

NEW On-Line Report of Occurrence Form

USA Swimming now has a **new online version of the Report of Occurrence form [ROO]**. Submitting the form online will be a more efficient way of sending information to USA Swimming. The Report of Occurrence is to be submitted any time there is an accident or injury during USA Swimming activities such as Sanctioned or Approved swim meets, swimming practices, contracted Swim-a-Thons or approved social events. The online form does require that certain sections, indicated by an asterisk, must be completed before it can be submitted. Click on the link below. USA Swimming has created a unique link that is easy to type in your browser (ROO "Report of Occurrence" form):

www.usaswimming.org/ROO

Or, you may follow this path to the Insurance page on the website:

Member Resources/Programs & Services/Insurance & Risk Management

<http://www.usaswimming.org/DesktopDefault.aspx?TabId=1651&Alias=Rainbow&Lang=en>

We strongly encourage everyone to begin using the online Report of Occurrence form now. If for some reason, someone has a problem accessing the form online, there is a downloadable form posted on the same insurance & risk management page under "Misc. Insurance Documents and Forms." When a paper copy is submitted by fax or email, it will be hand entered into the online database as this is now the centralized database for all incident reports. After the form is submitted, the submitter will receive an email confirmation. In the body of the email is a detailed account of the information that was reported. This email can be printed or saved to a file for record keeping. Please send a copy of this report to the Ohio Swimming office and we will, in turn, forward to the Safety Officer. Forwarding the email to the Ohio Swimming office (ohioswimoffice@gmail.com) is preferable method. It can be printed and mailed or faxed, if necessary. The OSI office will, in turn, forward a copy of this report to the Ohio Swimming Safety Coordinator.

Reporting Procedure Recap:

1. Submit your Report of Occurrence forms on line at this link:
www.usaswimming.org/ROO
2. Forward the confirmation email you receive (with the detailed account of the information) to the OSI Safety Chair % OSI office at ohioswimoffice@gmail.com
3. Save this information in your files for future reference.