

AUSTRALIAN BILLIARDS & SNOOKER COUNCIL

**AUSTRALIAN CHAMPIONSHIP CONDITIONS
&
DISCIPLINARY RULES & PROCEDURES**

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AUSTRALIAN BILLIARDS & SNOOKER COUNCIL

AUSTRALIAN CHAMPIONSHIP CONDITIONS

(Made pursuant to Article 5(g) of the ABSC Constitution)

The Australian Billiards and Snooker Championships shall be organised under the authority of the Australian Billiards & Snooker Council (ABSC), who shall at its AGM delegate the hosting responsibility to the successful State Affiliate by application, with *one (1)* year notice in advance.

The said Championship shall be played under the Championship Conditions hereinafter provided and Rules of the Game as separately published by the IBSF.

If the Host State Affiliate so awarded for the Championship is unable to host the same for whatever reason as committed, a *six (6)* month notice thereof, prior to the commencement of the scheduled Championship, shall be given in writing to the ABSC, to enable a suitable substitute be found.

Any deviation from these Playing Conditions, unless approved by the ABSC prior to the commencement of the tournament, will cause the Championships to be unsanctioned and any results null and void.

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1. GENERAL CONDITIONS OF ENTRY

- 1.1 Subject to any prior decision by the ABSC, it is incumbent upon the Hosting State Affiliate to invite all State Affiliates in benefit to participate in the said Championship.
- 1.2 The Secretary or Tournament organiser shall forward entry forms to all State Affiliates for participation, at least Twelve (12) weeks prior to the commencement date of the said Championship. Furthermore all relevant details to these championships will be posted on the ABSC web page.
- 1.3 Rejected entries shall be duly notified by the ABSC Secretary to the State Affiliate's concerned within seven (7) days after the stipulated closing date or as received, with reasons of rejection being given.
- 1.4 With prior approval of the ABSC, the Host State Affiliate is permitted to invite replacement players from State Affiliates, due to withdrawals of entered players after the stipulated closing date of entries, but prior to the publication of the draw.
- 1.5 All players must register with the Tournament Director of the Host State Affiliate, including notification of possible late arrivals due to delayed flights, otherwise their absence shall be deemed as a withdrawal/s under these Conditions.

2. ENTRY STATUS OF PLAYERS

- 2.1 Players are eligible to enter an ABSC Billiards and/or Snooker Championship (or State Affiliates are entitled to select and enter players) provided the player meets the following conditions:
 - Is a current financial member of the State Affiliate in which he/she is domiciled
 - Has played in the relevant State Championship in the immediate preceding 12 months.
 - Is not currently under any suspension or ban from any cue sport body
 - For any under-age event, is under that age on January 1st of the year of competition.

- For any over-age or seniors event, is over the required age prior to January 1st of the year of to the competition.
 - For Under 21 events and Men's and Women's National championships, entrants must be a citizen or permanent resident of Australia and must not have represented another country for a minimum of 3 years. Furthermore, they must be able to demonstrate their conviction to represent Australia, by the signing of the appropriate Australian Billiards & Snooker Council documents to confirm their commitment to represent Australia in the future.
 - For Under 18 events and all younger age events, citizenship or permanent residency of Australia is not a requirement.
- 2.2 WPBSA Main Tour Players are not allowed to play in any IBSF Men's or U21 Snooker event or qualifying event thereto. They can play in any Open Championships, but not in our National Championships.

3. AFFILIATION & ENTRY FEES

- 3.1 A State Affiliate is only entitled to have their members contest an Australian Championships if all due affiliate fees for the current year have been paid. The said fee is payable irrespective if there be any ABSC Championship held that year. No deduction or refunds thereof will be entertained if the State Affiliate concerned does not enter the said Championship and/or if there is no Championship held during any year.
- 3.2 Entry fees will be determined by the ABSC and will be reviewed annually.

