



## FIRST REPORT OF ACCIDENT INSTRUCTIONS

Whenever significant injury occurs that you believe may lead to an insurance claim, an incident report must be completed and sent to The Buckner Company through their online reporting portal. From the webpage <https://buckner.com/us-ski-and-snowboard>, click on Important Links and then Incident Reporting. Once complete, click the Submit button. It is recommended that you keep a copy for your file. Alternately, a physical copy of the form can be filled out and sent to Jeff Weinman ([compservices@usskiandsnowboard.org](mailto:compservices@usskiandsnowboard.org)). The completed form should also be included with a result packet.

Mailed reports that are separate from a result packet and which have not been completed online, emailed or faxed should be sent to

Jeff Weinman  
Competition Services  
U.S. Ski & Snowboard  
PO Box 100  
Park City UT 84060

In the case of a suspected concussion, the form **MUST** be immediately submitted by email or by fax (435.940.2770) so that the athlete can be placed on member hold pending an evaluation by a certified medical professional.

Incident reports should be completed whether the person involved is a participant or a spectator.

Although you may not have sufficient information to answer all the questions, it is important that the form be completed as fully as possible including athlete name, national ID, injury date and injury information and competition information if applicable. Please list facts only; speculations should be avoided. Do not delay sending in the report form; an incomplete form is better than none at all.

If you have any question regarding completion of the form, please The Buckner company at 801.937.6695.

**In case of serious injury**, immediately notify Jeff Weinman (435.647.2030) or/and The Buckner Company at 801.937.6695 - if after hours, please leave a message and you will be contacted right away.