

**USA Swimming Sanctioned Event  
Code of Conduct Reporting Form**

Meet	
Individual Completing Form <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Contact Information</li> </ul>	
Date of Incident	
Key Individuals Involved and Roles (e.g., reporting party, witness, etc.)	
Detailed Description of the Incident/Concern (e.g., who, what, when, where, why and how) including remedial steps taken.	
Does this matter involve possible child abuse and/or neglect?	
If so, have you reported to appropriate law enforcement authorities?  Include date, time, case/incident report number and name of law enforcement officer.	

**USA Swimming Rules and Regulations** require that, pursuant to federal law, it is every member's responsibility to immediately (e.g., within 24 hours) report any incident of child abuse, including physical or sexual abuse, to law enforcement and the U.S. Center for SafeSport. Reporting must occur when an individual has firsthand knowledge of misconduct or where specific and credible information has been received from a victim or knowledgeable third party. A report to the U.S. Center for SafeSport may be made via telephone at 720-531-0340 or online at [www.uscenterforsafesport.org/report-a-concern](https://www.uscenterforsafesport.org/report-a-concern). Various state laws may also require reporting to law enforcement or to a designated child protection agency. Use <https://www.childwelfare.gov/> for mandated reporting requirements in your area.