4. CHAMPIONSHIP FORMATS

- 4.1 If the Championships are to be played as a straight Knock Out the seedings for the Championships must be completed by the ABSC Seeding & Selection Committee. The minimum number of frames to be played will be those indicated in the first round of the Knock Out Stages below listed.
- 4.2 In all straight Knock Out Championship draws the top sixteen players will be seeded forward to the Round of 32 where the remainder of players will be drawn at random to meet these players. In draws with more than 48 entrants, the players seeded 17 – 32 will be seeded to the Round of 64, where the remainder of players will be drawn at random to meet these players.
- 4.3 For Round Robin Stages, there shall be two (2), four (4) or eight (8) equal groups of players in which the matches shall be competed as follows:
- Under 12 event – Best of Three Frames
 - Under 15 event – Best of Three Frames
 - Under 18 event – Best of Five Frames
 - Under 18 Girls event – Best of Three Frames
 - Under 21 – Best of Five Frames
 - Women's event – Best of Three Frames
 - National's event – Best of Five Frames (Round Robin format)
 - Open event – Best of Five Frames (Round Robin format)
 - Masters event – Best of Five Frames (Round Robin format)
 - Billiards (Timed) – 2 Hour games
 - Billiards (150 Up) – Best of 3 Frames

For Knock-Out stages: (Recommended minimum number of frames for all Knock Out games)

Event	KNOCK-OUT STAGES				
	Round Robin	Round of 16	Quarter Finals	Semi Finals	Final
	BEST OF				
Under 12's	3 Frames	3 Frames	3 Frames	3 Frames	5 Frames
Under 15's	3 Frames	3 Frames	3 Frames	5 Frames	7 Frames
Under 18's	3 Frames	3 Frames	5 Frames	7 Frames	9 Frames
Under 18's Girls	3 Frames	3 Frames	3 Frames	3 Frames	5 Frames
Under 18 Billiards	1 Hour	1 Hour	1 Hour	1.5 Hours	2 Hours
Under 21's	5 Frames	7 Frames	7 Frames	9 Frames	11 Frames
Women's - Nationals and Open	3 Frames	5 Frames	5 Frames	7 Frames	7 Frames
Nationals and Open	5 Frames	7 Frames	7 Frames	9 Frames	11 Frames
Masters	5 Frames	7 Frames	7 Frames	9 Frames	11 Frames
National Billiards (150 up)	3 Frames	5 Frames	5 Frames	7 Frames	9 Frames
Open Billiards (Timed)	2 hours	2 hours	2 Hours	2 x 90 Minutes	2 x 2 Hours

- 4.2 All sessions are subject to change in time and frames, subject to prior approval of the ABSC, and provided that there had been prior commitments to television sponsors requirements.

5. ROUND-ROBIN GROUP DRAWS

- 5.1 The Draw shall be made by the ABSC Seeding and Selection Committee and posted as early as possible on the ABSC website prior to the commencement of the Championship.
- 5.2 Seeded players 1-8 are randomly drawn into the Round Robin Groups.
- Subject to the number of entries, 9-16 are also randomly drawn into the Groups
 - The remaining players will be randomly drawn into the Groups making every effort to separate players from the same State where possible.
 - Once the Groups are formed, the playing order will drawn at random

6. WALKOVERS AND FORFEITS

- 6.1 All players are expected to be in attendance at least 15 minutes before the start of their scheduled games.
- Any player not in attendance and ready to play at the designated start time will lose one (1) frame when the referee calls the game to commence.
 - If a player is not in attendance 15 minutes after the designated start time or when the referee called the game to commence, his/her game shall be declared a walkover given to his/her opponent. If both players are in default of being absent after the aforesaid grace period of 15 minutes, both players will be declared in default and their game deemed a walkover with no frames or points awarded to either player.

- c) Notwithstanding the aforesaid forfeiture, the defaulting player(s) concerned may also be subject to further disciplinary action by the State Affiliate and/or the ABSC.
 - d) Games shall not be rescheduled except in extreme circumstances
- 6.2 By the aforesaid default, the Championship Committee shall decide as follows the status of the Championship as on the last day's play of the Round Robin Stages.
- a) If the result affects positions and/or qualifications in any Group, a player may be awarded up to a maximum of four (4) frames and one win point for each walkover, to enable the player's Group position to be on a possible par with the player immediately ranked above him. (Rule 8 herein shall also apply).
 - b) In the case of seeding for the top 4 or 8 positions, Rule 9 shall apply herein, taking into due consideration that the frame average scored with no win being awarded thereto.
 - c) In the event of a player failing to be present for two games, he/she shall be declared withdrawn from the Championship. Additional disciplinary action may be taken against him/her, pursuant to the provisions of the ABSC Disciplinary Rules and Procedures herein.
 - d) Under extenuating circumstances, the Championship Committee shall have the right to consider valid appeals in writing submitted by the aggrieved player(s) concerned, subject further to the burden of proof connected therewith.
- 6.3 Should any player be unable to play a game due to illness, the following conditions shall apply:
- a) The Tournament Director must be informed in writing where possible of his/her indisposition at least thirty (30) minutes before the scheduled start time of the game in reference.
 - b) An authorised medical certificate must be obtained and forwarded to the Tournament Director from a Medical Practitioner, or as specified by the Host State Affiliate.
 - c) The granting or otherwise of a rescheduled game in this instance is at the absolute discretion of the Tournament Director in consultation with the Championship Committee. Such decision shall be given within thirty (30) minutes from the time of the written appeal being received from the affected player

