



FCLL Accident Reporting Procedures

What to report

Whenever medical treatment / first aid is administered to any player, coach, umpire, manager or volunteer it must be reported to the Safety Officer.

When to report

All such incidents described above must be reported to the FCLL Safety Officer within 24 hours of the incident. The FCLL Safety Officer, Derek Rush, can be reached at the following:

Email: safety@fossilcreeklittleleague.com

TEXT: 714-683-5546

How to make a report

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations or a completed Preliminary Accident Report. (See below) At a minimum, the following information must be provided:

1. The name and phone number of the individual involved.
2. The date, time, and location of the incident.
3. As detailed a description of the incident as possible.
4. The preliminary estimation of the extent of any injuries.
5. The name and phone number of the person reporting the incident.

Safety Officer's Responsibilities:

1. Within 24 hours of receiving the incident report, the Safety Office will contact the injured party parents.
2. Check the status of the injured party.
3. Verify the information received.
4. Obtain any other information deemed necessary.
5. 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 FCLL insurance overages and provisions for submitting any claims.
6. If the extent of the injury is more than minor in nature, the Safety Officer shall periodically call the injured party to check on the status of any injuries, and to check if any other assistance is necessary.



FCLL Preliminary Accident Report

Name of injured: _____

Team: _____

Coach: _____

Date: _____ Time: _____

Address: _____

Phone #: _____

- No treatment needed
- First Aid at field
- Taken to Doctor
- Taken to Hospital
- Other

Brief description of injury: _____

How/when injury occurred: _____

Contact Safety Officer, Derek Rush at safety@fossilcreeklittleleague.com or by TEXT at 714-683-5546 Do Not Call, Text. If I am in the middle of a game or busy away from the fields I may not answer. Text me and I will respond.