



No: 2012-01 **Date:** 16 Jan 2012 **Pages:** 1

From: Leila Freke

To: Club Presidents and Secretaries

CC: FFT Staff

RE: National Insurance Program (NIP) Claim Procedures

FFT insurance coverage is now provided as part of the FFA's National Insurance Program. Full details of the coverage is available from the [MyFootballClub website](#).

Please take the time to familiarise yourself with the terms of the coverage. Cover is provided to all registered players, match officials as well as other non-playing officials including but not limited to committee members, team managers, coaches and trainers. I would also advise clubs to inform all registering players of the terms of the insurance coverage included within their registration fee.

You should also be aware of the new claim processes.

If you wish to make a claim or notify an incident for General Liability, Professional Indemnity or Management Liability, [please contact Gow-Gates immediately](#).

Sports Injury Claims

Please note that should the injury be serious enough to result in the player being admitted to a hospital or death within 6 hours of the game finishing, a [Serious Injury Report](#) should be completed and forwarded to Gow-Gates within 48 hours.

A player who has been injured should submit a claim form to Gow-Gates within **30 days** of the injury. The claim form need not be fully complete with all receipts etc, these can be forwarded later.

A player can [download a claim form](#) which has been pre-populated with the information they have provided. By doing so this fulfils the requirement to notify Gow-Gates within 30 days of injury.

A comprehensive guide on submitting claims can be found on their [website](#). Completing the Claim form will also involve the following people completing their relevant sections.

- The Medical Report on pages 10 and 11 will need to be completed by your treating doctor.
- A witness to the incident will need to complete the Witness Statement on page 5 of the claim form.
- If you are claiming for loss of income, you will need to have your employer complete the Employer's Statement on page 7 of the form.
- The club secretary or treasurer will need to complete and sign the Official Report on page 9 of the form, having verified all the details completed in the form.

The player's registration no longer needs to be confirmed by FFT. The Player is responsible for forwarding the claim form to Gow-Gates.

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