



Charged Party		ACBL #		Date of Hearing	
Charged Party		ACBL #			
Disciplinary Body	Tournament Disciplinary Committee	Tournament Name			
Location of Hearing			Effective date of the CDR consulted		
Charging Party		ACBL #		Complainant	ACBL #

**COMMITTEE MEMBERS WHO HEARD THE CHARGES**

Name	ACBL #	Name	ACBL #

**ALSO PRESENT** (include via phone, web-conference, in person, etc. and include their capacity as witness, expert, etc.)

Name	ACBL #	Via	Capacity	Name	ACBL#	Via	Capacity

**EVIDENCE AND ARGUMENTS PRESENTED** (summary of evidence presented by Charging Party and Charged Party, including testimony)

---

**COMMITTEE FINDINGS OF FACT** (based on the evidence, state the committee’s conclusion as to what happened)

---

**CDR GROUNDS FOR DISCIPLINE** (Select from the drop-down menu the section(s) and description(s) found in CDR 3 which led to the discipline).


**DECISION** (click on the box next to Not Guilty or Guilty of violating the CDR to add a checkmark.)

Not guilty (check here and skip the remainder of this page except signature)	Guilty (continue by selecting they type of Discipline listed below)
--	---

Type of Discipline	Beginning Date	Ending Date	Additional Comments
Reprimand	N/A	N/A	
Probation*			
Suspension*			

**\*The cumulative discipline may not exceed 90 days. You may allocate the 90-day period into Suspension and/or Probation. (Example: 90 day Probation or 20 day Suspension followed by 70 day Probation, etc.) CDR 5.3.11. See CDR 5.3.14 for guidelines on recommending additional discipline greater than 90 days.**

Charged Party committed an offense that warrants a discipline exceeding ninety (90) days. CDR 5.3.11 and 5.3.14. List recommendation for discipline greater than ninety (90) days and your reasons below:

Suspended Sentence (only used in conjunction with an imposed Suspension from above that you have converted to Probation). CDR 4.1.3	State the conditions of any Suspended Sentence

Exclusion from Events and Programs (list the exclusions and the dates of the events or activities). CDR 4.1.6	

OPTIONAL: Disciplined Party committed an offense at a tournament warranting one or more of the following:				
Name of Tournament	Name of Event	Date of Tournament		
Forfeiture of a specified number or all the Masterpoints <sup>®</sup> (MPs) earned in a particular event or in the tournament in which the offense(s) occurred. CDR 4.1.7	<b>Choose one of the following:</b>		Total number of MPs to be removed	
	Remove MPs earned for the event only			
	Remove MPs for the entire tournament			
Reduction of rank <u>in the event</u> listed above. CDR 4.1.7	Comment:			
Disqualification in the event or in the tournament in which the incident occurred listed above. CDR 4.1.7	<b>Choose one of the following:</b>			
	<input type="checkbox"/> Disqualification <u>in the event</u>	<input type="checkbox"/> Disqualification <u>in the tournament</u>		
Disqualification from yearly races or awards. CDR 4.1.7	Comment:			
<b>REQUIRED:</b> Any of the above MPs and/or title reductions or forfeitures must be applied to the teammates and partner of the Disciplined Party. CDR 4.1.8 (c)				

**APPENDIX B, CHART 1 and/or CHART 2 OF THE CDR** (The Disciplinary Body consulted the following offenses listed in Appendix B, Chart 1 and/or Chart 2 of the CDR). CDR 5.1.16

OFFENSE (i.e. C4, E7)	EXPLAIN HOW THE STATED OFFENSE IS RELEVANT TO THE CHARGED PARTY'S ACTIONS.

The discipline imposed above is <b>within</b> the recommended guidelines of Appendix B, Chart 1 and/or Chart 2.
The discipline imposed above is <b>outside</b> the recommended guidelines of Appendix B, Chart 1 and/or Chart 2. List reason(s) below:

**RESPECTFULLY SUBMITTED (CHAIRMAN)**

/s/		Date:	
Electronic Signature (type name above)	Wet Signature (sign above)		

## INSTRUCTIONS AND SUMMARY FOR DISCIPLINARY HEARING REPORT BY A TOURNAMENT DISCIPLINARY COMMITTEE

A Hearing Report from a Tournament Disciplinary Committee is required to be submitted to ACBL headquarters (Recorder@acbl.org) by the Disciplinary Body whether or not any discipline is imposed within 10 days from the conclusion of the presentation of evidence. If a discipline imposed exceeds the permitted limits, it shall be valid only to the extent set forth in CDR 5.3.11. See CDR 4.7, 5.1.13, 5.1.14, 5.1.15, 5.3.10, 5.3.12.

