

USA WATER SKI INCIDENT REPORTING PROCEDURES

USA Water Ski General Liability Policy Incident Reporting Procedures and Form for Sanctioned Events

Any incident that occurs at a USA Water Ski sanctioned event could potentially lead to a general liability claim against USA Water Ski, its associations, sport disciplines and divisions, clubs, event organizers and individual members. **It is important that key information is recorded for each and every incident that occurs during sanctioned events, and that this information is promptly reported.** USA Water Ski has developed a General Liability Incident Report form for this purpose. The Incident Report form is available to all Clubs via the USA Water Ski web site: www.usawaterski.org.

The on-site Safety/Club Official or Event Organizer is required to complete the Incident Report form at the time of an Accident, Injury or Other Incident during a USA Water Ski sanctioned event. Please be certain to fill out the Incident Report form completely and accurately. Prompt reporting of incidents provides the insurance company with a head start in evaluating and resolving these matters, where possible, and ensures that the strongest possible defense can be provided to the Club or Event Organizer in the event that a claim is filed. A claim is an actual demand for damages by a third party.

Incidents may include injuries to participants, spectators, volunteers, boat accidents, theft or damage to property of a third party, etc. Examples of incidents which need to be reported include, but are not limited to, the following:

- Serious Injury or Illness
- Drowning
- Other Fatality
- Minor Property Damage
- Serious Property Damage
- Boating Accident
- Missing Person(s)
- Theft

Completed USA Water Ski Incident Report forms should be submitted to:

Philadelphia Insurance Companies
Attention: Claims Department
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950
800.765.9749 (telephone)
800.685.9238 (facsimile)
claimsreport@phlyins.com (email)

Any incident involving a serious bodily injury requiring emergency medical transport or a death/fatality should be reported immediately to Philadelphia Insurance Companies by calling the 1-800 claims number listed above. The USA Water Ski Director of Competition should also be notified immediately of any such injury or incident by calling 1-800-533-2972 ext. 120.