

## Public Liability Insurance - Risk Management Principles

It cannot be assumed that that all projects and events undertaken by Districts and Clubs are automatically covered under the Rotary Liability Policy.

To establish whether a proposed project/event is acceptable to the Insurer, a **Pro Forma** must be submitted to the DIO prior to the commencement of such project/event, as referral to the Insurer might be necessary to confirm coverage.

A Club must never commence a project without obtaining DIO approval, to do so could run the risk of the project being outside insurer acceptance guidelines and therefore not covered, and no Rotary project can proceed without insurance.

Care should be taken not to enter into any agreement, or unfavourable Insurance and Indemnity Conditions that form part Terms and Conditions for the use of:

- (a) Local Authority or Government facilities such as public Parks, Halls and Beaches.
- (b) Commonwealth facilities such as Conference Centres, Halls and Buildings.

### Risk Management Forms and Documentation

**Note: All these forms are editable and located on AonLine ([www.aonline.com](http://www.aonline.com))**

- Insurance Pro Forma (*refer page 54-55*)  
*(It should be noted that activities of a repetitive nature such as Sausage Sizzles etc., only require one annual request form only)*
- Risk Management Form (*refer page 56*)
- Risk Management Checklist/Assessment (*refer page 57-59*)
- General Release and Indemnity (*refer page 60*)  
*(Required when participating in any sport, game, match, race, practice, training course, trial, contest or competition)*
- Youth Protection Compliance Requirements (*refer page 68-69*)
- Youth Volunteer Information and Declaration Form (*refer page 70-72*)
- Stallholder Release and Indemnity (*refer page 40*)
- Travel Insurance Authorisation Form (*refer page 26-27*)