

# **SADLER**

## **SPORTS & RECREATION INSURANCE**

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

*Phone (800) 622-7370 Fax (803) 256-4017*

## **DIRECTORS & OFFICERS LIABILITY CLAIMS PROCEDURE**

It is our recommendation that you report all claims (written demands for payment of damages or other actions) regardless of whether, in your opinion, there is liability or not. The attorneys for the insurance company can determine this.

### **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 making a claim or threat of a claim against your League/Organization, and their relationship to your League/Organization
- 5) Description of what is alleged or what happened, etc.
- 6) Copy of any documentation you may have received (suit papers, letter from an attorney, threat of a claim, etc.)

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