7. WITHDRAWALS

- 7.1 If a player should withdraw from the Championship at any stage thereof, all games and results scored by that player shall be considered null and void.
- 7.2 If a player is considered to have withdrawn from the competition to affect the qualifying players or positions in the championships, that player will be subject to disciplinary action by the ABSC.

8. GROUP WINNERS

- 8.1 The Winner and Runner up from each Group will advance to the final stages subject to the number of participants.

- 8.2 Games from Win Points will first decide the winners.
- 8.3 If two or more players in any Group have an equal number of wins at the end of the Round Robin Stages, the following procedures will apply to determine the position of the qualifiers of that Group:
- a) In both Snooker or Billiards (150up), if two or more players have an equal number of wins the better or best will be the player with the best Frame Difference i.e. the FRAMES WON minus FRAMES LOST. In Billiards (Timed) it will be POINTS DIFFERENTIAL that determines the best player.
 - b) If still equal, the results of the games between the players concerned will decide the winner between them.
 - c) If the end result is still equal a one-frame play-off using frame scores shall determine the winner. In Snooker re-spotted black will be the final decider if needed or in Billiards (150up) 1 frame, and (Timed) 30minutes.

9. SEEDING AND DRAW FOR THE KNOCK-OUT STAGE

The State Affiliate should carry out the Draw in public as follows.

- 9.1 On completion of the Round-Robin Stages, the Group Winners will be seeded as follows if all Round Robin Groups have played the same number of games:
- i. Players with NO losses in their Groups shall be seeded first using Condition 9.2 and 9.3 below to determine placement in the Knockout Draw Sheet.
 - ii. Players with ONE loss will be seeded next using Condition 9.2 and 9.3 below to determine placement in the Knockout Draw Sheet.
 - iii. Players with TWO losses will be seeded next using Condition 9.2 and 9.3 below to determine placement in the Knockout Draw Sheet.

Note 1: if the Frame Win/Loss Ratio is the same for two or more players, then a draw will settle the seeding positions into the Knockout Draw.

Note 2: If Round Robin Groups have not all played the same number of games, then the Frame Average will decide the seeding, not the Frame Win/Loss Ratio. The Frame Average = Frame Difference divided by number of frames played. In Billiards (Timed) if the Groups are uneven it will be the Points Average that will decide the seeding.

- 9.2 When the Number 1 players from 8 groups have been seeded they will be placed in the following order from the top of the draw sheet. 1 - 8 - 5 - 4 - 3 - 6 - 7 - 2. When the Number 1 players from 4 groups have been seeded they will be placed in the following order from the top of the draw sheet. 1 - 4 - 3 - 2. The Number 2 of each Group will be drawn into the opposite half of their own Group winners, who they can only meet in the Final.

If only 2 groups are used in the round robin format with 4 players from each group being taken to the knock out stage of the championships, the winners of the groups will be seeded in positions 1 & 2. The group runners up will be placed in the opposite side of the draw to their respective group winners in positions 3 & 4. One of the group third place players will be drawn into the top or bottom half of the draw and placed against the player not from their original group. The remaining third placed player will be placed in the same position on the opposite side of the draw. The final fourth

placed players will be placed in the draw on the opposite side to their group third placed players.

9.3 The Draw shall be final and NO consideration will be given for two players from the same State being drawn to play each other in the final Stages.

9.4 Please refer to Points 6 & 7.

10. DRESS CODE

10.1 Formal attire shall be worn in all sessions of all the matches. Long-sleeve, plain coloured shirts buttoned at the wrist, bow ties and dress shoes shall be worn for all matches, with waistcoats and bowties to be worn for Knock-Out stages onwards. When the venue conditions are hot and humid, the dress-code requirements may be relaxed by decision of the Tournament Director.

