

The following sample letter is to be used to notify the person charged of a hearing. This may, however, be done in two steps rather than one. The first step being to notify the person charged of everything except the exact date, time and place of the hearing. The person could be told that you will call to discuss possible dates after which a formal letter will be sent specifying the date, time and place.

[Insert name of Unit or District]

date

name

address

city, state and zip code

RE: Disciplinary Hearing Regarding *[insert name of person charged]*

Dear Mr./Ms. *[insert name of person charged]*:

In response to a letter of complaint against you by *[insert name of complainant]*, charges were made to the Disciplinary Committee of *[insert Unit or District]*. The Disciplinary Committee has been scheduled to hear the following charge(s):

The complaint alleges that you [*include a brief summary of the complaint, for example rudeness at the Dogpatch Sectional during the Mixed Pairs or attach the letter of complaint and note per the attached complaint.*]

You are charged with Violation(s) of ACBL Code of Disciplinary Regulations Section(s) As listed below:

[insert sections or attach the charging letter]

The hearing has been scheduled for *[insert date, time and place of hearing]*. If you have cause to request rescheduling of the hearing, please contact me not later than *[insert date 14 days before hearing]*. If you do not appear, the hearing will proceed without you.

As provided in the ACBL Code of Disciplinary Regulations, you have the following rights at the hearing:

5.2.3 A person charged with a violation of CDR 3 shall be entitled to:

- (a) Be furnished with a written statement of the charge(s), the complaint upon which the charges are based or a summary of the facts of said complaint, and the name of the complainant(s).

- (b) Be represented at the hearing by another person who shall not be an attorney or a member of the ACBL Board of Directors. The person charged may be represented by an attorney outside the hearing room.
- (d) Produce evidence and make statements on his/her own behalf.
- (e) Be present during the entire hearing, except during procedural determinations and deliberation on verdicts and sentencing.
- (f) Question persons testifying through the Chair at the Chair's discretion.

The results of the hearing could involve your inability to participate in future ACBL sanctioned events, either in the form of suspension, expulsion, probation; expulsion from specified events; forfeiture of masterpoints or reduction of a ranking in a particular event. ACBL sanctioned events include club games in which ACBL masterpoints are awarded.

In the event you are disciplined, you will be provided with information related to appeal.

A copy of the ACBL Code of Disciplinary Regulations is available at the ACBL web page (www.acbl.org). Should you wish a hard copy, please advise the Disciplinary Administrator, ACBL, 2990 Airways Blvd., Memphis, TN 38116 or you may call her at (901) 332-5586, ext. 1307. There is a charge for a hard copy of the Code of Disciplinary Regulations.

Sincerely,

signature block
title