



DECISION AND ACTION LOG

West of England Billiards & Snooker Foundation Annual Meeting

Held on: 15th July 2017, 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.

	Message / Action / Decision
1.	Apologies: Chris Coumbe
2.	Minutes of the last meeting held on 17th September 2016: Minutes agreed as a true and accurate record. Review of actions from last season's minutes: <ul style="list-style-type: none"> Instagram content has been gathered during the 16/17 season and the account will be ready to launch in September 2017 The Silver Waistcoat event was arranged for 29th April 2017 We have continued to make contact with the Governing Bodies during 16/17 season The West of England Billiards Open Championship was arranged for 18th March 2017 The 2016/17 Ladies Open Snooker Championship has been arranged for 5th August 2017 A 'members only' area on the website was researched A South West Referee Examiner has assisted the development of a person-centred approach to support a member learning more about the role. Trello has been used to review and update documents A WEBSF account was set up on Team App with the main function for use as a tournament calendar and to direct people to the website for other material The WEBSF brand and aims continue to be made visible both within the region and beyond Increasing volunteers remains high on the agenda and an action will be carried forward Research has commenced on creating a number of role descriptions for volunteers An 'Impact Survey' has been produced and cascaded to a number of WEBSF participants (tournament players, coaching participants, volunteers)



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	<ul style="list-style-type: none"> • A plan has been formulated as to gain the best use from the returned member surveys • The accounts have been audited • Venues were approached to host all WEBSF tournaments • Trophies were obtained for all tournaments including a new perpetual trophy for the West of England Billiards Open Championship • Three venues were approached under the coaching strategy with interested responses from two of them • WEBSF registered to become 'Dementia Friends' • We continue to interact with the Stroke Association through one of the coaches • We continue to attract and accommodate members of the community wishing to play Billiards and Snooker • A letter to World Billiards still needs to be drafted to advise them how their funding was used – Steve C, Deborah, Chris & Steve B • Educational and player development continues to be addressed during coaching sessions.
3.	<p>Review of previous year's activities:</p> <ul style="list-style-type: none"> • The West of England Snooker Open was held at the start of the 16/17 season and continues to provide participants with an insight into WEBSF tournaments. • All six of the Gold Waistcoat snooker tournaments and Gold Masters held throughout the season were a success thanks to the continued support of our members as well as the volunteers. • The Silver Waistcoat was arranged to take place in April 2017 but was unfortunately cancelled due to a lack of interest from within that age group. • The first West of England Billiards Open tournament, organised and managed by WEBSF, was held in April 2017 and was a tremendous success. WEBSF have been fortunate enough to be granted permission to take over the event by Devon and Cornwall County Associations • The WEBSF 'Community' bank account has been changed from Lloyds to Barclays. • WEBSF has registered with the Alzheimer's Society to become 'Dementia Friends' and volunteers have started to watch the online videos and resources. • Three snooker clubs have been approached for our volunteers to run a coaching session at their club as part of the 16/17 coaching strategy. Two responses have been received. • We continue to attract and accommodate new members of the community to participate in Billiards and Snooker.



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- The regular [coaching sessions](#) are very successful and continue to remain an important focal point for people within the community.
- The coaching team and volunteers continue to review and update the Billiards and Snooker tasks as part of the larger review for lesson planning and ongoing sustainability
- The Management Team have increased their usage of cloud based technology and online collaboration tools. This has assisted being able to collaborate at a distance
- Social media applications have proved to be very successful in reaching a wider audience and this continues to grow with the intention to launch our first Instagram account. Content has been gathered throughout the season and the account will be launched in September.
- WEBSF policy documents have been reviewed as part of the annual check. A number of new policies have been created and uploaded to the website.
- A '[Team App](#)' account was set up but has only received a small number of requests to join.
- WEBSF has registered with the [National Council for Voluntary Organisations \(NCVO\)](#)
- WEBSF has registered with [Sport England Club Matters](#)

Outline plan for the future:

- Run the Bronze Open during season 2017/18 - **All**
- Run the WEBSF Snooker Open at the start of the 2017/18 season - **All**
- Run the West of England English Billiards Tournament - **All**
- Run a new WEBSF memorial trophy event in remembrance of Bryan Canniford – this has been agreed as an English Billiards Open - **All**
- Run the Gold Series tournaments (6 events) - **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 the new sponsor on The Bronze Open, The Gold Series and the Masters – **Steve C & Deborah**
- Obtain relevant insurance quotes and implement as appropriate – **Steve C & Deborah**



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	<ul style="list-style-type: none"> • Refresh the website – Steve C & Dale • Launch the WEBSF Instagram account – Dale • Produce new marketing material such as posters, flyers, social media banners - Dale • Raise awareness of our three key themes (Tournaments, Coaching and Volunteering) and promote the organisation to a wider audience – All • Complete the 'Dementia Friends' awareness training – All • Implement the new financial management package – Deborah • Continue to seek feedback from members using 'Impact Surveys' and collate responses so they can be used for promotion, marketing and funding applications – Dale, Steve C & Deborah • Promote volunteering and make more visible on website – Steve C & Dale. • Encourage members to volunteer – All • Create an Induction Programme for volunteers – Steve C & Deborah • Education and player development – All • Continue to liaise with Governing Bodies – Steve C & Deborah • Set up an 'Invest in us' button for the website – Steve C
4.	<p>Review the Statement of Accounts</p> <p>Bryan Ayres was given a vote of thanks for preparing and auditing the accounts to date. The accounts were agreed as a true and accurate record by all present.</p>
5.	<p>Review of WEBSF Officers</p> <p>Following a review of WEBSF policies and procedures in preparation of the 2017/18 season, volunteers will be required to gain an understanding of the changes and updates. This may also require an update to the volunteer's previous DBS checks (as appropriate). It was agreed that volunteers' names be removed from the list of officers until these actions are complete. Steve C & Deborah</p> <p>The current WEBSF Management Team and their responsibilities are listed below:</p> <p>Ray Reardon Patron</p>



