

Calgary Lawn Bowling Club Complaint Submission Form

Calgary Lawn Bowling Club 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 a safe environment is a shared responsibility of each individual member in our lawn bowls community. For Calgary Lawn Bowling Club's events/activities related concerns, please complete the following form to the best of your ability and submit to the Club Safe Sport Officer at: safety@calgarylawnbowlingclub.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 Calgary Lawn Bowling Club's Safe Sport Officer.

For more information, please review the Calgary Lawn Bowling Club's *Complaints and Discipline Policy*. If you have questions or concerns prior to submission, please contact Calgary Lawn Bowling Club's Safe Sport Officer, at safety@calgarylawnbowlingclub.ca

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

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, and age 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 organisation to which whether you have made the parent or guardian aware of the complaint: **YES NO**

Please provide the name and contact 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 concerns was directed (eg., police service, child protection agency):

Contact information for individual at respective organization:

Section 3: Describe The Incident(s) of misconduct

Please describe the incident(s) of misconduct in as much detail as possible, including the name, and role of the person(s) in which the complaint is against, nature of the incident(s), date, 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.