



# DECISION AND ACTION LOG

## West of England Billiards & Snooker Foundation Annual Meeting

Held on: 27<sup>th</sup> July 2018, 10am  
Held at: The Brantons, Plymouth

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

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

Message / Action / Decision	
	<b>Apologies:</b> None.
1.	<p><b>Minutes of the last meeting held on 15<sup>th</sup> July 2017:</b> Minutes agreed as a true and accurate record.</p> <p><b>Review of actions from last season's minutes:</b></p> <ul style="list-style-type: none"> <li>• A letter to World Billiards has not been sent yet until the remaining few items have been purchased this coming season - <b>Deborah &amp; Chris</b></li> <li>• The following tournaments were held during 2017/18: The Bronze Open; WoE WEBSF Snooker Open; WoE English Billiards Open; WEBSF Billiards Open (in remembrance of Bryan Canniford); the Gold Series; Gold Masters; Ladies Open</li> <li>• Continue to update the lesson tasks to aid lesson planning – <b>ongoing</b></li> <li>• Continue to seek any funding opportunities as appropriate - <b>ongoing</b></li> <li>• Liaise and work with the new sponsor on The Bronze Open, The Gold Series and the Masters – <i>complete</i></li> <li>• Obtain relevant insurance quotes and implement as appropriate – <i>complete</i></li> <li>• Refresh the website – <i>complete</i></li> <li>• Launch the WEBSF Instagram account – <i>complete</i></li> <li>• Produce new marketing material such as posters, flyers, social media banners – <i>complete</i></li> <li>• Raise awareness of our three key themes (Tournaments, Coaching and Volunteering) and promote the organisation to a wider audience – <i>complete</i></li> <li>• Complete the 'Dementia Friends' awareness training – <i>complete</i></li> <li>• Implement the new financial management package – <i>complete</i></li> <li>• Continue to seek feedback from members using 'Impact Surveys' and collate responses so they can be used for promotion, marketing and funding applications – <i>complete</i></li> <li>• Promote volunteering and make more visible on website – <b>ongoing</b></li> </ul>



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	<ul style="list-style-type: none"> <li>• Encourage members to volunteer – <i>complete</i></li> <li>• Create an Induction Programme for volunteers – <i>ongoing</i></li> <li>• Continue to liaise with Governing Bodies – <i>ongoing</i></li> </ul>
<b>2.</b>	<p><b>Review of previous year's activities:</b></p> <ul style="list-style-type: none"> <li>• WoE Snooker Open was held at the start of 17/18 and attract 6 new participants.</li> <li>• The Gold Series was felt to be a great success and with the added support of a sponsor. This brought new opportunities for players with additional prizes for highest non-qualifier break and 147 break.</li> <li>• The Masters tournament went well but the Management Team felt that the date needed to be reviewed for next season to reduce the other potential clashes that participants have to choose between.</li> <li>• The WEBSF English Billiards Open in memory of Bryan Canniford was held in September 2017 and was very successful. It was felt that the location in Torquay lends itself to the shorter format of this tournament (half an hour games). It also allows participants from further afield in Cornwall to be able to travel to a closer event.</li> <li>• The WoE English Billiards Open was held in Easter at Swindon which seemed to be a key accessible location to attract players. The Management Team feel this would be a good venue for the 18/19 season. Overall feedback received from participants was good.</li> <li>• Bronze Open and community coaching day had a real 'feel good' atmosphere which was more of a fun day than a tournament. It provided a 'no barriers to learning' approach and allowed players to have an insight into the life of a professional snooker player with the help of snooker professional Sam Baird and former professional Hassan Vaizie. The Management Team felt the coaching day could have been better attended but was very difficult to promote as an event because so much was included.</li> <li>• The exhibition with Dominic Dale was included as part of the Masters and has allowed us to raise much needed funds for the organisation. The exhibition went well but attendance could have been higher.</li> <li>• The Ladies Open snooker tournament was held in Plymouth and attracted a few more new faces and received positive feedback.</li> <li>• The WEBSF bank account has been changed from Lloyds to Barclays and has allowed us to move into the digital money transfer age. This has been useful for both volunteers and participants alike.</li> <li>• All the volunteers and some participants have completed the online training provided by the Alzheimer's Society and we now have 9 Dementia Friends. The Management Team will continue to encourage others to do the online training.</li> <li>• Two out of the three clubs approached for free coaching took up the opportunity. The coaching days held at the Galaxy club in Torquay and Jesters in Swindon were well received by participants who attended. The Galaxy club would be grateful for more input from volunteers.</li> </ul>



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- WEBSF policies continue to be updated and added as appropriate.
- The sponsorship opportunity during 2017/18 has elevated the work of the Foundation and allowed the Management Team to think more about its allocation of resources as well as being more creative with marketing implementation of the requests.
- The Champion and Deputy Champion have been engaged in some positive discussions with the EPSB resulting in an announcement being made about the collaboration between the two organisations to improve volunteering in the sport ([EPSB](#)). Some further work needs to be done and will form part of the ongoing discussions with the EPSB.