10.2 Players will be allowed to wear a sponsor's logo on the waistcoat with a maximum size of 100 mm x 40 mm or 80 mm in diameter subject to the restrictions listed in this document. The Host Association will inform players if their logos may be worn during any televised stages of the Championship and of the requirement to wear any host sponsors logo for which there will be no payment to players.

10.3 No logo may advertise any form of tobacco products.

10.4 The Host State Affiliate will decide the appropriate dress code for any official functions.

10.5 Failure to comply with the prescribed dress code may result in the forfeiture of the game by the players in default.

10.6 The ABSC will have the final say in all advertising and sponsorship products for all ABSC Championships and other Championships under their auspices.

11. PRIZE STRUCTURE

Prize monies are subject to possible change with the agreement of the ABSC.

11.1 The Host State Affiliate shall be responsible for providing prizes up to the last 16 as follows:

- **Winner** - 40% plus Trophy as Champion
- **Runner-up** - 20% plus Trophy as Runner-up
- **3-4th** - 20% plus Trophy for reaching the Semi-finals
- **5-8th** - 10% for reaching the last 8
- **9-16th** - 10% for reaching the last 16

Certificates should be presented to the above categories where possible

Championship Highest Break Prizes – at discretion of Host State Affiliate and/or ABSC

11.2 Any extra prizes offered by the Host State Affiliate shall be at their discretion made with the agreement of Championship Committee.

11.3 The ABSC Perpetual Championship Trophy shall be presented to the winner at the conclusion of the Final and then held in trust by that host State until the next years Championships. They shall hold same in custody until the ensuing Championship

when they will forward the trophy to the host State scheduled to hold that years Championships.

12. HOST STATE AFFILIATE'S RESPONSIBILITIES AND ACCOMMODATION REQUIREMENTS

- 12.1 The Host State Affiliate in recommending suitable accommodation shall negotiate special room rates to be provided for all participants for the Championships.
- 12.2 The Host State Affiliate shall be responsible for supplying free-of-charge hotel accommodation, including breakfast for ABSC Officials and invited Referees.
- 12.3 The Host State Affiliate shall be responsible to host an Opening and Closing Ceremony for the Championship where possible. A buffet or meal for attending guests will be at the discretion of the Host State Affiliate.

13. PLAYING CONDITIONS

- 13.1 The match-tables, venue and equipment shall conform to requirements as laid down in the ABSC Championship Conditions and shall be checked and certified for acceptance by the ABSC Events Director or Tournament Director.
- 13.2 No advertising signage of Tobacco products will be allowed the playing area.
- 13.3 The Host State Affiliate shall ensure that all matches are fairly spread over the tables in use and the scheduled timetable. Players who play the last match in the evening shall not be required to play their first matches the following morning during the Round-Robin Stages, where possible.
- 13.4 The Host State Affiliate has the right to transfer any match to another table or to change the scheduled time of any match, with the prior approval of Tournament Director, provided that the affected players are duly notified in advance.
- 13.5 All players must attend the Opening Ceremony, if one is scheduled and if they have not returned home they must also attend the Final and the Closing Ceremony in smart attire.
- 13.6 NO smoking will be allowed in the match venue or spectators arena.
- 13.7 NO alcoholic drinks or food will be allowed into the playing area.
- 13.8 All mobile phones, 2-way radios or beepers must be switched off inside the Match Venue.

14. REFEREES

- 14.1 The Host State Affiliate will appoint a Local Head Referee from amongst their own Referees. This person will be in control of all the referees, markers and recorders for the duration of the Championship.
- 14.2 All Referees for the Championship must be:
 - a) Class 3 or higher for the Round-Robin Stages and as certified by ABSC
 - b) Referees for the Knock Out Stages shall be selected from among those who had officiated during the Round Robin Stages.

- 14.3 All referees are expected to uphold the highest levels of conduct and decorum when selected.
- 14.4 The Host State Affiliate is required to supply free accommodation for all invited Interstate or International Referees
- 14.5 The Host State Affiliate is required to supply referees a daily food allowance, voucher or game fee.
- 14.6 The Host State Affiliate is required to supply markers and recorders for all the Championships where possible but must for the Semi-Final and Final.
- 14.7 The ABSC Disciplinary Rules will equally apply to any referee considered to have put the game into disrepute by his/her behaviour, on or off the table.

