

Sports Team Injury Reporting Guidelines

Dear Team Members and Coaches,

This letter outlines the injury reporting guidelines for our sports team to ensure the health and safety of all our athletes.

Injury Reporting Procedure

1. Upon sustaining an injury, the athlete must immediately notify the coach or athletic trainer.
2. A written injury report must be filled out by the coach or athletic trainer, including:
 - o Date and time of injury
 - o Description of the injury
 - o Comments from the athlete
 - o Action taken (e.g., first aid, referral to a physician)
3. The completed injury report must be submitted to the team's medical staff within 24 hours.

Medical Evaluation

Any athlete sustaining a significant injury will require a medical evaluation by a qualified healthcare professional before returning to play.

Follow-Up

Follow-up visits with the team physician or athletic trainer are mandatory for any injuries that require additional monitoring or treatment.

We appreciate your cooperation in adhering to these guidelines to maintain a safe sporting environment.

Sincerely,
[Your Name]
[Your Position]
[Team Name]