

Canton Little League ACCIDENT REPORT

NAME: (injured) _____

DATE/TIME OF INJURY: _____

FIELD LOCATION: _____

TEAM: _____ MANAGER: _____

ADDRESS OF INJURED: _____

INJURED'S HOME PHONE: _____

PERSON FILLING OUT THIS FORM: _____

YOUR PHONE NUMBER: _____



MEDICAL TREATMENT DISPENSATION (Circle One)

First Aid at field To Doctor/Dentist To Walk-In/Hospital Other

Brief Statement of What Happened _____

Brief Description of Injuries _____

NOTE: This form is for Little League purposes only. When an accident happens, obtain as much information as possible. Send a copy of this form to the CLL Safety Officer within 24 hours. Its purpose is to establish a record of all accidents and to ultimately make our overall Little League program safer for all participants and spectators.

ACCIDENT REPORTING PROCEDURE

What to report-

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

When to report-

All such incidents described above must be reported to the CLL Safety Officer within 24 hours of the incident. The CLL Safety Officer, **Mark Podesla**, can be reached at the following:

Home Phone: (860) 693-6770

Fax: (860) 693-6770 (same as Home phone)

Email: mspedesla@comcast.net

Address: 8 Queens Peak Road, Canton, CT 06019

The CLL Safety Officer's contact information will also be posted at all concession stands.

How to make a report-

Accidents must be formally reported by completing a CLL Accident Report. (A blank CLL Accident Report form precedes this procedure.) At a minimum, the following information must be provided:

- ◆ The name and phone number of the individual involved.
- ◆ The date, time, 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 reporting the incident.

Team Safety Officer's Responsibility-

The **TSO** will fill out the **CLL Accident Report Form** and submit it to the CLL Safety Officer **within 24 hours of the incident**. If the team does not have a Safety Officer then the Team Manager will be responsible for filling out the form and turning it in to the CLL Safety Officer. Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third party injuries) can be verbally relayed to the CLL Safety Officer for follow-up.

CLL Safety Officer's Responsibilities-

Within 24 hours of receiving the **CLL Accident Report**, the CLL Safety Officer will contact the injured party or the party's parents and;

- ◆ Verify the information received
- ◆ Obtain any other information deemed necessary
- ◆ Check on the status of the injured party; and
- ◆ 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 Canton Little League's insurance coverage and the provision for submitting any claims. If the extent of the injuries are more than minor in nature, the CLL Safety Officer shall periodically call the injured party to:
 - ◆ Check on the status of any injuries, and
 - ◆ Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the League again).