15. DRUGS POLICY

- 15.1 The policy and rules of the WADA and ASDA under the IOC to control the use of banned substances, as adopted by the ABSC, are contained in a separate document or as published by WADA. The ABSC will be responsible for assisting the Host State Affiliate in the implementation of the aforesaid Drug Policy

16. PLAYERS AND REFEREES MEETINGS

- 16.1 These shall be held where possible, prior to the start of the Championship(s) under the direction of the Tournament Director, assisted by the Host State Affiliate.

17. ABSC ANNUAL GENERAL MEETING AND ABSC BOARD MEETINGS

- 17.1 The Host State Affiliate shall make venue arrangements with the ABSC Secretary to enable the ABSC to hold the aforesaid meetings if required. The ABSC will bear the cost for the ABSC Board Meetings.

18. PRACTICE FACILITIES

- 18.1 The Host State Affiliate shall, if possible, arrange practice tables at the Championship venue, to be used on a roster basis by the competing players. *Additionally, where available, they shall likewise arrange where possible other practice tables at nearby clubs with snooker facilities, at as low a cost as possible to the competing players.*
- 18.2 The Match venue tables, where practical, shall also be made available for practice purpose, as per time schedule set out by the Tournament Director.

19. PUBLICITY & PROMOTION

- 19.1 It shall be the responsibility of the Host State Affiliate to ensure all efforts are being made to seek and obtain maximum publicity and media coverage for the ABSC Championships.
- 19.2 The Host State Affiliate is responsible to provide a computer with an on-line internet access for the exclusive use of the ABSC website, where possible.
- 19.3 Daily results will be updated or forwarded for inclusion on the ABSC web page.

20. TOURNAMENT DIRECTOR

- 20.1 The Host State Affiliate shall appoint a Tournament Director who shall be in proper control of the Championship. He/she shall ensure the planned tournament be conducted and completed to the standards required by the ABSC.
- 20.2 The Host State Affiliate may request engaging a Tournament Director outside its State Affiliate, in which case it shall cover all his expenses connected therewith, including air fare.
- 20.3 The Tournament Director is required to forward a confidential report to the Secretary within 14 days after the completion of the Championships.

21. ABSC CHAMPIONSHIP COMMITTEE

- 21.1 The Championship Committee will comprise three (3) persons the Tournament Director, the Head Referee and one or more representatives from the Host State Affiliate.

22. ABSC RESPONSIBILITIES

- 22.1 The ABSC is not responsible for any form of personal insurance cover for players, delegates, referees or guests before, during and after any ABSC Championship.
- 22.2 It shall be the sole responsibility of the participating State Affiliate's to cover their representatives for any damages that may arise due to whatever circumstances, for which the ABSC shall not be held liable.
- 22.3 The ABSC shall not be held responsible for any losses arising from the cancellation of the ABSC Championship and/or its related event by the Host State Affiliate concerned. This includes travel expenses.

23. ABSC DISCIPLINARY RULES & PROCEDURES

(Made Pursuant to Article 5.(i) of the ABSC Constitution)

- 23.1 Should any player, delegate, referee or person representing a State Affiliate infringe the ABSC Disciplinary Rules and display misconduct during a Championship, they will be dealt with in accordance with the ABSC Disciplinary Rules & Procedures.
- 23.2 The aim is to instil a high standard of sportsmanship and fair play at all times into the games of "Billiards and Snooker" and to regulate its practice to conform thereto.
- 23.3 As per Constitutional provisions 5 (i), any person representing a State Affiliate in an ABSC championship that is found guilty of breaching the ABSC Disciplinary Rules and thereby, displaying serious misconduct may be disciplined, suspended or expelled from membership.

24 BREACHES OF ABSC DISCIPLINARY RULES

- 24.1 Any player, referee or official may be found breaching the ABSC Disciplinary Rules and thereby, displaying serious misconduct by:
 - a) Officially entering an ABSC championship or other sanctioned event, but not appearing without giving valid reasons and prior notice;
 - b) Being late for matches without prior notice and providing valid reasons

- c) Having commenced competing in a championship but then abruptly leaving without prior notice or providing valid reasons
- d) Unethically and knowingly fixing matches that have a bearing and/or influence on the results of other competing matches in the Championship;
- e) Misbehaving and/or conducting themselves in such a manner that is unbecoming, unsporting, violent and/or causing embarrassment and disrepute to the game and/or the ABSC;
- f) Indulging in any unlawful act or acts that are in contravention of the laws of Australia and the State in which the said championship is held.

