

Public and Products Liability

Any incident that may give rise to a claim under a contract of Public Liability Insurance should always be referred directly to Touch Football Australia at the earliest possible opportunity.

- 1 Report the incident to the “on duty official”
2. Report the incident to Sportscover via:

Touch Football Australia website www.austouch.com.au OR

Email Sportscover at asiapac.claims@sportscover.com OR

Phone Sportscover on 1300 134 956
3. Sportscover will issue a claim form to the claimant. Further correspondence with the claimant will be handled by Sportscover.

Important:

- o **Admission**
Never admit liability.
- o **Notification**
Immediately advise Touch Football Australia of any incident that may give rise to a claim.
- o **Acknowledgment**
Touch Football Australia will respond to you and instruct you to write a detailed accident report and list anything that may assist in the finalising this claim.

Touch Football Australia will notify your insurer accordingly
 - the insurer's investigating/assessing requirement
 - what further action to take
- o **Records**
To ensure a thorough claim presentation you must keep detailed accurate records of any communication between the third party and yourselves and any action taken on your own part.
- o **Demands**
Any writs, summons, letters of demand etc must be forwarded **immediately** to Touch Football Australia who in turn will advise as to any further action necessary on your behalf.

Personal Accident & Illness and Loss of Income

Any incident that may give rise to a claim under a contract of Personal Accident and or Loss of Income Insurance should always be referred directly to Touch football Australia at the earliest possible opportunity and within 30 days of the incident.

1. When injured, report your injury to your Affiliate immediately. Your affiliate must ensure they have forwarded to Touch Football Australia (via state office) competition dates and affiliation/insurance fees due for the current competition the injury occurred.
2. The injured must report the incident to Sportscover **within 30 days** via:

Touch Football Australia website www.austouch.com.au OR

Email Sportscover at asiapac.claims@sportscover.com OR

Phone Sportscover on 1300 134 956
3. Sportscover will lodge the individual claim online and send you the links and any additional requirements by email or post.
4. When treatment is complete please forward all Accounts to Sportscover and also keep copies for your records.

Claims Department
Sportscover Australia Pty Ltd
Locked Bag 6002
Wheelers Hill, Victoria 3150

Important for an Affiliate:

- o **Communication**
Always provide to participants of each competition, information on the process for claims.
- o **Notification**
Immediately advise your state office of commencement dates and confirm for the current season with team numbers and affiliation/insurance payments within the require timeframe.
- o **Claims on Hold**
If Touch Football Australia (via state office) has not been provided current commencement details or affiliation/insurance obligations have not been provided claims lodged with Sportscover will be put into an area of Claims on Hold. Claims will only be processed when affiliation and insurance information is provided and confirmed for each competition each season.