

# READ THIS FIRST!

## Chief Safety Director's Responsibilities and Instructions

### Injuries

1. Complete an *Incident Report Form* and return to American Specialty Insurance & Risk Services, Inc. (address provided on the form). If an *Incident Report Form* is not prepared to document an injury, the claim will likely be denied by the Participant Accident Carrier.
2. Should medical treatment be required as a result of an injury, a *Participant Accident Medical Claim Form* must be provided to the injured party for completion. Follow directions on the *USA Water Ski Medical Claim Filing Instructions* for submission of this form.

### Tournament Credit

1. Aspiring State Safety Directors should have their work signed off on the *Application for State Safety Director*.
2. Be sure that USA Water Ski-rated State, Regional and National Safety Directors are listed on the *Tournament Officials' Record*.

### Return of Paperwork

Return the *Safety Director's Report and Checklist* with Chief Judge's and Chief Safety Director's signatures to USA Water Ski's Competition Department. Be sure the form is filled out completely and has the required signatures. Do **NOT** return *Incident Report Forms* or *Participant Accident Medical Claim Forms* to USA Water Ski.