

FREMANTLE BRIDGE CLUB - CLUB RECORDER

TERMS OF REFERENCE

(The basis for the Terms is adapted from Rockingham BC, Melville BC, and WABC "Terms of Reference")

CLUB RECORDERS are available for club members who feel that a breach of ethics or propriety has occurred. Bridge is an ethical and courteous game. Anyone playing at the Fremantle Bridge Club should be able to do so without being uncomfortable, intimidated, bullied or taken unfair advantage of in any way. While such instances are rare, they do occur and the impacts on the people concerned can last for a long time.

The Fremantle Bridge Club Committee shall therefore nominate at least two persons of high standing at the club to the position of CLUB RECORDERS. The people so nominated, and accepting the position, shall perform the following functions on behalf of Fremantle Bridge Club:

1. The RECORDER will receive written or verbal complaints regarding behaviours, or other issues to do with conduct on the Club premises.
2. The RECORDER will decide if a complaint has merit. If not, they will inform the complainant of the reason/s why it will not be pursued. No further action will be taken and the alleged incident will not be recorded.
3. If the complaint is deemed to have merit, the complainant will be asked to give an account of the incident and if there were any witnesses. The RECORDER will note their names and seek their relevant input on the alleged incident. The RECORDER will also inform the complainant that s/he will approach the alleged offender and advise them of the complaint.
4. The RECORDER will discretely approach the alleged offender, advise them of the complaint and ask for their comments. S/he will also enquire of the alleged offender if there were any other witnesses and then ask each witness separately for their account of the alleged incident.
5. If after investigation, the RECORDER finds the breach not yet proven, no further action will be taken and the alleged incident will not be recorded. All parties to the incident shall be so informed.
6. If there is a breach of acceptable behaviour, but it is not sufficient to warrant an escalation of the procedure, the RECORDER may advise the offender of appropriate standards of behavior, if it is apparent that the offender is not aware of them; OR
7. ...they will warn offenders that, "No further action will be taken on this occasion, but if further breaches occur, this warning may be taken into consideration when assessing any new breach".
8. If there is a breach of acceptable behaviour sufficient to warrant an escalation of the procedure (sufficient cause), they will advise the offender/s that the Management Committee will be contacted with a recommendation of suitable action.
9. At all times, all parties to the incident shall be kept informed of the progress of any investigation.
10. All instances with substance, with full details of the offence and the offender/s, shall be logged in the RECORDER BOOK along with the action recommended, and any action taken. The Committee's decision is final.
11. The RECORDER BOOK shall be kept by the RECORDERS. Only the RECORDERS and the President of Fremantle Bridge Club shall be permitted access to the RECORDER BOOK.
12. No person's breach of behavioural standards shall be entered in the RECORDER BOOK without that person's knowledge.