



OFFICE OF OPERATIONS
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PROCEDURES TO FOLLOW WHEN SUBMITTING AN INCIDENT REPORT AND INJURY CLAIM FORM

1. Email a copy of the **INCIDENT REPORT** to the Office of Operations and Director of Public Safety within five (5) days of the injury.
2. If the incident results in an injury, the coach, administrator or designee must complete a **Student Accident Claim Form** within five (5) days of the injury and MAIL to the insurance carrier, **Zurich Insurance Company**.
3. A copy of the completed accident claim form should be given to the parent or guardian to take with him/her to the hospital or medical center and emailed to the Office of Operations within five (5) days of mailing accident claim to the insurance carrier. *Please review the Parents' Instructions for Filing a Claim attached to the claim form.*

NOTE: Coaches are responsible for completing and submitting the injury claims of student-athletes to the school designee in a timely manner.