a personal vote. Proposals and decisions that require agreement by the Management Team will be conveyed by whatever means is most economic and practical. (Meeting, Telephone, Email, fax etc.) and arranged by the WEBSF Champion or his/her deputy. If voting is to take place outside of a meeting the votes must be confirmed by email or letter, recorded and stored alongside meeting minutes.

Meetings

Meetings will be kept to a minimum to reduce travelling and costs. However, an Annual Meeting will be held at the end of season to:-

1. Review the previous year's activities and plan for the future.
2. Review and adopt the Statement of Accounts.
3. Review Membership Subscriptions.
4. Any other business.

Quorum for the Annual Meeting

At least 5 members of the Management Team must be present in person or proxy. Members of the Coaching and Support teams are entitled to attend and contribute to the meeting but do not have any voting rights.

Notice of Meetings

Notice of the Annual Meeting shall be circulated to all those entitled to attend at least fourteen days before the meeting.

Voting

Only the Management Team and Patron(s) are entitled to vote at the Annual Meeting. Voting is by show of hands unless a majority request a ballot.

Finance

The Accounts Manager shall be responsible for keeping and recording all payments made to or by the Foundation and for rendering an account thereof to the Management Team as and when required. The end of year accounts balance sheet will be published on the WEBSF Web Site. Fully paid up members of the WEBSF can inspect the detailed accounts on request.

Minutes

Copy of the minutes of all meetings and the results of the decision making process shall be maintained by the WEBSF Administration.

Dissolution

If upon the winding up or dissolution of the Foundation, there remain any assets after the satisfaction of all its debts, the same shall be given or transferred to a Charitable Institution having similar objectives to that of the West of England Billiards & Snooker Foundation operating within the West of England.

Income, Expenditure and Distribution of funds

Income is generated from Membership, Tournament fees, Donations, Sponsorship and Grants. Every effort shall be made to maximise the distribution of funds to facilitate participation of Billiards & Snooker for members whilst minimising expenditure.



Signatories

Roger Cole, Keith Millard & Steve Canniford

Membership Cards and Badges

Membership Identification Cards

Each member will receive a Membership ID Card which must be carried at all times when carrying out WEBSF duties or playing in WEBSF tournaments.

	Membership Card		
	WEST OF ENGLAND BILLIARDS & SNOOKER FOUNDATION		
Holder:	A Another		
Date of Issue:	1 st July 2005		
Membership No.:	123		
PLAYER			
WEST OF ENGLAND BILLIARDS & This is to certify that the holder is a member of the West Of England Billiards & Snooker Foundation. To confirm identity telephone 07850 882770			
Roger Cole WEBSF Champion			

Badges



West of England Billiards & Snooker Foundation



www.websf.co.uk

WEBSF Membership & Tournament Registration Form

Surname: _____
First Name: _____
Date of Birth: _____
Address: _____

Postcode: _____

Membership No.: _____
Telephone: _____
Mobile: _____
e-mail: _____

Players Annual Membership & Tournament Fees

Bronze Waistcoat WEBSF annual membership and entry to first event. £10

(NB: Subsequent entry fee @ £5 per event, due on the day, **cash only**. All entrants **MUST** be members or associate members of the WEBSF and under 17 on the 31st December in the season the tournament is played)

Silver & Combined Silver/Bronze Waistcoat Tour WEBSF annual membership and entry to first event. £20

(NB: Subsequent entry fee @ £10 per event, due on the day, **cash only**. All entrants **MUST** be members or associate members of the WEBSF and under 22 on the 31st December in the season the tournament is played.)

Gold Waistcoat Tour WEBSF annual membership and entry to first event. £30

(NB: Subsequent entry fee @ £20 per event, due on the day, **cash only**. All entrants **MUST** be members of the WEBSF)

Ladies Open Championship entry fee. £20

(NB: Competing Lady players residing in the West of England will receive free WEBSF membership)

Membership Fees

Officials, Coaches, Associate & Non players Membership (once only payment) £10

Lady players Membership – (Not entering the Ladies Open Championship) £10

Parents & Volunteer Membership – (Badge and ID Card available at £5, delete as appropriate) £0 / £5

Total _____

Do you give permission for photographs to be used on the WEBSF web site? YES NO
(circle as appropriate)

I hereby confirm that the above details are correct and that I agree to abide by the WEBSF terms and conditions.

Signed: _____ Date: _____

Parent/Guardian Signature:
(if aged under 16 years) _____

Please include over the page any health complications or special needs the WEBSF should be informed of in case of emergencies or to avoid potential embarrassing situations.

Waistcoat badge and ID card will be sent only when a passport photo with your name printed on the back is received. ID card is a condition of entry proof of membership when attending WEBSF tournaments etc.

Return this form with cheque made payable to:-
WEBSF
152 Stanborough Road
Plymstock
Plymouth, Devon PL9 8NX

- **You are welcome to copy and pass this form on to others for them to join the WEBSF – Thank you**

West of England Billiards & Snooker Foundation

STANDARD TERMS AND CONDITIONS FOR ALL WEBSF COMPETITIONS

Competitors must be fully paid up members of the West of England Billiards & Snooker Foundation.

The WEBSF dress code must be adhered to. The Tournament Director will refuse entry or disqualify any player failing to comply when challenged.

Bronze Tournaments - Dark trousers, dark shoes, collared shirt.

Gold & Silver Tournaments – Smart dark trousers, waistcoat, bow tie and dark shoes. Shirts must be tucked in at all times.(no jeans or trainers)

1. Mobile phones must be switched off or on silent at all times whilst in the match rooms.
2. Membership ID Card which must be carried at all times when carrying out WEBSF duties or playing in WEBSF tournaments.
3. All tournaments will be played where ladies are allowed in the billiards and/or snooker arena as players, officials or spectators.
4. Dates and venues may be changed at the WEBSF's discretion.
5. The format of play shall be confirmed on the day of the competition by the Tournament Director.
6. In round robin matches, the player(s) with the most points at the end of the round robin stage will determine qualification into the next stage of the competition. Where two or more players have the same number of points the following elimination format will be used to determine qualification:-
 - a. The result of match(es) between the player(s), (taking into account all frames)
 - b. Any players still tying at this stage, the winner of this pairing as played in the group qualifies.
7. The Tournament Directors decision will be final with regard to all decisions relating to the tournament.
8. Members and players must conduct themselves at all times in a proper manner consistent with their status as a sportsman or sportswomen and as a member of the West of England Billiards & Snooker Foundation.
9. All prize monies shall be subject to entries received.

Entries shall be regarded as an acceptance of these terms and conditions and in the event of any disputes arising or any other matter, the decision of the WEBSF Tournament Director, and on appeal, the WEBSF Management Team shall be binding.