

Claims Procedures

The initial notification report form should be directed to the AERA Insurance Officer.

Liability

Should a member and/or club report an incident :

1. "DO NOT UNDER ANY CIRCUMSTANCE ADMIT LIABILITY"

If you do then our insurer could void the policy on the basis that our legal defence has been jeopardised because liability was incorrectly admitted.

2. Request the third party to put any demands in writing
3. Complete Incident Report form and forward to Dee Berry @ AERA
4. A claim form will then be forwarded to the club/member for completion and return to Aon with :
 - a. Confirmation from Branch Office of membership and/or affiliation as a date of incident
 - b. Any third party correspondence
 - c. Statement setting out full particulars of incident

Personal Accident

Should a voluntary worker / member suffer an injury

1. Have injured party complete and return report from to Dee Berry @ AERA
2. A claim form will be forwarded to the injured person to complete and return to Aon
3. Forward any receipts for expenses and/or substantiation for loss of wages
4. Forward confirmation from Branch Office of voluntary service and/or confirmation of membership at time of accident.

Associations Liability

Should a member and/or club report an incident :

1. "DO NOT UNDER ANY CIRCUMSTANCE ADMIT LIABILITY"

If you do then our insurer could void the policy on the basis that our legal defence has been jeopardised because liability was incorrectly admitted.

2. Request the third party to put any demands in writing
3. Complete Directors & Officers Incident Report Form and forward to Aon with :
 - d. Confirmation from Branch Office of membership and/or affiliation as a date of incident
 - e. Any third party correspondence