



# ASTRA Soccer Academy

## Bullying Incident Report

This is an Initial Report Form. It is to be filled out by a team official who has been made aware of a bullying incident and filed with Chris Zoller, ASTRA Academy Program Manager, (Chris@AstraSoccer.ca) as per the ASTRA Academy Bullying Policy and Procedure.

This is a:  First Incident  Second Incident  Third or Subsequent Incident

Date of Previous Incident(s) if applicable:

This Report Filed By:

|                     |  |  |
|---------------------|--|--|
| Name(s)             |  |  |
| Position on Team    |  |  |
| Contact Information |  |  |

Information regarding person(s) being bullied:

|                 |  |  |  |
|-----------------|--|--|--|
| Name(s)         |  |  |  |
| Parents Names   |  |  |  |
| Contact Info    |  |  |  |
| Team Name       |  |  |  |
| Coach           |  |  |  |
| Assistant Coach |  |  |  |
| Team Manager    |  |  |  |

**Information regarding person(s) being accused of bullying:**

|                 |  |  |  |
|-----------------|--|--|--|
| Name(s)         |  |  |  |
| Parents Names   |  |  |  |
| Contact Info    |  |  |  |
| Team Name       |  |  |  |
| Coach           |  |  |  |
| Assistant Coach |  |  |  |
| Team Manager    |  |  |  |

**Description of the Incident**

|                                       |  |
|---------------------------------------|--|
| Date and Time                         |  |
| Location                              |  |
| Behaviors                             |  |
| Witnesses to the Incident             |  |
| Any Actions Taken at Time of Incident |  |

**Initial Reporting of Incident to Team Officials**

|  |  |
|--|--|
| Date Incident Reported to Team Official(s) |  |
| Name of Person Who Reported Incident       |  |
| Team Official Who Incident Was Reported To |  |

**Follow-up Undertaken at Team Level**

|   |  |
|---|--|
| Person who performed initial investigation of Incident                              |  |
| Date Investigation Undertaken   |  |
| Names of Persons Interviewed and Dates of Interviews                                |  |
| Conclusions from investigating party  |  |
| Actions Taken   |  |
| Person responsible for follow-up with bullied individual and Date to be followed up |  |

Filed by: \_\_\_\_\_

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

**Received by Academy Program Manager Chris Zoller:**

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