

Sports Club/Society Injury - Insurance Process

It is difficult to describe a procedure that will fit every circumstance, but these are the key points you should follow. All members of SU Sports Clubs and Societies hold Elite Personal Accident Cover by virtue of their membership. It is so vital that committee members, captains, and coaches are ensuring that all participants are paid members - an injury that occurs outside of paid membership may not be valid for claiming on insurance.

INCIDENT/INJURY



REPORT INJURY

Report to SU using the Accident/Incident Report Form
(this ensures that there is a paper trail of when the injury occurred)



CHECK ELIGIBILITY

Head to "What your membership means" on the SU website to see if your injury is eligible for an insurance claim
[What your membership means: Health and Safety](#)



CONSULT THE SU

Contact the SU insurance lead:
sufinance@worc.ac.uk | 01905 543212



INCIDENT CHECKS

The SU will first check that the student involved held a paid club/soc membership at the time of the claim and was involved in a sanctioned organised activity



PROCEEDING WITH CLAIM

If the incident is believed to be eligible for claiming on the insurance, the student will be sent a copy of the claim form to complete, and the SU insurance lead will inform the insurers that a claim may be forthcoming



CLAIM SUBMISSION

The completed claim form is to be sent direct to the insurers by the student (address on the claim form) and all correspondence will then be between student & insurers only