

# JLT Sport Personal Injury Claim Form



Indoor Sports Victoria Risk Protection Programme

## Important Information: Summary of Insurance Cover

### **IMPORTANT NOTE**

**Each indoor sports centre has varying levels of coverage. Please contact your centre to confirm the level of cover before submitting this claim form. Your centre may not have all of the components detailed below.**

#### **Death & Permanent Disablement**

A lump sum benefit is payable in the event of death or a Permanent Disability. The scale of benefits is defined in the policy. The death benefit is \$100,000, under the age of 18 is limited to \$20,000 with a \$250,000 maximum for Quadriplegia/Paraplegia.

#### **Non Medicare Medical Expense**

Reimbursement of Non-Medicare medical expenses. Claimable expenses include physiotherapy, private hospital, ambulance, dental etc. A proportion of the private health insurance gap may be refunded. Cover is limited to expenses incurred within 12 months from the date of injury.

#### **Home Tutorial Benefit**

Reimbursement of up to 100% of parent's costs relating to tutoring to assist full time students. The benefit period is 52 weeks.

#### **Domestic Help Benefit**

Reimbursement of costs associated with cooking, ironing, washing, cleaning and child minding (as insured by the policy) as a result of injury.

#### **Loss of Income**

Coverage for lost earnings as a result of injury. The benefit period is 52 weeks and the excess is 14 days.

This insurance cover is underwritten by:-

Lloyds of London through Sportscover Australia Pty Ltd  
ABN 43 006 637 903  
271-273 Wellington Road,  
Mulgrave, VIC 3170

1. This information is only a summary of the cover provided. The policies with full conditions are available by contacting JLT Sport.
2. This insurance program commenced on 11<sup>th</sup> March 2011 and expires on 11<sup>th</sup> March 2012.
3. JLT Sport has arranged this insurance program to provide benefits to those registered members of Indoor Sports Victoria who, through injury or accident, incur financial loss and who would otherwise not have received assistance. The program seeks to provide benefits to those most exposed and to maintain protection at the lowest possible cost to membership. It therefore cannot provide 100% cover or a benefit for every loss that occurs. Federal Government Legislation prevents insurance companies from paying any insurance benefit for a medical service that is covered by Medicare. This legislation also applies to the Medicare gap. In addition to these policies all members and officials are encouraged to take out private health insurance.
4. Indoor Sports Victoria is not and does not represent itself as a registered insurance broker by endorsing the products outlined in this claim form.

#### Important Information

Claim Conditions

Section A:  
Claimant's Details

Section B:  
Centre Declaration

Section C:  
Loss of Income

Section D:  
Physician's Report



# JLT Sport Personal Injury Claim Form



Indoor Sports Victoria Risk Protection Programme

## Important Information: Letter to Claimant

Dear Indoor Sports Victoria member,

Please find attached a claim form. Before lodging this form, please ensure all sections are fully completed. Failure to complete all sections of this form properly may delay settlement of your claim.

1. Only one claim form (per injury) is required. A claim form should be completed and submitted as soon as you become aware that you will be making a claim. You do not have to wait until after you have completed treatment for your injury to lodge your claim form.
2. Please ensure that you fully complete pages 3 & 4 and sign and date the Declaration.
3. Please ensure that your Centre official completes and signs the Centre Declaration on page 5.
4. For claims involving Loss of Income:-
  - a) You must complete page 6 and have your employer/salary officer to complete page 6. If self employed, you must have your accountant complete these details;
  - b) Have your Attending Physician complete the page titled "Physician's Report" on page 7 and 8.
5. For claims involving Non-Medicare medical expenses:
  - b) Medical treatment must be certified necessary by an attending physician and incurred within Australia (An attending physician includes a general practitioner, physiotherapist, chiropractor, dentist).
  - a) Have your Attending Physician complete the "Attending Physician" statement on page 7 and 8.
6. Please attach all original receipts (unless retained by your health fund). Hospital claims must be accompanied by an itemised receipt. If treatment is covered by your Private Health Fund please send their rebate advice with a copy of the relevant account.

