

## PUBLIC LIABILITY PROCEDURE

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

1. Report the incident to the “on duty official”

2. Report the incident to Sportscover via:

TFA website [www.austouch.com.au](http://www.austouch.com.au)

OR

Sportscover website [www.sportscover.com](http://www.sportscover.com)

OR

Phone Sportscover on 1300 134 956

Sportscover will issue a claim form to the claimant. Further correspondence with the claimant will be handled directly by the insurer.

### IMPORTANT

- *At no time should any representative of the Club/Affiliate admit any liability what so ever for the incident.*
- *A detailed report should be made of the incident and reported to the relevant affiliate officer or official.*
- *Ensure Witness names and addresses are included in the claim details.*