



## INCIDENT REPORTING PROCEDURES

### *USA Water Ski & Wake Sports General Liability Policy Incident Reporting Procedures and Form for Sanctioned Events*

Any incident that occurs at a USA-WSWS sanctioned event could potentially lead to a general liability claim against USA-WSWS, 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-WSWS has developed a General Liability Incident Report form for this purpose. The Incident Report form is available to all Clubs via the USA-WSWS web site: [www.usawaterski.org](http://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-WSWS 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-WSWS Incident Report forms should be submitted by fax or email to:**

USA Water Ski & Wake Sports, Inc.  
ATTN: Competition & Sanctioning  
1251 Holy Cow Road  
Polk City, Florida 33868  
(863) 325-8259 Facsimile  
[competition@usawaterski.org](mailto:competition@usawaterski.org)

**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 24 hour claims #1-800-765-9749. The USA-WSWS Competition & Sanctioning manager should also be notified immediately of any such injury or incident by calling 1-863-324-4341.**