# BA 003 Policy - NST Conduct and Disciplinary Policy

# **SCHEDULE 1 - Complaint Form**

This form (or an electronic version) is to be used in accordance with the Bowls Australia – National Sport Tribunal, Conduct and Disciplinary Policy. It is to be completed and provided to the relevant Sport Organisation who will manage the complaint.

**For complaints being made to Bowls SA, Members are asked to submit their complaint via the Complaint Submission web form:**

* [**Complaint Form**](https://www.bowlssa.com.au/complaint-complaint-form/)
* [**bowlssa.com.au/complaint-complaint-form/**](https://www.bowlssa.com.au/complaint-complaint-form/)

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| **Internal Use Only** | | | |
| Name of person receiving Complaint |  | | Date Complaint Form Received: / / |
| How was the Complaint received |  | | |
| **Complainant to Complete** | | | |
| Name of Complainant | ……………………………………………………..   Over 18  Under 18 | | |
| Complainant’s contact details | Phone: Email: | | |
| Complainant’s role/position within the Sport | * Administrator (volunteer) * Parent * Spectator | * Board/Committee member * Athlete/player * Coach/Assistant Coach | |
|  | * Support Personnel | * Employee (paid) | |
|  | * Official | * Other (Please Specify) | |
| Name of person complained about (**Respondent**) | ……………………………………………………..   * Over 18  Under 18 | | |
| Respondent’s role/position | * Administrator (volunteer) * Parent | * Board/Committee member * Athlete/player | |
|  | * Spectator | * Coach/Assistant Coach | |
|  | * Support Personnel | * Employee (paid) | |
|  | * Official | * Other (Please Specify) | |
| Date/s of alleged breach/es by Respondent |  | | |
| Location/s of alleged breach/es by Respondent |  | | |
| Description of alleged breach by Respondent  *Please provide as much information as possible,* ***including details of who is involved, describe what happened and when, and how you found out about the breach*** *- attach further pages if necessary* |  | | |

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| --- | --- |
| Witnesses (if any) | Did anyone else witness this alleged breach by the Respondent?   * Yes  No  Not Sure   If 'Yes', please list the witnesses and their contact details (if known):  1. Name: Phone: Email: |
| 2. Name: Phone: Email: |
| 3. Name:  Phone:  Email: |
| Level of the Sport at which alleged breach occurred | * National (NSO) level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals operating at the ational level; * State (SSA) level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals operating at the   State/Territory Sporting Association level; or   * Affiliate level - where it relates to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Affiliate level (Association/League/Club level). |
| Eligible policy that Respondent has allegedly breached  Sections allegedly breached |  |
| Does Complainant consent to ADR? | * Yes  No |
| Signed by Complainant | Signature:  Date: |