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:** _____

Surname: _____

Gender: Male ☐ Female ☐ Man (assigned at birth) ☐
Woman (assigned at birth) ☐ Non-binary ☐ Transgender Male ☐
Transgender Female ☐ Other (not listed) ☐ Decline to state ☐
(tick as appropriate)

Address: _____

_____

Country: _____

Postcode: _____

Nationality: _____

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 1st 4 Sport Level 2 Certificate in Snooker Coaching ☐ £650 (Incl. VAT)

Date of course: _____
(Course dates can be found on our website: https://wpbsa.com/participation/coaching/)

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 coaching a Child or Children on a regular basis e.g. on more than 3 occasions in a 30-day period and/or overnight."

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 Adult 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. 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 £15 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 Adult 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: jessica.coles@wpbsa.com to confirm your declaration.

The cost of your DBS check is £49.16 and is payable to the WPBSA. This amount will be invoiced with the balance, 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 £49.16 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 information 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 five details: _____

Payment & Terms
A deposit of £100 is payable on application. You will be sent a paypal invoice once your application has been accepted.
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.
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 email this completed form, and a photocopy of your valid passport or driving licence to: jessica.coles@wpbsa.com. Alternatively you can post a copy to Jessica Coles, WPBSA Coaching, C/O Podium, Cambridge House, Henry Street, Bath, BA1 1BT

If you are applying for the Level 2: 1st 4 Sport Level 2 Certificate in Snooker Coaching, you must also send us your signed L2 entry requirements which can be found on the "How to Apply" page on our website: https://wpbsa.com/participation/coaching/how-to-apply/