

SADLER

SPORTS & RECREATION INSURANCE

P. O. Drawer 5866, Columbia, South Carolina 29250-5866,

Phone (800) 622-7370

Fax (803) 256-4017

CRIME INSURANCE CLAIMS PROCEDURE

The Crime Insurance policy protects your league against a monetary loss caused by theft of money, securities or other property (equipment, machinery, concessions supplies) by dishonest volunteers. This includes forgery by an identifiable officer or volunteer. *Please note: The Crime Insurance policy does not cover vandalism or theft of property by outsiders.*

TO REPORT A CLAIM (4 Options):

- 1) Email your information to us at: debbie@sadlersports.com
- 2) Fax your information to us at: 1-803-256-4017
- 3) Please call our office between 8:00am and 5:00pm Eastern Time
- 4) Mail information to: Sadler & Company, Inc.
P O Box 5866
Columbia, SC 29250-5866

When reporting the claim we will need the following information:

- 1) Your League/Organization name
- 2) Person in your League/Organization to contact, including mailing address, daytime phone and evening phone, and their position with the League/Organization.
- 3) Date of the incident
- 4) Name, address and phone number of person believed to be at fault, and their relationship to your League/Organization
- 5) Description of what was taken, etc.
- 6) Police report (if any)
- 7) Please list and/or describe what steps have you taken, or procedures you have implemented, to prevent this type of incident in the future?

Please call us if you should have any questions about these procedures.