

SUBMITTING A CLAIM

NOTE: A gym/program owner or other administrator must complete the following steps. Once Step 3 has been completed, the insurance company will work directly with the injured party and any other valid and collectible insurance available to the injured person.

STEP 1: DOCUMENT THE INJURY

- Document the nature and cause of the injury immediately after the incident occurs.
- Complete the [Preliminary Accident Detail Form](#). This form will help you organize the information you will need when submitting the claim online and is to be used in addition to any accident or incident report forms you are currently using in your facility.
- If an injury occurs at a competition the event medic must see the injured party, you should also request a copy of the accident/incident/injury report form that they fill out.

STEP 2: VERIFY ELIGIBILITY

- Before submitting a claim, you must verify the eligibility of the participant/coach to be covered.
- The gym/program owner or other administrators will provide basic information about the injury and will verify all eligibility components have been met.
- Once the form has been submitted online, the USASF will verify eligibility and send an email to the gym official with a verification number and instructions on submitting the claim to the insurance company.
- Follow this link to submit your request to verify eligibility: [Verify Eligibility Link](#)

STEP 3: SUBMITTING A CLAIM

You will receive an email from the USASF with a verification code and instructions. Follow the instructions in the email and provide the requested information via the online form.