

## **Assistant National Recorder**

The American Contract Bridge League is searching for an Assistant National Recorder to work with our National Recorder in providing disciplinary resources and processes to maintain the integrity of competitive bridge. This position will have regular contact with members, Unit and District officials, and Tournament Directors.

### **Responsibilities**

Advise internal and external customers on proper procedures for disciplinary matters that occur at the club, Unit, District and national level

Interpret Code of Disciplinary Regulations (CDR), the Codification, Recorder Regulations and other ACBL rules and regulations in support of the proper administration of disciplinary matters, including updating the CDR

Collaborate with the National Recorder on proposals and motions to improve and, where possible, to simplify the disciplinary process.

Assist in maintaining MyCase database

Create, maintain, and provide access to resources that align with ACBL regulations

Contribute to the successful completion of strategic projects as requested

In matters where the National Recorder acts as Advocate for a Charging Party, the Assistant Recorder acts as a primary contact and neutral party for the Disciplinary Committee.

Responsible for updating the CDR document following approved Board motions (including the compilation of historical revisions).

Assist with 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.

Write educational articles for the Daily Bulletin and the Bulletin relating to conduct and ethics

Train District Recorders on the Recorder Regulations

Coordinate surveillance at NABCs. Monitor ethical violations at all levels and consult with the ACBL Anti-Cheating Committee as needed.

Work with the National Recorder to analyze player memos and other reports of disciplinary infractions and work with investigators.

Support the Board of Directors and its committees as assigned

### **Minimum Requirements**

High school degree

Intermediate to advanced knowledge of, and experience in Bridge

Effective verbal and written communication skills

Skilled in customer service, listening, gathering and providing needed information

Travel to, and work in, the ACBL headquarters as needed

Travel to, and work at, up to three North American Bridge Championships (NABCs) each year

To protect our employees, visitors, members, and the communities in which we work, all employees must provide proof of COVID-19 vaccination

Qualified candidates may submit resumes to [nancy.rosenbury@acbl.org](mailto:nancy.rosenbury@acbl.org).