

# **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](mailto: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)

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