



Championship Playing
Conditions
&
Disciplinary Rules and
Procedures

OCEANIA BILLIARDS & SNOOKER FEDERATION

**OCEANIA CHAMPIONSHIP CONDITIONS
&
DISCIPLINARY RULES & PROCEDURES**

-
1. GENERAL CONDITIONS OF ENTRY
 2. ENTRY STATUS OF PLAYERS
 3. AFFILIATION & ENTRY FEES
 4. CHAMPIONSHIP FORMAT
 5. ROUND-ROBIN GROUP DRAWS
 6. WALKOVERS & FORFEITS
 7. WITHDRAWALS
 8. GROUP WINNERS
 9. SEEDING & DRAW FOR THE KNOCK-OUT STAGE
 10. DRESS-CODE
 11. PRIZE STRUCTURE
 12. HOST COUNTRIES RESPONSIBILITIES & ACCOMMODATION REQUIREMENTS
 13. PLAYING CONDITIONS
 14. REFEREES
 15. DRUGS POLICY
 16. PLAYERS & REFEREES MEETINGS
 17. OBSF AGM & BOARD MEETINGS
 18. PRACTICE FACILITIES
 19. PUBLICITY & PROMOTION
 20. TOURNAMENT DIRECTOR
 21. OBSF CHAMPIONSHIP COMMITTEE
 22. OBSF RESPONSIBILITIES
 23. OBSF DISCIPLINARY RULES & PROCEDURES
 24. BREACHES OF OBSF DISCIPLINARY RULES
 25. PENALTIES FOR BREACHES DISCIPLINARY RULES
 26. HANDLING BREACHES & MISCONDUCT
 27. INFORMAL COMPLAINT PROCEDURE
 28. FORMAL COMPLAINT PROCEDURE
 29. DISCIPLINARY COMMITTEE
 30. RIGHT OF APPEAL

OCEANIA BILLIARDS & SNOOKER FEDERATION

OCEANIA CHAMPIONSHIP CONDITIONS

(Made pursuant to Article 2.1 of the OBSF Constitution)

The Oceania Snooker & Billiards Championships shall be organised under the authority of the Oceania Billiards & Snooker Federation (OBSF), who shall at its AGM delegate the hosting responsibility to the successful Regional Country by application, with minimum of *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 Hosting Country so awarded for the Championship is unable to host the same for whatever reason as committed, a *nine (9)* month notice thereof, prior to the commencement of the scheduled Championship, shall be given in writing to the OBSF, to enable a suitable substitute be found.

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

1. GENERAL CONDITIONS OF ENTRY

- 1.1 Subject to any prior decision by the OBSF, it is incumbent upon the Hosting Country to invite all Oceania Countries in benefit to participate in the said Championship.
- 1.2 The Secretary or Tournament organiser shall forward entry forms to all Regional Countries 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 OBSF or the web page of the host Country.

Rejected entries shall be duly notified by the OBSF Secretary to the Regional Countries concerned within seven (7) days after the stipulated closing date or as received, with reasons of rejection being given.
- 1.3 With prior approval of the OBSF, the Host Country is permitted to invite replacement players from Regional Countries due to withdrawals of entered players after the stipulated closing date of entries, but prior to the publication of the draw.
- 1.4 All players must register with the Tournament Director of the Host Country, 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 OBSF Billiards & Snooker Championship via their National body only provided the player meets the following conditions:
 - Is a current financial member of the Regional Country they are to represent.
 - For Men's and Women's Championships, entrants must be a citizen of the Regional Country they represent, and must not have represented another country for a minimum of 3 years.

- 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.

2.2 WPBSA Main Tour Players are not allowed to play in any Men's & U21 IBSF Snooker events or qualifying events thereto. They can play in any Open Championships within the Region, but not in the Oceania Championships.

3. AFFILIATION & ENTRY FEES

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

4. CHAMPIONSHIP FORMAT

4.1 The maximum Championship duration is 9 days, preferably with the final thereof being scheduled on a Friday or Saturday, unless this is varied with prior approval of the OBSF.

4.2 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:

- Women's event – Best of Three Frames
- Men's event – Best of Five Frames (when Round Robin)
- Under 21 – Best of Five Frames
- 6 Reds – Best of Five Frames
- Billiards (Timed) – 2 Hour games
- Billiards (150 Up) – Best of 3 Frames

For Knock-Out stages:

KNOCK-OUT STAGES					
Event	Round Robin	Round of 16	Quarter Finals	Semi Finals	Final
	BEST OF				
Under 21's	5 Frames	7 Frames	7 Frames	9 Frames	11 Frames
Women's	3 Frames	5 Frames	5 Frames	7 Frames	7 Frames
Mens	5 Frames	7 Frames	7 Frames	9 Frames	11 Frames
6 Reds	5 Frames	7 Frames	7 Frames	9 Frames	11 Frames
Billiards (150 up)	3 Frames	5 Frames	5 Frames	7 Frames	9 Frames
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 OBSF, 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 OBSF Seeding and Selection Committee and posted as early as possible on the OBSF or the National website of the host Country 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 Country where possible.
 - c) 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.
- 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 their Country and/or the OBSF.
 - d) Games shall not be rescheduled except in extreme circumstances
- 6.2 By the aforesaid default:
- a) In the case of seeding for the top 8 positions, Rule 9 shall apply herein.
 - b) 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 OBSF Disciplinary Rules and Procedures.
 - c) 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.
- 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 OBSF.

