

What to do in the event of an injury or sports accident?

If you sustain an injury or become the victim of a sports accident, it is best to take the following steps:

1. Inform the youth manager via info@ritterklub.be
2. Go to your doctor or a specialist as soon as possible to make a diagnosis, and - if necessary - have the form "**Accident report**" completed (you can download it **HERE**)
3. Do not start exercising again until your treating physician allows it. Ask your treating doctor / physiotherapist / sports carer for advice on how to start again (type, duration, intensity of the training...).
4. Pass this advice on to the youth manager via info@ritterklub.be

If you want to **file an accident** with the Royal Belgian Football Association (RBFA), be sure to read the step-by-step instructions below!



Procedure Accident declaration

The text below is a brief summary of the federal regulations on football accidents. The full text can be found on the RBFA website (Book B - Annex 1: insurance) via [this link](#).

You get injured during a training / match

Reporting a sports accident

- 1) Take the "**Accident report**" form to your doctor or a specialist and ask him to fill in the 'Medical certificate' side as completely & correctly as possible.
* **ATTENTION**: make sure that the doctor indicates "YES" for "intervention physiotherapist" and states the number of turns at the slightest suspicion of necessity. If this does not happen, any physiotherapy costs will NOT be reimbursed UNLESS after explicit request and approval from the RBFA.
- 2) Fill in the "**Accident report**" side as completely as possible with all the necessary information:
 - Name & matricule of the club (**Ritterklub VSV Jette - 08104**)
 - Name and first name of the injured person
 - Date of birth and address of the injured person
 - Function of the injured person
 - During which match or training the accident took place
 - Date, time and location of the accident
 - Circumstances of the accident* **ATTENTION**: Add a recent and legible sticker from the health insurance fund to the accident report. If not, the declaration is invalid!
- 3) Submit the report (using the form "**Accident report/ Medical certificate**") **WITHIN 10 DAYS after the date of the sports accident** to the club responsible for sports accidents (contact details are at the bottom of this page).
* **ATTENTION**: If the file is submitted too late, the RBFA will refuse the declaration! The club will therefore not accept any forms later than 10 days after the sports accident.
- 4) The RBFA will open a file on the basis of the form and provide the club (after a period of approximately 10 days) with a receipt and a "Medical certificate of recovery and return to work". You will be provided with this healing certificate by the club and must keep it in a safe place.
* **ATTENTION**: The accident report is now in order. As long as the file is running, it is not possible to participate in football activities (training and matches). This until the medical certificate of recovery has been submitted to the RBFA.

During the healing process

Request additional physiotherapy (if applicable)

- Take a photocopy of the doctor's prescription for the extra physiotherapy to the club responsible for sports accidents. He will send it to the RBFA for admission.
- Wait for RBFA admission before starting the additional physiotherapy sessions.
 - * ATTENTION: there is no refund if you start before admission!

You have fully recovered

Request full recovery

- 1) Have a check-up with your doctor.
- 2) Have the "Medical certificate of recovery and return to work" form completed by your doctor.
 - * ATTENTION: the date of healing and resumption of play must be clearly entered!
- 3) Submit the form to the club responsible for sports accidents as soon as possible. He will send it to the RBFA.
 - * ATTENTION: be aware that the RBFA will not intervene in the event of a subsequent sports accident if the recovery certificate for the first sports accident has not been issued before resuming football activities!

From the date of recovery and after submitting the form "Medical certificate of recovery and resumption of work" to the club responsible for sports accidents, you are entitled to play again and the football activities may be resumed.

Closing a sports accident file

- 1) Submit all expenses to your health insurance (fees, hospitalization, physiotherapy,...) and ask for proof of reimbursement of a sports accident from your health insurance.
- 2) The amount that is not reimbursed by the health insurance fund is in principle covered by the Federal Solidarity Fund of the RBFA (less an exemption and if you have followed all the above transactions). To obtain this, you must send the following documents to our club responsible for sports accidents as soon as possible:
 - Medical certificate of recovery and return to work
 - invoice from the health insurance fund (not the doctor's notes and physiotherapist notes)
 - original hospitalization invoice
 - expense notes for payment of medicines at the pharmacy (no receipts)
 - certificate of physiotherapy with all mentioned treatments
 - any other expense reports in the context of the sports accident

ADVICE: always take photocopies for your own file!

Also send your account number on which the refund can be deposited to the club responsible for sports accidents. The FSF will arrange the reimbursement through the club, the club will take care of the reimbursement to your account.

A few points of interest

- there is an exemption of € 10.70 for every accident report (indexed annually)
- for physiotherapy only one session per day is reimbursed
- the responsibility of the club (regarding insurance) ends 30' after the football activity

IMPORTANT!

- the handling of the complete file must be done by the club. Only the club responsible for sports accidents is authorized to handle the correspondence with the RBFA.
- **reimbursement physiotherapy:** only on prescription from the doctor already on 'accident report' or via separate prescription, and only with approval by the RBFA. On the expense report of the physiotherapist, the date of each of the treatments must be stated (not only start and end date)
- reimbursement takes place in one go, after a statement of healing and therefore closing of the file.
- whose file has not been closed is not entitled to participate in training and / or matches.
- an accident file automatically expires 2 years after the accident statement or of the last document in the file.

Club responsable sports accidents

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