25 PENALTIES FOR BREACHING ABSC DISCIPLINARY RULES

- 25.1 Any player, referee, delegate, official or representative found to be in breach of ABSC Disciplinary Rules and thereby displaying serious misconduct will be in the case of an offence under:
- a) a fine up to \$200
 - b) First Offence - A fine up to \$25; Repeat Offence- A fine not less than \$50 and the defaulter shall be declared being withdrawn from the Championships.
 - c) a fine up to \$100; forfeiture of any prize money won and a possible suspension of one (1) year from competing in any ABSC championship;
 - d) and e) a fine up to \$500 and a possible suspension of up to two (2) years as aforesaid; and
 - f) to a fine of up to \$1000 and a possible suspension of three (3) years as aforesaid.
- 25.2 Should a player, referee, delegate, official or representative of a State Affiliate default on payment of penalties imposed after being found guilty of infringing any of these ABSC Disciplinary Rules, the State Affiliate concerned shall be equally held responsible for such penalties, as if it had committed and been convicted thereof. Such penalties shall remain in force unless and until they have been subsequently settled or be varied by the ABSC, whichever becomes applicable.

26 HANDLING BREACHES AND MISCONDUCT

- 26.1 The reporting of any breaches of ABSC Disciplinary Rules and/or displays of serious misconduct during an ABSC Championship event is encouraged.
- 26.2 Any person connected with or attending a Championship event has the right to lodge a complaint, provided it is based on genuine fact and is not done with maliciousness or to create mischief. "Any person" includes the Tournament Director, a Referee, a Tournament Official, a State Representative, an Affiliated Representative, a Player, a Sponsor or a Member of the Public.
- 26.3 When a complaint is lodged about a breach of the ABSC Disciplinary Rules or serious misconduct, it is necessary to inform the individual concerned about the complaint made against them so they have the full opportunity to defend and justify their behaviour.

27 INFORMAL COMPLAINT RESOLUTION

- 27.1 Depending on its severity and the individuals involved, a breach of rules or misconduct complaint may be able to be addressed and resolved quickly through informal means without the need to escalate the matter to a Disciplinary Committee Hearing.

An example of this may be where a player complains that another player is displaying bad sportsmanship, such as appearing to distract their opponent with noise, taking a lot of toilet breaks or displaying very slow play. The player may choose to talk to the other player one-to-one, get them to understand their concerns and persuade them to acknowledge and to change their behaviour.

27.2 If taking this step is successful and the Complainant believes the matter is resolved, then no further action may be necessary and the matter can be closed.

27.3 If, however:

- the Complainant is unsure how to handle the problem; or
- the Complainant wants to talk confidentially about the problem with someone and get some more information about what to do; or
- the problem continues after the Complainant has tried to approach the person or people involved;

then the Complainant is strongly recommended to talk with the Tournament Director (or a member of the Championship Committee or a member of the ABSC Executive, whomever is present).

If the Tournament Director is the subject of the misconduct complaint, then it must be raised with the Secretary or President or another Executive Member of the ABSC who is present during the Championship event.

27.4 Through discussing the matter with the Tournament Director and/or another Executive Member of the ABSC that may be present, the Complainant may decide that there is no problem or that it is only a minor problem and they do not wish to take the matter further. Alternatively, they may decide to try and work out their own resolution, with or without a support person such as a Tournament Director, or they may decide to seek an informal mediated resolution with the help of a third person.

28 FORMAL COMPLAINT RESOLUTION

28.1 In bringing the complaint to the Tournament Director's attention, the Complainant must do so openly. If the Complainant wishes to remain anonymous, then the Tournament Director cannot assist with the complaint resolution.

28.2 After initial discussions with the Complainant, the Tournament Director is obliged to follow the principles of natural justice and be fair to both sides. This means that the person/people you have complained about has to be provided with full details of the complaint so they have a fair chance to respond to all the allegations.