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 Draw to be completed by the Championship computer and the OBSF Tournament Committee

9.1 On completion of the Round Robin Stages the Group Winners will be seeded as follows:

- a) Players with NO losses will be seeded first using points 1d and 1e.
- b) Players with ONE loss will be seeded next using points 1d and 1e
- c) Players with TWO losses will be seeded using points 1d and 1e

- d) With the same number of matches played in ALL groups the Frame Difference will decide the seeding. If the frame difference is the same for two or more players a draw will settle the seeding positions.

- e) With different numbers of matches played in the groups, the Frame Average will decide the seeding. If the frame average is the same for two or more players, a draw will settle the seeding positions. (Refer to Supplement)

9.2 The Drawing Procedure

- a) When the Number 1 players 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
- b) When the Number 1 players 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 winner, who they can only meet in the Final. And in the first available spot
 The Number 2 will be drawn from 9 to 16 in the opposite half of their group winner and in the first available spot. 1 - 16 / 9 - 8 / 5 - 12 / 13 - 4 / 3 - 14 / 11 - 6 / 7 - 10 / 15 - 2
 The Number 3 of each group will be drawn in the same half as the number 2 of their group, but in the opposite quarter.
 The Number 4 of each group will be drawn in the same half as the number 1 of their group, but in the opposite quarter.

9.3 If only 2 groups are used in the round robin format and 4 players from each are taken to the Knock Out Stage of the Championships, the players will be placed in the following order from the top of the draw sheet A1 - B4, A3 - B2, A2 - B3, A4 - B1

9.4 The draw shall be final and NO consideration will be given for two players from the same country being drawn to play each other in the Final Knock Out 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 Knock-Out stages onwards. When the conditions are hot, the Championship Committee may waive certain dress requirements.

10.1.2 Women's Dress Code

Dark trousers or dark skirts, no shorter than kneecap, shall be worn to all match sessions. Predominately plain coloured shirts with sleeves below the elbow, and waistcoats must be worn for all matches. Dress ladies dark coloured shoes shall be worn to all sessions, and can be open or closed toe shoes. 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. (ie Ranking or Open Tournaments)

- 10.1.3 In all cases the OBSF 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 OBSF. 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 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 OBSF will have the final say in all advertising and sponsorship products for all OBSF Championships.

11. PRIZE STRUCTURE

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

- 11.1 The Host Country 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 and/or OBSF

- 11.2 Any extra prizes offered by the Host Country shall be at their discretion made with the agreement of Championship Committee.
- 11.3 The OBSF Perpetual Championship Trophy shall be presented to the winner at the conclusion of the Final and then held in trust by that host Country until the next years Championships. They shall hold same in custody until the ensuing Championship when they will forward the trophy to the host Country scheduled to hold that years Championships.

12. HOST COUNTRY RESPONSIBILITIES & ACCOMMODATION REQUIREMENTS

- 12.1 The Host Country in recommending suitable accommodation shall negotiate special room rates to be provided for all participants for the Championships.
- 12.2 The Host Country shall be responsible for supplying free-of-charge hotel accommodation, including breakfast for OBSF for a maximum of days as stipulated hereunder:
- a. The OBSF President - 9 days

- b. The OBSF Tournament Director (if appointed) - 9 days
- c. The International Referees - 9 days

- 12.3 All National Associations shall be responsible for payment of the total accommodation costs as per 12.1 herein for all their delegates, managers, players, officials, supporters and observers.
- 12.4 The Host Country 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.
- 12.5 There will be NO daily allowances payable to any delegate or player of a participating National Association.

13. PLAYING CONDITIONS

- 13.1 The match-tables, venue and equipment shall conform to requirements as laid down in the OBSF Championship Conditions and shall be checked and certified for acceptance by the OBSF Events Director or Tournament Director.
- 13.2 No advertising signage of Tobacco products will be allowed the playing area.
- 13.3 The Host Country 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 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 Players and Referees will not be allowed to smoke or partake of any alcoholic drink during the course of their game.
- 13.9 All mobile phones, 2-way radios or beepers must be switched off inside the Match Venue.

14. REFEREES

- 14.1 The OBSF Referees Committee will appoint an International Head Referee from amongst the invited International Referees. The Host Country will appoint a Local Head Referee from amongst their own Referees. These two persons will be in control of all the referees, markers and recorders for the duration of the Championship.
- 14.2 The Host Country must invite a minimum of 4 International Referees from within the Region.
- 14.3 All Referees for the Championship must be:

- a) Class 3 or higher for the Round-Robin Stages and as certified by OBSF.
- b) Referees for the Knock Out Stages shall be selected from among those who had officiated during the Round Robin Stages.