### Outline plan for the future:

- Produce new marketing material for tournaments – **Dale**
- Continue to identify new ways to increase female participation in the sport - **All**
- To look at the possibility of collaborating with other organisations/clubs in the West of England to increase junior participation. For example, this could take the form of holding tournaments on a rotation where everyone promotes and volunteers. The collaboration could be between WEBSF, SWSA and Cuestars – **Steve C**
- Run the WEBSF Snooker Open at the start of the 2018/19 season - **All**
- Run the West of England English Billiards Tournament - **All**
- Run the WEBSF English Billiards Open Tournament - **All**
- Run the Gold Series tournaments - **All**
- Run the WEBSF Masters - **All**
- Run the Ladies Open - **All**
- Continue to update the lesson tasks to aid lesson planning – **All**
- Continue to seek any funding opportunities as appropriate – **All**
- Liaise and work with sponsor on The WoE Snooker Open, The Gold Series and the Masters – **Steve C & Deborah**
- Obtain relevant insurance quotes and implement as appropriate – **Steve C & Deborah**
- Create a website strategy – **Dale & Steve**
- Create a Social Media strategy – **Dale, Deborah and Steve**



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	<ul style="list-style-type: none"> <li>• Create a volunteer recruitment and retention strategy – <b>Deborah and Steve</b></li> <li>• Raise awareness of our three key themes (Tournaments, Coaching and Volunteering) and promote the organisation to a wider audience – <b>All</b></li> <li>• Implement the new financial manual – <b>All (and any new volunteers)</b></li> <li>• Continue to liaise with Governing Bodies – <b>Steve C &amp; Deborah</b></li> <li>• Produce an annual financial projection plan – <b>Deborah &amp; Steve B</b></li> <li>• Review Ladies matrix to cover different formats – <b>Steve C</b></li> <li>• Write to a current professional snooker player to identify an additional Patron – <b>Steve C</b></li> </ul>														
<b>3.</b>	<p><b>Review the Statement of Accounts</b></p> <p>Bryan Ayres was given a vote of thanks for his work in preparing and auditing the accounts. The accounts were agreed as a true and accurate record by all present. Investigations into computerised and on-line accounting to be explored in order to reduce the amount of time taken and to 'future proof' the WEBSF – <b>Deborah &amp; Steve B</b></p>														
<b>4.</b>	<p><b>Review of WEBSF Officers</b></p> <p>The current WEBSF Management Team and their responsibilities are listed below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Steve Canniford</td> <td>Champion and Head of Coaching, Child Protection Officer, Volunteer Co-ordinator, DBS Business Unit Administrator, Press Release Officer, Lottery Administrator</td> </tr> <tr> <td>Deborah Branton</td> <td>Deputy Champion, Volunteer Co-ordinator, Accounts Co-Manager, DBS Business Unit Administrator, Official Photographer, First Aider, Lottery Administrator</td> </tr> <tr> <td>Wayne Branton</td> <td>Coach, Senior Players Representative, Tournament Director</td> </tr> <tr> <td>Darren Hall</td> <td>Coach, Tournament Director, Community Inclusion Development Officer</td> </tr> <tr> <td>Steve Brookshaw</td> <td>Coach, Tournament Director, First Aider, Accounts Co-Manager</td> </tr> <tr> <td>Chris Coumbe</td> <td>Coach, Ambassador</td> </tr> <tr> <td>Dale Branton</td> <td>Ambassador, Marketing and Digital Media Officer</td> </tr> </table> <p>Other volunteers:</p>	Steve Canniford	Champion and Head of Coaching, Child Protection Officer, Volunteer Co-ordinator, DBS Business Unit Administrator, Press Release Officer, Lottery Administrator	Deborah Branton	Deputy Champion, Volunteer Co-ordinator, Accounts Co-Manager, DBS Business Unit Administrator, Official Photographer, First Aider, Lottery Administrator	Wayne Branton	Coach, Senior Players Representative, Tournament Director	Darren Hall	Coach, Tournament Director, Community Inclusion Development Officer	Steve Brookshaw	Coach, Tournament Director, First Aider, Accounts Co-Manager	Chris Coumbe	Coach, Ambassador	Dale Branton	Ambassador, Marketing and Digital Media Officer
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	<p>Ray Reardon          Patron Bryan Ayres          Auditor Sam Baird            Ambassador Nick Harry           Referee</p> <p><b>Life Memberships to be included:</b> If you become a professional player Life membership is awarded, or considered after 10 years of active voluntary contribution. Billy Castle, Brian Ayres, Chris Coumbe, Dale Branton, Darren Hall, Deborah Branton, Harvey Chandler, Ian Preece, Ray Reardon, Roger Cole, Sam Baird, Steve Brookshaw, Steve Canniford, Wayne Branton</p>
<b>5.</b>	<p><b>Review Membership Subscriptions</b> The WEBSF billiards and snooker season runs from 1<sup>st</sup> September to 31<sup>st</sup> August.</p> <p>The Management team agreed that the membership subscriptions need to be reviewed and confirmed via an extraordinary meeting prior to the commencement to the season.</p>
<b>6.</b>	<p><b>Annual review of policies, procedures and good practice</b> A new 'Financial Manual' has been produced and was circulated for comment prior to the meeting. The Management Team approved the 'Financial Manual' subject to minor changes discussed at the meeting.</p> <p>The following policies are currently under annual review with the anticipated completion date being the start of the new season: <b>Steve C &amp; Deborah</b></p> <ul style="list-style-type: none"> <li>• Constitution</li> <li>• Code of Conduct for Members and Participants</li> <li>• Code of Conduct for Children and Young People</li> <li>• Code of Conduct for Parents and Guardians</li> <li>• Code of Conduct for Volunteers</li> <li>• Disciplinary Policy</li> </ul>



