



PROTESTS, DISPUTES & COMPLAINTS LODGEMENT FORM

This form must be submitted with appropriate payment, to Bowls SA or the Association by the appropriate time as per the Bowls SA Constitution. Fees are determined by Bowls SA or Association By-Laws, in accordance with the Bowls SA constitution.

This form is to be used in conjunction with the relevant policy.

Please complete and tick as appropriate

1. **Date of Incident:** _____

Location of Incident (e.g., Glanville Bowling Club): _____

Event at which incident occurred (e.g., Pennant Round 5): _____

Controlling body of the Event (e.g., Bowls SA, Association, Club etc): _____

2. Summary of the Protest

Breach of the Laws of the Sport Breach of BA/BSA/MBA Policy

Breach of the event Conditions of Play Breach of a Match/Series

Breach of acceptable behaviour Member or Club Eligibility

Other – Please describe _____

3. Details of the parties involved in the Protest

(A Party can be a Region / Association / Member Club / Affiliated Member Club or Club Member)

Who is lodging the Protest? (e.g., Region 15 / ASB Association / Glanville Bowling Club etc)

Who or what is the Protest against (e.g., Region 15 / ASB Association / Glanville Bowling Club etc)

4. Description of the Incident

Time and place of the incident: _____

Outline of the Incident (use another page if necessary:



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Witnesses (if applicable)

Witness 1 Name _____ Contact Details _____

Witness 2 Name _____ Contact Details _____

Desired outcome of the Protest: _____

5. Lodgement of Protest made by:

Region / Association / Member Club / Affiliated Member Club or Club Member

By Signing below you agree as an authorised representative of _____
that all above details are correct and factual to the best of your knowledge and agree to the
process as per the Bowls SA Protests, Hearings & Appeals Policy.

Name: _____ Position: _____

Signed: _____ Date: _____

FOR USE BY CEO BOWLS SA OR ASSOCIATION ONLY

1. Protest received by:

Name: _____ Position: _____

Lodgement fee received in full: YES / NO Amount received: \$ _____

Date and time received: _____

Signature: _____

2. Informing the organisations / individuals identified in the Protest of the existence of a Protest against them:

Who was informed? _____

When were they informed? _____

Who informed them?

Name: _____ Position: _____

Protest or request valid; Hearing Panel will be convened.

Signed: _____ Date: _____

Protest or request for Hearing Panel is invalid

Signed: _____ Date: _____



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Hearing Panel appointed on: _____

Chair of Hearing Panel: _____

Persons on Hearing Panel: _____

Date & Time of Hearing: _____

Location of Hearing: _____

Protest, Dispute or Complaint received within time limit Time limit extended

Reason for extension of time: _____

Hearing Panel members have been provided with a copy of all the relevant correspondence, reports or information received and sent by the Chief Executive Office relating to the complaint, dispute or protest

Yes Date provided: _____ No

Reason for delay _____

Complainant has been provided with a copy of all the relevant correspondence, reports or information received and sent by the Chief Executive Office relating to the complaint, dispute or protest

Yes Date provided: _____ No

Reason for delay _____

Respondent has been provided with a copy of all the relevant correspondence, reports or information received and sent by the Chief Executive Office relating to the complaint, dispute or protest

Yes Date provided: _____ No

Reason for delay _____

If relevant

Other Parties (e.g. Councillors / Assistant Councillors / Association) have been provided with a copy of all the relevant correspondence, reports or information received and sent by the Chief Executive Officer relating to the complaint, dispute or protest.

Yes Date provided: _____ No

The Chief Executive Officer or Association believes, after considering the nature of the complaint, that it is necessary to exclude the respondent from all or some Bowls SA activities and events.

Yes Date communicated: _____ No

Events excluded to respondent: _____

Complainant & Respondent informed of decision of the Hearing Panel

Signed: _____ Date: _____



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Request for Withdrawal of Protest

(A request to withdraw a protest can only be made to Bowls Chief Executive Officer by the representative of the Party that lodged the protest).

Name of the person requesting Withdrawal of the Protest: _____

Date of request to withdraw the Protest: _____

Contact Details: _____

Signed: _____

Request for withdrawal Accepted

Signed: _____ Date & Time: _____

Request for withdrawal Denied

Signed: _____ Date & Time: _____

Complainant & Respondent informed of withdrawal of the Hearing Panel

Yes No

Signed: _____ Date: _____