



ASIA PACIFIC SNOOKER & BILLIARDS FEDERATION

CHAMPIONSHIP CONDITIONS & DISCIPLINARY RULES & PROCEDURES

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ASIA PACIFIC SNOOKER & BILLIARDS FEDERATION
CHAMPIONSHIP CONDITIONS
(Made pursuant to Article 2(r) of the APSBF Constitution)

The Australian Billiards and Snooker Championships shall be organised under the authority of the Asia Pacific Snooker & Billiards Federation (APSBF), who shall at its AGM delegate the hosting responsibility to the successful Country 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 Country 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 APSBF, to enable a suitable substitute be found.

Any deviation from these Playing Conditions, unless approved by the APSBF 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 APSBF, it is incumbent upon the Hosting Country Affiliate to invite all Country Affiliates in benefit to participate in the said Championship.
- 1.2 The Secretary or Tournament organiser shall forward entry forms to all Country 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 APSBF web site.
- 1.3 Rejected entries shall be duly notified by the APSBF Secretary to the Country Affiliate's concerned within seven (7) days after the stipulated closing date or as received, with reasons of rejection being given.
- 1.4 All players must register with the Tournament Director of the Host Country 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 APSBF Billiards and/or Snooker Championship provided the player meets the following conditions:
 - Is a current financial member of the Country Affiliate in which he/she is domiciled
 - Is not currently under any suspension or ban from any cue sport body



- For any under-age event, is under that age on 31st December of the year preceding the competition.
- For any over-age or seniors event, is over the required age prior to 1st January of the year of to the competition.
- For Under 21 events and Men's, Women's and Masters National championships, entrants must be a citizen of an affiliate and must not have represented another country for a minimum of 3 years. Furthermore, they must be able to demonstrate their conviction to represent APSBF, by the signing of the appropriate Asia Pacific Snooker & Billiards Federation documents to confirm their commitment to represent APSBF in the future.
- For Under 18 events and all younger age events, citizenship or permanent residency of an affiliated country is not a requirement.

2.2 WPBSA Main Tour Players are not permitted to play in any APSBF Snooker events or qualifying events thereto.

3. AFFILIATION & ENTRY FEES

3.1 A Country Affiliate is only entitled to have their members contest an APSBF Championships if all due affiliate fees for the current year have been paid. The said fee is payable irrespective if there be any APSBF Championship held that year. No deduction or refunds thereof will be entertained if the Country 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 APSBF and will be reviewed annually.

4. CHAMPIONSHIP FORMATS

4.1 If the Championships are to be played as a straight Knockout the seedings for the Championships must be completed by the APSBF Seeding & Selection Committee. The minimum number of frames to be played will be those indicated in the first round of the Knockout Stages below listed.

4.2 In all straight Knockout Championship draws, players will be seeded with the defending Champion be seeded #1. Seed positions in the draw can be determined from Appendix B, with the highest ranked player against the lowest ranked player in each round, and so on.

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 16 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 Games

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

In the event of a tie at the completion of a Timed Billiards game in the knockout stage, a period of 15 minutes extra time will be played, with players using the same colour cue balls as throughout the game. An unfinished break will not be continued – players will string to determine who will strike first, with the balls spotted as per the start of a game.

- 4.4 All sessions are subject to change in time and frames, subject to prior approval of the APSBF.

5. ROUND-ROBIN GROUP DRAWS

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



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.
- a) 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.
 - b) 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 Country Affiliate and/or the APSBF.
 - d) Games shall not be rescheduled except in extreme circumstances.
- 6.2 By the aforesaid default:
- a) The player defaulted against will be awarded the number of frames required to win the game, and one Game win point for each walkover. Similarly, the player in default will be penalised the same number of frames and be credited with a Game loss.
 - b) In the case of seeding for the Knockout, when calculating the Frame Average (see Rule 9.1 (b)), the default will be considered as a Game Played with the required number of frames to nil in favour of the player defaulted against.
 - 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 APSBF 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 Country 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. Any high breaks scored against the player will still be valid.
- 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 APSBF.

