Rowing Canada Aviron
Safe Sport Incident Complaint Intake Form

This form enables you to file a complaint to the Independent Third Party (ITP) for Rowing regarding a violation of the Code of Conduct, including the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS), or any other Safe Sport matter. Your submission will be strictly confidential and the information you provide will only be accessible by RCA's ITP.

We recognize that you may be making your complaint or report about unpleasant, upsetting, and/or disturbing experiences or events. While completing this Form, you will be asked to recount details of that experience, which can cause emotional distress. We recommend that you complete this form somewhere private where you feel safe. If you require support as you complete this form, we encourage you to contact the Independent Third Party for rowing, Jeffrey Raphael, at itpcomplaints@gmail.com.

After you submit this form, the Independent Third Party will determine who has the authority to administer your complaint or report, at the local, provincial or national level.

Instructions For Completing This Form
To complete the form, all fields are required.

If you require more space than the form allows, please include the additional information in an email and clearly indicate the title of the respective question/box.

If the complaint proceeds, the Respondent will receive a copy of this form in whole or in part. Please check one of the two boxes:

☐ I am comfortable with who the complaint is against (the "respondent") receiving a copy of this full complaint form.

☐ I do not want all of this information shared with the respondent. In this case the Independent Third Party will work with you to clarify what information you want to remain confidential.

1.877.722.4769 / info@rowingcanada.org / 321 – 4371 Interurban Road Victoria, BC V9E 2C5 / ROWINGCANADA.ORG

Submitter Information

First Name: _____

Last Name: _____

Province/Territory: _____

Phone Number: _____

Email: _____

Preferred Method of Communication: _____

Safe Sport Incident Report

Which rowing organization are you affiliated with if any?

You will be identified at the complainant. What is your involvement in the conduct issue being submitted? (I.e. it happened to me, it happened to a family member, I witnessed it, etc.)

Who is this complaint against (will be referred to as the Respondent)?

Were you (or the impacted person, if not you) a minor when the incident(s) began?

Is there anything else you think the Independent Third Party should know about you (or the impacted person) in order to appropriately deal with your submission?

What rowing organization(s) is the Respondent (person who is alleged to have committed the breaches) involved with? (if unknown please indicate unknown).

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What level of rowing is the Respondent involved in? (I.e. local, university, provincial, national, etc.)

Which best describe(s) your role (or the role of the impacted person, if not yourself) in rowing at the time of the conduct violation?

In as much detail as possible, please describe the breach of the Code of Conduct & Ethics or safe sport policy you are reporting. Please tell us what happened, who was involved when it happened, and where it happened. Please tell us about your role and the role of the person or people involved in the incident(s) (you will have a separate opportunity later in the form to describe the impact of the behavior, should you wish to do so).

Please tell us what happened:

To the best of your knowledge, please describe the time range of the incident(s) from start to most recent:

Did anyone else witness any of the actions you are reporting?

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Do you believe the incident(s) may be, at least in part, related to any of the following grounds? *Choose all that apply.

☐ Race ☐ Color ☐ Sexual Orientation ☐ Sex ☐ Age

☐ National or Ethic Origin ☐ Marital Status ☐ Religion

☐ Gender Identity or Expression ☐ Disability ☐ Family Status

☐ N/A ☐ Unknown ☐ Unsure

Which best describes the role of the Respondent (person who is alleged to have committed the breach?)

What is the relationship between the Respondent and yourself (or the impacted person, if not you)? (head coach, teammate, etc.)

To the best of your knowledge, is the Respondent currently a minor?

List any other individuals involved. Please include as much information you can provide:

Is there anything you wish to share or clarify about the parties you have listed, please do so here:

Have you or someone else attempted to resolve this issue? Please describe any efforts and results.

Have you reported this issue to any other organization?

If you wish, please describe the impact of the incident(s) on you:

What are you hoping will be the outcome of this complaint?

Do you believe the Respondent is in a position to continue to impact the identified person or others?

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Please describe the reason for your belief regarding the risk of continued breaches, if possible:

Do you feel the need for any immediate provisional accommodations to make you (and/or others) feel safe while the Independent Third Party reviews your case?

Acknowledgment

NOTE REGARDING LEGAL DUTY TO REPORT:

Depending on the applicable provincial/territorial laws, the Independent Third Party may be obligated to contact relevant law enforcement officials and/or child welfare authorities regarding any applicable Complaint. (This duty varies by province/territory but generally relates to abuse of children/teens). You may also have a legal duty to report to police.

Submitting this Form does not discharge any legal duty to report policy. Submitting this Form does not discharge any legal duty to report you may have under applicable legislation. Check the laws of your province/territory to understand your duty to report.

Please email this form to ITPcomplaints@gmail.com

Date Submitted: