



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 ___ Is this a Direct Complaint that was referred to you from the Charging Party (Unit or District President) to investigate and make a recommendation?

YES: Proceed to Section Four. NO: Proceed to Section Two and **skip Section Four**.

SECTION TWO:

YES ___ NO ___ Was the player memo or report 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 within 120 days of the incident?

YES: Continue. NO: Continue. A player memo or report directly received by a local Recorder (not referred by Charging Party) 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 conveying of information by unauthorized means. (CDR 5.2.1). 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?

Unit 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 Unit 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 Unit;
- the incident occurred at a Unit Sponsored Club that belongs to your Unit; or
- the incident occurred at a club within your Unit 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 Unit and includes (i) cheating by use of signals, or (ii) other unauthorized information, or (iii) a serious breach of ethics.

District Recorders must be able to answer "YES" to the following to have jurisdiction (CDR 2.1.2):

- the incident occurred at an ACBL sanctioned event or activity held within the geographic boundaries of the District you represent.

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)

_____ Memorialize interviews with contemporaneous written notes.

_____ 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 Unit/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 Unit/District President) for review and determination. Provide a copy to the Office of the National Recorder (Recorder@acbl.org).

SECTION FOUR (SKIP THIS SECTION IF SECTION ONE WAS “NO”):

_____ Investigate the matter by contacting the reporter (for more information), subject, and any witnesses to the Incident. At a minimum 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)

_____ Memorialize any interview with contemporaneous written notes.

_____ Prepare an investigation report (optional: include your recommendation) from your written notes and witness statements, if any, for the Charging Party. For example, a recommendation may include: (i) proceed with Charges against the individual; or (ii) allow the Recorder to counsel the accused party and properly record the matter; or (iii) do nothing further.

_____ Email the Charging Party your investigation report and copy Recorder@acbl.org.

SAMPLE EMAIL 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 on the ACBL website at www.acbl.org/recorderregs.

Please let me know if you have any questions.

Sincerely,

[Recorder for Unit/District #]

SAMPLE EMAIL TO OFFICE OF NATIONAL RECORDER REQUESTING 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.

Sincerely,

[Recorder for Unit/District #]

SAMPLE EMAIL 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] but this is not my preferred method.

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

Sincerely,

[Recorder for Unit/District #]

SAMPLE EMAIL 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] but this is not my preferred method.

Sincerely,

[Recorder for Unit/District #]

SAMPLE EMAIL 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 at a later date.].

Sincerely,

[Recorder for Unit/District #]

SAMPLE EMAIL 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.

Sincerely,

[Recorder for Unit/District #]