

INSURANCE CHECKLIST

Who is to be insured?

- The Organisation (if incorporated)
- Directors (Board or Committee of Management Members)
- Members
- Volunteers
- Consultants
- Employees
- Customers, Clients, Consumers (third parties)
- Others

Types of insurance to be considered

- Personal accident insurance for volunteers
- Directors and officers liability
- Professional indemnity
- Public liability / public risk (third party)
- Personal property
- Contents / special inclusions
- Burglary
- Fire
- Property damage
- Fidelity guarantee
- Money / cash in transit
- Other policies pertaining to circumstances

Take into account

- The areas of responsibility of the organisation
- The insuring clause and exclusions in the policy
- The activities which are to be insured
- The reported obligations

Special hints

- Always check the exclusion clauses in your policy
- Inform all staff (paid and unpaid) of insurance cover pertinent to their positions in the organisation.
- By negotiating a Volunteer Insurance Package you may save overall on insurance costs
- Check with state body to ascertain whether they carry insurance for member groups.
- Always check the adequacy of policy limits and sub-limits (cross check the limits against your risk profile i.e. the consequences of the risks you have identified).
- Check that your insurance policy is issued by a reputable Australian or International Insurance Company

Courtesy of the Department of Sport and Recreation