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	<p>Steve Canniford Champion and Head of Coaching, Child Protection Officer, Volunteer Co-ordinator, DBS Business Unit Administrator, Press Release Officer</p> <p>Deborah Branton Deputy Champion, Volunteer Co-ordinator, Accounts Co-Manager, DBS Business Unit Administrator, Official Photographer, First Aider</p> <p>Bryan Ayres Auditor</p> <p>Wayne Branton Coach, Senior Players Representative, Tournament Director</p> <p>Darren Hall Coach, Tournament Director, Community Inclusion Development Officer</p> <p>Steve Brookshaw Coach, Tournament Director, First Aider, Accounts Co-Manager</p> <p>Chris Coumbe Coach, Ambassador</p> <p>Dale Branton Ambassador, Marketing and Digital Media Officer</p> <p>Sam Baird Ambassador</p> <p>Nick Harry Referee</p> <p>It was proposed that Sophie Gibbs-Nicholls be approached to undertake the volunteer role of Sports Psychologist and Stacey Graham as the Women Players Development Officer and Representative. Steve C & Deborah</p>
6.	<p>Review Membership Subscriptions</p> <p><u>Membership</u> categories and subscriptions were agreed as follows:</p> <ul style="list-style-type: none"> • Volunteers (free membership) • Tournament participant (£10 annual payment – ‘Ladies’ and ‘Open’ events currently free) • Coaching participant (free membership – coaching session attendance fees apply) • Life member (free membership – only awarded by the WEBSF Management Team) • Management Team, non-playing officials and coaches (£10 voluntary payment for life subscription) <p>The WEBSF billiards and snooker season runs from 1st September to 31st August.</p>
7.	<p>Annual review of policies, procedures and good practice</p> <p>The following <u>policies and procedures</u> have been reviewed:</p>



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	<ul style="list-style-type: none"> • Constitution • Code of Conduct for Members and Participants • Code of Conduct for Children and Young People • Code of Conduct for Parents and Guardians • Code of Conduct for Volunteers • Disciplinary Policy • Anti-bullying Policy • Safeguarding Children and Young People Policy and Procedure <p>The following policies and procedures have been created and approved for use:</p> <ul style="list-style-type: none"> • Data Protection Policy • Recruitment of ex-offenders Policy • Policy on the secure storage, retention, handling, use and disposal of disclosures and disclosure information • ICT Acceptable Use Policy (children) • Photography and Filming Policy <p>Other policies are currently under review with the anticipated completion date being the start of the new season. Steve C & Deborah</p>
8.	<p>Any other business:</p> <ol style="list-style-type: none"> Review tournaments and events for 2017/18 <ol style="list-style-type: none"> The 2017/18 calendar of tournaments and events to be collated. It was agreed to avoid the Pink Ribbon and Q School – Wayne It was agreed to schedule six 'Gold Series' events, Masters, Bronze Open, WoE Snooker Open, WoE Billiards Open, The Bryan Canniford Memorial Trophy (this year allocated to the WEBSF English Billiards Open), Ladies Open The tournament fees were agreed to remain the same. Trophies to be ordered – Wayne Payment was agreed to be via Pingit or cash – Deborah The following plan was agreed:



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 - [Top Q](#), Gloucester 2 Golds
 - [Plaza](#), Plymouth 1 Gold and 1 Ladies
 - [Jesters](#), Swindon 1 or 2 Golds, Masters, WoE Billiards, Bronze Open
 - [147 Club](#), Swindon Possibly 1 Gold
- b) Coaching strategy for 2017/18
- i. Introduce WEBSF coaching to the [Galaxy Centre](#), Torquay – **All**
 - ii. Continue to share coaching tasks via Microsoft OneDrive – **All**
 - iii. Continue to attract and accommodate all members of the community that wish to play Billiards and Snooker – **All**
- c) Funding initiatives and sponsorship
- i. A sponsorship opportunity has been received to support the Bronze Open, Gold Series and Masters. An agreement is currently being drawn up.
 - ii. Look into whether we can become a 'good cause' locally for the 5p carrier bag charge – **Chris**
- d) Marketing initiatives
- In order to raise awareness of tournaments, coaching and volunteering, all possible angles are being considered and implemented as appropriate whilst ensuring efficiencies remain priority. Online and offline initiatives are being developed including the website, posters, flyers, pull-up banners, L stands, social media. Customer Relationship Management (CRM) is something to look into for the future – **Dale**
- e) Volunteers
- Introducing an easier system to recruit and support volunteers is currently underway – **Steve C & Deborah**
- f) Links to a chosen charity



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It was agreed to look into supporting and raising awareness of testicular cancer through the [Ball Boys](#) charity. [Dementia Friends](#) may also be a possible option to support – **Deborah**

g) Not-for-profit classification

WEBSF is an [Unincorporated Association](#). The Management Team were given the definition in more detail at the meeting.

h) Merchandise for Bronze Open

Concern was expressed around the cost of the t-shirts for the Bronze Open. Quotes to be obtained as well as the possibility of suggesting alternative merchandise to the sponsor (such as pens, cue towels, key rings, etc) – **All**

i) Community Inclusion

The possibility of running a specific 'open day' for the [Stroke Association](#) was suggested. Further details to be negotiated and discussed between the Management Team before any approach is made to the [Stroke Association](#). **All / Darren**