28.3 If a Formal Complaint is lodged with the Tournament Director, he/she is required to:

- get the full details of the complaint in writing from the complainant;
- inform the person who is the subject of the complaint the full details of the complaint and give them the opportunity to fully respond to the allegations;
- investigate and establish the facts, confirming any witness statements;
- determine whether the complaint of misconduct is justified;
- discuss what disciplinary actions are appropriate
- see that the appropriate actions are taken and that the matter is resolved with all parties
- act as a support person to the complainant through the mediation process
- refer the Complainant to someone else more appropriate to help resolve the complaint, if required

28.4 At any time, the Complainant may well decide:

- to withdraw the complaint
- the complaint is of a minor nature and they do not wish to take the matter further;
- to try and work out their own resolution (with or without a support person such as a Tournament Director); or
- to seek an informal mediated resolution with the help of a third person

- 28.5 If a complaint is not resolved to the Complainant's satisfaction, they may:
- make a formal complaint in writing to the Secretary and/or President of the ABSC
 - approach a relevant external agency or authority.

29 DISCIPLINARY COMMITTEE

- 29.1 If a Formal Complaint of a breach of the ABSC's Disciplinary Rules is made to the Secretary of the ABSC after all previous efforts to formally and informally resolve the complaint have been undertaken, then the ABSC will appoint a Disciplinary Committee comprising;

- the Complaints Officer (Secretary or President, ABSC);
- Representative of the State Affiliate where the offence occurred;
- Representative of the State Affiliate where the respondent is domiciled
- Representative of the State Affiliate where the complainant is domiciled

- 29.2 The duties of the Committee are to investigate the complaint and determine whether the complaint constitutes a breach of the ABSC Disciplinary Rules and represents serious misconduct. Thereafter the Disciplinary Committee will recommend to the Executive Board the penalty to be imposed.

- 29.3 An investigation needs to be conducted following the steps below:

- A written brief will be provided by the Disciplinary Committee to the designated person appointed to investigate the matter to ensure the terms of reference and scope of for the investigator's role and responsibilities are clear.
- The complainant will be interviewed and the complaint documented in writing.
- The details of the complaint will be conveyed to the person/people complained about (respondent(s) in full. The respondent(s) must be given sufficient information to enable them to properly respond to the complaint.
- The respondent(s) will be interviewed and given the opportunity to respond The respondent(s) response to the complaint will be documented in writing.
- If there is a dispute over the facts, then statements from witnesses and other relevant evidence will be obtained to assist in a determination.
- The Disciplinary Committee will make a finding as to whether the complaint is:
 - substantiated (there is sufficient evidence to support the complaint);
 - inconclusive (there is insufficient evidence either way);
 - unsubstantiated (there is sufficient evidence to show that the complaint is unfounded);
 - malicious, mischievous, vexatious or knowingly untrue.
- A report documenting the complaint, investigation process, evidence, finding and, if requested, recommendations, will be given to the Complaints Officer

- A report documenting the complaint and summarising the investigation process and key points that were found to be substantiated, inconclusive, unsubstantiated and/or mischievous will be provided to the complainant and the respondent(s).
- Both the complainant and the respondent(s) are entitled to support throughout this process from their chosen support person/adviser

30 RIGHT OF APPEAL

- 30.1 The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation.
- 30.2 A complainant or a respondent(s) who is not satisfied with a decision can lodge one appeal to the ABSC on one or more of the following occasions:
- That a denial of natural justice has occurred; or
 - That the disciplinary penalty(s) imposed is unjust and/or unreasonable.
- 30.3 A person wanting to appeal must lodge a letter stating their intention and the basis for their appeal with the Secretary within 14 days of the relevant decision.
- 30.4 If the letter of appeal is not received by the Secretary within the relevant time period, the right of appeal will lapse.
- 30.5 Upon receipt of the letter of appeal, the Secretary must convene a special meeting of the ABSC Appeals Committee to review the letter of appeal and decide whether there are sufficient grounds for the appeal to proceed. The Appeals Committee will be able to invite any witnesses to the meeting it believes are required to make an informed decision.
- 30.6 If it is considered that the letter of appeal has not shown sufficient grounds for appeal, then the appeal will not proceed and the person will be notified of this decision and the reasons for this decision.
- 30.7 If the appeal is considered to have sufficient grounds to proceed, then a 3 person Appeal Board will be formed, comprising the ABSC President and two Executive members nominated by both the Complainant and the Respondent. The Appeal Board will be convened to re-hear the complaint.
- 30.8 The decision of the Appeal Board will be final.

The Tournament Director must ensure that a copy of these Championship Playing Conditions and Disciplinary Rules & Procedures are prominently displayed for all to see at the venue and throughout the Championships.

Any changes to these conditions made prior to the start of any Championship event must be sanctioned by the ABSC and announced at a Players Meeting especially held for this purpose.

Last Revised June 21st 2007

