

**Safety Tip of the Month – October 2006**  
**VSI Safety Committee**

**“Injury/Illness Reporting”**

As we enter the Short Course season for 2006-07, special attention should be placed on the safe conduct of the aquatic sports at all times. If you are at a practice, meet, or other event related to your USA Swimming team, and you observe an injury or acute medical situation, please report this to the person in charge of the event (Referee, Meet Director, Head Coach, or Parent Chaperone if the event occurs during team travel).

When in doubt as to whether or not the USA Swimming Report of Occurrence form should be filled out, **go ahead and complete** the form. It is much better to perhaps over document a minor injury or acute medical ailment, than to fail to provide any written record of a swimming related event that could later pose long term medical problems for the athlete or other involved USA Swimming member.

Please be sure to fill out as many of the blanks on the form as your can. After the demographic data, the most important element of this form is the “Description of the Incident.” In one or two sentences, write what happened. Whether it was an acute medical event (e.g., asthma attack that did not resolve, bee sting on the face, or acute chest pain in an adult with known heart problems) or injury (chipped tooth, hit head on bottom of pool, fell on knee and lacerated skin), just describe what happened.

Finally, please record your name and that of any other witnesses. If you were the only witness, so be it.

The original form should stay with the host swim club, and a copy should be sent to each of the addresses on the bottom of the form. This is extremely important, in that a lack of forwarded copies may result in lack of potential insurance coverage for a swimming related injury / acute illness.

Thanks for your attention to this important swimmer safety documentation. Be careful on the pool deck!

**The Report of Occurrence Form is now an online on the USA Swimming website.**  
**All reports must be submitted using the online form. You will receive an email confirmation with the data submitted for your records. We left the old paper copy on our site so you could use it to gather the necessary information.**