8. GROUP WINNERS

- 8.1 The Winner and Runner-up from each Group will advance to the final stages, along with third and fourth place getters subject to the number of participants. The number of qualifiers from each group will be published prior to the commencement of the Championship.
- 8.2 The number of Games won will first decide the Group placings. In the case of Timed Billiards or Team events, a tied match in the Round Robin stage will be considered as a half Game won for both players or teams.
- 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 procedure will apply to determine the position of the qualifiers of that Group:
- a) In both Snooker and 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 DIFFERENCE that determines the best player.
 - b) If still equal, the results of the games between the players concerned will decide the winner between them. In the case of three or more players, if the number of games won between the players concerned is still equal, the Frame Difference within those matches will be applied.
 - 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 Tournament Director 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:

- a) Least number of games lost
- b) Highest FRAME AVERAGE (i.e. FRAME DIFFERENCE divided by GAMES PLAYED)
- c) If two or more players are tied, their seeding position will revert to the relevant National Ranking List for that event. For events in which a Ranking List does not apply (e.g. Under 21/Juniors), a seeding list will be created by the Seeding and Selection Committee.

9.2 When the Group Winners have been seeded they will be placed into the draw sheet in the positions defined in Appendix B. The Runners-up of the Groups will be similarly seeded as above, except that they will be placed into the highest available seed position in the opposite half of their own Group winners.

If four players from each group qualify for the Knock-out, they will also be seeded as above, with third place getters placed into the same half but opposite quarter of their group Runner-up, followed by fourth place getters placed into the same half but opposite quarter of their group Winner.

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.

10. DRESS CODE

10.1 Men's Dress Code

Formal attire shall be worn in all sessions of all the matches. Long sleeve predominately plain coloured shirts buttoned at the wrist, bow ties, dress trousers and dark colour dress shoes must be worn for all matches, waistcoats to be worn for Quarter Finals onwards. When the conditions are hot, the Championship Committee may waive certain dress requirements.

10.1.2 Women's Dress Code

Predominately plain coloured shirts with sleeves below the elbow, dark trousers or dark skirts, no shorter than kneecap must be worn for all matches, waistcoats to be worn for Quarter Finals onwards. Dark coloured ladies' dress shoes shall be worn to all sessions, and may be open or closed toe. No sports style shoes, sandals, or boots will be allowed. Any female playing in a gender free event will be subject to the Men's dress code. (i.e. Ranking or Open Tournaments)



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- 10.1.3 In all cases the APSBF Tournament Committee retains the right to refuse any player (male or female) who wears attire which could be considered inappropriate in any way, thereby disrupting the competition or portraying a damaging or conflicting image to the best standards and interests of the APSBF. When the conditions are hot, the Championship Committee may waive certain dress requirements.
- 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 Country 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 APSBF will have the final say in all advertising and sponsorship products for all APSBF Championships and other Championships under their auspices.

11. PRIZE STRUCTURE

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

- 11.1 The Host Country 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 Country Affiliate and/or APSBF

- 11.2 Any extra prizes offered by the Host Country Affiliate shall be at their discretion made with the agreement of Championship Committee.
- 11.3 The APSBF 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 year's Championships.



12. HOST COUNTRY AFFILIATE'S RESPONSIBILITIES AND ACCOMMODATION REQUIREMENTS

- 12.1 The Host Country Affiliate in recommending suitable accommodation shall negotiate special room rates to be provided for all participants for the Championships.
- 12.2 The Host Country Affiliate shall be responsible for supplying free-of-charge hotel accommodation, including breakfast, for APSBF Officials and invited Referees.
- 12.3 The Host Country 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 Country Affiliate.

13. PLAYING CONDITIONS

- 13.1 The match-tables, venue and equipment shall conform to requirements as laid down in the APSBF Championship Conditions and shall be checked and certified for acceptance by the APSBF Events Director or Tournament Director.
- 13.2 No advertising signage of Tobacco products will be allowed the playing area.
- 13.3 The Host Country 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 Country 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 or other communication devices must be switched off inside the Match Venue.

14. REFEREES

- 14.1 The Host Country 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 APSBF



b) Referees for the Knockout 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 Country Affiliate is required to supply free accommodation for all invited Interstate or International Referees

14.5 The Host Country Affiliate is required to supply referees a daily food allowance, voucher or game fee.

14.6 The Host Country 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 APSBF 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. ANTI-DOPING 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 APSBF, are contained in a separate document or as published by WADA. The APSBF will be responsible for assisting the Host Country Affiliate in the implementation of the aforesaid Anti-Doping Policy.