### MOVING LEFT TO RIGHT IN EACH SECTION:

“Charged Party” line	Insert name of Charged Party.
“ACBL #” line	Insert Charged Party’s ACBL number.
“Charged Party” line	Insert a second Charged Party if applicable. If none, insert N/A.
“ACBL #” line	Insert the 2nd Charged Party’s ACBL number, if applicable. If none, insert N/A. If more than two, attach a word document listing additional Charged Parties.
“Date of Hearing” line	Insert the date of the hearing.
“Disciplinary Body” line	The Tournament Disciplinary Committee is a fixed cell.
“Tournament Name” line	Insert the name of the Tournament and specify whether it is a Sectional, Regional, STaC, etc.
“Location of Hearing” line	Insert the city, state and facility name.
“Effective date of CDR consulted” line	Insert the effective date of the CDR you referenced. This can be found on the lower right-hand corner of page 1 of the CDR.
“Charging Party” line	Insert the name of the Charging Party. This is the person who submitted the Charge Letter. (Usually the Unit President or District President, or ACBL Management).
“ACBL #” line	Insert the ACBL # of the Charging Party.
“Complainant” line	Insert the name of the person who submitted the Complaint to the Charging Party.
“ACBL #” line	Insert the ACBL # of the Complainant.

### COMMITTEE MEMBERS WHO HEARD THE CHARGES

“Name” column	Insert the names of the committee members. Note that there is room for 6 people.
“ACBL #” column	Insert the ACBL #'s of the committee members.

### ALSO PRESENT

“Name” column	Insert the name(s) of the individual present at the hearing. Note that there is room for 8 people.
“ACBL #” column	Insert the ACBL #'s of the individuals present at the hearing.
“Via” column	Insert the method of appearance at the hearing. (WC=web conference, P=in person, TP=telephonic).
“Capacity” column	Insert each individual’s capacity at the hearing. (Witness, Expert, Charging Party, Charged Party, Advocate, Presenter, Unit or District Recorder, etc.)

### EVIDENCE AND ARGUMENTS PRESENTED

Include a description of the evidence and arguments (documentary, testimonial, rebuttals) reviewed or heard by the committee. Attach any document that was not previously provided to the Charged Party and Charging Party prior to the hearing. All evidence, including the Charge Letter and Notice of Hearing, should be provided to the Office of National Recorder. If additional space is needed, please attach the document as an attachment.

*Example: The committee reviewed the Charge Letter with the attached Complaint submitted by Jane Doe, the Notice of Hearing, and the Player Memo submitted by Jack Smith, Tournament Director of the Spring Sectional prior to the hearing. The Charged Party and the Charging Party were both permitted to provide a written statement before the hearing but neither party provided a statement. We heard testimony from Beth Jones who stated that she witnessed David, Charged Party, throw a pencil at his opponent because he was upset about the result. David argued that Beth did not witness the taunting from his opponent during the match before he threw the pencil. David also argued that he threw the pencil at the floor not at his opponent. The Charged Party submitted a written statement from his partner that stated the continuous outbursts from the opponent during the match and the taunting that led to the Charged Party throwing the pencil (attached). After the committee deliberated and determined a finding of guilt, we reviewed the contents of the sealed envelope provided by the Office of National Recorder containing the disciplinary history of the Charged Party. [They had no such history.] [David had one minor infraction that was not considered.]*

## COMMITTEE FINDINGS OF FACT

Based on the evidence, state the committee's conclusion as to what happened. If additional space is needed, please attach a document as an attachment.

*Example: The Committee finds that the David's argument that he was taunted by the opponent during that match was believable. However, he should have called the Tournament Director. His behavior is still considered a violation of the CDR and therefore is subject to discipline. Because this was his first disciplinary offense and there were no previous player memos filed against him within the past ten years, the committee determined that a Reprimand is the most appropriate sanction.*

## CDR GROUNDS FOR DISCIPLINE

Select from the dropdown box each Grounds for Discipline that the committee found the Charged Party guilty of violating. The committee is tasked with deciding whether the Charged Party was in violation of the CDR in relation to the Charges submitted by the Charging Party. CDR 3

## DISCIPLINE

"Not guilty" line	Click on the box next to this line if the committee found the Charged Party not guilty of violating the CDR. Skip the remainder of page 2 of the Hearing Report except signature.
"Type of Discipline" column	Click on the box next to the appropriate line if the committee imposed any of the following disciplines: Reprimand, Probation, Suspension, and/or Expulsion. See CDR 4
"Beginning Date" column	Insert the start date of the imposed discipline for each discipline you checked. Note: If Suspension and Probation are both imposed, Suspension is always served first, followed immediately by Probation. See CDR 5.1.15
"Ending Date" column	Insert the end date of the imposed discipline for each discipline you checked. Note: If Suspension and Probation are both imposed, Suspension is always served first, followed immediately by Probation. See CDR 5.1.15
"Additional Comments" column	Insert any additional comments you feel that should be included. Ex 1: Letter of Reprimand attached. Ex 2: See Suspended Sentence below. Ex 3: See CDR 4.5 for limits on participation.

