



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):

Advice given at the time of reporting:

Any other comments:

Any further action to be taken:

SIGNED:

DATE:

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