**Disciplinary Report**

**Please submit this to club secretary within 3 days of misconduct**

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| **Person in Charge contact details** | |
| **Name** |  |
| **Phone no.** |  |
| **Email address** |  |
| **Club** |  |
| **Role at time of incident** |  |
| **Report of incident** | |
| **Date of incident(s)** |  |
| **Time of incident(s)** |  |
| **Location of incident(s)** |  |
| **Details of misconduct** |  |
| **Sanction imposed at time of misconduct** |  |

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| **Description of Offence**  (You must identify one or more Offences in Section 2 of the Swim Ireland Complaints and Disciplinary Rules that you allege has/have been breached). Where the offence is a breach of a code of conduct, you must specify which area/s of the code of conduct specifically that you allege have been breached. | |
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| **Supporting Documentation**  If you are supplying supporting documentation, please set out a description of each document relied on here: | |
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| The Complaints and Disciplinary Bodies shall keep all information disclosed to them confidential and no disclosure of any detail shall be made to any third party unless in the administration of the disciplinary function or a requirement by law. | |
| I confirm that the information provided above is accurate and true | |
| **Signed** |  |
| **Date** |  |