

**Position Title: National Recorder**

**Department: Bridge Administration**

**Job Family: Management**

**Reports to: In-House Counsel**

**FT/PT: Part Time**

**FLSA Status: Exempt**

**Expectations of All Employees.** All employees support the organization's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, personalization, commitment to our members, accountability and ownership. All employees will adhere to an appropriate and effective set of core values and beliefs for the organization as well as always doing the right thing.

**Position Summary.** This is an individual contributor position that focuses on handling disciplinary matters arising from the club level to NABC+ level of bridge play. This position manages the disciplinary process to ensure compliance with ACBL rules and regulations.

**Essential Duties and Responsibilities.** (Time commitments are based on averaging the workload and will vary widely.)

Oversee the development of processes and procedures, as well as the collection and dissemination of information, to ensure that the ACBL properly handles disciplinary matters at all levels of the organization. Interpret the Code of Disciplinary Regulations (CDR), the Codification and other ACBL rules and regulations and manage the preparation for disciplinary hearings originating thereunder, including, but not limited to, deciding to bring and/or writing complaints to charging parties, updating the CDR and other ACBL rules and regulations as required, investigating player memos and other complaints of conduct and/or ethical violations of the CDR and prosecuting cases as necessary (45%)

Manage proper procedures of disciplinary hearings held at Unit, District and national level (20%)

Coordinate and cooperate with the Anti-Cheating Commission and/or Bridge Integrity Task Force as necessary to address the problem of collusive cheating (15%), including but not limited to coordination of security of NABC+ events at NABCs

Support the Board of Directors and its committees as assigned (5%)

Manage the timely completion of strategic projects originating in areas for which National Recorder is responsible as required (15%)

**Work Contacts.** This position will have regular and ongoing contact with club, Unit and District officials as customers and daily contact with peers in other departments, immediate manager and managers in other departments, the Board of Directors and Board committees and ACBL executives.

### **Job Description:**

#### **Enforcement of Disciplinary Procedures**

The National Recorder is responsible for the proper application and enforcement of the ACBL's Code of Disciplinary Regulations (CDR), the Codification and other ACBL rules and regulations. The National Recorder is the main point of contact for questions from members regarding the proper procedures for handling disciplinary hearings at the Unit, District and national level to ensure that all parties exercise their rights under the CDR, including ensuring that lower level disciplinary bodies follow-up with disciplinary hearings expeditiously. The National Recorder assists club owners and managers with disciplinary matters at clubs as requested.

The National Recorder provides interpretation of the CDR and other ACBL regulations for club, Unit and District officials regarding disciplinary matters. He or she serves as the staff support at NABCs for the Appeals and Charges Committee, the ACBL Disciplinary Committee and the Ethical Oversight Committee.

The National Recorder serves as a neutral presenter of the facts or a prosecutor for the ACBL in disciplinary hearings, as directed by executive management, including material input into the initial decision to bring forward complaints.

The National Recorder is responsible for collecting and analyzing player memos and other reports of disciplinary infractions into the MyCase database. Responsible for providing technical analysis and analytics from the data resident on MyCase and for spotting and reporting trends in disciplinary matters. Responsible for identifying training needs resulting from MyCase data.

#### **Update of ACBL Regulations**

The National Recorder manages a wide range of tasks related to ACBL regulations. He or she assists Board members with the preparation of motions (developing and articulating management positions regarding such motions as assigned), including those that affect changes in ACBL regulations. The National Recorder is the staff support to the following committees: Laws Commission and Competition and Conventions Committee.

The National Recorder is responsible for updating ACBL regulations when necessary, including the ACBL Codification, the ACBL Handbook and the ACBL website.

### **NABC Casebooks**

The National Recorder oversees the preparation of the NABC Casebooks after each NABC that includes extensive written article about each appeal case that is heard by the National Appeals Committee.

### **Strategic Projects**

The National Recorder is responsible for managing the planning, implementation, tracking, reporting and documentation of projects relating to discipline and/or ethics that result from the Board of Directors' strategic planning processes.

**Competencies.** A competency is any knowledge, skill, ability, motive, attitude or other personal characteristic that is essential to perform the job. The following competencies are required for successful performance in the job family:

Action Oriented – Demonstrates an action oriented focus with work produced. Proactively identifies areas of work that will positively impact work goals and objectives.

Analysis and Problem Solving – Analyses the assigned area identifying opportunities for more efficient processes. Demonstrates the ability to see problems and identify solutions.

Functional/Technical Skills – Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Listening – Practices attentive and active listening to internal and external customers identifying opportunities for positive impact on the work product. Can accurately assess conversations and determine business need.

Managing Through Systems – Demonstrates the ability to design practices, processes and procedures that create a more productive work environment.

Quality of Work Output – Produces work that is error free the first time with little waste.

**Tools and Technology.** Tools needed to complete the work in this position: Computer, Copy machine, Fax machine, Telephone.

Technology used to complete the work in this position: Microsoft Office, AS400, MyCase database, Web Board.

**Minimum Qualifications (includes Certifications, Education and/or Experience):** The position requires the following in order to be successful with the essential duties of the work:

- College degree
- Knowledge of the Laws of Duplicate Bridge
- Minimum 5 years' experience assisting internal and external customers
- Excellent writing and verbal skills
- Demonstrated excellent organizational and multi-tasking skills
- Experience in legal field as an attorney or paralegal preferred Ex
- Experience as a club or ACBL Tournament Director preferred

**Physical Effort:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals may need to sit or stand as needed. This position requires overnight and long distance travel to events and may require some lifting and movement of materials and of equipment for the set-up of the event.

**Work Environment.** The work environment characteristics described here are representative of those the employee will encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position will conduct some of the responsibilities in an office environment and some of the responsibilities will occur in the field at an ACBL bridge tournament (three NABCs at a minimum). The majority of work will be performed in a remote office location. Periodic travel to, and work in, the ACBL headquarters will be required.

**Revised Date:** July 2017