

West of England Billiards & Snooker Foundation

Coaching Policies & Structure



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 aim is to cover all areas within the region and to provide consultation and assistance to the Governing Bodies and other Regional Organisations.

The WEBSF is administrated and run by Parents, Billiards & Snooker Experts/Enthusiasts and Volunteers. The main aim is to provide an inclusive, safe and informative environment in which children and adults, of all denominations, throughout the region are given the opportunity of realising their full potential in respect of Billiards and Snooker.

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

The WEBSF is committed to providing Billiards & Snooker players throughout the West of England and Nationally with the opportunity of improving their knowledge and skill in respect of Billiards & Snooker. This documents details the Billiards & Snooker coaching and assessment activities the foundation undertakes on a regular basis and the administration thereof.

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The Role of the Coach

A Coach is in a very privileged position. A student will tend to hang on his every word and follow every instruction to the letter. It is important that the Coach does not abuse this privilege in any way, or he will quickly lose the student's confidence. Whilst the Coach must gain the respect of the student, he should not try to achieve it by imposing himself by what is termed "over coaching". Every care must be taken to follow the guidelines in the WEBSF Safeguarding Policies & Procedures. Especially with children and young adults. A student will often put a great deal of trust in the Coach.

A good Coach will take time to talk with his student and put him/her at ease. During early discussion the Coach will gain as much relevant background information from his student as possible, so that when he starts the practical side of the lesson, the Coach is in a much better position to assess the needs of his student.

Before any tuition takes place with under 18's, it is policy for the Coach to speak to a parent and set ground rules i.e. Frequency of Coaching, length of Lessons, Hopes and Aspirations, students being picked up after lessons etc..

During this initial discussion you should always make notes for future reference. Listed below are examples of some questions you may need to ask: -

- How old are they?
- How long have they been playing?
- What standard have they reached?
- What standard do they hope to achieve?
- Do they compete and at what level?
- Has the Student had coaching previously?
- Have they booked the lesson for a specific reason?
- Are they the type of person who is receptive to instruction? (some just like to talk about their problems)
- Do they have someone who can act as a mentor?

Each Coach is expected to keep basic records of each person they coach. The minimum details required are: Name, Age, Dates coached, Venue, and Sessions (as defined in the WEBSF Coaching Template) and stored in accordance with the WEBSF data protection policy.

All Coaches must seek training in Child Protection issues and accreditation with national bodies.

The WEBSF Coaching information and Manual will act as a guide to compliment the Coaches own knowledge and experiences.

Effective Coaching is a vital ingredient in the development of individual and team performance in sport. Whatever the level of ability, from beginner through to international competitor, sound



leadership and guidance are essential for successful and enjoyable participation and performance.

WEBSF Billiards & Snooker Coaching Structure

Head of Coaching

Volunteer Coaches

Volunteer Coaching Assistants

Volunteer Coaching

The WEBSF offers a Volunteer Coaching Service. What this means is that all Coaching Fees, less expenses incurred, are passed to the WEBSF to be used to operate its own charitable programs. All existing WEBSF Coaches are requested to 'transfer' to the new voluntary status from 1st January 2018. Any that do not wish to 'transfer' can continue to coach under the WEBSF 'banner' but must declare their non-voluntary status to each student prior to coaching taking place.

Head of Coaching

The Head of Coaching will shoulder the majority of responsibility for development of Billiards & Snooker within the West of England. However, innovation throughout the team is encouraged through sharing of knowledge and coaching methods.

Responsibilities include: -

- Obtaining a personal Disclosure and Barring Service (DBS) checks and comply with the WEBSF Safeguarding Policies & Procedures
- Examining potential Coaches
- Training and advising of Coaches
- Assessing students
- Liaising with Coaches, County Committees, Leagues and Governing bodies
- Promoting Billiards and Snooker Coaching throughout the West of England
- Keeping records of persons coached
- Uphold the good reputation of the WEBSF
- Ensure the safety and wellbeing of participants working within the guidelines laid down in the WEBSF Safeguarding Policies & Procedures.

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Volunteer Coaches

A Volunteer Coach is expected to support the ideals of the WEBSF, be pro-active in developing Billiards & Snooker and liaise with the WEBSF on all matters relating to Billiards & Snooker coaching. Volunteer Coaches will undertake a WEBSF Coaches Assessment to determine at which level of coaching they are competent.

One of the WEBSF Volunteer Coaches to be nominated to deputise in the absence of the Head of Coaching.

Responsibilities include: -

- Obtaining a personal Disclosure and Barring Service (DBS) checks and comply with the WEBSF Safeguarding Policies & Procedures
- Examining potential Coaches*
- Training and advising of Coaches*
- Assessing students
- Promote Billiards and Snooker Coaching
- Keeping records of persons coached
- Uphold the good reputation of the WEBSF
- Ensure the safety and wellbeing of participants working within the guidelines laid down in the WEBSF Safeguarding Policies & Procedures.

