Hoylake Swimming Club

Incident / Concern Reporting Form

Name of person reporting concern:	
Position (e.g. parent, swimmer, coach, young volunteer):	
Name of person to whom concern was raised:	
Position of person to whom concern was raised:	
Date reported:	
Time reported:	
Location when reported:	

Nature of concern (include dates, times, location etc):
Any advice given at the time of reporting:
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.