"Suspended Sentence..." column	Optional: Click on the box next to this line if the committee imposed a Suspended Sentence. This box can only be checked if you choose the Suspension above but believe that mitigating circumstances apply. The Suspension from above will automatically convert to Probation for the same period of time. Suspended Sentence. See CDR 4.1.2 (a-c) and CDR 4.1.3.
--------------------------------	--

"State the conditions of any Suspended Sentence below" line:	Insert the conditions of the Suspended Sentence. Ex 1: Must not be reported for misconduct at any ACBL sanctioned event within the next 60 days or the Suspended Sentence will be lifted and the remaining time of the Suspension will be served.
--	---

"Exclusion from Events and Programs..."	List each exclusion and include the date of the event and/activity. Example: Excluded from participating in the North Regional on April 14, 2014, the Spring Sectional on May 15, 2015, and STaC week scheduled for July 1-5, 2015.
---	---

**OPTIONAL: Disciplined Party committed an offense at a tournament warranting one or more of the following:** Skip this section if the incident occurred at a tournament but the committee chose not to impose these additional sanctions. Pursuant to CDR 4.1.7, the following additional sanctions are optional.

Name of Tournament	Insert the name of the tournament where the incident occurred.
Name of Event	Insert the name of the event where the incident occurred.
Date of Tournament	Insert the date of the tournament.
Forfeiture of specified number or all the MPs earned...	Click on the box next to this line if the committee chose to impose this sanction.
Remove MPs earned for the event only	If "Forfeiture of specified number or all the MPs earned..." is imposed, then the committee must choose this option or "Remove MPs for the entire tournament" by clicking on the box next to this line. If this is for an Ethical Violation, see requirements of Ethical Violations below.
Remove MPs for the entire tournament	If "Forfeiture of specified number or all the MPs earned..." is imposed, then the committee must choose this or "Remove MPs earned for the event only" by clicking on the box next to this line.
Total number of MPs to be removed	Insert the total number of MPs to be removed based on your selection of "Remove MPs earned for the event only" or "Remove MPs for the entire tournament". This information can be obtained by contacting the Office of National Recorder.
Reduction of rank in the event...	Click on the box next to this line if the committee chose to impose this sanction.

Comment	Type additional comments, if any, regarding "Reduction of rank in the event listed above".
Disqualification in the event or in the tournament...	Click on the box next to this line if the committee chose to impose this sanction.
Disqualification in the event	If "Disqualification in the event or in the tournament..." is imposed, then the committee must choose this or "Disqualification in the tournament" by clicking on the box next to this line.
Disqualification in the tournament	If "Disqualification in the event or in the tournament..." is imposed, then the committee must choose this or "Disqualification in the event" by clicking on the box next to this line.
Disqualification from... races	Click on the box next to this line if the committee chose to impose this sanction.
Comment	Type additional comments, if any, regarding "Disqualification from yearly races or awards".
REQUIRED: Any of the above...	Pursuant to CDR 4.1.8 (c), this is ONLY required if one of optional sanctions is imposed upon the Disciplined Party. If this is for an Ethical Violation, see requirements of Ethical Violations below.

**APPENDIX B, CHART 1 and/or CHART 2 OF THE CDR**

Pursuant to CDR 5.1.16, the Notice of Decision that is created by the Compliance Coordinator must include a description of the offense by number and title by reference to the Appendix B of the CDR. Therefore, the committee must provide that information in this section.

"OFFENSE" column	Insert the corresponding offense number found in CDR, Appendix B, Chart 1 and/or Chart 2. Example: C2
"EXPLAIN HOW THE..." column	Provide a brief explanation of how the chosen offense is relevant to the Disciplined Party's actions. Example (based on C2): Mr. Smith screamed at his partner and called him a loser.
The discipline imposed above is within...	Click on the box next to this line if the discipline imposed is within the recommended discipline in relation to the offense you chose above that is found in Appendix B, Chart 1 and/or Chart 2.
The discipline imposed above is outside...List reason below:	Click on the box next to this line if the discipline imposed is outside the recommended in relation to the offense you chose above that is found in Appendix B, Chart 1 and/or Chart 2. If the discipline is outside the recommendation, the committee must list the reasons for this decision.

**RESPECTFULLY SUBMITTED (CHAIRMAN)**

"Electronic Signature" column	Type in the name of the Chair. This /s/ is considered an electronic signature.
"Wet Signature" column	If you choose to print this hearing report and mail and/or scan it, sign this document here.
Date	Insert the date that it was signed.

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