

Club Recorder

Terms of Reference

The Management 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:

1. 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.
2. 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.
3. 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.
4. The complainant will be asked if there were any witnesses and the Recorder will note their names.
5. 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.
 - a. Advise the player of the appropriate standards of behaviour. if it is apparent that the player is not aware of them.
 - b. Warning (if not too serious);
 - c. Advise the person(s) that the Management Committee will be contacted with a recommendation of suitable action;
 - d. Where there is no admission of guilt report the outcome to the Management Committee
6. All incidents with full details of the offence and offender shall be kept in the RECORDER BOOK. The RECORDER BOOK shall be kept in the Club safe or a locked drawer. Only the Recorders and the President of UBC shall be permitted to see the Recorder Book.
7. 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.