



American Contract
Bridge League

CHARGE LETTER
Tournament Level

INSTRUCTIONS AND SUMMARY FOR CHARGE LETTER TOURNAMENT LEVEL

The Charging Party in deciding to bring a Charge (following an investigation by a Recorder or otherwise) must answer "yes" to each of the following three (3) questions before proceeding with Charges:

- (a) Is there prima facie evidence that the Complaint has some validity (i.e., that there was misconduct)?
- (b) Does the ACBL have jurisdiction?
- (c) If the Charged Party is found responsible, would the Disciplinary Body be obligated to issue a discipline?

If the answer is "yes" to all three questions, Charges must be brought. CDR 5.3.2.

"To:" line Insert the name of the Unit or District's appointed Disciplinary Committee Chair (DC) for this tournament if the Charged Party is still present. If the Charged Party is no longer at the tournament, the appropriate DC is as follows: (a) at a Sectional, send to the sponsoring Unit's DC, (b) at a Regional, send to the sponsoring District's DC, (c) at a NABC, send to the ACBL Disciplinary Committee Chair for conduct matters or the Ethical Oversight Committee Chair for ethical violations.

"From:" line Your name

"Date:" line Insert the date of submission to the Disciplinary Chair

"Subject:" line Provide the name of the person that you are charging with a violation of the CDR and their ACBL number.

Charges

[insert Charged Party's (ies') name(s)], [is] [are] subject to discipline under the Code of Disciplinary Regulation (CDR) based upon the attached [Complaint] [Player Memo] and evidence submitted by [insert Complainant's name], ACBL# [insert number] on [date]. The Charges are as follows: **Insert the information in the brackets.**

CHARGE: [insert the section number(s) and description from CDR 3 (example: CDR 3.11 Improper conduct toward any ACBL Official or Disciplinary Body in performance of their ACBL duties or functions)] **Consult CDR 3 to determine which section of grounds for discipline is relevant to the type of behavior described in the Complaint. The DC will determine whether the Charged Party is in violation of this specific section.**

Specification: [insert, paraphrasing the Complaint, a description of the alleged behavior that led to and supports the Charge (be specific: example, the Charged Party threw his pencil at Tournament Director, Ray Smith, because he did not agree with the ruling at the table)] **Briefly describe the behavior that led to the Charge.**

[Repeat each additional Charge and related Specification as formatted above if there are additional Charges] **If you determine that additional Charges are necessary, insert the Charge and the Specification in this section in the same format as above.**

Upon receipt, (i) please notify [insert names of all Charged Parties] before the tournament ends, (ii) schedule and conduct a hearing and (iii) report the decision in accordance with the procedures of the CDR. **Insert the information in brackets and leave this statement in the document.**

Instructions are in blue. Detach this page before submission and keep for your records or discard.