

## WPBSA Coaching Programme Application Form

**APPLICANTS MUST BE OVER 18 YEARS OLD PRIOR TO PART 1 OF THE COURSE.**

PLEASE USE BLOCK CAPITALS THROUGHOUT AND FEEL FREE TO USE AN ADDITIONAL SHEET TO SUPPLEMENT ANY INFORMATION REQUIRED. ALL FIELDS MUST BE COMPLETED

**Title:** \_\_\_\_\_ (Mr, Mrs, Miss, Ms, etc)

**Forename:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Gender:**  Male  Female  Prefer not to say (tick as appropriate)

**Address:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Tel No:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Details of any medical conditions (e.g epilepsy, hearing impairment)**

\_\_\_\_\_

\_\_\_\_\_

**Details of any learning needs (e.g dyslexia, writing/reading)**

\_\_\_\_\_

\_\_\_\_\_

### **Courses:**

Level 1: WPBSA Snooker Coaching course  £199 (incl. VAT)

Level 2: WPBSA 1<sup>st</sup> 4 Sport Level 2 Certificate in Snooker Coaching  £650 (Incl. VAT)

Date of course: \_\_\_\_\_

(Course dates can be found on our website: [www.wpbsa.com](http://www.wpbsa.com) or by e-mailing: [lisa.bray@wpbsa.com](mailto:lisa.bray@wpbsa.com))

Venue/Location: \_\_\_\_\_





Have you been convicted of, or received a caution for any criminal offence in the last 10 years\*?

\* Please be aware that we will carry out appropriate checks.

Yes

No

If yes, please provide full details on a separate sheet, and include this with your application form.

### Experience

Please tick the relevant boxes which apply, and provide details such as membership codes/club name:

Are you a WPBSA member

\_\_\_\_\_

Are you a member of your local NGB  
(National Governing Body) for snooker

\_\_\_\_\_

Are you a resident club coach/owner

\_\_\_\_\_

Have you received any formal instructional  
training or do you have a teaching qualification

\_\_\_\_\_

Are you an individual who has proven knowledge  
and wants to assist with growing the game

\_\_\_\_\_

Please give any further information in relation to the above or your snooker experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give a brief overview of why you would like to become a WPBSA Coach along with your objectives from attending the course and your plans to help grow the game:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## WPBSA Child Protection/Safeguarding Policy & DBS check

As the governing body for Snooker & Billiards, we have a legal responsibility to ensure that our coaches are regulated throughout their WPBSA coaching status.

A DBS check must be carried out on all **UK based** WPBSA coaches who intend to perform a “regulated activity”, which is defined as an unsupervised activity with a child, on a weekly basis or at least 4 times per month.

Where you declare that you will perform a regulated activity, you will need to undertake a DBS check and assuming that this is passed, you will be given a WPBSA Child and Adults coaching licence. In order for us to perform this check on you, you will need to complete the DBS application form and bring this along with the relevant identification to your coaching course. All details will be emailed to you prior to the course date.

After your coaching course, we will then start your DBS check online through [www.disclosures.co.uk](http://www.disclosures.co.uk). They will send you an email with login details where you need to login and complete your side of the DBS check and submit this. Once the check has been completed, you will be issued with a DBS certificate to your home address. When you receive this you must sign up to the DBS update service using your certificate details, by going to <https://secure.crbonline.gov.uk/crsc/subscriber>, click on “Subscribe to the Update Service” and complete your registration. This must be done within 14 days of the certificate date. There is an annual subscription fee for this which is currently £13 per year. You then need to post the original certificate out to us for verification.

If you are based overseas or you declare that you **do not** perform a regulated activity, we are not permitted to perform a DBS check. UK Based coaches that do not require a DBS check will be issued with a WPBSA Adults coaching licence. For Overseas coaches, you will be issued with an Overseas coaching licence. Further details can be found on our Child Protection Policy: <https://wpbsa.com/participation/coaching/child-protection-policies/>.

Please bear in mind that if you are UK based and start performing a regulated activity at any time, without a WPBSA Child and Adult’s licence, you will be in breach of the WPBSA child protection policy. If this changes at any point, please e-mail: [lisa.bray@wpbsa.com](mailto:lisa.bray@wpbsa.com) to confirm your declaration.

The cost of your DBS check on application is £48.16 and is payable to the WPBSA. If you do state below that a DBS check is required, this amount will be added to the cost of your coaching course.

Do you intend to perform a “regulated activity”?  YES\* /  NO (tick as appropriate)

\*By ticking “Yes” above, you acknowledge an extra charge of £48.16 will be applied to the cost of your coaching course.

I agree that I have read and understand the above statement in relation to child protection, and declare that it is my responsibility to inform the WPBSA to any changes in my declaration:

Signed: \_\_\_\_\_ Print: \_\_\_\_\_



Polo shirt size: \_\_\_\_\_  
Size guide: S (35-37"), M (37-40"), L (41-43"), XL (44-46"), 2XL (47-49"), 3XL (50")

Print your name as you would like it to appear on your certificate: \_\_\_\_\_

**Meals:** Lunch will be provided on the practical parts of your course which must be attended in person, and is included in the course fee

Do you have any dietary requirements? Yes / No

If yes, please give details: \_\_\_\_\_

### Payment & Terms

A deposit of £100 is payable on application.

The outstanding balance must be paid no later than 1 month prior to your course start date.

Deposit & balance payments are non-refundable.

It is the applicant's responsibility to ensure that they can attend ALL parts of the course.

If for any reason you are unable to attend all parts of the course, no refunds will be issued/payments made will not be carried forward to a future course.

Payment can be made by card or bacs/bank transfer, please contact [lisa.bray@wpbsa.com](mailto:lisa.bray@wpbsa.com) for the bank details/payment form.

It is the applicant's responsibility to advise their local NGB (National Governing Body) for Snooker that you have applied & booked onto a WPBSA coaching course.

Places will be offered on a first come, first serve basis.

The WPBSA reserves the right to decline, with reason, any application.

Course Date(s): \_\_\_\_\_

You will receive confirmation by email within 7 days of your application being received.

I confirm that I have read and meet the entry requirements for this course. I am able to understand and communicate in English (both orally & written).

Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send this completed form, along with your deposit, and a photocopy of your valid passport or driving licence to:**

Lisa Bray, WPBSA Coaching Programme, 75 Whiteladies Road, Clifton, Bristol, BS8 2NT  
Alternatively, you can email it to: [lisa.bray@wpbsa.com](mailto:lisa.bray@wpbsa.com).

If you are applying for the Level 2: 1<sup>st</sup> 4 Sport Level 2 Certificate in Snooker Coaching, you must also send us your signed L2 entry requirements <https://wpbsa.com/wp-content/uploads/L2-Entry-Requirements-Coaching-Course-Details-V10.pdf>

