



# Undercroft Bridge Club Inc

## Recorders Committee - Terms of Reference

The UBC Constitution (13.5) authorizes the Management Committee (MC) to appoint sub-committees for such purposes and with such powers as it considers required. Pursuant to 13.5, the MC has created the Recorders Sub-Committee (RC) with the following Terms of Reference.

The RC shall be a perpetual sub-committee of the club.

The RC shall comply with the UBC Rules, and support the UBC Strategy and Objectives.

### 1. Purpose

To make recommendations to the MC following receipt of a verbal or written complaint regarding behaviours that are not compliant with the UBC Code of Conduct. The recommendations may include disciplinary actions.

### 2. Chair Person

The RC shall be led by the Recorders Chair Person. The Chair Person shall be appointed by the Management Committee. The appointment shall occur within 2 weeks following the UBC Annual General Meeting. The term of the Chair Person will be for 12 months and may be renewed without limit by the MC.

The Chair Person shall be accountable to the MC for the investigation of all complaints regarding non-compliance with the Code of Conduct by a Club member and the responsibilities stated in this Terms of Reference.

### 3. Membership:

The Chair Person may make recommendations to the MC for additional members to the RC as deemed necessary. Any new member is required to be approved by the MC.

All RC members shall be financial members of the UBC.

The Chair Person shall assign responsibilities to RC members as required.

### 4. Reporting:

The RC shall provide a monthly report to be tabled at the monthly MC meeting. This report shall contain a high level summary of any issues reported during the month. Details are confidential and will not be tabled at the MC meeting.

Any issue likely to require remedial action shall be confidentially reported to the President.

The Chair Person is responsible for the provision of the monthly report.

### 5. Financial:

The RC has no budget.

Any reasonable expense shall be submitted to the MC for approval.



# Undercroft Bridge Club Inc

## 6. Process

Any financial member of the UBC (Member) may submit a complaint, preferably in writing to the President or RC Chair Person.

The Recorders will decide if a complaint has merit. If considered without merit, the Recorders will inform the complainant as soon as possible and explain the reason/s why it is not being pursued.

If considered to have merit, the Recorders will inform the complainant that they will approach the person(s) concerned and advise them of the complaint, verbally or in writing.

The complainant will be asked if there were any witnesses and the Recorders will note their names and/or any other relevant details.

### **VERBAL COMPLAINT PROCESS**

The Recorders will discreetly approach the person concerned (and their playing partner if appropriate), advise them of the complaint and ask for their comments. They will also enquire of the player if there were any other witnesses and then ask them separately for their account of the incident. Various actions are then open to the Recorders:

- Advise the player of the appropriate standards of behaviour as per General Club Rules and Code of Conduct.
- Ask the parties what they consider to be a suitable resolution e.g. an apology, an informal chat etc.

### **WRITTEN COMPLAINT PROCESS (Referred to as a “Formal Complaint”)**

Written complaints are required when issues are considered to be more complex in nature or difficult to resolve informally. The purpose of a written complaint is to clearly establish the facts and to enable the player to understand the nature of the complaint and respond specifically.

The player is given the opportunity to respond in writing to again establish facts and to provide fairness.

The Recorders then seek to resolve the issue by asking both parties to consider what would be a satisfactory resolution e.g. both parties may agree to an apology and a handshake outcome.

If agreement cannot be reached on a satisfactory outcome the Recorders may issue a warning or recommend a session of mediation.

Recorders seek to engage both parties in a face-to-face mediation situation where they try to reach a resolution themselves. Both parties need to be willing to mediate.

In the event mediation is rejected, or is unsuccessful, the Recorder Team will recommend a course of action to the Management Committee. The recommendation may include action such as a formal warning, suspension or expulsion.

The player will be sent a letter from the Management Committee advising of the decision, the reasons for it and the dates of the suspension period or expulsion. The process for appeal will also be outlined in the letter.



# Undercroft Bridge Club Inc

The player may appeal a suspension or expulsion by writing to the Management Committee within 14 days or as otherwise stated in the Constitution.

## 7. Precedence

If there is any conflict between this document and the Constitution, the Constitution shall take precedence.

## 8. Amendments

These Terms of Reference may be amended by the MC by providing written amendments to the RC Chair Person.