



American Contract
Bridge League

UNIT AND DISTRICT BOARD OF DIRECTORS

From A Disciplinary Perspective

MAINTAIN OFFICER INFORMATION



Unit/District Presidents or Secretaries:

- Go to MYACBL Login
- Choose Unit Officer Election or District Officer Election
- Update Officer information

IMPORTANT: Appointed Unit and District Officials MUST maintain their ACBL membership profile with the correct phone number(s) and email address.



RECORDER

- Selection Criteria (Requirements and Preferred Qualities)
- Duties and Responsibilities
- Recorder Regulations
- Use of the CDR
- Recorder Resources

SELECTION CRITERIA – REQUIREMENTS



MUST:

- Gain working knowledge of ACBL Code of Disciplinary Regulations, Laws of Duplicate Bridge, Recorder Regulations, and Club Discipline Regulations
- Communicate effectively and maintain confidentiality
- Complete work in a timely manner
- Not be the Disciplinary or Appellate Chair or serve on the panel of either body
- Maintain open lines of communication by providing proper email address and phone numbers on ACBL membership profile

RECORDER

SELECTION CRITERIA – PREFERRED QUALITIES



- Unimpeachable ethics and integrity
- Excellent communication skills
- Sufficiently schooled in nuance of game to understand issues that might come up in a complaint
- Good reputation among local experienced players

RECORDER

DUTIES AND RESPONSIBILITIES



- Has no disciplinary authority
- Follow procedures of Recorder Regulations
- Receive and investigate reports of wrongdoing (player memos)
- Make determination:
 - File (record the incident) with the Office of National Recorder. Educate or counsel subjects and/or reporters.
 - Submit Recorder Complaint to Charging Party

RECORDER **REGULATIONS**



INFORMATION FOUND IN THE RECORDER REGULATIONS:

- Goal of the Recorder System
- Recorder's duties and responsibilities
- Recorder's qualifications
- Authority of the Recorder
- Recorder's tournament responsibilities
- Guidelines for execution of duties

RECORDER USE OF THE CDR



- Does the body I represent have jurisdiction? *CDR 2 for Jurisdiction*
- Is the reported incident grounds for discipline (violation of the CDR)? *CDR 3 Grounds for Discipline*
- How much time do I have to file a Recorder Complaint?
CDR 5.2.1 Statute of Limitations
- Was the incident timely submitted? *CDR 5.2.1 Statute of Limitations*
- Can I serve as an Advocate or Presenter at the hearing?
CDR 5 for Advocate/Presenter

RECORDER RESOURCES



Website: acbl.org/ethics

➤ Disciplinary Forms and Flowcharts

▪ Resources for Recorders

- Recorder Checklist
- Recorder Regulations
- Recorder Complaint for Single Incident and Pattern of Conduct

▪ Resources for All

- Flowcharts: Recorder Process
- FAQ for the ACBL Disciplinary Process
- Educational Resources

Office of National Recorder: recorder@acbl.org or 662-253-3167 / 3146



CHARGING PARTY

- Duties and Responsibilities
- Authority
- Use of CDR
- Charging Party Resources

CHARGING PARTY

DUTIES AND RESPONSIBILITIES



MUST:

- Gain knowledge of CDR and follow procedures
- Receive Direct and Recorder Complaints
- Review and communicate decision of Direct or Recorder Complaints
- Determine the CDR violation and submit a Charge Letter if Charges are brought
- Maintain open lines of communication by providing proper email address and phone numbers on ACBL membership profile

UNIT/DISTRICT President is Charging Party by default if one is not appointed

CHARGING PARTY
AUTHORITY



Charge individual(s) with violation(s) of CDR

Make determination:

- To Charge and send matter to Disciplinary Chair
- Not to Charge and send to Recorder to properly handle

CHARGING PARTY USE OF CDR



- Is what I received a Direct Complaint? *CDR Definition of Complaint*
- Do I have jurisdiction to handle this Complaint? *CDR 2 Jurisdiction*
- How do I decide whether to bring Charges against an individual? *CDR 5.2.2 and CDR 3*
- Can I appoint others to represent me at the hearing? *CDR 5.1.11 and 5.2.3 Representation*
- Was the Recorder/Direct Complaint that I received timely submitted? *CDR 5.2.1 Statute of Limitations*
- Do I have to appear at the hearing? *CDR 5.2.5 Required appearance at hearings*
- Do I have the right to request an appeal? *CDR 5.2.8 and CDR 7 Appeal Rights and Procedures*
- Can I negotiate a resolution with the Charged Party? *CDR 5.2.14 Negotiated Resolution of a Charge*

CHARGING PARTY RESOURCES



Website: acbl.org/ethics

- Code of Disciplinary Regulations
 - ACBL Code of Disciplinary Regulations
 - Immediate Preceding CDR
 - CDR FAQ
- Disciplinary Forms and Flowcharts
 - Resources for Unit and District President, Disciplinary Chair and Appellate Chair
 - Charging Party Checklist and Charge Letter
 - Resources for All
 - Flowcharts: Charging Party Receives Direct Complaint Flowchart
 - FAQ for the ACBL Disciplinary Process

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DISCIPLINARY CHAIR

- Duties and Responsibilities
- Authority
- Use of CDR
- Resources

DUTIES AND RESPONSIBILITIES



MUST:

- Gain knowledge of CDR and follow procedures
- Communicate effectively and maintain confidentiality
- Appoint panel of at least 3 to hear Charges, schedule and record hearing
- Provide official hearing notification to parties
- Request Charged Party's previous disciplinary record
- Coordinate method for parties to appear at hearing
- Prepare and submit Hearing Report to Office of National Recorder with documentary evidence

