

INCIDENT REPORT

It is important to have written reports regarding injuries, property damage or other incidents that may result in a claim against LCJBSA. Reports prepared immediately after the incident assist LCJBSA's insurance carrier in promptly responding to any claim.

An Incident Report should be prepared for any moderate or serious injury to a player, coach, spectator or umpire. In the event of a serious injury, witnesses should be asked to complete an Incident Report or provide separate written statements to be attached to this report. Photos may also be taken and submitted with this report.

Incident Reports should be submitted to the division General Manager or any Board member.

Reporter's Name:
Reporter's Phone Number(s):
Date & Time of Report:
Date & Time of Incident:
Location of Incident:

(Attach additional pages if needed)

1. Description of circumstances leading up to and including the incident:

2. Who responded to the incident(e.g. coaches, parents, paramedics), include names:

3. If injury was involved, provide the following:

Name of injured person: _____ Age: _____

Address: _____

Phone: _____

Was person a (circle one): Player Coach Spectator Umpire

4. Describe Injury (specify body part involved and location – right or left):

5. Describe any First Aid treatment provided:

6. Describe any field, weather or other conditions that may have contributed to the incident:

7. If incident involved damage to property, describe damage and attach photos if possible (use cell phone):

8. Other comments:

I certify that this report is true and correct to the best of my knowledge:

Reporter's Signature: _____ Date: _____