

# **Accident Reporting Procedures**

## **Shoreview Area Youth Baseball**

### **What to Report:**

Report any incident causing any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid. A report must be made to the Safety Officer.

### **When to Report:**

All such incidents describe above must be reported within 48 hours (preferably within 24 hours) to the Safety Officer, Anne Maylone.

### **How to Make the Report:**

Provide the following information:

- Name (include parents names of players) and the phone number of the individual involved
- Date, time and location of the incident
- Witness
- Nature of the injury and specifics (i.e. left upper arm)
- Preliminary estimation of the extent of the injuries
- Name and phone number of the person reporting the incident

The Safety Officer will complete the Safety Awareness Program Incident/Injury Tracking Report.

These can be communicated to the Safety Officer, Anne Maylone via any of the following contact information: phone: 651-785-7895, email: [anne.maylone@gmail.com](mailto:anne.maylone@gmail.com), or in person at: 4216 Victoria Court, Shoreview MN 55126. You may also complete a Safety Awareness Program Incident/Injury Tracking Report on your own, and contact Anne once the form is complete.

### **Safety Officer's Responsibilities:**

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party, or the party's parents to:

- 1) verify the information received
- 2) obtain any additional pertinent information
- 3) check on the status of the injured party
- 4) in the event the injured party required medical treatment (i.e. emergency room, doctor visit, hospitalization, etc.) will advise the parent or guardian of Shoreview Area Youth Baseball insurance coverage and the provision for submitting any claims.

If the extent of the injury is more than minor in nature, the Safety Officer will periodically call the injured party to (1) check on the status of the injured party and injury, and (2) to check in any other assistance is necessary in area such as submission of insurance forms, etc, until such

time as the incident is considered closed (meaning no further claims are expected and the individual is able to participate in league activities again).