

**Print this out and stick in your Accident – Incident Book**

## **ACCIDENT – INCIDENT REPORTING PROCEDURES**

There have been several queries recently about procedures with Accident Report Forms – the following is where the forms are to be sent and this -

**MUST happen within 7 days of the Accident/Incident.**

If you have an old book without the colour copies indicated please photocopy and forward to the relevant parties:

**White** copy goes to the Australian Chief Umpire

David Sillis - PO Box 82 BUNGENDORE 2621

**Pink** Copy goes to NSW State Chief Umpire

Chris Bourke - Abaroo, 555 Donald Road ARMIDALE 2350

**Yellow** Copy comes to NSW State Office

SEO NSW Polocrosse - PO Box 8071 NUNDLE NSW 2340

**Green** Copy goes to your Zone Chief Umpire

**Blue** Copy remains in your book for your club's records and must be retained

All Accident report forms are to be forwarded immediately to those parties to be received within 7 days of the accident - please encourage the person hurt if they are lodging a claim to email ASAP me and I will send them a Claim Form and help with what they need to get their claims going.

**All claim applications MUST go through this office to be validated by the State before going to the Insurer.**

If you have any further problems just let me know.

Best Regards

Bev

Bev McCumstie

State Executive Officer

Polocrosse Association of NSW

PO Box 8071

NUNDLE NSW 2340 Phone: 0412 597789 Fax: 02 90120398

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