



RECORDER CHECKLIST

The following are guidelines to assist with your execution of duties as a local Recorder. If you have questions regarding your role as Recorder, please contact the Office of National Recorder at 662-253-3146 or Recorder@acbl.org.

SECTION ONE:

YES ___ NO ___ Was the player memo or report of the Incident received from one of the following: (i) an ACBL member; (ii) a non-member playing in an ACBL sanctioned event; or (iii) the Office of National Recorder?

YES: Continue. NO: Contact the Office of National Recorder for consultation.

YES ___ NO ___ Did you receive the player memo or report directly from the reporter of the Incident within 120 days of the incident?

YES: Continue. NO: Continue. A player memo or report received by a local Recorder after 120 days of the incident should still be investigated and recorded but it cannot progress to a Recorder Complaint unless a pattern of conduct is discovered, or it involves Cheating and other Ethical Violations. (CDR 5.2.1 (c)). If it doesn't meet one of these exceptions, it was untimely filed.

YES ___ NO ___ Does the appointing body that you represent have jurisdiction over this matter?

Recorders must be able to answer "YES" to at least one of the following to have jurisdiction (CDR 2.1.1):

- the subject of the player memo or report is a member of your District and was participating in an ACBL sanctioned event or other activity at the time of the incident; or
- the incident occurred at an ACBL sanctioned event or other activity held within the geographical boundaries of your District;
- the incident occurred at a Unit Sponsored Club that is within the geographic boundary of your District; or
- the incident occurred at a club within your District where the club hosted that a Unit, District, or ACBL sponsored event (e.g., GNT, NAP, STaC, ACBL-wide game, etc.); or
- the allegation in the report is from an Incident at a club game within your District and includes (i) cheating by use of signals, or (ii) other unauthorized information, or (iii) a serious breach of ethics.

YES: Continue NO: Please forward to Recorder@acbl.org to be redirected to the proper jurisdiction.

YES ___ NO ___ Does the reporter waive confidentiality?

YES: Continue NO: Maintain as confidential the identity of the reporter even if this precludes speaking with the subject of the report. Let the reporter know that confidentiality will hamper your ability to investigate. The reporter's identity may be revealed only when necessary for the investigation and in maintaining files and other records. ([Recorder Regulations](#)).

SECTION THREE:

___ Confirm receipt of the player memo or report with the reporter/Filer. (Sample email attached)

___ Contact the Office of National Recorder (Recorder@acbl.org) to request a history of the player memos on file about the accused person to determine whether this is a pattern of conduct. (Sample email provided)

___ Investigate the matter by contacting the reporter (for more information), subject, and witnesses. At a minimum, you should talk to the reporter and the subject. It is recommended that you obtain written statements from the witnesses if possible. If the matter involves cheating by use of signals, other unauthorized information, other forms of cheating, or a serious breach of ethics, please consult with the National Recorder (Recorder@acbl.org) before investigating. (Sample emails provided)

___ Prepare an investigation report to compile your written notes and witness statements, if any, and to state your conclusion of the investigation.

_____ Make a determination within 60 days to: (i) record the incident; or (ii) submit a Recorder Complaint involving a single incident or a pattern of conduct in accordance with CDR 5.2.1(b) and (c).

_____ Communicate your final determination to the subject and the reporter. (Sample email provided)

_____ If the final determination is to:

- a) record the incident, retain the information in your files and provide the Office of the National Recorder (Recorder@acbl.org) a copy of all correspondence regarding the investigation. This information will be recorded in the national database.
- b) file a [Recorder Complaint based on a single incident](#), prepare a written Complaint with the attached evidence and email it to the Charging Party (usually District President) for review and determination. Provide a copy to the Office of the National Recorder Recorder@acbl.org.
- c) file a [Recorder Complaint based on a pattern of conduct](#), prepare the written Complaint (documenting all incidents) with the attached evidence and email it to the Charging Party (usually the District President) for review and determination. Provide a copy to the Office of the National Recorder (Recorder@acbl.org).

SAMPLE EMAILS

CONFIRMATION OF RECEIPT OF A PLAYER MEMO OR REPORT

To: [Name of Reporter (Filer)]

Cc: Recorder@acbl.org

Subject: Player memo against [subject's name]

Dear [Name of Reporter],

Thank you for your submission of the player memo [or report] dated [date] against [subject's name]. Please provide any additional details regarding this incident that you believe will aid in my investigation, including witnesses that you would suggest I contact [and your wishes regarding confidentiality].

Please be aware that [a player memo] [this report] is not a Complaint, but it will be properly investigated in accordance with the Recorder Regulations. Once I make a determination regarding this matter, I will communicate that decision to you.

The Recorder Regulations can be found online at <http://web2.acbl.org/handbook/handbook/AppendixC.pdf>. Please let me know if you have any questions.

[Recorder for District #]

REQUEST OF RELEVANT PLAYER MEMOS TO ESTABLISH A PATTERN OF CONDUCT

To: Recorder@acbl.org

Subject: Request for relevant player memos against [accused party]

As the Recorder for [Unit or District] [#], I received the attached [player memo] [report] against [Name], ACBL [#] on [date]. Please provide any additional player memos in the national database that may be relevant to establish a pattern of conduct against this individual.

[Recorder for District #]

TO THE WITNESSES OF THE INCIDENT REPORTED IN A PLAYER MEMO

To: [Name of Witness]

Subject: Player Memo regarding [subject’s name]

I am investigating an incident that you may have witnessed regarding [subject’s name]. The incident occurred on [date] at the [name of ACBL sanctioned event or activity] and alleges that [subject’s name] [describe summary of incident].

Please contact me by phone at [phone number] preferably no later than [date] to discuss this matter. Alternatively, you may provide the details of what you recall by email to [email address].

I greatly appreciate your help and any details that you may be able to provide.

[Recorder for District #]

TO THE SUBJECT OF THE PLAYER MEMO

To: [Name of Subject]

Subject: Player Memo regarding [subject’s name]

I received a [player memo] [report] on [date] alleging that you [summary of incident]. I am investigating this [player memo] [report] and would like to give you the opportunity to provide your side of these allegations. If you would like to provide a response, please contact me by phone at [phone number]. Alternatively, you may provide the details of what you recall by email to [email address].

[Recorder for District #]

TO SUBJECT REGARDING DETERMINATION BY RECORDER

To: [Name of Subject]

CC: Recorder@acbl.org

Subject: Player Memo regarding [subject’s name]

I have finalized my investigation regarding the [player memo] [report] against you that was submitted to me on [date]. The [player memo] [report] alleged that you [summary of incident].

My determination on this matter is to [record the incident. No further action will be taken at this time.] [file a Recorder Complaint with the Charging Party. If the Charging Party ultimately decides to bring Charges against you, you will be notified by the Disciplinary Chairperson at a later date.].

[Recorder for District #]

TO REPORTER REGARDING THE DETERMINATION BY RECORDER

To: [Name of Reporter]

CC: Recorder@acbl.org

Subject: Player Memo regarding [subject’s name]

I have finalized my investigation regarding the [player memo] [report] you submitted against [subject’s name] on [date].

My determination on this matter is to [record the incident. No further action will be taken at this time. However the incident will be on file in case a pattern of conduct arises in the future.] [file a Recorder Complaint with the Charging Party. The Charging Party will ultimately determine whether or not to bring Charges against [subject’s name]].

Thank you for bringing this incident to my attention.

[Recorder for Unit/District #]