

Washington Township Parks and Recreation

ACCIDENT REPORT FORMS and INSURANCE INFORMATION

Attached are Accident Report Forms to be used in case a participant in a Parks and Recreation sport is injured. In the event that an accident occurs, the attached form must be completed by the coach and turned into the Parks and Recreation Office within 24 hours (unless a weekend) of the accident.

The following procedures must be followed in order to guarantee coverage:

1. Accident Report Form must be filled out by the coach within 24 hours of the accident and turned into the Parks and Recreation Office.
2. Upon turning in the Accident Report Form, pick up an insurance form to be completed by the claimant and coach.
3. *The insurance form must be completed and sent to the insurance company within 90 days of the injury.*
 - a. The policy with Maksin Management Corp. for all sports programs except intramural and travel soccer is a secondary insurance coverage policy. Therefore, an Explanation of Benefits statement from the claimant's insurance company is *required*. There is a \$100.00 deductible
 - b. The policy with New Jersey Youth Soccer for the intramural and travel soccer programs is a secondary insurance coverage policy. Therefore, an Explanation of Benefits statement from the claimant's insurance company is *required*. There is a \$500.00 deductible.

Once all information is submitted, any questions that may arise will be directed to the parent/guardian of the claimant. Parks and Recreation has no jurisdiction over payment of the claim.

If you have any questions regarding these procedures, please feel free to contact Parks and Recreation at 589-3227.

***REMEMBER ALL ACCIDENTS MUST BE REPORTED WITHIN 24 HOURS.
NO EXCEPTIONS!***

