



PEP24
President Elect Preparation



Insurance

John Rix OAM - District Insurance Officer (DIO)

A Guide for Clubs

What you need to know and do

1. Complete and return Annual Club Insurance/Protection Declaration by 30 April
2. Complete an Insurance **Proforma** prior to the commencement of any Project
3. A Disclaimer is required to participate in **any sport, game, match, race, practice, training course, trial contest or competition** organised by the club.
4. Vendors/Stallholders who operate at club organised Markets/Swap Meets or the like must have their own insurance. **“No insurance no come”** rule to be strictly applied.
5. For all Vendors/Stallholders who purchase the Stallholders Liability Insurance from Rotary it is mandatory to complete the register of these purchasers and to provide a copy of the Stallholders Liability Insurance Flyer to these purchasers.
6. If using Rotary Travel Insurance a **“Fit to Travel”** letter must be obtained from a GP
7. Offering cover under Rotary Insurance to other entities or bodies is strictly prohibited.
8. All Youth Program Volunteers (as defined) must complete a Volunteer Information and Declaration (**Form 3**)

For further information on Rotary Risk Management & Insurance matters please Contact your District Insurance Officer.

ROTARY INSURANCE PRO FORMA

(This form to be submitted to DIO prior to the commencement of any project/event)

To: District Insurance Officer _____ Email: _____

The Rotary Club ofwishes to advise that it will be conducting the following event/s as part of its activities, and requires the event/s to be noted and included under the District Insurance Policies.

1. Brief Description of Activity:

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2. Date of Activity: ____/____/____ Duration: From _____ to _____

3. Location of Activity:

.....

4. Will the activity involve participation in any sport, game, match, race, practice, training course, trial, contest or competition? **YES / NO**. If "YES", please provide copy of Disclaimer for the event

5. Have you been asked by any other organisation or person to (a) indemnify them as a third party or (b) hold any other organisation "harmless" under the Rotary Insurance for the activity? **YES / NO** (If yes, refer to your District Insurance Officer for advice before entering into any agreement).

6. Will the event involve persons under the age of 18yrs? **YES/NO**

7. Will the event involve amusement rides/devices? **YES/NO**

8. Will the event include markets and stall holders? **YES/NO**

9. Will alcohol be sold or supplied during the event? **YES/NO**

10. Approximate number of community participants:

11. Risk Management Form Completed? **YES/NO**

12. Certificate of Currency required? **YES/NO**

13. If applicable, provide details of parties to be noted:

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Rotarian Contact:

Details: Phone/Fax Number:

Email address:.....

COVER CONFIRMED UNDER ROTARY POLICY YES/NO DATE: ____/____/____