



## ASA Accident/Incident Book

The ASA insurance cover which is part of the ASA affiliation fee for all clubs, Local Associations and Leagues (ref Law 6 and 6.1) includes civil liability and personal accident cover. In order to help clubs comply with the requirements of our insurers the ASA has produced this Accident/incident Book and the following guidelines.

- ◆ Every time there is an incident at your club, where someone is injured or where property is damaged, you **MUST** record the details in this ASA Club Accident/Incident Book.
- ◆ Incidents must be recorded which occur at any organised activity whether a gala, training, social or other event arranged by the club.
- ◆ An incident might also include accusations made against a coach or administrator for example, whose actions may subsequently lead to a threat of legal action.
- ◆ All incidents/accidents must be recorded, however innocuous they may appear at the time.
- ◆ Serious incidents which in your opinion could possibly give rise to a threat of legal action must be reported as soon as possible to our insurance brokers:

**Perkins Slade**

**Tel: 0121 698 8000**

**Fax: 0121 625 9000**

- ◆ Incident Notification Guidelines are attached, as a guidance of what needs to be notified to the insurers.
- ◆ The ASA Accident/Incident Book should be kept indefinitely. When full, a further copy may be obtained from the ASA Customer Services free of charge.
- ◆ If the accident book is not available at the scene of the incident, ensure that a responsible person takes down relevant details and make sure these are recorded in the books as soon as possible thereafter. It is acknowledged that it is likely that the club accident book may not be available at every club activity. To help clubs to fulfil their responsibility we have produced a supply of small cards which can be distributed to those members of your club who are in charge of activities. These will act as a prompt to ensure that all the relevant details have been noted.
- ◆ It may not necessarily be the same person completing the Accident/Incident Book, but each club should have a nominated person who keeps the book. We recommend that this is either the Club Secretary, Chairman or Treasurer.

If you have any concerns at all regarding any incidents, please contact Perkins Slade at the numbers above, or write to:

**Perkins Slade, 3 Broadway, Broad Street, Birmingham B15 1BQ**

If you need a replacement Accident /Incident Book or require further information please contact:

**ASA Customer Services Department**

**Tel: 01926 458 189**