

Team Injury Protocol Reminder

Dear [Team Name] Members,

This is a reminder about our team's injury protocol to ensure everyone is aware and prepared in case of an injury during practice or games.

Injury Reporting Procedure:

1. Immediately notify the coach or team manager of the injury.
2. Administer first aid if trained to do so. Otherwise, seek help from medical personnel.
3. Complete an injury report form within 24 hours of the incident.
4. Follow up with a medical professional as necessary.

Safety First:

Please remember that your health and safety are our top priority. Do not hesitate to speak up if you're in pain or have sustained an injury.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]