



## Disciplinary Functions Transition FAQ

As of January 1, 2020, Units will no longer have a role in the Disciplinary process. Here are answers to the questions you are likely to have.

**What will Units still be responsible for?** If the Unit has an owned and operated club (otherwise known as a Unit Sponsored Club), it will be responsible for discipline in the same way that any other club is in accordance with the Club Discipline Regulations. However, as before, a Unit may choose to use the ACBL Disciplinary process (something not available to privately owned clubs). The only difference now is that the referral will now go to the District Recorder.

**When will Units stop handling Player Memos?** Starting December 1, 2019, we will forward all Player Memos and Complaints to the District.

**What if a Unit Recorder is in an ongoing investigation?** A Unit Recorder may continue an ongoing investigation, but it must be completed by January 31, 2020. Since a Recorder generally has 60 days to perform the investigation, this meshes with the deadline to receive new business. Any Recorder Complaint drafted after December 1, 2019 will be sent to the District President or person designated by the District as Charging Party.

**How does an Assistant Recorder get appointed? The District Recorder makes the appointments.** There are three possible ways this may happen.

1. The Unit President may request a Unit member to be an Assistant Recorder. Such a request may only be rejected for cause. If a request by the Unit for an Assistant Recorder is denied, the Unit making the request may ask the National Recorder to review the situation and mediate or arbitrate the conflict. Any decision made by the National Recorder will be final.
2. A District Recorder may solicit and appoint a person to be an Assistant Recorder.
3. A person may apply to the District Recorder to be an Assistant Recorder. The District Recorder may reject such a request without stating a cause.

All Assistant Recorders' appointments are for a calendar year.

**What is the role of the Office of National Recorder regarding Assistant Recorders?** As a best practice, a District Recorder should inform the National Recorder of all Assistant Recorder appointments. However, any training and indoctrination of Assistant Recorders, including any changes, is the sole responsibility of the District Recorder. All Player Memos received by the Office of National Recorder will be sent to the District Recorder. If the District Recorder chooses to have an Assistant Recorder handle the investigation, it will be their responsibility to provide them with the proper information.

From time to time, the National Recorder will make resources available for training or operational needs. It is the responsibility of the District Recorder to pass these on.

**Can a Unit President or other designated Unit officer be a Charging Party?** No. The only approved Charging Parties are ACBL Management, a District President or District designee, and a Director-in-Charge for matters arising at a tournament under his/her purview.

**I am a Recorder. I have files going back several years. What happens to them?** Since 2016, the ACBL has maintained a database of all documentation related to Disciplinary matters including Player Memos. Any such material on hand should be scanned and emailed to [recorder@acbl.org](mailto:recorder@acbl.org) or sent by postal mail to ACBL Office of National Recorder; [6575 Windchase Blvd. Horn Lake MS 38637](#). Except for ongoing investigations, or matters subject to appeal, there is no need for documents to be stored at the local level (but no prohibition either as long as confidentiality standards are maintained). Unit Recorders should dispose of their material after transmitting it.

**How will Disciplinary hearings be handled?** ACBL Districts have wide variation in size and player experience level. I used to live in District 24, our smallest, with only New York City and Long Island. I now live in District 17, one of our largest, with 3 states, parts of 4 other states, and over 500,000 square miles!

District Disciplinary chairpeople should, when possible, strive for geographic diversity in their committees, whether standing or ad hoc. When possible, a local person should be appointed to chair a disciplinary matter, so a Charged Party isn't required to travel to be present (but telephonic, skype or other electronic means are permissible for holding hearings). It is a good idea to scout out qualified people to serve, both as committee members, and as panel chairs before the need arises. There is a good pool of people among former Unit Disciplinary chairs and Unit Recorders.

**Questions? Email** [recorder@acbl.org](mailto:recorder@acbl.org)

This notice was emailed to ACBL members on September 23, 2019