

# RECORDER PROCESS

## Announcement

In order to ensure that appropriate attention is given to suspicious behaviour or allegations of misbehaviour which do not merit our defined Conduct and Disciplinary Procedures, the GCBA is instigating a “Recorder” process based on the approach which the ACBL has been using for some years. The process provides confidential reporting to a trusted individual, who takes away from the observer any responsibility for investigation, pattern matching or action. The use of this process is open to all bridge players and bridge clubs in the County.

## Principles

1. Concerns which fall short of formal complaints get recorded and analysed, and those expressing them are relieved of the concern. Concerns can be about bad behavior at the bridge table, or about breaking the Laws of Bridge, or indeed anything detrimental to the enjoyment of bridge for which there is no other channel.
2. The Recorder is a trusted individual without ties to any players likely to be involved.
3. Throughout the process, privacy is a primary concern. Anyone reporting a concern can be assured that the report will be confidential and the reporter anonymous.
4. The Recorder is not part of any Conduct Committee or Disciplinary Panel; the role is to gather and occasionally to probe. The Recorder has no authority and the Recorder’s records (being hearsay and confidential) cannot constitute primary evidence for any formal proceedings
5. The identity of the Recorder is kept private but is disclosed when necessary; it is known to key Tournament Directors and to a small number of Officials.
6. Contact with the Recorder is through an email address (gcba.recorder@gmail.com) to which only the Recorder has access.

## Steps in the Process

1. The Recorder is appointed by the GCBA President and Vice-President (Secretary if one of those posts is unfilled), outside of normal committee business. The appointment is reviewed annually in June.
2. The “Reporter” sees an incident which raises concern, and either directly or through the TD of the event, sends a note about the incident to the Recorder. The Reporter should now forget about the incident.
3. The Recorder files the note, and watches for any overlap with other items recorded.
4. If/when a pattern of incidents is noticed the Recorder may engage in further, discreet information gathering.
5. If appropriate, the Recorder shall ask the GCBA Conduct Committee to make a formal investigation. That process then takes over.
6. If appropriate, the Recorder shall offer advice to parties concerned about how to avoid this concern or type of incident arising in the future.
7. If requested, the Recorder will acknowledge to a Reporter whether a Report has been discarded, is still under consideration, or has been acted upon.
8. Records of incidents are held in confidence by the Recorder and will be passed on only to a GCBA Conduct Committee or to the Recorder’s successor in post. The Recorder will disclose no names of Reporters without their consent to anyone but the Recorder’s successor in post.
9. Records of Recorder actions shall be maintained by the Recorder and can be inspected by the GCBA President and GCBA Vice-President (together) on request. Records will be discarded when sufficient time elapses to make a pattern deserving action unobservable.

THE END