



Elk Grove Park District

**Athletic Association
Guide for Incident
Reporting
&
Emergencies**

Claims and Insurance Guidelines

Prompt Incident Reporting

Prompt Incident Reporting of incidents and accidents by the

What Do I Do If an Accident Has Just Happened?

- Deal with the immediate crisis; such as, call the ambulance, contact the parents, etc.
- Fill out the Accident/Incident Report Form in full. Give only the facts and make it as detailed as possible. (ex. right hand pointer finger below nail).
- Make sure any witnesses are documented with phone numbers.
- Turn the Accident/Incident Report in to the Athletic coordinator as soon as possible.
- If the injury or illness is significant, the form should be faxed immediately to PDRMA and the Safety coordinator and Athletic Coordinator should be contacted.
 - PDRMA Fax # 630-769-0449
 - Safety Coordinator # 847-456-1972
 - Athletic Coordinator # 847-228-3522
- A significant injury or illness that MUST be faxed immediately and the Safety Coordinator and Athletic Coordinator should be notified for the following:
 - Death
 - Severe Burns
 - Head injuries (lacerations, concussions)
 - Any treatment by paramedics or similar emergency service
 - Hospitalization
 - Fractures
 - Severe lacerations
 - Any major incident out of the ordinary (ex. Building/Property damage or violence of any kind)

Volunteer Coverage

Through membership in PDRMA, medical payments coverage for volunteers who are injured while in the course of their volunteer duties is provided. There is a limit of \$5,000.00 for the medical bills. **The coverage applies after all other insurance coverage the volunteer may have is used. It is intended as a supplement to any other health care plan.**

The medical bills must first be submitted to the volunteer's own medical provider, and then, along with a copy of their explanation of benefits, a claim can be submitted to PDRMA. There are certain limitations. The treatment must have been within one year of the accident.

- All Volunteers **MUST** sign a Volunteer Waiver & Release Form. A new form must be used at the beginning of each sport season. These forms must be turned into the Athletic Coordinator prior to the start of the season.

Certificates of Insurance

- **This applies to travel teams ONLY**
- **When to request Certificates of Insurance from other teams:**
 - **When we (Elk Grove Park District teams) are hosting a tournament, we will require all other teams to present Certificates of Insurance with the Elk Grove Park District as additionally insured. These Certificates must be presented before the scheduled tournament.**
 - **NOTE- if the team is also a PDRMA member a certificate is not necessary!**
- **How to request a certificate of insurance for an Elk Grove Park District Team:**
 - **Fill out the Certificate Request form and turn it in to the Athletic Coordinator at Least 2 weeks before needed.**