



# Volunteer with the West of England Billiards & Snooker Foundation

## Who are we?

The West of England Billiards & Snooker Foundation (WEBSF) is a not-for-profit community group which is maintained by a team of volunteers. The main aim of the Foundation is to increase enjoyment and participation in the sports of billiards and snooker regardless of a person's age or ability. We are proud to have served the community since 2004 and are always looking for additional volunteers to help us become more sustainable.

The information below provides further information about the volunteering opportunity available.

<b>Role title:</b>	Tournament Director
<b>Responsible to:</b>	WEBSF Champion / Volunteer Co-ordinator WEBSF Deputy Champion / Volunteer Co-ordinator
<b>Location:</b>	This volunteering role can be undertaken anywhere within the geographical area known as the West of England. This covers Bath & North East Somerset, Bournemouth, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Isles of Scilly, North Somerset, Plymouth, Poole, Somerset, South Gloucestershire, Swindon, Torbay, Wiltshire.  Locations of tournaments will be determined and published at the start of each season in order to assist volunteers in deciding where they may be able to help.
<b>Role description:</b>	As a volunteer Tournament Director, you will be responsible for ensuring the smooth running of our amateur tournaments. You will be able to work alongside other volunteers in creating an enjoyable tournament experience for all our participants.
<b>Outline of tasks:</b>	<ul style="list-style-type: none"> <li>• Assist the WEBSF Management Team with the planning and organisation of the tournament</li> <li>• Complete a risk assessment for the tournament</li> <li>• Agree on the tournament structure and communicate this to players as appropriate</li> <li>• Support the WEBSF Management Team in running the tournament</li> <li>• Enforce the players dress code</li> <li>• Work as part of a team to ensure the tournament keeps to schedule</li> <li>• Prioritise matches as appropriate where any delays occur</li> <li>• Maintain accurate records of scores, breaks and match outcomes</li> </ul>

	<ul style="list-style-type: none"> <li>• Determine the qualifiers of the tournament for the knock-out stages</li> <li>• Liaise with the WEBSF volunteer Official/Referee as necessary on any issues requiring clarification or where players infringe the 'Players Code of Conduct'</li> <li>• Resolve any conflicts and support players as appropriate</li> <li>• Write a draft report of the tournament outcomes and player achievements for our publicity material</li> </ul>
<b>Measurements of performance:</b>	<ul style="list-style-type: none"> <li>• Feedback from participants, sponsors, officials or National Governing Bodies</li> <li>• Feedback from the Volunteer Co-ordinators</li> </ul>
<b>Desirable qualities and skills:</b>	<ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• A sound knowledge of the rules of billiards and/or snooker is desirable but can be acquired with support</li> <li>• Good communication skills</li> <li>• Basic report writing</li> </ul>
<b>Expectations:</b>	To adhere to the 'Code of conduct for volunteers' and WEBSF policies, procedures and guidance.
<b>Training and support:</b>	Basic role specific training will be provided through one-to-one or group based discussions. Other specialist training such as first aid, child protection or adult safeguarding will be sought as appropriate and may also be dependent upon obtaining additional funding.
<b>Expenses:</b>	Out of pocket expenses will be reimbursed in line with the WEBSF Financial Procedures Manual.
<b>Benefits of volunteering:</b>	Volunteering is not only an opportunity to put something back into the community but can also help you develop new skills for future employment as well as meet different people. You will be able to make a difference to people living within the community. We are happy to provide references for volunteers as appropriate.
<b>Application process:</b>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Reference checks (x2)</li> <li>• Informal interview</li> <li>• DBS check</li> </ul>