

2008 Eastridge Little League
Procedure for reporting and tracking accidents
For Managers and Coaches

1. Manager/Coach must fill out “Activities Accident Report” A.S.A.P., and describe nature of the accident. The “Accident Notification” should be filled out to meet the claim purposes as a supplemental if parents do not have insurance.
2. Contact safety officer, Marlene Salazar (408.469.5883) and provide her with the reports. She will be responsible for tracking purposes and filing the reports. This MUST be done within 24-48 hours of the accident.
3. She will also verify the injury with the Player Agents in the various divisions so that they also have knowledge of the accident.
4. District 59 should be given a copy of the “Accident Notification” form if a claim will be processed.
5. “Accident Notification” should be signed by the Safety Officer and mailed to Williamsport, and a copy should also be filed.
6. Parents will be notified and given a claim ID number and pertinent information about further process procedure that must be reported and sent back to Williamsport.
7. See attached claim form instructions and checklist for preparing claim form.
8. Track near misses to evaluate, practice and avoid future injury.
9. Share information on accidents and near misses with District 59 staff.