



# DECISION AND ACTION LOG

## West of England Billiards & Snooker Foundation Annual Meeting

Held on: 17<sup>th</sup> September 2016, 2.00pm

Held at: The Brantons, Plymouth

**Objective of Meeting: Review previous Season & Plan for the future.**

**Attendance:** Steve Canniford (Chair), Dale Branton, Deborah Branton, Wayne Branton, Steve Brookshaw, Chris Coumbe, Darren Hall.

#	Message / Action / Decision
1.	<p><b>Apologies:</b> None received.</p>
2.	<p><b>The previous year's minutes:</b> Minutes agreed as a true and accurate record.</p> <p><b>Review of actions:</b></p> <p><b>The following actions have been fulfilled since the last meeting:-</b></p> <ul style="list-style-type: none"> <li>• WEBSF Gold Masters was a success – thanks to sponsor Matt Hulatt, M.J.H. Paving Ltd.</li> <li>• The new Gold Waistcoat Tour ranking points system proved a success</li> <li>• English Billiards was introduced into the Coaching portfolio; development is ongoing</li> <li>• WEBSF Ladies Open Snooker Tournament was a success</li> <li>• New Referees Scheme is taking shape</li> <li>• Met with representative from governing body. Update to follow – <b>Deborah, Dale &amp; Steve C</b></li> <li>• Use of Twitter to compliment Face Book and the WEBSF Website was a success</li> <li>• Two Management Team members are now trained First Aiders</li> <li>• A complete review of WEBSF documentation and the introduction of Codes of Practice, Forms covering Accident/Incidents, Risk Assessment, Safeguarding and Disciplinary procedures. These are now on the WEBSF website</li> <li>• Congratulations to Chris Coumbe who obtained Bronze level Coaching</li> </ul> <p><b>The following actions did not take place since the last meeting:-</b></p> <ul style="list-style-type: none"> <li>• WEBSF Silver Waistcoat did not take place due to lack of a suitable date.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Transfer of Player Profiles to new web site did not take place</li> <li>• A Team Tournament did not take place due to a suitable date and venue not being available</li> <li>• Did not contact the Paul Hunter Foundation</li> </ul>
3.	<p><b>Review the previous season's activities and plan for the future:</b></p> <p><b>Outline plan for the future:-</b></p> <ul style="list-style-type: none"> <li>• The WEBSF 'Theme' for 2016/17 is to strengthen the WEBSF as a volunteer community organisation</li> <li>• Make the Gold Masters a regular feature of the Gold Waistcoat Tour</li> <li>• Investigate Instagram as another communication medium - <b>Dale</b></li> <li>• Run a WEBSF Silver Waistcoat event this coming season – <b>Steve C</b></li> <li>• Continue working with the Governing bodies – <b>Steve C, Deborah &amp; Dale</b></li> <li>• Run a West of England Open Billiards Championship – <b>Steve B &amp; Chris</b></li> <li>• Make the WEBSF Ladies Open Snooker Championship a regular feature – consider different formats - <b>Deborah</b></li> <li>• Create a 'Members Only' area on the WEBSF Website – <b>Steve C</b></li> <li>• Further develop the Referees Scheme – Deborah, <b>Steve B &amp; Chris</b></li> <li>• Review WEBSF documents as they become due – <b>see Trello</b></li> <li>• Explore Team App as a means to communicate with members etc. – <b>Chris</b></li> <li>• Promote and make more visible the WEBSF brand and voluntary role of the WEBSF in the community - <b>Dale</b></li> <li>• Find ways of attracting new volunteers - <b>All</b></li> <li>• Develop Volunteer Roles/Job Descriptions' etc. - <b>Deborah &amp; Steve C</b></li> <li>• Information gathering to contribute towards case studies - <b>Dale</b></li> <li>• Formulate how to best to use the case studies - <b>All</b></li> </ul>
4.	<p><b>Review the Statement of Accounts:</b></p> <ul style="list-style-type: none"> <li>• The accounts are in the process of being prepared – <b>Wayne &amp; Steve C</b></li> </ul>

