



Bowls Canada Complaint Submission Form

Bowls Canada is committed to ensuring that all of our participants are able to enjoy the sport of lawn bowls in a safe and inclusive environment that is free of abuse, harassment, and discrimination. Ensuring that safe environment is a shared responsibility of each individual member in our lawn bowls community. For national team and Bowls Canada events/activities related concerns, please complete the following form to the best of your ability and submit to the Independent Safe Sport Officer – Brian Ward at: safesport_wwdrs@primus.ca

An individual who files a complaint has the following responsibilities:

- To report the incident(s) as soon as possible, especially if their safety and/or the safety of others is at risk;
- 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 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 issue;
- 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;
- To refrain from knowingly submitting a false, malicious, or vexatious report of misconduct or complaint to the Bowls Canada Independent Safe Sport Officer.

For more information, please review the Bowls Canada **Complaints and Discipline Policy**. If you have questions or concerns prior to submission, please contact Brian Ward, BCB's Independent Safe Sport Officer, at safesport_wwdrs@primus.ca

Section 1: Person Filing the Complaint		
Name:	Date of Submission:	
Mailing address:	City, Province:	Postal Code:
Member club:	Phone number:	
Email address:		

Section 2: General Complaint Information		
Is this complaint being submitted on behalf of a minor (under 18 years old)?:	YES	NO
If yes, please provide the name, age, and Member club/province of the minor:	_____	
If yes, please state your relationship with the minor (e.g., parent/guardian, coach, other):	_____	
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 any authorities in relation to your concern(s)?: **YES** **NO**

If yes, please list the organization to which your concern was directed (e.g., police services, child protection agency):

Please list the date and time of contact: _____

Contact information for individual at respective organization: _____

Please describe the incident(s) of misconduct in as much detail as possible, including the name, member club/province, and role of the person(s) in which the complaint is against, nature of the incident(s), dates, locations, names and contact information of potential witnesses, response (if any), and all other pertinent information

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