14.4 All referees are expected to uphold the highest levels of conduct and decorum when selected.

14.5 The Host Country is required to supply free accommodation including a buffet breakfast for all invited International Referees.

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

14.7 The Host Country is required to supply markers and recorders for all the Championships where possible, but must for the Semi-Final and Final.

14.8 The OBSF Disciplinary Rules herein will equally apply to any referee or official 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 under the IOC to control the use of banned substances, as adopted by the OBSF, are contained in a separate document or as published by WADA. The OBSF will be responsible for assisting the Host Country 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 Country.

17. OBSF ANNUAL GENERAL MEETING AND OBSF BOARD MEETINGS

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

18. PRACTICE FACILITIES

18.1 The Host Country 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 Country to ensure all efforts are being made to seek and obtain maximum publicity and media coverage for the OBSF Championships.
- 19.2 The Host Country is responsible to provide a computer with an on-line internet access where possible, for the exclusive use of the OBSF or the Host Country website.
- 19.3 Daily results and reports will be posted on the OBSF and Host Country web page.

20. TOURNAMENT DIRECTOR

- 20.1 The Host Country shall appoint a Tournament Director who shall be in proper control of the Championship. That person shall ensure the planned tournament is conducted and completed to the standards required by the OBSF.
- 20.2 The Host Country may request engaging a Tournament Director outside its Country, in which case it shall cover all his expenses connected therewith, including air fare.

21. OBSF CHAMPIONSHIP COMMITTEE

- 21.1 The Championship Committee will comprise three (4) persons the OBSF President, Tournament Director, the Head Referee and one or more representatives from the Host Country.

22. OBSF RESPONSIBILITIES

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

23. OBSF DISCIPLINARY RULES & PROCEDURES

(Made Pursuant to the OBSF Constitution)

- 23.1 Should any player, delegate, referee or person representing a Regional Country infringe the OBSF Disciplinary Rules and display misconduct during a Championship, they will be dealt with in accordance with the OBSF 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 any person representing a Regional Country in an OBSF championship that is found guilty of breaching the OBSF Disciplinary Rules and thereby, displaying serious misconduct may be disciplined, suspended or expelled from membership.

24 BREACHES OF OBSF DISCIPLINARY RULES

- 24.1 Any player, referee or official may be found breaching the OBSF Disciplinary Rules and thereby, displaying serious misconduct by:
- a) Officially entering an OBSF 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 OBSF;
 - f) Indulging in any unlawful act or acts that are in contravention of the laws of the Host Country in which the said championship is held.

25 PENALTIES FOR BREACHING OBSF DISCIPLINARY RULES

- 25.1 Any player, referee, delegate, official or representative found to be in breach of OBSF Disciplinary Rules and thereby displaying serious misconduct will be in the case of an offence under:
- a) a fine up to AU\$200
 - b) First Offence - A fine up to AU\$25; Repeat Offence- A fine not less than AU\$50 and the defaulter shall be declared being withdrawn from the Championships.
 - c) a fine up to AU\$100; forfeiture of any prize money won and a possible suspension of one (1) year from competing in any OBSF championship;
 - d) and e) a fine up to AU\$500 and a possible suspension of up to two (2) years as aforesaid; and
 - f) to a fine of up to AU\$1000 and a possible suspension of three (3) years as aforesaid.
- 25.2 Should a player, referee, delegate, official or representative of a Regional Country default on payment of penalties imposed after being found guilty of infringing any of these OBSF Disciplinary Rules, that person shall be ineligible to participate in any Billiards & Snooker activity conducted within the auspices of the OBSF. Furthermore, a copy of the decision of the OBSF will be forwarded to the IBSF informing them of the imposed penalties on the individuals. Such penalties shall remain in force unless and until they have been subsequently settled or be varied by the OBSF, whichever becomes applicable.

26 HANDLING BREACHES AND MISCONDUCT

- 26.1 The reporting of any breaches of OBSF Disciplinary Rules and/or displays of serious misconduct during an OBSF 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, 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 OBSF 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 OBSF 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 OBSF who is present during the Championship event.

- 27.4 Through discussing the matter with the Tournament Director and/or another Executive Member of the OBSF 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 OBSF
- approach a relevant external agency or authority.

29 DISCIPLINARY COMMITTEE

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

- the Complaints Officer (Secretary or President, OBSF);
- Representative of the Regional Country where the offence occurred;
- Representative of the Regional Country where the respondent is domiciled
- Representative of the Regional Country 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 OBSF 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 OBSF 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 OBSF 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 OBSF 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 OBSF and announced at a Players Meeting especially held for this purpose.

Last Revised January 14th 2014



