RECORDER PROCESS PLEASE REFER TO THE RECORDER REGULATIONS AND ACBL CODE OF DISCIPLINARY REGULATIONS ON OUR WEBSITE AT WWW.ACBL.ORG/CDR. Receive Player Memo or other report of incident. Does the body you represent have Forward to Recorder@acbl.org to distribute to the proper jurisdiction. jurisdiction? CDR 2 YES It can still be recorded and investigated but it cannot progress to a Is it within 120 days of Recorder Complaint unless a pattern of conduct is discovered, or it NΩ the incident? CDR involves cheating. CDR 5.2.1 5.2.1 YES Keep the identity of the Reporter confidential during your investigation Does the Reporter even if this precludes speaking with the Subject of the report. See waive confidentiality? Recorder Regulations. Send confirmation of receipt to the Collect written Reporter and copy Recorder@acbl.org. statements or keep detailed notes of INVESTIGATE: Contact Reporter, Subject, conversation with these Witnesses (Partners, Opponents, individuals. Email Recorder@acbl.org a request to search Tournament Directors, etc.) the subject's history of Player Memos on file. Prepare investigative report. Do not reference prior player Option 1: Recorder Make final determination memos on file unless you plan to Complaint based on pattern within 60 days. file a Recorder Complaint based of conduct CDR 5.2.1 on a pattern of conduct. Option 3: Record the incident and, optionally, counsel subject. Option 2: Recorder Complaint based Prepare written complaint on single incident CDR 5.2.1 (documenting all incidents) with the attached evidence. Notify the Reporter and Subject that the matter will be recorded with the Office of the National Recorder. Prepare written complaint with the attached evidence for single incident. Retain information in your files and provide a copy Forward Recorder Complaint to proper Charging Party and copy Recorder@acbl.org. of all correspondence to Recorder@acbl.org.