



CAPE YOUTH FOOTBALL ASSOCIATION, INC.

Bullying/Harassment Reporting Form

What is Bullying?

Bullying is when someone is being hurt repeatedly and on purpose by words or actions and has a hard time defending or stopping what is happening to them.

What is Harassment?

Harassment is any threatening, insulting, or humiliating conduct directed toward an athlete, coach, parent, spectator, or volunteer.

The following are types of bullying and harassing behavior:

- **Physical** – hitting, pushing, spitting, or stalking.
- **Verbal** – name calling, teasing, making insulting remarks, threatening, disrespecting or demeaning a person's race, disability, appearance, or sexual orientation.
- **Emotional** – spreading rumors, isolating a person from a peer group through hurtful gossip.
- **Sexual** – unwanted sexual advances or actions intended to make the other person uncomfortable, embarrassed, or humiliated, and might include obscenities or gestures, exposure, or physical contact.
- **Cyber Bullying** – using the internet, interactive and digital technologies or cellphone to communicate words, images or language to willfully harm a person in the manner described above.

To be considered bullying, the behavior must meet three criteria:

- **Repeated** – bullying behaviors or actions happen more than once.
- **Intentional** – bullying behaviors or actions that occur without provocation.
- **Power Imbalance** – those who display bullying behaviors use their power, such as physical strength or title, to control or harm others.



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To file a written report of bullying and harassment, complete this form. Please be sure to include any information and evidence that supports the claim of behavior and submit the form to the CYFA Board of Directors.

PLEASE PRINT

YOUR NAME (last, first, middle)	TODAY'S DATE
TARGET NAME (last, first, middle)	Team:
ALLEGED OFFENDER NAME (last, first, middle)	Team:
1. Describe what happened. Include in detail: Who? What? Where? When? How? (Attach additional pages, if necessary):	
2. List or attach evidence (i.e. letters, photos, screenshots, etc.):	
3. Were there any witnesses? List names and team (if Applicable):	
4. Has this happened more than once? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
5. Have you spoken with someone at the field about this before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Who?	

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature of Complainant

Date

☐ Check here if you want to remain anonymous. Anonymous means that the name of the individual reporting an alleged incident of bullying/harassment will remain confidential.

Thank you. Your report will be followed up and an investigation will be conducted.
If you fear an athlete is in IMMEDIATE danger, please contact the police immediately.

For Office Use only

Received By:		Date Received:	
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Bullying Witness Statement Form

This report **MUST** be completed when there is a witness to an incident of alleged bullying (*for the purpose of this form, bullying encompasses bullying, harassment, and discrimination.*) One form must be completed for each witness. All witness statements that relate to one incident should be attached to the Bullying Complaint Report Form.

WITNESS NAME	WITNESS TITLE (ex. Parent, athlete, coach)	INTERVIEW DATE
VICTIM NAME	ACCUSED NAME	
LOCATION (where incident occurred)	INCIDENT DATE	

Where did the incident take place:

Describe the incident witnessed:

List any other witness' names and grades:

List evidence of bullying (i.e. letters, photos, etc. – attach evidence if possible or email to CYFA2014@gmail.com):

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Witness

Date

Name of person completing Bullying Witness Form

Contact Number

For Office Use only

Received By:		Date Received:	
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Investigation Steps for Alleged Bullying

Completed by: _____ Date: _____

Steps in Investigation	Date	Initials
1. Receive and/or complete the Bullying Complaint Report Form. Document date of receipt on form.		
2. Complainant, Target, Accused, and parents (if applicable) notified of formal written complaint and interviewed.		
3. Reviewed the given Witness Statement Form for each interviewee and contacted them to verify that the information is correct.		
4. Document the findings of the investigation on the Bullying/Harassment Investigation Form Final Report.		
5. Determine if the act is within the scope of CYFA. If within the scope of CYFA, continue with documentation and determinations.		
6. Parent/Guardian of alleged bullying notified of investigation by this time. (This timeline will vary and is at the determination of the investigator.)		
7. If finding is of bullying or harassment, document and keep records of all evidence.		
8. If finding is unfounded, document and keep records of all evidence.		
9. Notify all parents/guardians of the decision/outcome of investigation. (Templates provided)		
10. Supply a copy of Bullying/Harassment Reporting Form.		
11. Forward a copy of Bullying/Harassment Reporting Form, Investigations Steps for Alleged Bullying, and Bullying/Harassment Investigation Form Final Report to the BOD.		