



## **Procedures for Submitting an ACCIDENT INSURANCE CLAIM FORM**

1. QMA Insurance is a secondary insurance. All claims shall be submitted within 30 days.
2. A club official or safety director will complete the accident report (front). If the policy provides accident medical coverage and the injured party was a driver, the form should be given to the handler/parent to complete the accident insurance claim form (part II).
3. The handler/parent will complete the form. When the form is complete, a club official must sign it. Detach the form from the instruction page.
4. The original form must be sent to the National Safety Director with all information filled out. The National Safety Director will then verify the cause and date with club official and forward original claim to K&K.
5. You must also complete an Incident Report form and sent to QMA National Safety Director.
- 6. IF CLAIM INVOLVES INJURY TO A SPECTATOR, K&K AND THE NATIONAL SAFETY DIRECTOR WILL BE NOTIFIED WITHIN 48 HOURS. ONLY THE ACCIDENT REPORT NEEDS TO BE COMPLETED ON THE CLAIM FORM. (Repeat steps 4&5)**
7. Article 2, Sec. 6 in the rulebook clarifies this more.