



## **CAPE YOUTH FOOTBALL ASSOCIATION, INC.**

---

### **Standard Operating Procedures** **Bullying, Cyber-bullying and Harassment Prevention Policy**

#### **Purpose**

The Cape Youth Football Association (CYFA) expects that all members of the organization will treat each other in a civil manner and with respect and appreciation for differences. CYFA is committed to providing all players, coaches, and staff with a safe environment that is free from bullying, cyber-bullying and harassment. This commitment is an integral part of our comprehensive efforts to promote the learning football, cheerleading, teamwork, good sportsmanship, and to prevent and eliminate all forms of bullying and other harmful behaviors that can impede the learning process.

We have established this policy for the prevention, intervention and response to incidents of bullying, cyber-bullying and harassment. The CYFA Board of Directors will be responsible for the oversight of this policy.

---

#### **Procedure**

##### **I. Definition of Bullying**

- “Bullying” means written, verbal or physical conduct that adversely affects the ability of one or more members to participate in or benefit from the organizations programs or activities by placing the member (or members) in reasonable fear of physical harm. This includes conduct that is based on a members actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics.

##### **II. Definition of Harassment**

- Harassment means written, verbal or physical conduct that adversely affects the ability of one or more members to participate in or benefit from organizations activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on an member’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics.

##### **III. Scope**

- This policy covers conduct that takes place at CYFA practices, games (both home and away, any competitions, and field sponsored functions and activities. This policy also pertains to usage of electronic technology and electronic communication that occurs at CYFA practices, at games (both home and away, at any competitions, and at field sponsored functions and activities. This policy applies to the entire organization’s community, including parents, board members, coaches, athletes, volunteers, and spectators.



## **CAPE YOUTH FOOTBALL ASSOCIATION, INC.**

---

### **IV. Reporting Bullying and Harassment**

- All allegations of bullying or harassment shall be reported to the president or a designated staff member. All allegations must be submitted in writing and the person reporting the allegation is responsible for providing all evidence at the time of filing. Prior to notification of any parent or guardian regarding any incident of bullying, harassment or cyber-bullying, CYFA must consider the health, well-being, and safety of any athlete involved in the incident. Whoever is designated to accept complaints will also be responsible for investigating the allegations in a timely manner and determining appropriate disciplinary action. The president or designated staff member will be held accountable for doing everything possible, within reason, to resolve the situation.

### **V. Anonymous Reports**

- Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

### **VI. False Reports**

- Any members who are found to have purposely files false reports of bullying or harassment will be subject to disciplinary action

### **VII. Responsibility of General Members**

- Any member who observes an act of bullying or harassment should report the bullying or harassment to the president or the designated staff member.

### **VIII. Responsibility of Staff**

- All staff members will take reasonable measures to prevent bullying and harassment and are obligated to report any such acts that come to their attention.

### **IX. Retaliation**

- Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment or toward those investigating the incident will not be tolerated

### **X. Investigation of Bullying and Harassment**

- Once reported, any allegation of bullying or harassment will be promptly investigated by the president or a designated staff member. Proper disciplinary action will be taken immediately following the conclusion of the investigation

### **XI. Discipline and Remediation**

- Disciplinary actions for bullying and harassment may include but are not limited to: warnings; counseling; suspension for a specific time period, and or removal from the program. The specific consequences should be consistent, reasonable, fair, and match the severity of the incident.



## 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.



## CAPE YOUTH FOOTBALL ASSOCIATION, INC.

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:	
-----------------	--	-------------------	--



## CAPE YOUTH FOOTBALL ASSOCIATION, INC.

### 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:	
-----------------	--	-------------------	--



## CAPE YOUTH FOOTBALL ASSOCIATION, INC.

### 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.		