

West of England Billiards & Snooker Foundation

Policies & Structure



Introduction

The West of England Billiards & Snooker Foundation (WEBSF) is a community focussed, not-for-profit, unincorporated organisation, 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 volunteers comprising parents, billiards & snooker experts and enthusiasts. The main aim is to provide an inclusive, safe and informative environment in which children and adults, throughout the region, are given the opportunity of realising their full potential in respect of Billiards and Snooker and have fun, self-satisfaction and a sense of achievement.

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

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Purpose, Aims & Objectives

Mission Statement

Billiards & Snooker for all.

Equality and Diversity Statement

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

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 volunteers 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 participants.

Aims and Objectives

- ✓ To advance the knowledge and skill through structured coaching sessions and certificated assessment.
- ✓ Provide competition through a comprehensive programme of organised tournaments catering for different age groups and varying levels of ability.
- ✓ To attract sponsorship and volunteers to the WEBSF to further develop activities.
- ✓ To distribute all monies obtained from participation fees, tournament entrance fees, donations and sponsorship for the benefit of the foundation and its participants.
- ✓ To adhere to the policy and guidelines documented in the WEBSF Safeguarding Children and Young People Policy and associated documents. Provide a safe environment and make every effort to protect the well-being of children, young adults and the vulnerable whilst they are engaged in Billiards and Snooker activities.
- ✓ Establish close working relationships with County Billiards & Snooker Associations, Local Leagues and Other Groups operating within the West of England. Extending a hand to National, International and World Governing Bodies and Organisations.



Structure

Title

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

Officers & Officials

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

Management Team positions will be drawn from:

Champion

Deputy Champion

Child Protection Officer

Tournament Directors

Players Parents Representative

Senior Players Representative

Women Players Development Officer & Representative

Junior Players Representative

Youth Development Officer, Cornwall

Cornwall County Billiards & Snooker Association Representative

Devon County Billiards & Snooker Association Representative

Plymouth & District Billiards & Snooker League Representative

Administration of Accounts

Official Photographer

Marketing, Public Relations & Media Officer

Volunteer Co-ordinator

Ambassadors

Coaching Team

Head of Coaching

Sports Psychologist

Billiards & Snooker Coaches

Associates

Devon County Billiards & Snooker Association

Cornwall County Billiards & Snooker Association

Plymouth & District Billiards & Snooker League

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The WEBSF Positions

NB: One member of the WEBSF Management Team 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 foundation. This person has significant influence and takes personal responsibility for the direction and successful growth of the organisation.

Ambassador

The key role of an Ambassador is to motivate and inspire other people to participate in Cue Sports. Ambassadors have a pivotal role within the WEBSF and the wider community, they are: advocates, role models and leaders of others, especially young people. They will reflect the views of others and will influence and shape decision making in cue sports.

Volunteers, (includes Officials & Coaches)

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

Volunteers are the cornerstone for the administration and delivery of WEBSF activities.

Volunteer Officials & Coaches must be able to; bring control to chaos; understand fairness; promote safety and encourage good sportsmanship. Volunteer official & Coaches must have the positive characteristics of a police officer, lawyer, judge, accountant, reporter, athlete and diplomat.

A good volunteer official or coach 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!

Volunteer opportunities are also available in areas which do not require any prior knowledge of billiards or snooker in areas such as generating funding/grants, accounts management, promotion and marketing, web and social media and 1:1 befriending (to support some of our more vulnerable participants).

Players & Participants

People who participate in Billiards and/or Snooker. *Note: The Management Team reserve the right to refuse participation without explanation.*

Membership

Membership is currently allocated only to the members of the Management Team.

Participation Fees

Fees are reviewed at the annual Management Team meeting and must be paid prior to



WEBSF tournament participation or coaching assessment.

Management of the WEBSF

Management Team

The business of the Foundation shall be managed by a Management Team which is representative of the WEBSF participants. The team comprises WEBSF Officers, the lead being the WEBSF Champion. Management Team members are decided at the annual meeting.

Decision Making

All decisions affecting the appointment/dismissal of officers, 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 member's 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, Social Media (Private Messaging), Skype 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

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

1. Review the previous year's activities and plan for the future
2. Review and adopt the Statement of Accounts
3. Review Participation Fees
4. Any proposals submitted

Quorum for the Annual Meeting

At least 5 members of the Management Team must be present in person. 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.

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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 participants of the WEBSF can inspect the detailed accounts on request.

Insurances

The Management Team members can be held personally liable if the group gets into debt or has other legal problems. However, it is rare for individuals to face action and there should be no problems so long as the Management Team does everything it can to run the group responsibly. The WEBSF must have public liability & slander insurance as a minimum requirement.

Minutes

Copy of the minutes of all meetings and the results of the decision making process shall be maintained by the WEBSF Administration and made available to fully paid-up participants.

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 not for profit or 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 Participation 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

Deborah Branton & Steve Brookshaw



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Steve Canniford - On behalf of the West of England Billiards & Snooker Foundation

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



Document information

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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

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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
23/10/2014	Updated to prepare document for new website
03/03/2016	Minor alterations regarding format and superseded information
11/07/2017	Minor amendments regarding insurance and annual fees
31/08/2018	Minor amendments changing from 'Members' to 'Participants'
03/09/2018	Equality and Diversity Statement
	Officers and Officials – additional roles included
	WEBSF positions – diagram removed, additional paragraph to 'Volunteer' section