



Incident Report for USA Softball Insurance Program

It is important to have written incident reports on file regarding USA Softball injuries, property damage or other incidents that may result in a claim against your team or league. Many such claims allege negligence, and written reports prepared immediately after an incident occurs are invaluable in defending these types of claims. In the event of a serious injury, it is important to ask for written statements from witnesses and individuals actually involved in the incident. One copy of the report should be sent to RPS Bollinger Insurance, one copy to your State or Metro USA Softball Commissioner, and you should keep a copy of the report for your own records since many lawsuits are filed long after the injury occurs.

Attach any additional information that might be helpful in defense of a future claim, such as: police report, doctor’s statement, pregame field inspection report, routine facility maintenance report, photos taken at the time of the incident and written statements of witnesses.

This form is not an Accident Claim Form. If the injured party has USA Softball insurance and is seeking medical reimbursement, they must complete an Accident Claim Form. Please contact a RPS Bollinger representative for the appropriate claim form.

This report is to be completed by:

- Coach, Official or Umpire: For incidents occurring during regular, pre-season or post- season team activities.
- Director or Sponsor: For incidents occurring during tournaments or special events
- Director or Coach: For incidents occurring during camps or clinics

1. General Information

Date & Time of Report: _____

Reporters Name: _____ Position: _____

Home Address: _____

Phone (H): _____ Phone (W): _____

Phone (CELL): _____ EMAIL: _____

Event / Activity: _____

Date and Time of Incident: _____

Location of Incident: _____

2. Provide full description of all events leading up to and including the incident:
