

**FLOW CHART FOR TOURNAMENT DISCIPLINARY CHAIRMAN
AND DIRECTOR IN CHARGE (DIC)**
(Reference ACBL Code of Disciplinary Regulations -
Section 5.3 Procedures Specific to Tournament Disciplinary Committees)

Initial Charge to a TDC is brought by the DIC or his designee (*the Charging Party*) and given to the TDC Chairman

TDC Chairman selects a Committee if necessary	▶	TDC Chairman does a preliminary check for bias and replace committee members as necessary	▶	With DIC, TDC Chairman arranges time and place of Hearing
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DIC completes and serves <i>Written Notices</i> of the date, time and location of the Hearing to all parties – Charged Party, Witnesses Complainant and Committee	▶	DIC gives Chairman all necessary forms and reference material: <ol style="list-style-type: none"> 1. <i>CDR with Appendices A and B</i> 2. <i>Hearing Report Form</i> 3. Copies of <i>Notifications Served</i> 4. <i>Statement of Prior Discipline</i> 5. <i>Notification of Discipline</i> 	▶	DIC and Chairman review the procedures for conducting the hearing including order of witnesses, if any.
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Conduct the Hearing using *Appendix A of the Code of Disciplinary Regulations* as to the process

DIC or TDC Chairman complete all formal post hearing responsibilities such as typing the <i>Hearing Report</i>	▶	If discipline is to take effect immediately, notify the disciplined party in writing if disciplined party is still on site. Otherwise, notify by phone or email if possible. (May use <i>Notification of Discipline</i> Form available on web site.)	▶	Send Completed <i>Hearing Report</i> immediately to ACBL Disciplinary Coordinator if the discipline includes Suspension via email if possible and via fax otherwise. (sam.whitten@acbl.org) Make certain the effective dates of any discipline is included in the <i>Hearing Report</i>
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Send hard copy of all documents to ACBL Headquarters, attn: Disciplinary Coordinator to include:

1. Copy of the Hearing Report signed by the TDC Chairman.
2. Copy of the Notifications signed by whoever they were delivered to
3. Copy of the written complaint
4. Copy of the Notice of Decision by TDC if utilized
5. Copy of any written evidence considered by the Committee
6. The recorded record of the hearing.