*(must have obtained WEBSF Gold or Silver level coach accreditation)

Volunteer Coaching Assistant

Volunteer Coaching Assistants must be recommended by a member of the WEBSF Management Team and mentored by an existing WEBSF Coach until they have developed their coaching ability and knowledge, sufficient for assessment to Gold, Silver or Bronze accreditation. Ideally they require a basic knowledge of playing Snooker and/or Billiards and know the Rules of the Game(s). However, this is not essential as training will be given.

Responsibilities include: -

- Obtaining a personal Disclosure and Barring Service (DBS) checks and comply with the WEBSF Safeguarding Policies & Procedures
- Provide assistance to a more senior coach during coaching sessions
- Uphold the good reputation of the WEBSF
- Ensure the safety and wellbeing of participants working within the guidelines laid down in the WEBSF Safeguarding Policies & Procedures.



What is required to become a WEBSF Volunteer Billiards and/or Snooker Coach?

If you feel you can fulfil the role of a WEBSF Volunteer Coach, shoulder the responsibilities, have the desire to pass on your knowledge and experiences and you have, or have the potential to acquire the following skills: -

- A sound knowledge of the game.
- The ability to instil the right attitudes in players.
- Effective planning and organisational skills.
- Ability to detect problem areas and correct these quickly and effectively.
- Flexibility with regard to resources available to you.
- To act as a role model for the players under you.
- Belief in your own ability in order to motivate players to improve performance.
- Ability to communicate with players as individuals.
- Be prepared to keep up to date with current coaching methods.
- Have ongoing evaluation of performance and be able to analyse individual weaknesses and remedy them.

Coach Application and Assessment

Your next step is to contact the WEBSF direct or via your County Billiards & Snooker Association, Local League, Club or recognised sponsoring body. They will arrange for you to be sent a Prospective Coaches Pack. This will contain information explaining in more detail what is required and help prepare you for the assessment. If you decide not to progress all documents contained in the pack must be returned to the WEBSF. If you wish to proceed contact the WEBSF and arrange the examination/assessment date and venue.

All prospective WEBSF Coaches are required to complete a self-declaration form and agree to abide by the requirements of the WEBSF Safeguarding Policies & Procedures. You will also be required to obtain a Disclosure and Barring Service (DBS) check. This will be arranged by the WEBSF Child Protection Officer. If the results of the Disclosure provide information causing concerns the WEBSF Child Protection Officer and Management Team will act accordingly.

Training / Mentoring

If you are new to coaching and require training and/or assistance the WEBSF will arrange for an existing WEBSF coach to mentor you until such times as you are able to coach on your own. Once you have been awarded WEBSF Coaching status you will be given access to the WEBSF approved Coaching Manual and associated coaching information, which you are encouraged to use. You will also be expected to read, understand and abide by the WEBSF Safeguarding Policies & Procedures.



Coaching Sessions / Courses / Tasks / Fees

Coaching can take place as a group of two or more students or as one-one sessions. The WEBSF has coaching information in the form of lessons plans, tasks, guides and assessments that can be used to cater for all scenarios. This information is freely available to registered WEBSF Coaches. Coaching fees are received as donations direct into the WEBSF bank account and will be used to support the activities of the WEBSF and cover expenses reasonably incurred by the coach.

Community Coaching

We define community coaching as organised group coaching activity that takes place at billiards and snooker venues within the heart of community, coordinated by WEBSF volunteers.

Whether you are approaching billiards and snooker for the first time or if you are a more experienced player looking to reach the next level, community coaching sessions offer a friendly and informative learning environment which can benefit players of all abilities.

By attending community coaching sessions, you will not only have access to a variety of coaches who all provide their own unique insight and experience, but you will also be able to develop your technical, physical and mental billiards and snooker skills within a safe and friendly social setting.

Our community coaching sessions take place at designated snooker and social clubs that have the facilities to accommodate a group-based billiards and snooker coaching session.

Thanks to our flexible approach to coaching, community coaching sessions are able to cater for a small handful of participants sharing a single billiard table, just as effectively as a larger group of participants at a venue that has more than one billiard table.

We are always looking for new clubs and locations to run community coaching sessions to enable us to reach out to a wider section of the community. Please contact us if you are a club who wants to participate in organised community coaching events, or if you know of any clubs who would be interested in hosting community coaching events.

The first session is completely free to attend – subsequent coaching sessions cost £5, which can be paid on the day of the session. A free drink will be provided. The fee may be reduced where the session is less than three hours (with WEBSF Management Team prior agreement).

The WEBSF Management Team reserves the right to subsidise disadvantaged players to access community coaching sessions, either in part or in full.

