

## **IN THE EVENT OF AN ACCIDENT**

1. Try to determine the seriousness of the accident
2. Do not attempt to move the person unless absolutely necessary
3. If the person has sustained a serious injury, loses consciousness, or is bleeding, call an ambulance
4. If in any doubt, call an ambulance
5. All witnesses should write a statement of what occurred
6. Obtain a doctors report on any injuries sustained

**IT IS RECOMMENDED THAT ALL CLUBS & ASSOCIATIONS  
HAVE A FIRST AID KIT AT THEIR PLAYING VENUE**

## **CLAIMS PROCEDURE**

1. Association/Club to request claim form from QIBA
2. QIBA Secretary to forward claim form to Association/Club
3. Claim form to be submitted with a letter of demand and any supporting documentation (doctors report, police report, witness statements etc)
4. All claims and claim related correspondence from Associations/Clubs to go to the QIBA, who will then forward any such claim or correspondence on to our Insurance Broker, who will then liaise with the Insurance Company of behalf of the plaintiff.
5. correspondence from Associations/Clubs to go to QIBA, to be passed on to the Broker, who will then correspond with the Insurance company.