

# Bowls Alberta Safe Sport Incident Reporting Guidelines

To ensure that all members of Bowls Alberta understand the process for reporting incidents and feel supported, we have established the following step-by-step guidelines with the Safe Sport Officer.

## **Step 1: Recognize the Incident**

Identify and acknowledge when an incident occurs. Incidents may include, but are not limited to:

- Breaches of the Bowls Alberta Code of Conduct and Ethics.
- Instances of harassment, bullying, or discrimination.
- Violations of the Safe Sport policy.
- Unauthorized video recording or misuse of personal information.
- Any behavior that undermines the safety and integrity of the sport.

## **Step 2: Immediate Action (if necessary)**

If the incident involves immediate danger or requires urgent attention:

- Ensure the safety of all individuals involved.
- Contact emergency services if required (e.g., police, medical assistance).

## **Step 3: Document the Incident**

Gather as much information as possible about the incident. This includes:

- Date, time, and location of the incident.
- Names and contact information of those involved and any witnesses.
- A detailed description of what happened.
- Any evidence available (e.g., photos, videos, communications).

## **Step 4: Report the Incident**

Submit a formal report using the designated Bowls Alberta Incident Report Form. The form should be available on the Bowls Alberta website and at club facilities. Ensure to:

- Fill out all required fields with accurate information.
- Attach any supporting documentation or evidence.
- Submit the form via the specified channels (e.g., online submission, email, or mail).

### **Step 5: Acknowledge Receipt**

Upon receiving the incident report, the Safe Sport Officer will:

- Send an acknowledgment to the reporting individual within 48 hours.
- Provide a reference number for the report.
- Outline the next steps in the process and an estimated timeline for resolution.

### **Step 6: Initial Review**

The Safe Sport Officer will:

- Conduct a preliminary assessment of the report.
- Determine if immediate action is required.
- Assign an investigator if necessary.

### **Step 7: Investigation**

The assigned investigator will:

- Conduct a thorough investigation by interviewing those involved and witnesses.
- Review all submitted evidence and gather additional information if needed.
- Maintain confidentiality and impartiality throughout the process.

### **Step 8: Resolution**

Based on the investigation findings, the Safe Sport Officer will:

- Determine the appropriate course of action (e.g., mediation, disciplinary action, policy review).
- Communicate the outcome to the involved parties.
- Implement any necessary measures to prevent future incidents.

### **Step 9: Support and Follow-up**

The Safe Sport Officer will:

- Provide support resources to those affected by the incident (e.g., counseling services, mediation).
- Conduct follow-up to ensure the resolution is effective and satisfactory.
- Review and update policies and procedures as needed to enhance the reporting and resolution process.

### **Step 10: Continuous Improvement**

Bowls Alberta commits to:

- Regularly review and improve the incident reporting and management system.
- Encourage feedback from members to enhance transparency and trust.
- Educate and train members on the importance of reporting incidents and the support available.

### **Contact Information**

For any questions or assistance with the incident reporting process, please contact:

#### **Bowls Alberta's Safe Sport Officer (SSO)**

Email: [sso@bowlsalberta.ca](mailto:sso@bowlsalberta.ca)

These guidelines aim to ensure a safe and respectful environment for all members of Bowls Alberta. Your cooperation and commitment to reporting incidents help us uphold the values of fairness, integrity, and respect in our sport.