16. ALCOHOL/TOBACCO

16.1 No player is permitted to smoke or consume alcohol whilst playing a match, unless during an official session break. The penalties for contravening this regulation at any given tournament by a player will be:

- First instance: Loss of Frame
- Second instance: Loss of Match

16.2 In any given event, if a player receives a Loss of Frame penalty by a referee or official, the second instance discovered by any referee or official in the same event will attract the penalty of Loss of Match. An “event” could be either a single championship or a multi-championship event, such as the Billiards Championships or Junior Teams championships where a person may be entered into several draws over a short time period at one or more venues.

17. PLAYERS AND REFEREES MEETINGS

17.1 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 Country Affiliate.



18. APSBF ANNUAL GENERAL MEETING AND APSBF BOARD MEETINGS

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

19. PRACTICE FACILITIES

- 19.1 The Host Country 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.
- 19.2 The Match venue tables, where practical, shall also be made available for practice purpose, as per time schedule set out by the Tournament Director.

20. PUBLICITY & PROMOTION

- 20.1 It shall be the responsibility of the Host Country Affiliate to ensure all efforts are being made to seek and obtain maximum publicity and media coverage for the APSBF Championships.
- 20.2 The Host Country Affiliate is responsible to provide broadband internet access for the exclusive use of the APSBF website, where possible.
- 20.3 Daily results will be updated or forwarded for inclusion on the APSBF web site.

21. TOURNAMENT DIRECTOR

- 21.1 The Host Country Affiliate shall appoint a Tournament Director who is adequately competent to fulfill the tasks necessary to be in control of the Championship. He/she shall ensure the planned tournament is conducted and completed to the standards required by the APSBF.
- 21.2 The Host Country Affiliate may request engaging a Tournament Director from outside its Country Affiliate, in which case it shall cover all his expenses connected therewith, including air fare.
- 21.3 The Tournament Director is required to forward a confidential report to the APSBF Secretary within 14 days after the completion of the Championships.

22. APSBF CHAMPIONSHIP COMMITTEE

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



23. APSBF RESPONSIBILITIES

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



24. APSBF DISCIPLINARY RULES & PROCEDURES

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

- 24.1 Should any player, delegate, referee or person representing a Country Affiliate infringe the APSBF Disciplinary Rules and display misconduct during a Championship, they will be dealt with in accordance with the APSBF Disciplinary Rules & Procedures.
- 24.2 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.
- 24.3 As per Constitutional provisions 5 (i), any person representing a Country Affiliate in an APSBF championship that is found guilty of breaching the APSBF Disciplinary Rules and thereby, displaying serious misconduct may be disciplined, suspended or expelled from membership.

25 BREACHES OF APSBF DISCIPLINARY RULES

- 25.1 Any player, referee or official may be found breaching the APSBF Disciplinary Rules and thereby, displaying serious misconduct by:
 - a) Officially entering an APSBF 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 APSBF;
 - 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.

26 PENALTIES FOR BREACHING APSBF DISCIPLINARY RULES

- 26.1 Any player, referee, delegate, official or representative found to be in breach of APSBF 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 APSBF 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.
- 26.2 Should a player, referee, delegate, official or representative of a Country Affiliate default on payment of penalties imposed after being found guilty of infringing any of these APSBF Disciplinary Rules, the Country 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 APSBF, whichever becomes applicable.

27 HANDLING BREACHES AND MISCONDUCT

- 27.1 The reporting of any breaches of APSBF Disciplinary Rules and/or displays of serious misconduct during an APSBF Championship event is encouraged.
- 27.2 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.
- 27.3 When a complaint is lodged about a breach of the APSBF 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.

28 INFORMAL COMPLAINT RESOLUTION

- 28.1 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.

- 28.2 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.
- 28.3 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 APSBF 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 APSBF who is present during the Championship event.

- 28.4 Through discussing the matter with the Tournament Director and/or another Executive Member of the APSBF 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.

29 FORMAL COMPLAINT RESOLUTION

- 29.1 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.
- 29.2 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.
- 29.3 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
- 29.4 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
- 29.5 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 APSBF
 - approach a relevant external agency or authority.



