

Accident Reporting Procedure

- What to Report:
 - Any incident that causes any player, manager, coach, umpire, volunteer, or spectator to receive medical treatment and/or first aid must be reported to the Desert Ridge Little League Safety Officer within 48 hours of incident.
 - This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.
 - Report “Near Misses” as well

- When & How to Report:
 - All such incidents described above must be reported to the Safety Officer using the “Incident Tracking Report” within 48 hours of the incident.
 - The Safety Officer can be reached at safety@desertridgelittleleague.com
 - The “Incident Tracking Report” may be found on the league’s website www.desertridgelittleleague.com under the Rules & Publication link.
 - Please complete the “Incident Tracking Report” completely.
 - Return the “Incident Tracking Report” to your division director.

- Safety Officer’s Responsibility:
 - Within 48 hours of receiving the incident tracking report, the Safety Officer will contact the injured party or the party’s parents and:
 - Verify the information
 - Obtain any other information deemed necessary
 - Check on the status of the injured party
 - In the event that the injured party required other medical treatment will advise the parent of the Little League’s insurance coverage’s and the provisions for submitting any claims
 - If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to:
 - Check on the status of any injuries
 - Check if any other assistance is necessary in areas such as submission of insurance forms