

# ASA FEDERATION ACCIDENT PROCEDURES

**EVERY CLUB SHOULD HAVE ONE PERSON IN ATTENDANCE AT ALL TIMES THAT WILL BE RESPONSIBLE FOR MAKING SURE THAT THE INJURED PARTY IS TAKEN CARE OF IMMEDIATELY**

## **In the event that an accident occurs this individual will:**

1. Have the phone numbers, addresses and directions to emergency medical services, as well as all area medical services that may be required by the injured person's medical insurance plan.
2. Do not attempt to administer first aid unless it is by someone certified by the Red Cross.
3. Make sure that the injured party receives immediate attention which may require calling for emergency medical services. Clubs must insure that in every case the injured person **seeks medical treatment through their own medical plan or service first.** The subrogation clause in the "Release from Liability" form provides that access to our coverage is restricted and only available over and above any insurance coverage or medical plan benefits that the injured party has personally. Should the injured party fail to first seek out and follow the procedures and policies of their own personal insurance plan, the benefits or assistance that we offer through our plan may be limited or denied.
4. Provide directions or transportation to the appropriate medical services to assist the injured individual in seeking medical assistance according to the procedures of their personal medical plan even in the case of an emergency.
5. Do not admit any negligence or guilt which is for someone else to determine.
6. Get the names and contact information of witnesses, as well as what they observed.
7. Take pictures of the area in which the injury occurred and specifically what may have been a contributing factor to the injury.

## **ASA FEDERATION INSURANCE CLAIM PROCEDURES:**

**(If you have any questions please call Jenny at the ASA Office 770-795-0232)**

### **Email or fax the required documents only to Hobson Insurance and ASA:**

Kimberley Foucher

Hobson Insurance

Email: [kim@businessquote.com](mailto:kim@businessquote.com)

Fax: 406-423-5428 x105

Jenny Tendick

ASA Administration

Email: [jenny@asaarchery.com](mailto:jenny@asaarchery.com)

Fax: 770-795-0953

### **Required Documents to be sent to Hobson Insurance and ASA:**

1. Complete the **K&K Incident Report (do not send to K&K)**
2. Complete the **United States Fire Insurance Company Notification of Injury Claim Form (do not send to Loomis)**
3. Provide any photos taken of the area where the injury occurred.
4. Forward the injured party's properly executed ASA "**Release from Liability**" form.
5. Any additional follow-up communications from any third parties including the injured person's insurance carrier, or legal counsel should be forwarded to the ASA office.

If we all continue to pay attention to prudent safety guidelines and procedures, we will all benefit with continued access to reasonably priced insurance coverage.