



How to File a Liability Claim

The liability insurance covers damages (Spring¹ or Fall) to the field, to the facility that is used during a practice or game, or if a spectator is injured while on the property.

Here is how the process works:

Step 1: When there is damage to a facility you have a policy for, you must complete the HCC claim form that can be retrieved by going directly to info.tyfa.com/insurance.

Step 2: Complete all areas that are not marked as “TYFA”. See the sample form below.

Step 3: Send the HCC form to helpdesk@tyfa.com.

Step 3: If any additional information is needed on your claim you will receive an email from TYFA. If all information has been provided, TYFA will file the claim and inform the organization.

Step 4: Once the claim is filed, all communication will be between the organization and the insurance company.

If there are any additional questions on a claim that was already filed, please email helpdesk@tyfa.com.

¹ Spring, unlike the Fall, allows for non-TYFA teams to participate. If they did not pay for insurance coverage, then they will not be able to file any claim.

INCIDENT REPORT

To be completed by Insured for insurance records.

Incident Only ___ Claim ___

Team Name: Org Name League Name: TYFA

Policy Name: TYFA Policy #: TYFA

Insured Contact: AD Name Phone: AD #

Address: Address of facility claim pertains to

Email: Email AD can be reached at

INCIDENT:

Date of Incident: _____ Time of Day: _____

Area Accident Occurred: _____

Condition of Area: _____

Is There Video of that Area? Yes / No has video been saved/copied? Yes/ No

How did Incident Happen? / Accident Description:



TOKIO MARINE
HCC

Report.

Witnesses: Name/Address/Phone:

Officials/Coaches with knowledge of Incident: Name/Phone:

Comments / Notes:

- If possible, it is always helpful to get photos of the area involved and/or the injury.
- If any video exists, please save a copy immediately so it is not erased from the system.