



American Contract  
Bridge League

**CHARGE LETTER**  
**Unit or District Level**

# INSTRUCTIONS AND SUMMARY FOR CHARGE LETTER

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 your appointed Disciplinary Committee Chair

"From:" line     Your name

"Date:" line     Insert the date of submission to the Disciplinary Committee 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 and evidence submitted by [insert Complainant's name], ACBL# [insert number] on [date]. The Charges are as follows: **Insert the missing information in the brackets and leave this statement in the document.**

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)] **List your individual Charge(s) here followed immediately by at least one specification. Consult CDR 3 to determine which section containing the grounds for discipline is relevant to the type of behavior described in the specification below. The Disciplinary Committee will determine whether the Charged Party is in violation of the specific CDR section.**

Specification: [insert, paraphrasing the Complaint, a description of the alleged behavior that led to and support the Charge above (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. Do not merely copy the complaint.**

[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 Specification here in the same format as above. Note that one or more Specifications may support a single Charge. If you use more than one Specification to support a single Charge, label them Specification #1, Specification #2, etc.**

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

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