

## **LBA Discipline Policy**

**Any club member** may report a possible discipline infraction in writing to the President of the Board or to the Discipline Chair (usually the Vice President). Witnessed infractions do not require written documentation if the Board is otherwise notified. An addendum to this policy includes the club's Zero Tolerance Policy and Conduct Violations specified in ACBL's Code of Disciplinary Regulations pp 11-18 (CDR).

Club management should deal promptly and fairly with all cases of improper conduct, including cases of unethical practices. Many matters that could involve Ethical Violations such as cheating should be referred to the ACBL National Recorder for evaluation.

**Disciplinary Chair:** The Board should have a standing Disciplinary Chair among its members appointed by the President at the first meeting of each year. The Disciplinary Chair is responsible for establishing an ad hoc disciplinary committee when requested to do so. The Disciplinary Chair serves as chair of the ad hoc committee or serves as an advisor to the committee members when there is a conflict of interest (i.e., attends any hearings or meetings of the committee if not a voting member of the committee).

Any complaint made to the Board regarding Zero Tolerance or any type of Disciplinary incident or conduct violation may be handled either by the full Board or by an ad hoc Disciplinary Committee appointed by the Discipline Chair. The President of the Board in consultation with the Executive Committee may decide how the incident should be handled based on the severity of the incident and the parties involved.

**Disciplinary Committee:** In the event that a Disciplinary Committee is appointed, there must be a minimum of three persons on the Committee; it is not limited to three persons but must have an odd number of members for voting purposes. The members may be Board members or non-board members. The filer(s) and subject(s) of any

alleged action must be informed of the identity of the panel members and have no valid objections to them.

The Discipline Committee should undertake any investigative work required, i.e., gathering statements of the parties involved, interviewing/gathering witness statements, etc. The Committee is not required to give a copy of the filer's statement to the accused/subject. This allows the filer to write freely. The subject, however, should be informed verbally and in general terms regarding the nature of the complaint. If the matter is serious, and the accused party wishes to receive a copy of that statement, the Committee may allow the filer to amend his/her statement if desired before it is given to the accused.

The Committee may meet one or more times to review all statements. Neither the filer nor the subject is required to appear before the Disciplinary Committee but may do so at the discretion of the Committee and/or at the request of the parties involved to ensure that due process has been followed.

No formal correspondence is required if the complaint is deemed to have no merit. Parties may be informed verbally.

The majority of discipline issues will be handled at the club level. The District is not involved and is not required to be notified of any disciplinary issue or action taken. Since Disciplinary action is determined at the club level, any correspondence or documentation must reference the LBA club number (5048320832).

**Club Actions:** The Club has a great deal of latitude in its handling of disciplinary issues. Club management can handle many behavior problems by discussing them with the offender(s), by issuing a warning, or declaring a period of Probation. The Committee may request an apology if they wish. It is not recommended that the Committee impose any conditions (such as therapy, etc.) as a condition of return in the case of serious action.

In the event that a Disciplinary Committee is established to review the infraction(s), the Committee is authorized to handle any verbal or written warnings or probation of a member for less than six months with the approval of the President and without making a recommendation to the board for approval. In this case, notification is done by the Committee to the parties involved, verbally or in writing depending on the nature of the infraction and a copy or report is given to the Club Manager. The Executive Committee of the Board has the authority to act as an ad hoc disciplinary committee in matters where action is recommended between board meetings.

In extreme cases or cases of repeat offenses, club management can impose a temporary suspension or permanent expulsion in accordance with LBA bylaws and ACBL Regulations. A suspension may be followed by a period of probation if warranted. The length of time for such action to be imposed is at the discretion of the Committee and is subject to board approval in certain instances as stated below. A suspension may be set to begin immediately or at a future date.

Suspension or expulsion extends only to the property line. The club has no authority to ban a player from any other club or any online activities.

**Suspensions** may be defined as one of the following:

1. **Normal**-- Player is not allowed to play in club-sponsored games for some period of time;
2. **Extended barring** --Player is barred from unit, district, and ACBL sponsored games at the facility except for sectionals or regionals;
3. **Unit Sponsored Club barring** –Member is barred from all ACBL sanctioned events held at the club.

Note that The Code of Disciplinary Regulations (CDR) published on the ACBL website is written for discipline to be taken by ACBL. The club is bound by the policies in the CDR that identify specific violations (Sections 301 -303); however, the Club is not required to follow the recommended courses of action identified in the CDR for each violation.

The club may not bar an ACBL member, non-ACBL member or members of a class, based upon the player's race, creed religion, political affiliation, sexual orientation, national origin, physical handicap or proficiency at bridge.

**Discipline Requiring Board Approval:** The Disciplinary Committee must make a recommendation to the board for approval if the recommended action is suspension or expulsion as well as probation for a period greater than six months. Current LBA bylaws state that a recommended action of suspension or expulsion must be brought before the Board of Directors. **A 2/3 vote of Board members present and voting is required for a suspension; a unanimous vote is required for expulsion.**

**Notification by the Board:** In the case of disciplinary action brought before the board for approval, it is the responsibility of the President to notify the parties and the responsibility of the board to see that the discipline is enforced.

Once action has been confirmed, an offender(s) may be notified by email attachment (if receipt is confirmed) and should also be notified by certified, return-receipt USPS mail if there is no acknowledgment of receipt.

In the case of suspension or expulsion, the Club and Member Services Department at ACBL (currently headed by Sherry Terraciano) must receive a copy of whatever letter the member is given at the same time or before it is received. The Club Manager should also be copied. It is not necessary to notify the District Recorder.

**Right To Appeal:** The player has a right to appeal the decision to ACBL for 30 days from the starting date of the punishment. The appeal is made to the ACBL Disciplinary Committee who may or may not choose to hear the appeal. The local Committee should be prepared to provide as much documentation as possible to the ACBL Disciplinary Committee to assist in the event of an appeal.

This policy approved by the Board of Directors.

January 13, 2025

Mike Russell, Recording Secretary