Group Coaching

Lesson Plans – Snooker

A course of instruction has been designed to meet the needs of players with varying levels of knowledge, skill and ability. Players, who are new to the game; want a better understanding of the game; or wish to re-visit their technique with the aim of improving their standard of play, would benefit from attending this course. Most aspects of snooker are covered and the degree of difficulty is tailored to suit that of the individual or group.

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A full course of instruction will comprise 6 sessions each session lasting approx. 1 hour 15 minutes.

Group courses will normally comprise up to 4 players. However, other formats can be accommodated.

Lesson Plans – English Billiards

A course of instruction has been designed to meet the needs of players who are new to the game or wish to improve their current standard and awareness of billiards shot making and strategy. Most aspects of billiards are covered considering both 'all round/red ball' and 'top of the table' play.

A full course of instruction will comprise 6 sessions each session lasting approx. 1 hour 15 minutes.

Group courses will normally comprise up to 4 players. However, other formats can be accommodated.

Individual Coaching

Those players who have completed the group course; prefer one-to-one coaching; have reached a reasonably high standard or require coaching on a specific element of their 'game' are accommodated here.

Each course will be designed to suit the individual using some of the content in the stated courses and expanding as necessary.

Coaching Fees

Advisory coaching fees are set by the WEBSF Management Team and reviewed on an annual basis. In addition to the coaching fee will be reimbursement of the coach(s) expenses (travel & parking cost and refreshments) incurred by the coach. Expenses are monitored by the WEBSF Management Team to ensure these are reasonable and fair. Fees, including expenses, to be paid in at the start of each coaching session. Details and how to claim expenses are covered in the Volunteers Policy Document.

Player Certification and Assessment Scheme

Introduction

In order to reward on-going improvement, the WEBSF operates a Bronze, Silver & Gold Award Scheme. WEBSF Members receive a WEBSF certificate indicating the level of achievement gained through successfully completing assessments. There are three grades of assessment for Billiards and three grades of assessment at Snooker: -

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English Billiards

Bronze

Having undergone the full course of instruction and attained the Bronze grade the student will have demonstrated the ability to play simple winning and losing hazards, simple cannons, show reasonable touch, and have a basic knowledge of the history, rules and equipment used to play English Billiards.

Silver

Having successfully attained the Silver grade the student will have demonstrated the ability to play a variation of 'all round billiards' shots so to compile modest breaks, show a good sense of touch, and good judgement of angles. They will also have a reasonable knowledge of the history, rules and equipment used to play English Billiards.

Gold

Having successfully attained the Gold grade the student will have demonstrated the ability to control the balls sufficiently so as to compile high breaks through the all-round and top of the table method of scoring. Also to demonstrate an excellent sense of touch and have a very good knowledge of the history, rules and equipment used to play Snooker.

Snooker

Bronze

Having undergone the full course of instruction and attained the Bronze grade the student will have demonstrated the ability to pot simple balls, show reasonable touch, escape from simple snookers and have a basic knowledge of the history, rules and equipment used to play Billiards or Snooker.

Silver

Having successfully attained the Silver grade the student will have demonstrated the ability to consistently pot balls so as to compile modest breaks, show a good sense of touch, escape from difficult snookers and have a reasonable knowledge of the history, rules and equipment used to play Snooker.

Gold

Having successfully attained the Gold grade the student will have demonstrated the ability to consistently pot balls so as to compile match winning high breaks, show an excellent sense of touch, escape from very difficult snookers and have a very good knowledge of the history, rules and equipment used to play Snooker.

Levels of Competency

Within each grade there are six levels of competency to attain. Each level of competency includes three practical exercises to test the players' cueing skills (Accuracy of Striking, Touch and Cue Ball Control, Judgement of Angles & Trick Shots). Also each level of competency includes three questions to test their knowledge of Billiards & Snooker (history, equipment, rules, history & etiquette).

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Attempts & Re-takes

Up to three attempts at each practical exercise will be permitted. All questions must be answered correctly at the first attempt. The Student will be allowed to make brief reference to the rule book and the Billiards and Snooker Bygones book to assist in answering questions on the rules and history of the game. A player is required to have completed each competency in order before attempting the next. At least one month must lapse between taking each competency and one week before any retake.

Players will normally start the assessment process by attempting the Bronze grade. However, established players of known ability can start at Silver but must have completed Silver before attempting Gold.

Before attempting any of the grades it is advisable to have completed a full WEBSF course of lessons on the Basic Principles of Billiards and Snooker and/or the Basic Principles of English Billiards.

Other WEBSF Policies & Procedures can be found [here](#)

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Last Saved By: Steve Canniford

Date Last Saved: 21 September 2018

Revision Number: 4

Revision Date	Change / Update
01/08/2005	Badge Change
30/06/2006	Extracted from main Policy & Structure document
05/01/2007	Minor grammatical errors corrected
06/01/2016	General review and update
30/12/2017	Re-write to accommodate 'volunteer' coaching
02/09/2018	Minor corrections
21/09/2018	Community Coaching added

Document information