



Incident Report
Date and time of incident:
Name and contact number of writer:
Position:

Location of incident: _____

This incident is a: _____ minor infraction _____ major infraction

Individual(s) involved in the incident (and contact number): _____

Objective description of the incident (please be concise, accurate and non-judgemental):

Names of individuals (and contact number) who observed the incident: _____

Disciplinary action that was taken (if applicable): _____

Signature of writer: _____ Date: _____

The Incident Report and all supporting documents should be sent to the ASSA Office, 11759 Groat Road, Edmonton Alberta. T5M 3K6 immediately. Notify your Regional Representative that an incident has occurred, or if they are not available, contact the ASSA President. If this incident occurred at a swim meet, then this should be noted in the Meet Manager's Report. Upon receipt, the President shall inform all parties that an Incident Report has been filed and what procedures will be followed to investigate the incident.