



INSURANCE CLAIM PROCEDURES

Accident Claims Reporting for Officials, Players and Coaches

In the event of an injury or incident resulting in an injury, please follow these steps to reporting any injury to the proper claims personnel. Claim forms, bills or reports should **NOT** be filed to the league owner or league personnel.

If you are a registered USA Ball Hockey member and you are injured while participating in a USA Ball Hockey sanctioned activity, follow these procedures to report a claim for USA Ball Hockey's excess accident coverage with K&K Insurance:

Step 1: File a claim with your primary insurance coverage. If you do not have primary insurance coverage, move to step #2.

Step 2: Download a copy of "Part 1 – Incident Report" claim form. Place your USABH ID on the "SANCTIONED BY" line.

Step 3: Download a copy of "Part 2 – Participant Accident Primary Insurance Form." Place your USABH ID on the "POLICY NUMBER" line.

Step 4: Email your claim to info@usaballhockey.com

- A member of the USA Ball Hockey staff will respond to your email and submit your claim to K&K Insurance. At this point, an insurance underwriter will contact you.
- **IF YOU HAVE QUESTIONS ABOUT YOUR CLAIM AFTER IT HAS BEEN FILED: Call Trinity Risk Services, LLC @ 412-364-2164**

[DOWNLOAD - PART 1 – INCIDENT REPORT](#)

[DOWNLOAD - PART 2 – ACCIDENT PRIMARY INSURANCE FORM](#)

[ADDITIONAL INSTRUCTIONS - Basic Procedures for Submitting the Incident Report and Insurance Claim Form](#)

[ADDITIONAL INSTRUCTIONS – Incident Reporting & Emergency Procedures](#)

USABH ADVISES YOU TO DO THE FOLLOWING:

1. At the hospital or doctor's office, always provide them with your individual, employer health plan, union plan, etc., information as your primary plan.
2. The USABH plan requires that treatment following an injury must occur within 30 days from the injury date.
 - Contact your league representative to request a claim form or download using the links above.
 - DO NOT DELAY getting a claim form or submitting to info@usaballhockey.com
The policy has a timely filing provision and you do not want to jeopardize your claim by not filing within the required time. Upon receipt of your claim, you will be sent an acknowledgement letter and highlights of the coverage/limitations of the plan. By filing your claim after your injury, you are made aware of this information early. DO NOT WAIT UNTIL YOUR PRIMARY INSURANCE HAS COMPLETELY FINISHED YOUR CLAIM BEFORE SENDING IN YOUR USABH CLAIM FORM.
 - Make sure your claim form has been signed in the appropriate places by the appropriate designated persons.
 - Make sure your claim form is submitted along with documentation of your USABH membership.
 - ONLY CLAIMS ARISING FROM A USABH SANCTIONED ACTIVITY WILL BE HONORED.
 - Upon receipt of your acknowledgment letter from K&K Insurance you should provide the hospital or doctor's office with your USA Ball Hockey plan information as your secondary plan.
 - **IF YOU HAVE QUESTIONS ABOUT YOUR CLAIM AFTER IT HAS BEEN FILED: Call Trinity Risk Services, LLC @ 412-364-2164**

Trinity Risk Services, LLC
100 McKnight Park Drive Suite 101
Pittsburgh, PA 15237-6519

Liability Claims

If ever anyone advises you that someone other than a registered member of USA Ball Hockey, has an actual or potential claim arising out of an incident or an injury, or arising out of a possible dispute between USA Ball Hockey members, you should notify your League Owner promptly. The League Owner will notify the appropriate member(s) of USA Ball Hockey's National Staff and will conduct any necessary preliminary investigation.

NOTE: All registered members of USA Ball Hockey are required to adhere to the Rules, Regulations and By-Laws of USA Ball Hockey, as amended by the Board of Directors, including the provisions for arbitration as an exclusive remedy for disputes.

LAWSUITS and LEGAL PAPERS

If any member of USA Ball Hockey, its Affiliates, leagues, teams, or any of its local associations are served with any lawsuit, civil summons, or other legal papers, they must immediately notify the Director of Hockey Operations. Failure to notify USA Ball Hockey immediately may jeopardize the applicable legal times for a response and could be grounds for the insurance company to deny coverage for the legal action involved. DO NOT TAKE ANY CHANCES, CALL PROMPTLY.