



AMCA Claims and Serious Incident Procedure

It is essential that all claims and serious incidents be reported to both the AMCA Office and the insurance Brokers Doodson Motorsport immediately and appropriate investigations performed. This is vital in order to learn from incidents and to help manage any potential legal aspects. Use the Serious Incident Initial Actions check list to guide you the actual incident. The following provides guidance on the steps to be taken and information to be gathered.

Serious Incidents

A serious incident is considered to be one involving – This is not an exhaustive list!

- Fatalities / potential fatality
- Loss of sight or limb/s
- Paralysis or any spinal injury
- Serious head injuries
- A spectator being hit by a bike or other vehicle
- Any incident where a rider, official or spectator is airlifted from the event
- Any incident where the casualty is admitted to hospital for more than 24hrs

In the case of serious incidents, these need to be reported to the insurance broker Doodson Motorsport **immediately** and to the AMCA Office ASAP, .e.g. 9AM the following working day. If legal assistance is required, the AMCA Office can provide assistance without delay.

Initial Insurance Notification

It is the responsibility of the Steward/Clerk of the Course to telephone Doodson Motorsport on one of the numbers below (if in doubt please call for advice):

1. Chris Jones –07768 887689 email – chris.jones@integrogroup.com
2. Neil Clayton –07810 883330 email – neil.clayton@integrogroup.com

This phone call should be followed up by an email when practicable outlining a summary of the incident including the following:

- Injured Party – name, address and contact details (telephone & email).
- Hospital attended / admitted.
- Brief description of incident, including an overview of injuries and actions taken to date.

Investigation Guidelines

By conducting an early investigation of an incident, the necessary information and documentation can be gathered as quickly as possible. This is of enormous benefit to insurers and motor sports in general, through having all the evidence in hand to effectively deal with claims or threatened prosecution.

To give effect to the above, it is essential that the information as detailed upon the attached checklist is collated by one of the following: The clerk of the course, steward, event organiser, or coordinator.

Notes – see page 4

AMCA Events Ltd, Hyland House, Unit 28, Navigation Way, Cannock, Staffs, WS11 7XU

AMCA Incident Investigation - Information Checklist

The following information should be provided by one of the following: The clerk of the course, steward, event organiser, safety officer.

It is important that any information provided is based upon matters of fact and not matters of opinion!

Information Required	Obtained	Comments
Obtain independent witness names, addresses and telephone numbers (use Incident Witness Form, see Appendix 1).	<input type="checkbox"/>	
Identity of injured party.	<input type="checkbox"/>	
Type and make of vehicle involved.	<input type="checkbox"/>	
Seek and obtain video and photographic evidence from any source, please specify source (e.g. media, crowd coverage, photographer)	<input type="checkbox"/>	
Take immediate photographs of the following: NB. Please date and sign the reverse of photograph. Digital images are acceptable (state source and where stored).		
o Vehicles/Machines involved in incident	<input type="checkbox"/>	
o Incident scene and location	<input type="checkbox"/>	
Provide the following documents:		
o Steward's report form	<input type="checkbox"/>	
o Event certificate	<input type="checkbox"/>	
o Risk assessment documents	<input type="checkbox"/>	
o Marshal / observer report (together with their name, address and phone number)	<input type="checkbox"/>	
o Any other witness reports	<input type="checkbox"/>	
o Medical log / report	<input type="checkbox"/>	
o Race/Practice results, e.g. transponder results – paper and orbits backup	<input type="checkbox"/>	
o Signing on sheets	<input type="checkbox"/>	
o Entry forms/cards, inc late entry/double entry cards	<input type="checkbox"/>	
o Risk assessment form	<input type="checkbox"/>	
o Parental indemnity form	<input type="checkbox"/>	
o Other	<input type="checkbox"/>	
Provide the following (where available)		
o Event final and supplementary instructions	<input type="checkbox"/>	
o Event programme	<input type="checkbox"/>	
o Track plan	<input type="checkbox"/>	

AMCA Incident Investigation Form

Details of Injured Person			
Name		Date of Birth	
Address		Home Telephone	
		Mobile No.	

