

# PERSONAL INJURY CLAIM INSTRUCTIONS

If you need to make an Insurance Claim if you have been injured at training or on game day follow the below instructions.

Go to the Hockey Queensland website by following the below link:

<http://hockeyqld.com.au/Playing/Insurance>

Following screen will appear:

The screenshot shows the Hockey Queensland website's 'Insurance' page. The page title is 'JLT Sport - Hockey Queensland Risk Insurance Programme'. Below the title, there is a paragraph describing the programme. A red box highlights a link: 'click here to view more information on Hockey Queensland's Risk Insurance Programme.' Below this, there is a section titled 'What's Covered' and another titled 'The Programme'. Under 'The Programme', there are three links: 'Personal Injury Cover' (highlighted with a green box), 'Insurance Claim Forms' (highlighted with a blue box), and 'Certificate of Currency'. Below these links, there is a search bar with the text 'Select Qld from drop-down menu - Type first word of your club/association - Select "Search"'. Three arrows originate from the highlighted links: a red arrow from the 'click here to view more information' link points to the text 'Hockey Queensland Risk Insurance Programme'; a green arrow from the 'Personal Injury Cover' link points to the text 'JLT's Personal Injury Cover'; and a blue arrow from the 'Insurance Claim Forms' link points to the text 'Insurance Claim Form'.

Click on this link to read about **Hockey Queensland Risk Insurance Programme**

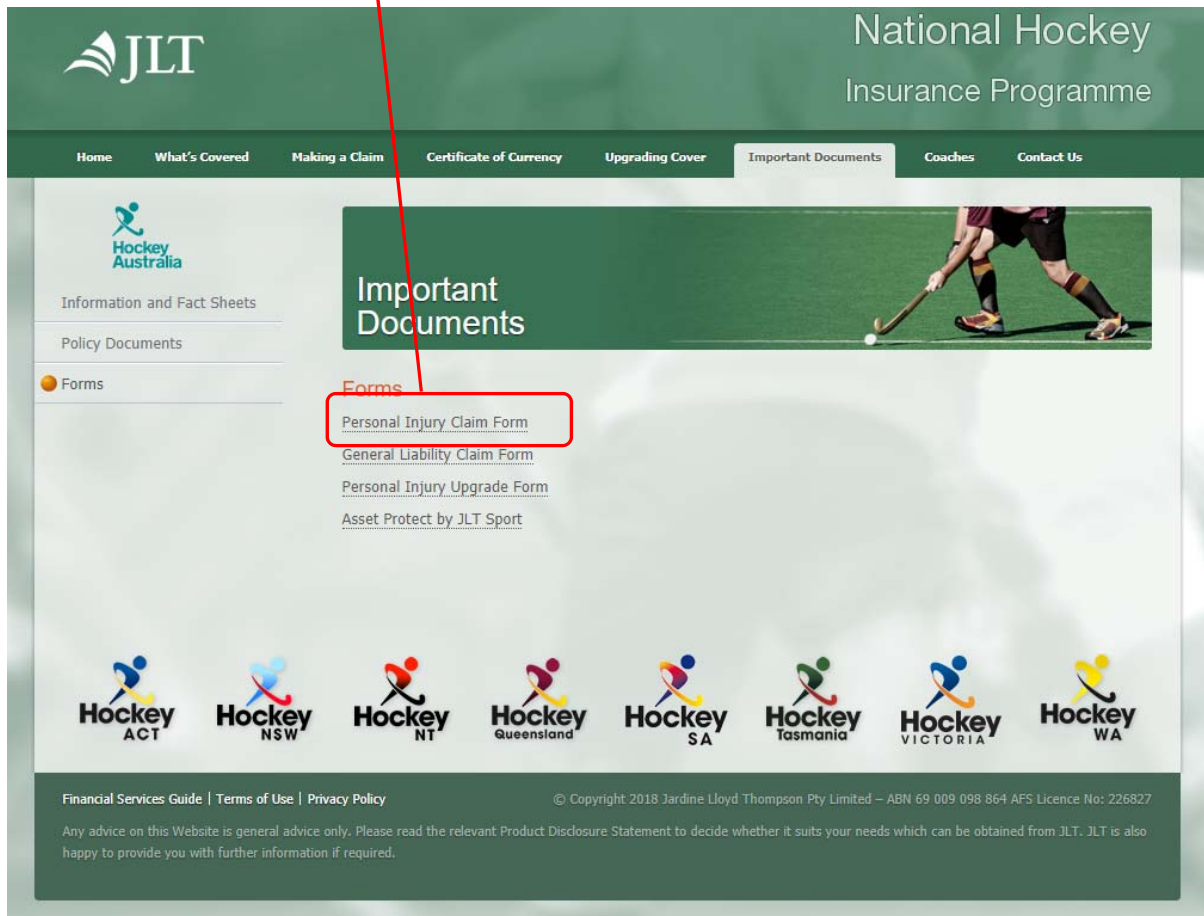
Click on this link to read about **JLT's Personal Injury Cover**

Click on this link to open **Insurance Claim Form**

# PERSONAL INJURY CLAIM INSTRUCTIONS

Below screen will open up when you choose this link:

Choose **Personal Injury Claim Form**



This will open up the Personal Injury Form for you to complete.

If you are injured at club training:

- Ensure that your club completes an Injury Incident Report to attach to your claim;
- You will need a club committee member to sign off your claim;
- If your injury occurs at your own grounds, you will only need a committee member to sign your form;
- If your injury occurs at Cairns Hockey grounds a club committee member and the Cairns Hockey Operations Manager will need to sign the form.

If you are injured on game day:

- Ensure that an Injury Incident Report is completed to attach to your claim;
- Advise Cairns Hockey that you are making an insurance claim and we will arrange to have a copy your game card and injury incident report for your claim, and have the Operations Manager sign form.

Once the above steps have been followed then you can then lodge your claim