



Bowls Alberta & its Member Clubs Safe Sport Complaint Submission Information & Forms

Bowls Alberta and its member clubs are committed to ensuring that all participants can enjoy the sport of lawn bowls in a safe and inclusive environment that is free of abuse, harassment, and discrimination.

We acknowledge that creating a safe environment is a shared responsibility of each individual member in all our lawn bowls communities. For related concerns during Bowls Alberta's and/or club events/activities, please complete the following form to the best of your ability and submit to the Provincial Safe Sport Officer at: sso@bowlsalberta.com or to the Club's Safe Sport Officer if the incident was only club related and not at a Bowls Alberta sanctioned event.

An individual who files a complaint has the following responsibilities:

- To consider if the complaint/dispute can be dealt with using the Dispute Resolution Policy first of all, but if not or other concerns exist, continue with the formal complaint process.
- To report the incident(s) as soon as possible, especially if their safety and/or the safety of others is at risk immediately or at future events/activities;
- To provide as much detail as possible about the alleged conduct or incident, including the date, time, and location of the incident(s), the name of the person alleged to have engaged in the misconduct, details of what happened and/or what was said, names of any witnesses, description of action taken (if any), and copies of any documents that may be relevant, e.g., a letter, email, or note that pertains to any matter in issues;
- To cooperate fully in the investigation and resolution of any concerns, incidents, and complaints;
- To uphold the strict confidentiality of all individuals involved in the matter; most importantly to not discuss the incident further with anyone and request others that may be aware of the situation do so as well;
- To refrain from knowingly submitting a false, malicious, or vexatious report of misconduct or complaint to Bowls Alberta's Safe Sport Officer.

For more information, please review the Bowls Alberta and Member Club's *Complaint and Discipline Policy*. If you have any questions or concerns prior to submission, please contact Bowls Alberta's Safe Sport Officer, at sso@bowlsalberta.com or your club's Safe Sport Officer

The following forms may be used to complete and submit one's complaint but an email or letter outlining the details of the incident as stated above is also sufficient to begin the process. Note there are two forms, one to use if the incident involved a minor (under 18 or under 25 for person with cognitive impairments) and could involve a concern and/or a complaint and a general one for a complaint against an adult.



Bowls Alberta and its Member Club Safe Sport Reporting Form

Age of the Majority

Section 1: Person Filing the Concern/Complaint

Name:		Date:
Contact Email:	Phone:	

Section 2: Details of indecent(s) of misconduct and/or concern

Describe the incident(s) of misconduct in as much detail as possible, including the name, and role of the person(s) in which the concern/complaint is against, nature of the incident(s), date, locations, names and contact information of potential witnesses, reponse (if any), and all other pertinent information.

Please attach additional pages and any supporting documentation that may be helpful in reviewing the concern/complaint.

Thank you for submitting this concern / complaint and remember that from here on until the situation is 'resolved' you are to keep this confidential.



Bowls Alberta and its Member Club Safe Sport Reporting Form Younger Than The Age of Majority

Section 1: Person Filing the Concern/Complaint

Name:

Date:

Contact Email:

Phone:

Section 2: General Contact Information

If this complaint is being submitted on behalf of a minor (under 18 year old)? Yes / No

If yes, please provide the name and age of the minor:

If yes, state your relationship with the minor:

If yes, and if you are not the parent/guardian of the minor, please confirm whether you have made the parent or guardian aware of the complaint Yes / No

Please provide the name and contact information of the parent/guardian:

Have you contacted the name and contact information of the parent / guardian:

Have you contacted any authorities regarding your concern (s) ? Yes / No

If yes, name the organization(s) you contacted?
(e.g. police services, child protection agency:

If yes, have you made the parent/guardian aware of the contact with the organization? Yes / No

Section 3: Details of indecent(s) of misconduct and/or concern

Describe the incident(s) of misconduct in as much detail as possible, including the name, and role of the person(s) in which the concern/complaint is against, nature of the incident(s), date, locations, names and contact information of potential witnesses, reponse (if any), and all other pertinent information.

Please attach additional pages and any supporting documentation that may be helpful in reviewing the concern/complaint.

Thank you for submitting this concern / complaint and remember that from here on until the situation is 'resolved' you are to keep this confidential.