



## **Insurance Procedures 2014**

One of the requirements for the 2014 season is the completion of the Sports Match Day Checklist (available on the BDAFA website). This is required as part of each club's risk management processes and forms part of the insurance requirements. This form needs to be completed before the start of any games on days that your fields have games scheduled there to be played. Once this form is completed it needs to be emailed thru to [insurance@bankstownsoccer.com.au](mailto:insurance@bankstownsoccer.com.au) on a weekly basis. All fields need to be diligently checked and forms to be completed in full as part of the insurance procedure for 2014 season.

To ensure that injuries and claims are processed efficiently for the 2014 season the following steps are to be followed;

- All injuries are to be lodged to BDAFA with the new injury notification form (available on the BDAFA Website) prior to any claim lodgement. Please ensure all details are filled in and form/s are emailed to [insurance@bankstownsoccer.com.au](mailto:insurance@bankstownsoccer.com.au).
- Injuries suffered in a game or at training must be notified to BDAFA within 7 days of the injury. The form is available from your Club or can be downloaded from BDAFA website. Ensure all details are filled in and signed by all relevant parties. If you suffer an injury at training and there is no access to an Accident Report Form, please contact a Club Committee member, so a form can be completed and forwarded to the Association.

Note, even if you feel the injury you have suffered is minor, complete an Injury Form, which will cover you if the injury proves to be worse than originally thought.

- If an injury leads to a claim, you must complete and lodge the claim form within 90 days from the date of injury, kindly ensure only the original JLT claim form is sent to JLT Insurance along with receipts for any services being claimed.
  - Download and complete appropriate claim form (available on the BDAFA Website)
  - Have the Sections on the Personal Injury Claim Form completed by
    - (a) The Player
    - (b) Your Doctor
    - (c) Your Employer
    - (d) Your Club
- After all of the above is completed in full please forward the claim form, and any documents to be attached, onto the address details on claim form. A copy of all claims lodged needs to be given to the insurance recorder of the BDAFA – this allows BDAFA to be able to assist claimant in any follow up details. The insurance company will contact claimant directly from that point.

Thanks

BDAFA Insurance Recorder