Was the injured person a:

Rider <input type="checkbox"/>	Official <input type="checkbox"/>	Spectator <input type="checkbox"/>
Other (detail) <input type="checkbox"/>		

Please include details of any additional casualties on a separate piece of paper

Accident Details	
Date of Accident	Time
Location of Accident	

Describe what happened. Use notes section or additional paper if necessary. Photographs of the scene must also be attached where available.

Draw a sketch of the accident scene. Please use additional note paper if required.

Events Leading up to the Accident

What activity was taking place immediately prior to accident?

At what stage did the accident occur during the activity?

Following the Accident

Describe apparent injuries:

What treatment was provided

Was medical treatment refused? Yes No

Was the injured person taken to hospital? Yes No

Did the person continue what they were doing? Yes No

Please provide relevant details:

Witness Details

Name	Position	Address	Telephone No.	
			Home	
			Mobile	
			Home	
			Mobile	
			Home	
			Mobile	

Please record additional witness details additional note paper if required.

To be signed and dated by person completing the form:

Signed _____ Position _____
 Print Name _____ Date _____

Additional Notes

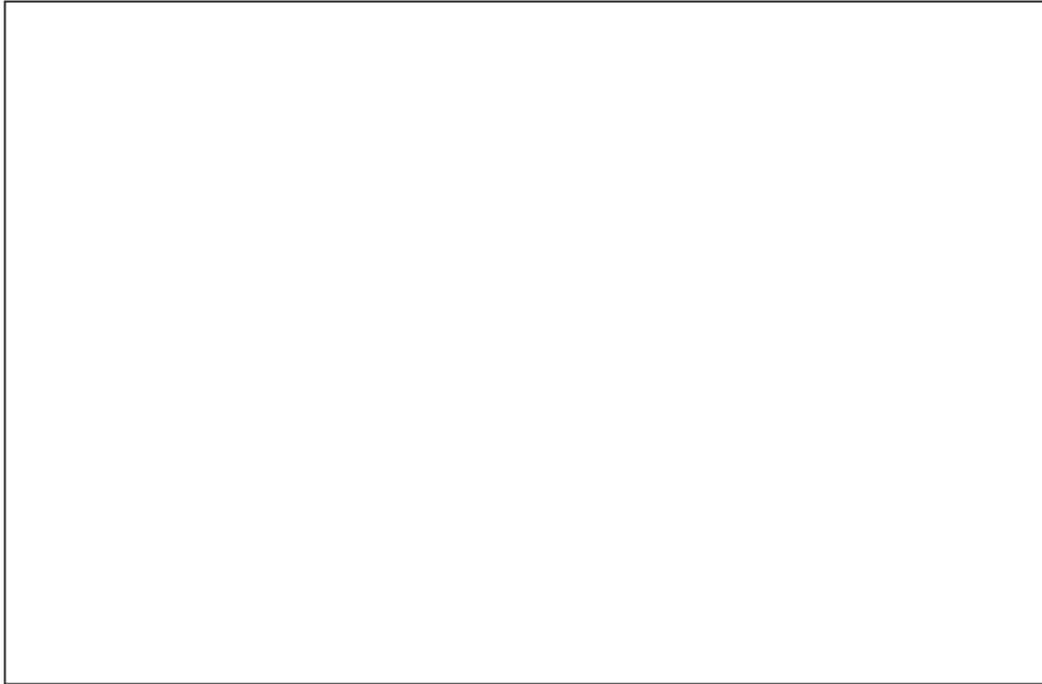
Please use the notes section on page one or additional note paper if necessary. Use this for any additional information about the accident, including information obtained following the accident.

Appendix 1

Did you take any photographs of the incident? Yes No

Are they on a digital device? Yes No

Diagram



Please explain what happened?

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PLEASE HAND COMPLETED FORM TO AN ONSITE OFFICIAL