

Incident/Accident Reporting

What to report:

An incident that causes any player, manager, coach, and umpire or volunteer to receive medical treatment and/or first aid must be reported to the League Safety Officer. This includes even passive treatments such as the evaluation and diagnoses of the extent of the injury.

All such incidents described above must be reported to the League Safety Officer within 24 hours of the incident.

How to make a report:

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The time, date and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person that is reporting the incident.

Manager's Responsibility:

- The Manager will fill out the **Accident Investigation Form** and submit it to the League Safety Officer **within 24 hours of the incident**. Accident Investigation Forms can be found at: www.littleleague.org.
- Accidents occurring outside the team (i.e. spectator's injuries, concession stand injuries and third party injuries) shall be handled directly by the League Safety Officer.

Safety Officer's Responsibilities:

Within 24 hours of receiving the Accident Investigation Form, the Safety Officer will contact the injured party or the party's parents and:

- Verify the information received.
- Obtain any other information deemed necessary.
- Check the status of the injured party.
- In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the League's Insurance Coverage and the provision for submitting any claims.
- If the extents of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to check on the status of the injuries. Check if any other assistance is necessary in the areas such as submission of insurance forms, etc until such incident is considered closed (i.e., no further claims are expected and/or the individual is participating in the League again.