DISCIPLINARY CHAIR **AUTHORITY**



Receive Charges (Charge Letter) from Charging Party

Make determination (with committee during deliberations):

- Guilty of violating CDR
- Not guilty of violating CDR
- Discipline to be imposed (if any)

DISCIPLINARY CHAIR USE OF CDR



Does the body I represent have jurisdiction to hear the Charges? *CDR 2 for Jurisdiction*

How does my committee determine the proper discipline if found guilty? *CDR 4 and Appendix B*

Can I choose not to hold a hearing once I receive a Charge Letter? *CDR 5.2.3 (a)*

Who is required to attend the hearing? *CDR 5.2.5 Required Appearance*

What official notification do I have to provide to the parties? *CDR 5.2.3 Charged Party's Rights*

How do I report the results of the hearing? *CDR 5.2.10 Hearing Report*

DISCIPLINARY CHAIR RESOURCES



Website: acbl.org/ethics

- Code of Disciplinary Regulations
 - ACBL Code of Disciplinary Regulations
 - Immediate Preceding CDR
 - CDR FAQ
- Disciplinary Forms and Flowcharts
 - Resources for Unit and District President, Disciplinary Chair and Appellate Chair
 - Disciplinary Chair Checklist, Notice of Hearing, and Hearing Report
 - Resources for All
 - Flowcharts: Unit/District Disciplinary Chair and Hearing Procedure
 - FAQ for the ACBL Disciplinary Process

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DISCIPLINARY APPELLATE CHAIR

- Duties and Responsibilities
- Authority
- Use of CDR
- Resources

DISCIPLINARY APPELLATE CHAIR

DUTIES AND RESPONSIBILITIES



MUST:

- Gain knowledge of CDR and follow procedures
- Communicate effectively and maintain confidentiality
- Grant or deny Requests for Appeal
- Appoint a panel of at least 3 to hear granted Request to Appeal
- Schedule and record hearing and provide official notification to parties
- Coordinate method for parties to appear at the hearing
- Prepare and submit Hearing Report to the Office of National Recorder
- Grant or deny requests for Stay of Execution

Units do not have Disciplinary Appellate Chairs



- Grant or deny Requests to Appeal and Stay of Execution

- Make determination (with committee during deliberations):
 - Affirm or reverse the decision
 - Modify, reduce or increase discipline
 - Remand the matter to previous disciplinary body



What is the method for determining whether to grant or deny a Request to Appeal? *CDR 7.4.1 Review*

What is the procedure if the Request to Appeal is granted? *CDR 7.1.3 (f) and 7.4.2 Procedures*

What are the rights of the parties to the appeal? *CDR 7.4.5 Rights of Parties*

Who are the parties to an appeal? *CDR 5.2.8 and 7.1.1 Right to Appeal*

Is it required to hold a hearing to decide a granted Request to Appeal? *CDR 7.4.5 (h) Rights of Parties*

How do I decide to grant or deny a Stay of Execution request? *CDR 8 Stay of Execution*

DISCIPLINARY APPELLATE CHAIR RESOURCES



Website: acbl.org/ethics

- Code of Disciplinary Regulations
 - ACBL Code of Disciplinary Regulations
 - Immediate Preceding CDR
 - CDR FAQ
- Disciplinary Forms and Flowcharts
 - Resources for Unit and District President, Disciplinary Chair and Appellate Chair
 - Notice of Hearing and Hearing Report
 - Resources for All
 - Flowcharts: District Appellate Chair Process and Hearing Procedure
 - FAQ for the ACBL Disciplinary Process

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ADDITIONAL INFO

- Incidents that occur at Tournaments
- Club Matters
- Additional Resources
- Contact Us

INCIDENTS THAT OCCUR AT TOURNAMENTS



RECORDER FUNCTION

- ❖ Follow procedures of Recorder Regulations
- ❖ Select Assistant or Temporary Recorder if local Recorder cannot be present
- ❖ Receive player memos and investigate immediately, if necessary or by DIC's request
- ❖ Forward matters that should be dealt with immediately to the DIC in the form of a Recorder Complaint

DIRECTOR IN CHARGE FUNCTION

- ❖ Follow procedures of CDR
- ❖ Receive Complaints and/or Player Memos from the Recorder or participants
- ❖ Determine to:
 - Bring Charges and convene a Tournament Disciplinary Committee
 - Bring Charges and submit to proper disciplinary body because the party is no longer present
 - Not bring Charges and send to Recorder for proper handling

CLUB MATTERS



UNITS AND DISTRICTS

- ❖ No jurisdiction to handle conduct matters that occur during a regular club game
- ❖ Refer reporter of the incident to Club Management for resolution

UNITS ONLY

- ❖ Recorders may investigate reports of wrongdoing if:
 - incident occurred during Unit/District/ACBL sponsored events (GNT, NAP, ACBL-wide, STaC, Unit Championship, etc.)
 - incident occurred at Unit Sponsored Club as defined in the CDR. (Club Manager may take action in accordance with the Club Discipline Regulations without involving the Unit)
 - complaint involves allegations of (i) cheating by use of signals, (ii) unauthorized information, or (iii) serious breaches of ethics
- ❖ Disciplinary Chairs act on appeals of a club barring if received in accordance with CDR 7.0

ADDITIONAL RESOURCES



acbl.org/ethics

PLAYER MEMOS

- Encourage participants to file player memos online
- Goes directly to Office of National Recorder (ONR) and we send to the proper jurisdiction
- Best practice to establish a pattern of conduct against an individual

UNDER DISCIPLINE REPORT

- List of individuals currently serving a discipline and members not in good standing

CONTACT US



OFFICE OF NATIONAL RECORDER

recorder@acbl.org

National Recorder: 662-253-3167

Compliance Coordinator: 662-253-3146