



What to do if someone gets hurt....

The Coach/Umpire provides first aid, calls for medical assistance and follows up at the end of the game or practice.

Within 24 hours of the incident the Coach/Umpire sends an email his/her coordinator with the information listed below. The email should be cc'd to you.

The reporting email should include:

- Date and time of incident
- Location of incident
- Name of injured individual
- Injured individual's relationship to the league (player, coach, umpire, spectator)
- A description of the incident
- A description of the injury
- Names and contact phone numbers of witness or witnesses
- What type of aid was provided
- Notes from follow up

The Coordinator should make sure the reporting email is complete and should follow up as needed. The Coordinator should connect with you to review the incident.

As Commissioner or UIC, you are responsible for determining if a formal incident form needs to be completed. Each incident should be considered individually to determine the severity of the injury, the possibility of costs incurred and the liability to the league. The general rule is if medical attention was needed then a formal incident form must be completed. You can complete this form yourself using the information presented by the Coach/Umpire and Coordinator or you can delegate the task back to the Coordinator. No matter who completes the form, you are responsible for making sure it gets back to you in a timely manner. The form needs to be sent to our ASA Commissioner and the insurance company. A copy of the form (and any other documentation) should go the Executive Secretary for archiving. An insurance claim form should be presented to the injured party.

At every Executive Board meeting we will review the status of outstanding incidents.

Ideally injuries won't happen very often and we will therefore not become familiar with the process. Our goal is to document at the time of the incident, make sure the injured party feels cared for and have the Executive Board work as a team to make sure the proper paperwork is completed in a timely manner.

No matter how big or small it is important to document every injury or accident that occurs at a SRVGAL event.