30 DISCIPLINARY COMMITTEE

- 30.1 If a Formal Complaint of a breach of the APSBF's Disciplinary Rules is made to the Secretary of the APSBF after all previous efforts to formally and informally resolve the complaint have been undertaken, then the APSBF will appoint a Disciplinary Committee comprising;
- the Complaints Officer (Secretary or President, APSBF);
 - Representative of the Country Affiliate where the offence occurred;
 - Representative of the Country Affiliate where the respondent is domiciled
 - Representative of the Country Affiliate where the complainant is domiciled
- 30.2 The duties of the Committee are to investigate the complaint and determine whether the complaint constitutes a breach of the APSBF Disciplinary Rules and represents serious misconduct. Thereafter the Disciplinary Committee will recommend to the Executive Board the penalty to be imposed.
- 30.3 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



31 RIGHT OF APPEAL

- 31.1 The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation.
- 31.2 A complainant or a respondent(s) who is not satisfied with a decision can lodge one appeal to the APSBF 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.
- 31.3 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.
- 31.4 If the letter of appeal is not received by the Secretary within the relevant time period, the right of appeal will lapse.
- 31.5 Upon receipt of the letter of appeal, the Secretary must convene a special meeting of the APSBF 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.
- 31.6 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.
- 31.7 If the appeal is considered to have sufficient grounds to proceed, then a 3 person Appeal Board will be formed, comprising the APSBF President and two Executive members nominated by both the Complainant and the Respondent. The Appeal Board will be convened to re-hear the complaint.
- 31.8 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 APSBF and announced at a Players Meeting especially held for this purpose.

Last Revised October 2017



APPENDIX A. ROUND ROBIN PLAYING ORDER

3/4 Players

Round 1	Round 2	Round 3
1 v 4	1 v 3	1 v 2
2 v 3	2 v 4	3 v 4

5/6 Players

Round 1	Round 2	Round 3	Round 4	Round 5
3 v 4	1 v 5	2 v 6	2 v 4	3 v 6
2 v 5	4 v 6	3 v 5	1 v 3	1 v 2
1 v 6	2 v 3	1 v 4	5 v 6	4 v 5

7/8 Players

Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7
4 v 5	2 v 5	1 v 6	3 v 7	7 v 8	2 v 4	3 v 8
2 v 7	6 v 8	5 v 7	4 v 6	3 v 5	1 v 3	1 v 2
3 v 6	1 v 7	4 v 8	1 v 5	2 v 6	5 v 8	4 v 7
1 v 8	3 v 4	2 v 3	2 v 8	1 v 4	6 v 7	5 v 6

9/10 Players

Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7	Round 8	Round 9
4 v 8	7 v 10	5 v 7	8 v 9	1 v 6	3 v 4	2 v 10	2 v 5	3 v 9
5 v 9	3 v 6	1 v 8	4 v 10	2 v 7	9 v 10	6 v 8	1 v 3	4 v 5
1 v 10	2 v 4	2 v 9	5 v 6	3 v 8	1 v 5	7 v 9	4 v 7	6 v 10
2 v 6	5 v 8	3 v 10	1 v 7	4 v 9	6 v 7	3 v 5	8 v 10	1 v 2
3 v 7	1 v 9	4 v 6	2 v 3	5 v 10	2 v 8	1 v 4	6 v 9	7 v 8

Where a group has an odd number of players, the highest number will be considered as a bye.



APPENDIX B. KNOCK-OUT SEED POSITIONS

		Last 32	Last 16	Quarter Finals	Semi Finals	
Top Half	Quarter 1	Seed 1	Seed 1	Seed 1	Seed 1	
		Seed 32				Seed 16
		Seed 17	Seed 9			Seed 8
		Seed 16				
		Seed 9	Seed 5			Seed 4
		Seed 24				
		Seed 25	Seed 13			Seed 4
		Seed 8				
	Quarter 2	Seed 5	Seed 5	Seed 5	Seed 4	
		Seed 28				Seed 12
		Seed 21	Seed 13			Seed 4
		Seed 12				
		Seed 13	Seed 29			Seed 4
		Seed 20				
Seed 29	Seed 7	Seed 2				
Seed 4						
Bottom Half	Quarter 3	Seed 3	Seed 3	Seed 3	Seed 2	
		Seed 30				Seed 14
		Seed 19	Seed 11			Seed 6
		Seed 14				
		Seed 11	Seed 7			Seed 10
		Seed 22				
	Seed 27	Seed 15	Seed 2			
	Seed 6					
	Quarter 4	Seed 7	Seed 7	Seed 7	Seed 2	
		Seed 26				Seed 10
		Seed 23	Seed 15			Seed 2
		Seed 10				
		Seed 15	Seed 31			Seed 2
		Seed 18				
Seed 31		Seed 3	Seed 2			
Seed 2						