



DC-G Baseball Club Incident Reporting Guidelines

- 1. Please be as specific as possible, indicating date, time, age, league, player position, exact location of incident, etc.**
- 2. You CANNOT document too much information.**
- 3. Any incident where a player/participant/coach/volunteer, or any individual on site is injured, no matter how minor the injury, needs to be documented.**
- 4. Any time you use first aid supplies needs to be documented in an incident report.**
- 5. Any time you fill out an incident report, a club official (board member) needs to be notified and the incident report MUST be signed by a club official.**
 - a. If the reporting party is a club official (board member), the incident report MUST be co-signed by another club official.**
- 6. Completed and signed incident reports MUST be turned in to the Club President or Safety Officer as soon as possible.**
- 7. If you are not sure if you need to fill out an incident report, fill one out. Better safe than sorry.**
- 8. Please contact the Club President or Safety Officer with any questions.**