

January 30, 2006

To: League Presidents

From : Gwen Barros
Hawaii Soccer Association Registrar
gwen@hawaii.edu

Re: Procedure for Filing Insurance Claims with USASA

I would like all team reps to follow this procedure for filing claims with USASA:

Please have the injured player send me an e-mail with their name, address, team and league they were playing on at the time of the injury. I will send an insurance claim to the player.

I usually keep the information on my e-mail until I mail the insurance form because my memory is not as great as I sometimes think it is. If the player is not able to e-mail, the team rep. may do so, but please include all the information I requested.