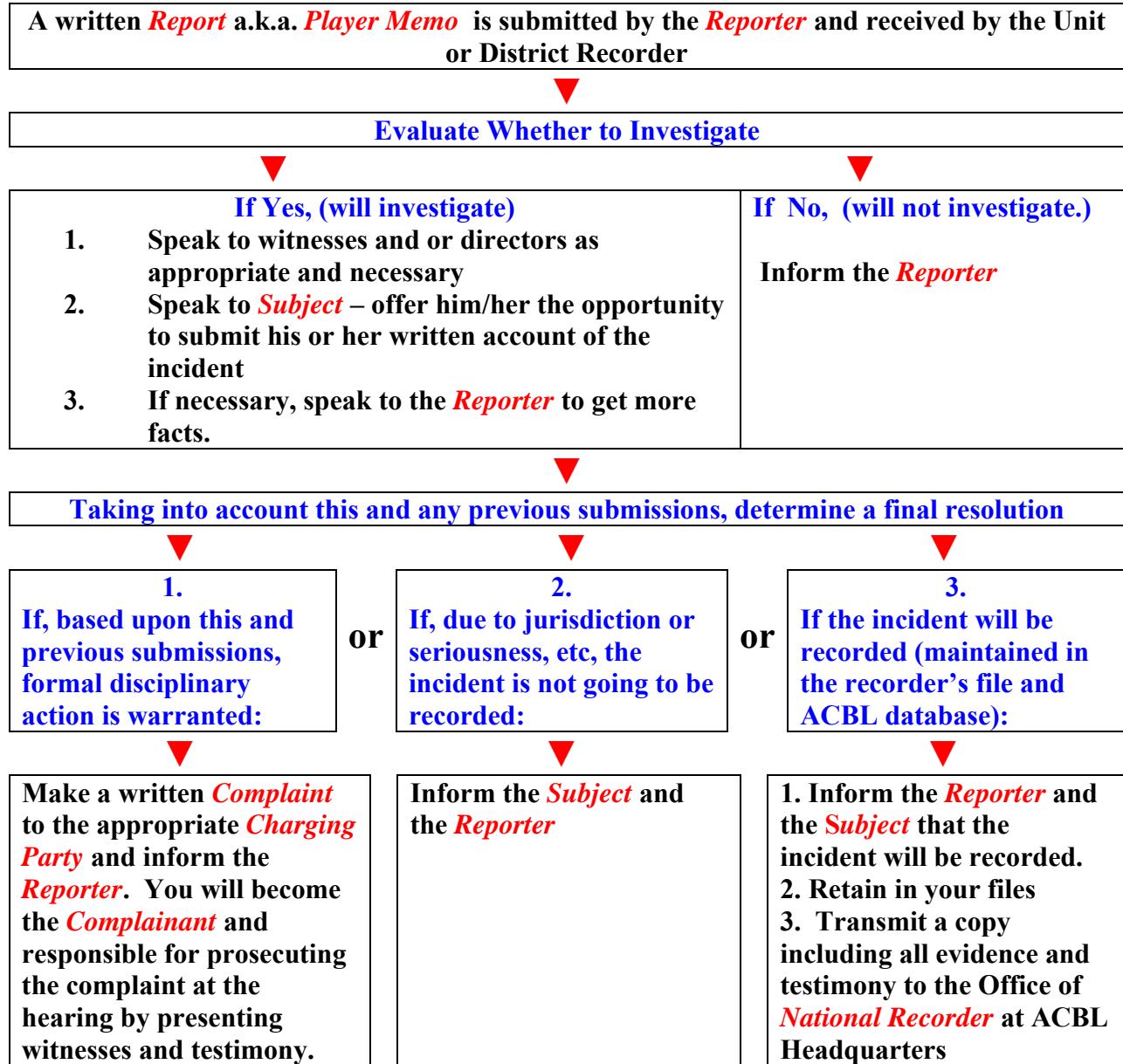


**FLOW CHART FOR UNIT AND DISTRICT RECORDERS**  
(How to Handle a *Report* or *Player Memo*)



**DEFINITIONS**

**Report or Player Memo** – A written account of an incident of objectionable behavior or bridge action as viewed by the Reporter.

**Reporter** – The person submitting a report or Player Memo

**Subject** – The person who is written about in a report or Player Memo

**Charging Party** – The official of a Unit, District or the ACBL acting upon a complaint

**Complaint** – A written accusation by an ACBL member, a non-member playing in an ACBL sanctioned event, ACBL management or a Unit or District alleging conduct in violation of CDR 3 that requests that charges be made to the appropriate disciplinary body.

**Complainant** – A person or body bringing a complaint.

**National Recorder** – Overall administrator of the Recorder System.