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	<ul style="list-style-type: none"> <li>• Anti-bullying Policy</li> <li>• Safeguarding Children and Young People Policy and Procedure</li> <li>• Data Protection Policy</li> <li>• Recruitment of ex-offenders Policy</li> <li>• Policy on the secure storage, retention, handling, use and disposal of disclosures and disclosure information</li> <li>• ICT Acceptable Use Policy (children)</li> <li>• Photography and Filming Policy</li> </ul> <p>This terminates the annual meeting.</p>
7)	<p><b>WEBSF Management Team Meeting</b></p> <p><b>Other business:</b></p>
8)	<p><b>Insurance</b></p> <p>The WEBSF Champion and Deputy to liaise with Bob Hill, EPSB about any possible insurance opportunities through the same scheme as the 147 Club – <b>Steve C &amp; Deborah</b></p>
9)	<p><b>Review tournaments and events for 18/19:</b></p> <p>i. Calendar of tournaments and events:</p> <ul style="list-style-type: none"> <li>• WoE Snooker Open</li> <li>• WoE English Billiards Open. The Management Team agreed a branding name change for this tournament to 'The Billiards Open' and the 2018/19 tournament will be in remembrance of Bryan Canniford.</li> <li>• WEBSF Billiards</li> <li>• Gold Series. The Management Team agreed that we should move from five Gold Series events instead of six. This is due to the many other areas that the Management Team need to consider as well as ensuring ongoing activity is maintained. <b>Steve C &amp; Deborah to inform sponsor.</b> When arranging the dates, the Management Team will aim to avoid bank holiday weekends, religious celebrations, Q School and other billiards and snooker tournaments where the calendars are available.</li> <li>• Gold Masters</li> <li>• Ladies Open</li> </ul>



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- Open coaching days – Exeter and possibly Weston Super Mare. A coaching session at Exeter is being discussed with the local league at a club which has 6 snooker tables. The Galaxy Centre in Torquay are also interested in holding more coaching opportunities. There may be a possibility of including this on our coaching schedule or holding another free coaching event.

The following draft plan was agreed subject to availability:

29<sup>th</sup> September 2018 - The West of England Snooker Open (sponsored by Totally Reward) – Jesters, Swindon (**confirmed**)

Gold Snooker Series (sponsored by Totally Reward)

27<sup>th</sup> October 2018 - Event 1 – Frames, Weston-Super-Mare (**confirmed**)

17<sup>th</sup> November 2018 - Event 2 – 147, Swindon (**confirmed**)

12<sup>th</sup> January 2019 - Event 3 - Galaxy, Torquay (**confirmed**)

9<sup>th</sup> February 2019 - Event 4 - Top Q, Gloucester (**TBC**)

9<sup>th</sup> March 2019 - Event 5 — Jesters, Swindon (**confirmed**)

6<sup>th</sup> April 2019 - Gold Masters (sponsored by Totally Reward) (**to be confirmed**)

