



Incident/Concern Log

Name of person reporting concern:.....

Position (e.g. parent, coach, swimmer):.....

Name of person to whom concern was raised:.....

Position:.....

Date reported:..... Time of report:.....

Location when reported:.....

Nature of concern (include dates/time location):.....

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Advice given at the time of reporting:.....

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Any other comments:.....

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Any further action to be taken:.....

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Signed:..... Date:.....

This form must be completed and then submitted to the Club Welfare officer within 7 days of the concern being raised.