



## CLAIMS HANDLING PROCEDURES

The attached information is designed to assist in the reporting and handling of claims under coverages placed with EPIC (Edgewood Partners Insurance Center), the insurance broker for American Sailing Association. If questions arise at any time regarding claims or these procedures, please contact Amee Arledge at EPIC by email at [amee.arledge@epicbrokers.com](mailto:amee.arledge@epicbrokers.com) or by calling (678) 324-3321.

### **CONTACT INFORMATION:**

**EPIC**  
**2727 Paces Ferry Road, Building Two**  
**Suite 1500**  
**Atlanta, GA 30339**

**(678) 324-3300 Main Phone**  
**(678) 324-3303 Fax**

It is a known fact that insurance claims are going to occur from time to time. Insurance coverage is provided to protect your company from various monetary losses when a claim does occur.

***Immediate reporting of claims to your insurance broker or carrier is essential.***

Your total claim costs will ultimately decrease if immediate reporting is practiced, as the insurance carrier can respond in a timely manner once they are aware the claim occurred.

**Obtain as much information as possible regarding the accident.** Secure names, addresses, and phone numbers of witnesses. If a claim occurs involving bodily injury, the injured party should receive medical attention promptly. If the accident involves property damage, every effort should be made to minimize the claim until a claims adjuster gets control of the situation.

If a lawsuit is served on a representative of American Sailing Association, please contact our office for instructions on where to forward the suit papers. Immediate action must be taken on all suits to avoid default judgments.