10<sup>th</sup> November 2018 - The Billiards Open – Galaxy, Torquay (**confirmed**)

23<sup>rd</sup> February 2019 - The West of England Billiards Open – Jesters, Swindon (**confirmed**)

16<sup>th</sup> March 2019 - The Ladies Snooker Open – Exeter (**to be confirmed**)

Three WEBSF Coaching Days, dates to be arranged – Exeter end of November 2018. Galaxy, Torquay mid-April 2019. WSM mid-January 2019

**Post meeting note:** *These draft proposals are likely to be amended, for an update go to the [WEBSF Calendar](#)*

ii. Tournament fees and trophies



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	<p>The cost of trophies continues to increase year on year. This needs some further research in order to achieve the best value for money without compromising on quality.</p> <p>iii. Ranking points 'flaw'</p> <p>Lengthy discussion took place regarding the ranking point issue which occurred at the end of last season. Where, in a round robin tournament, groups do not have an equal amount of players. Players in the smaller group could be disadvantaged by the number of points that are available to win. A task group will investigate scenarios based on last season's results and propose a solution to mitigate or lessen the effect of this happen in future tournaments. This will then be written into the tournament rules for the start of the season. – <b>All</b></p>
<p><b>10)</b></p>	<p><b>Review Coaching Strategy</b></p> <p>Following the recent bereavement of a member of staff from the Plaza snooker club, the club owner requested financial changes to be made for the use of its facilities, which is not possible due to the category of organisation the WEBSF falls under. This has left the WEBSF with no alternative but to withdraw all coaching and any future tournaments out of the Plaza with immediate effect. A letter was hand delivered to the club owner on 18<sup>th</sup> July 2018. Thanks go to the Keyham Barton Club who allowed the use of its facilities on the following weekend for a small number younger participants. This change has forced the WEBSF to look at its current coaching strategy and future aspirations. In the short term, this will provide us with an opportunity to broaden our reach to other clubs across Plymouth and the wider region. Clubs to be contacted include Keyham Barton Conservative Club, Saltash Social Club, Crownhill RBL, Elburton, Pennycross, Galaxy Centre Torquay and Exeter. The clubs are to be visited and then proposals formed.</p>
<p><b>11)</b></p>	<p><b>Review funding initiatives and sponsorship</b></p> <ul style="list-style-type: none"> <li>i. Funding ideas</li> <li>ii. Totally Reward Sponsorship</li> <li>iii. Sign Lottery Return Form</li> <li>iv. Sign Lottery Administrators assignment letter</li> </ul>
<p><b>12)</b></p>	<p><b>Marketing initiatives</b></p> <p>Website and marketing strategy - It was felt that a website strategy would be beneficial for the organisation. It was felt that in looking at this again, it would provide opportunities to advertise the Foundation through hits via Google and other search engines. It could also have initiatives such as 'get into volunteering', 'get into coaching' or 'return to the game'. Part of the marketing initiatives could be to speak with people who don't necessarily think the sport is for them including former players. The Marketing Officer felt that a change to the design of the posters would be benefit for the coming season. This needs to be event specific advertising with some generic marketing that can be up all year round. Marketing should direct people to our website where they can find out more. This generates more hits and helps in terms of search engines. It means that the website will need to be up to</p>



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	<p>date. The Foundation also needs a strategy for social media. Through the website, we have the opportunity to create more content rather than just basing it around each tournament. Could create articles like 'get into coaching', etc. It needs to be populated with content that makes people buy into it. <b><i>Dale to produce a content strategy for the website that everyone can contribute to.</i></b></p>
<b>13)</b>	<p><b>Volunteers</b> A strategy for the recruitment and retention of volunteers needs to be created along with the Induction Programme and associated documents. These have already been started on but need further development throughout the year.</p>
<b>14)</b>	<p><b>Links to a chosen charity</b> This item has been parked for the coming season.</p>
<b>15)</b>	<p><b>WEBSF organisation structure</b> A document was tabled at the meeting detailing the different legal structures available for review and discussion. This contained a lot of information which was too lengthy to be discussed at the meeting. The Management Team were asked to review the document and associated links as a further discussion would need to be held. In light of the increasing activity, the WEBSF may need to seek independent legal advice as to the best legal status for the organisation moving forward. <b><i>Deborah to look at lottery funding against the different legal structures.</i></b></p>
<b>16)</b>	<p><b>Proposals</b> The Management Team discussed 'Proposal 1' which had been submitted by a member prior to the meeting. The Management Team unanimously agreed that it was only possible for someone to participate as an official at a WEBSF activity where they had completed the necessary volunteer application process as well as adhering to the WEBSF code of conduct for volunteers.</p>