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	<ul style="list-style-type: none"> <li>At the end of June there was £???? in the bank and approximately £100 in cash.</li> </ul>
5.	<p><b>Review of WEBSF Officers:</b></p> <p>All Management Team members to remain in post, no new members coming forward.</p>
6.	<p><b>Review of Membership Subscriptions:</b></p> <p>Stay at £10 with no concessions as the season progresses</p>
7.	<p><b>Review amendments and proposed changes to WEBSF documents:</b></p> <ul style="list-style-type: none"> <li>i) Policy &amp; Structure Documents – No changes.</li> <li>ii) Coaching Documents – No changes.</li> </ul>
8.	<p><b>Tournaments:</b></p> <p><b>Calendar of Tournaments and Events for 2016/17 :-</b></p> <ul style="list-style-type: none"> <li>6 Gold Waistcoat one day events limited to 32 players each. The venues secured are Galaxy, Torquay, Top-Q Gloucester, 147 Club, Swindon and Jesters Swindon – <b>Steve C</b></li> <li>1 Silver Waistcoat Open tournament - Venue to be confirmed – <b>Steve C</b></li> <li>1 Bronze Waistcoat Open tournament - Jesters in Swindon – <b>Steve C</b></li> <li>West of England Open Snooker - Jesters, Swindon – <b>Steve C</b></li> <li>West of England Open Billiards – Venue to be confirmed – <b>Steve B &amp; Chris</b></li> <li>1 ONEFOURSEVEN tournament – Venue to be confirmed – <b>Steve C</b></li> <li>Ladies Open Snooker Championship – Venue to be confirmed - <b>Deborah</b></li> </ul> <p><b>Tournament Fees &amp; Trophies:-</b></p> <ul style="list-style-type: none"> <li>No changes – <b>Wayne</b></li> <li>Change bank to Barclays and use Ping It to receive fees and payments</li> </ul>
9.	<p><b>Coaching Strategy for 2016/17:</b></p> <ul style="list-style-type: none"> <li>Introduce the WEBSF coaching set-up to at least one other venues during the season to gain exposure and promote coaching – <b>Steve C</b></li> <li>Become ‘Dementia Friends aware’ – <b>Deborah</b></li> <li>Connect with the Stroke Association – <b>Darren</b></li> </ul>

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	<ul style="list-style-type: none"> <li>• Establish Microsoft One drive to share coaching files and investigate potential on-line collaboration tools</li> <li>• Continue working on the development of the coaching tasks which contribute to the lesson plans to ‘mirror’ Sports Coach UK format</li> <li>• Continue to attract and accommodate all members of the community that wish to play Billiards &amp; Snooker - <b>All</b></li> </ul>
10.	<p><b>Funding Initiatives and Sponsorship:</b></p> <ul style="list-style-type: none"> <li>• World Billiards funding – Report to World Billiards on how the donation was spent and how it has furthered the game of English Billiards in the Plymouth area – <b>Chris and Steve B</b></li> <li>• Secure sponsorship for the Gold Masters – <b>Wayne</b></li> </ul>
11.	<p><b>Educational and Player Development:</b></p> <ul style="list-style-type: none"> <li>• Continue to include this within the WEBSF coaching session – <b>All</b></li> </ul>
12.	<p><b>Submitted Proposals for consideration:</b></p> <p>The proposals below were submitted by Nick Kenny. These were discussed as follows:</p> <ul style="list-style-type: none"> <li>• Open registration for the next WEBSF event during the previous event. e.g. open registration for Gold event 1 at the West of England Snooker Championship, Gold event 2 at Gold event 1 etc.</li> </ul>
	<p>The WEBSF Management Team were thanked for their contribution this season.</p> <p>The meeting then closed at 4.00 pm.</p>