## **Accident Reporting Procedure**

<u>What to Report:</u> An incident that causes a player, manager, coach, or umpire to receive medical treatment or causes a player to be removed from a game or practice must be reported to the SAFETY OFFICER.

<u>When to Report:</u> All such incidents described above be reported to the Safety Officer within 48 hours of the incident.

**The Safety Officer is:** Elizabeth West

(909) 641-2868

Elizabeth.west83@gamil.com

<u>How to make a report:</u> In your coaching book you will find the injury report forms. If your safety parent is there, he/she ca assist you in getting the front of the form filled out.

<u>How to Replace the Injury Report Forms:</u> The forms can be replaced by the safety office, or downloaded from the league's web-site.

## **FIRST AID KITS**

Each team is provided with a league issued first aid kit. Each kit includes the following:

- 2 Hand Cleansing Wipes
- 4 First Aid Gauze Pads
- 2 Band-aid 3/2in X 3 in
- 4 Band-aid 5/8 X 2 1/4 in

If you need to refill your first aid kit please reach out to the safety officer.