



MOTORSPORTS **LOSS REPORTING GUIDELINES**

ALL losses are to be reported to us in a timely manner.

Please file all incident reports on the attached report forms with our office within 48 hours from the date of occurrence and include any critical information, such as witnesses, details of loss and injury.

If the loss involves a slip and fall please include dated photographs of the area and outline any alleged cause of the fall. Please include the name of the party who took the photographs.

If you plan to make any contact directly with the injured party, please notify us at the time of your reporting. Keep us informed of any and all conversations or correspondence you have from injured parties or their representatives.

We are taking this opportunity to notify you of the home phone numbers of the various principals of our office whom you should notify immediately in the event of a serious claim that may occur either on a weekend or in the evening at your location.

Kevin Naughton (401) 247-1458

Sandra A. Cinq-Mars (508) 399-5833

Lori Taylor (401) 253-1783

In the event of a serious injury occurring Monday through Friday during the hours of 8:00 a.m. and 5:00 p.m., the above people can be reached at (401) 433-4000.

Should you have any questions after reviewing the above, please call.