



PORTUGUESE CLUB OF LONDON

Initial Report Form

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 the President of the Portuguese Club of London.

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)			
Parent Names			
Contact Info			
Team Name			
Coach			
Assistant Coach			
Team Manager			



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Information regarding person(s) being accused of bullying:

Name(s)			
Parent Names			
Contact Info			
Team Name			
Coach			
Assistant Coach			
Team Manager			

Description of the Incident

Date and Time	
Location	
Behaviours	
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	



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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 Investigations Party	
Actions Taken	
Persons responsible for follow-up with bullied individual and date to be followed up	

Filed by: _____

Signature: _____

Date: _____

Received by Board of Directors:

Signature: _____

Date: _____