



What to do if someone gets hurt....

If a player, coach, spectator or umpire is injured in any way during a SRVGAL event it is the coach and/or the umpire's responsibility to provide:

- First Aid
- Call for medical assistance if necessary
- Follow up at the end of the game or practice and again the following day if necessary.
- **Send an email to his/her division coordinator within 24 hours of the incident with a copy to the Commissioner or Umpire-In-Chief.**

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

As a Coordinator, when you receive an email it is your responsibility to make sure all the information listed above has been included. Basically you need to have a comfort level that you know exactly what happened and the outcome of the incident. If needed you should gather more information, ideally within 24 hours of receipt of notice of the incident. It is then your responsibility to connect with the Commissioner or UIC. Please copy the commissioner or UIC on all emails.

The Commissioner or UIC is responsible for determining if a formal incident form needs to be completed. If a formal incident form is completed the Commissioner or UIC will submit it to ASA and expedite the presentation of a claim form to the injured party.

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