**Coaches Incident Report Form**A black and yellow swim cap

Description automatically generated

Please complete the information below for any ‘out of the ordinary’ incidents. As a guide this would include significant behaviour issues (eg where a swimmer has been asked to sit out part of the session); major accident where parents/guardians have had to be informed. The club will keep a record - including what you have done to resolve the issue, and in extreme circumstances initiate follow up action. On completion the form should be sent to the Welfare Officer, Head Coach and Chair.

Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of the incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Names of swimmers involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Names of any witnesses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Action already taken to resolve the issue: \_\_\_\_\_\_\_\_\_\_\_

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Follow up required: Yes/No