

# West of England Billiards & Snooker Foundation Constitution



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# West of England Billiards & Snooker Foundation Constitution

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## **Organisation name:**

The West of England Billiards & Snooker Foundation or WEBSF in abbreviated form

## **Mission Statement:**

Billiards & Snooker for all

## **Aims and objectives:**

- To encourage participation in the sports of billiards and snooker at grassroots and amateur levels
- To advance knowledge and develop skills in billiards and snooker through structured coaching sessions
- To provide opportunities for participants to experience competitive play through a comprehensive programme of organised tournaments, catering for different age groups and abilities
- To promote the benefits of volunteering and provide a wide range of volunteer opportunities
- To contribute to the sustainability of billiards and snooker

## **Equality and Diversity Statement:**

As a community organisation, we aim to provide a safe, welcoming and positive environment. We are committed to ensuring our activities are free of harassment and bullying and that everyone is treated with dignity and respect. We do not tolerate any form of discrimination, either directly or indirectly, on the grounds of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership.

The WEBSF Management Team will take positive action to eliminate discrimination; to meet the needs of its volunteers and participants and to make equality and equal treatment a core value in the development, delivery and refinement of our policies, initiatives and services.

## **Structure:**

The West of England Billiards & Snooker Foundation (WEBSF) is a community-focused, not-for-profit, unincorporated organisation that operates within the geographical area known as 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 WEBSF is managed and administered by a team of volunteers.

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## Officers and 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
- Accounts Administrator
- Treasurer
- 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.

### **Volunteers, (includes Officials & Coaches)**

The Foundation is managed entirely by a group of volunteers and the different roles available provide opportunities for volunteers to learn and develop new skills as well as meet different people and form new friendships.

### **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.

### **Participants**

Anyone who participates in WEBSF billiards and/or snooker activities. *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

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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 members 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.

### 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.

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### Finances

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 website. Fully paid-up participants of the WEBSF can inspect the detailed accounts on request. A bank account will be maintained on behalf of the WEBSF at a bank agreed by the Management Team.

### Income, Expenditure and Distribution of funds

Income is generated from participation and coaching fees, donations, sponsorship and grants. Every effort shall be made to maximise the distribution of funds to facilitate participation of Billiards & Snooker for participants whilst minimising expenditure. The WEBSF does not distribute grants.

### Signatories

Deborah Branton & Steve Brookshaw

### 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.



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

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

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### Document information

Author:	Steve Canniford
Last Saved By:	Steve Canniford
Date Last Saved:	28 July 2019
Date Printed:	28 July 2019
Revision Number:	9
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
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
16/6/19	Title changed from 'policies and structure (constitution) to 'constitution' Amended and reduced aims Updated Equality and Diversity statement Removed the 'introduction' section and included an amended statement in the 'structure'

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Amended 'administration of accounts' to 'Accounts Administrator'  
Amended definition of volunteers  
Sentence added regarding bank account change.  
Participation fees added to 'income, expenditure and distribution of funds' section.