American Contract Bridge League

NOTICE OF HEARING
Tournament Disciplinary Committee

[insert date]

To: [insert Charged Party's name], Charged Party
[insert Charging Party's name], Charging Party

Dear Parties,

In response to a Complaint filed by [insert Complainant's name] against [insert Charged Party's name], Charges with the following grounds for discipline were submitted on [insert date on Charge Letter] to the Tournament Disciplinary Committee by [insert DIC's name], Director-in-Charge of the [insert tournament name] as Charging Party (in accordance with ACBL's Code of Disciplinary Regulations (CDR) 5.3.2):

[insert ONLY the Charges from the Charge Letter with the appropriate section number(s) and description(s) from CDR 3 that is referenced in the Charge Letter]

The specifications concerning the above grounds for discipline are detailed in the attached Charge Letter. The details of the hearing are listed below:

Date: [insert date]
Time: [insert time **and time zone**]

[insert name of location]
[insert address]
[insert city, state, zip code]

As provided in section 5.3.6 of the CDR, persons charged with a violation of CDR 3 are entitled to:

(a) Receive written notice of date, time and place of the hearing. Should a person admit to a Charge, a hearing shall nevertheless be held to determine and impose appropriate discipline.

(b) Be furnished with a written statement of the Charges, the Complaint upon which the Charges are based (or a summary of the facts of such Complaint), and the name of the Complainant.

(c) Be represented at the hearing by another person who shall not be an Attorney or a member of the ACBL Board of Directors. The Charged Party may be represented by an ACBL Board of Directors. The Charged Party may be represented by an Attorney outside the hearing room.

(d) Produce evidence and make statements on his/her behalf.

(e) Be present during the entire hearing, except during procedural determinations and deliberation on verdicts and imposition of discipline.

(f) Question persons testifying. The chairperson may restrict this right if abused.

Your attention is directed to CDR Appendix B (ACBL Disciplinary Sanction Guidelines) in effect when the incident(s) occurred. It sets forth possible disciplines which might be applied if the Charged Party is found to be in violation of the CDR.

Presence at the hearing may be in person or via [insert appropriate mechanism, e.g. telephone, teleconference, Skype or any other similar means that you will use where all participants may hear and/or see one another]. Please let me know if you plan to be present. The Charging Party and/or their Advocate is required to appear. The Charged Party is not required to appear at the hearing and their failure to appear will not be grounds for discipline.

If you have questions regarding this matter, please contact me at [insert Chairman's contact info and email] or the Office of the National Recorder (Recorder@acbl.org or 662-253-3146). The current CDR can be found on our website at http://www.acbl.org/cdr. If you would like an emailed version of the CDR in effect when the incident(s) occurred, you can email a request to Recorder@acbl.org.

Sincerely,

[insert Chairman's name]
[Tournament Disciplinary Committee Chairman or NABC Tournament Conduct Committee Chairman]

cc: [Tournament Disciplinary Committee or NABC Tournament Conduct Committee] Members
Office of the National Recorder via email (Recorder@acbl.org)

Attached: Charge Letter and Complaint

[FILL IN THEN DELETE BRACKETED INFORMATION ABOVE AND IN THIS BRACKET BEFORE SUBMISSION: Pursuant to the Code of Disciplinary Regulations (CDR), the Charged Party and Charging Party are entitled to receive written notice of the date, time, and place of the hearing. The Complaint is an integral part of the Charge Letter and, together, they are one document. Be sure to attach the Charge Letter. See CDR 5.3.6 for additional information regarding the rights of the Charged Party]