

## **Accident Report**

### **Coastal Cruisers Bicycle Club**

#### **General:**

- An accident report is required if anyone is injured on a bike ride.
- “Injured” is defined as a rider requiring medical attention that could range from a simple bandage to a 911 call.
- It is the responsibility of the injured person to file the report to the insurance company for any actual or suspected injury. (Others may assist as needed.)

#### **Procedures:**

- The injured person or his/her representative should inform the club Treasurer (2018-2019: Steve Kleinglass, 941-451-4022, spk25@me.com). It is the duty of the Treasurer to confirm to the insurance company that the injured was on a club ride and is a club member.
- Also, contact the club Safety Director (2018-1019: Pete Trincherero, 941-493-4150, trincherero@earthlink.net) to report the incident.
- Next, the injured person or his/her representative should submit the report to the insurance company by the following steps: (Others may assist as needed.)
  1. Access the online reporting system of our insurance carrier by copying and pasting the following URL into your browser.  
[https://appsrv4.amerspec.com/dbweb/f?p=144:8::::APP:P8\\_ACCOU NTID:1000076](https://appsrv4.amerspec.com/dbweb/f?p=144:8::::APP:P8_ACCOU NTID:1000076)
  2. This will open on your screen an on-line report titled “First Report of Incident”.
  3. Fill in the information requested.
  4. Print a copy for yourself.
  5. When finished, click the “submit incident” button at the bottom of the form.
  6. This automatically will send your report to the insurance claims department:
  7. Claims Department, American Specialty Insurance & Risk Services Inc. Paula Jablonski, # 800-566-7941, ext 179, Bicycle Claims, paulajablonski@amspecialty.com
  8. If you have problems with this, you can download the League Incident Report form and mail it to the address showing in the upper right corner of the form.