

Title	Club Discipline
Purpose	Policy for identifying and handling discipline
Created Date	2/15/2016
Approved Date	Adopted 4/25/2016
Amended Date	

POLICY

When a TDBC member's actions are contradictory to ACBL Zero Tolerance Guidelines or he or she is behaving in a manner unbecoming professional standards of play, the Board of Directors shall take appropriate action.

The TDBC follows and enforces all disciplinary actions according to the ACBL rules, 2015 ACBL Handbook of Rules and Regulations.

GUIDELINES

Formal complaints shall be submitted via letter, email, or verbally to the Club Manager, or TDBC President. The complaint is to be lodged within 72 hours following of the incident.

Depending on the gravity of the offense the TDBC President shall:

1. Notify all involved parties of the complaint
2. Investigate the incident and determine if there is cause that warrants action. The President may (1) establish a Disciplinary Committee to review and make recommendations or (2) the President may take unilateral action
3. Send notice of the complaint, the TDBC procedures to be followed, and the potential remedial action to all parties involved. The notice shall mailed, emailed or hand-delivered by the President, Club Manager, or Committee Chair to the complainant(s) with copies provided to the Board of Directors
4. Grant the complainant and the alleged offender(s) the opportunity for a hearing before the Discipline Committee or the Board of Directors. The President shall preside.
5. Allowable Penalties:
 - a. Level one: a verbal warning (Usually issued to a member in the course of a game.)
 - b. Level two: a letter of censure summarizing the action and placing the member on notice that any further infraction could result in stiffer penalties, including suspension and/or expulsion
 - c. Level three: a suspension may be imposed after a series of verbal and written warnings or a more serious infraction occurs. The length of suspension will be based on the degree of offense and imposed by the President or Disciplinary Committee
 - d. Level four: Only under the most extreme circumstances would a member be removed from the TDBC membership and prevented from further participation in TDBC activities.