

**BOWLING FEDERATION OF SASKATCHEWAN  
REPORTING CRIMINAL CHARGES**

Any person who has been charged with an offence under The Criminal Code (Canada), The Food and Drugs Act (Canada) or The Controlled Drugs and Substances Act (Canada) shall report the charge(s) in accordance with the procedures below.

1. All volunteers required to provide a Police Information Check in compliance with the Bowling Federation of Saskatchewan's Volunteer Police Check Policy shall be required to sign statements indicating that they have received a copy of this procedure and that they understand its provisions.
2. No later than two working days after having been charged with an offence, any person referenced in the statement above shall inform verbally, and subsequently in writing, the Executive Director of all charges laid.
3. A person may attach to the written information a submission outlining relevant circumstances.
4. Upon receipt of the information, the Executive Director shall investigate the circumstances.
5. Failure to disclose charges, provide a written statement, or submission of an inaccurate, false, or misleading statement, constitutes grounds for immediate discontinuance of volunteering services.

In order to maintain confidentiality, inquiry documentation shall be maintained at the Bowling Federation of Saskatchewan office.

This will serve to confirm that I, \_\_\_\_\_, have read this procedure and understand its provisions.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_