

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

We strongly encourage everyone to begin using the online Report of Occurrence form now. Note: If you are unable to submit the online form at the meet, you may print a draft paper copy, document the necessary details and then you, or someone from your club, will enter the report online as soon as possible.

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 MNSI office and we will, in turn, forward to the Minnesota Swimming Safety Officer. Forwarding the email to the MNSI office (tmeece@mns swim.org) is preferable method. It can be printed and mailed, if necessary.

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 MNSI Safety Chair via the MNSI office at tmeece@mns swim.org
- 3) Save this information in your files for future reference.