

## **1. CLUB RECORDER**

### **TERMS OF REFERENCE:**

The Tournament Committee shall nominate annually at least two persons of high standing in the Club to the position of Club Recorders. The people so nominated, and accepting the position, shall perform the following functions:

- I. The Recorders will receive verbal or written complaints regarding behaviours, or other issues, to do with conduct at the playing table on the Club premises.
- II. The Recorder will decide if a complaint has merit. If considered without merit the Recorder will inform the complainant as soon as possible and explain the reason/s why it is not being pursued.
- III. If the complaint has merit, the Recorder will inform the complainant that s/he will approach the person(s) concerned and advise them of the complaint.
- IV. The complainant will be asked if there were any witnesses and the Recorder will note their names.
- V. The Recorder will discretely approach the person concerned (and their playing partner if appropriate), advise them of the complaint, and ask for their comments. S/he will also enquire of the offender if there were any other witnesses and then ask them separately for their account of the incident. Various actions are then open to the Recorder:
- VI. Advise the player of appropriate standards of behaviour if it is apparent the player is not aware of them;
- VII. Warning (if not too serious);
- VIII. Advise the person(s) that the Tournament Committee or Management Committee will be contacted with a recommendation of suitable action;
- IX. Where there is no admission of guilt, report the outcome to the Tournament Committee or Management Committee.
- X. All incidents, with full details of the offence & offender, shall be kept in the RECORDER BOOK, which is cross-indexed by name. The Recorder Book shall be kept by the Recorders. Only the Recorders and the President of WABC shall be permitted to see the Recorder Book.
- XI. No one shall be entered in the Recorder Book without the person's knowledge and they shall be kept informed of the progress of the investigation.

**Date Approved: MC Meeting August 2010**