

Anchorage Bridge Center

Grievance Procedure¹

[APPROVED 9/17/2023]

An Incident is an event where player misconduct at the Anchorage Bridge Club is perceived to have occurred. Player misconduct always includes a person or persons alleged to have performed the misconduct, the Subject(s); and the person(s) making the allegation, the Complainant(s). Parties are urged to settle without invoking this procedure, but if that is not possible, the procedure is as follows:

1. All Incident Reports must be in writing. A Complainant may submit an Incident Report to any of the following:
 - a. The Club Manager;
 - b. Any member of the Unit Board of Directors; or
 - c. Any member of the Ethics and Protest Committee.
2. An Incident Report must include at least the following information:
 - a. The Subject of the Incident Report;
 - b. The date and time of the alleged Incident;
 - c. The names of known witnesses;
 - d. A narrative description of the Incident;
 - e. The Director's name, whether the Director was called, and the Director's ruling, if any; and
 - f. Whether the Complainant wishes to remain anonymous.
3. A Complainant has the right to:
 - a. Be informed as to the final decision resulting from the Incident Report; and
 - b. To seek the recusal of any member of the Ethics and Protest Committee or Board of Directors for cause
4. Upon receipt of an Incident Report, the person receiving such report shall forward a copy of the Incident Report to the Chairperson of the Ethics and Protest Committee.
5. The Ethics and Protest Committee shall provide the Subject a copy of the Incident Report. The Subject has the right to:
 - a. Be informed of the proceedings against him or her;
 - b. Provide a written Rebuttal to any Incident Report;
 - c. Be seen and heard by any body that may impose a disciplinary penalty;
 - d. Secure the assistance of representation;
 - e. To seek the recusal of any member of the Ethics and Protest Committee or Board of Directors for cause; and
 - f. Confidentiality in any cases that do not result in a disciplinary action beyond a Reprimand.
6. The Ethics and Protest Committee shall retrieve from the Recorder a copy of all prior Incident Reports, including all attachments, involving the same Subject or the same Complainant. They shall verbally interview all known witnesses and take notes of the interviews or accept written witness statements.

¹ Article 11; Section 3.

Ethics/Protest Committee. The Ethics/Protest Committee shall consist of one or more Unit members appointed by the President. The Ethics/Protest Committee shall impartially hear all complaints of player misconduct or rulings of the game director and shall present findings and recommendations thereon to the board of directors for appropriate action.

7. The decision on the recusal of any member of the Ethics and Protest Committee or Board of Directors shall be decided by that body, without appeal, with the affected member not voting in their own case.
8. The Ethics and Protest Committee shall determine what violation occurred, and what discipline, if any, should be imposed.
 - a. Violations are those defined in the most recent version of the ACBL Code of Disciplinary Regulations (CDR) equivalent to sections 301 to 304 in CDR 2023-2.
 - b. If 30 or more days have elapsed from the time of the Incident to the time of the Incident Report, or if 45 or more days have elapsed from the time of the Incident Report, no discipline may be imposed; however, the Incident shall still be Recorded.
 - c. Options for discipline are:
 - i. Reprimand. The Subject is informed, verbally and in writing, of what violation they committed and is warned against further related violations. The reprimand shall be delivered by two members of the Committee.
 - ii. Suspension. The Subject is ineligible to participate in any club game or event for a specified period of time.
 - iii. Barring. The Subject is permanently ineligible to participate in any club game or event.
 - iv. Suspension and/or barring as a partnership: The Subject is ineligible to play with a specified partner either permanently or for a specified period of time.
 - d. Discipline may be imposed by only a majority of the Ethics and Protest Committee members voting, at a meeting where a majority of the Ethics and Protest Committee members are present.
9. In any case of Suspension or Barring (as an individual or as a partnership), and at the option of the Subject in the case of a Written Reprimand, the case shall be transferred to the Unit Board of Directors, who shall meet within 30 days, at the reasonable convenience of the Subject, to make the final decision. The Unit Board of Directors may mitigate or vacate, but may not increase, a disciplinary action taken by the Ethics and Protest Committee.
10. At the conclusion of the above procedures, the following shall be forwarded to the Unit Recorder and the National Office of the Recorder:
 - a. The Incident Report;
 - b. The Rebuttal;
 - c. A copy of the version of the Grievance Procedure currently in effect;
 - d. The witness interview notes or written witness statements;
 - e. The Minutes of any Ethics and Protest Committee or Board of Directors meetings where the Incident is addressed; and
 - f. The final decision of the Ethics and Protest Committee and/or Board of Directors, including a copy of the Written Reprimand, if any.
11. The Unit Recorder shall keep all matters referred to him or her in a permanent record, cross-indexed by Subject and Complainant. After three years elapse during which a person is not the Subject of any new Incident Report and is not under Suspension, Barring, or Suspension/barring as a partnership, all Incident Reports and associated matters shall be expunged.
12. The Director is urged to settle any disputes that may cause this procedure to be invoked, but nothing in this procedure shall be construed to abrogate a Director's discretionary powers under the Laws of Duplicate Bridge.