### Please note:

No cover is provided for Surgeons, Anaesthetists, Doctors, X-rays or other accounts which are partly covered by Medicare. The Australian Health Insurance Act does not permit us to contribute to any charges covered by Medicare (including the Medicare Gap).

The insurer will pay a percentage of the amount, as indicated in the Policy schedule, for private hospital, dental, ambulance (if not otherwise covered), chiropractic, physiotherapy, osteopath, naturopath, massage and pay for orthotics prescribed by a surgeon to aid recovery.

Subject to the Insurance Contracts Act 1984 any treatment rendered necessary by injury must be completed within 12 calendar months from the date of such injury occurring.

7. Once you have fully completed all sections of the claim form, please forward with receipts and any related documentation to **Sportscover Australia Pty Ltd, Locked Bag 6003, Wheelers Hill, VIC 3150.**

Please note it is a good idea to keep **a copy of all documents** forwarded in regards to your claim and all claims must be submitted to Sportscover Australia **within 180 days** from the date of injury.

8. Your reimbursement cheque or EFT transfer will be sent to you directly by Sportscover Australia Pty Ltd.
9. Once your claim is registered, you can submit ongoing invoices via Sportscover Australia Pty Ltd – **Locked Bag 6003, Wheelers Hill, VIC 3150.**

Sportscover Australia Pty Ltd can also be reached on **ph: 1300 134 956** should you wish to make enquiries relating to the progress of your claim.

10. If you have any further queries relating to your claim, please do not hesitate to call the JLT Sport Team on 1300 130 373.

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# JLT Sport Personal Injury Claim Form



Indoor Sports Victoria Risk Protection Programme

## Claims Conditions

### How do I lodge my claim?

1. Complete ALL sections of the Personal Injury Claim Form
  - o Your claim form may be returned if there is important information missing
  - o For assistance, please contact Sportscover Australia on 1300 134 956.
2. Send your completed claim form to **Sportscover Australia Pty Ltd, Locked Bag 6003, Wheelers Hill, VIC 3150** within 180 days from the date of injury.
  - o **Do not** wait until your treatments have concluded before you lodge your claim
  - o You can lodge your claim even if you have no out of pocket expenses
3. Sportscover Australia Pty Ltd will confirm receipt of your claim and provide you with a claim number, or contact you should they require further information.
4. Once you have received your Claim Number, you can forward further Non-Medicare Medical receipts to Sportscover as your treatment continues (for up to 12 months from the date of injury).

### What should I send with my claim?

**Receipts** - If you have already undertaken treatments for your injury and incurred Non-Medicare Medical costs please submit your receipts to Sportscover.

**Retain a copy** - Please submit only original receipts to Sportscover. We recommend you retain a copy of all receipts and your Claim Form for your records.

**Private Health Insurance (if applicable)** – Please claim through your Private Health Fund first and then send Sportscover Australia a copy of your Private Health rebate advice.

### Claims Conditions:

Written notice containing full particulars of your injury (as per this Claim Form) must be submitted to Sportscover within 180 days from the date of injury.

Subject to the Insurance Contracts Act 1984, any treatment must be completed within 12 calendar months from the date of injury.

All certificates and evidence required by Sportscover must be provided by you upon request and at your expense (if applicable).

### Who is JLT Sport?

JLT Sport is the recommended broker for the Indoor Sports Victoria Risk Protection Programme. As a division of Jardine Lloyd Thompson Pty Ltd, JLT Sport is Australia's leading provider of insurance and risk protection for the sport, recreation and fitness industries

### Collection Statement under the Privacy Act 1988

In accordance with the Privacy Act 1988 (and subsequent amendments), we, Jardine Lloyd Thompson Pty Ltd (and our subsidiaries and related entities) (JLT) draw your attention to the following:

We may collect personal information about you by means of the enclosed document.

We are collecting the information principally for the purpose of approaching the (re)insurance market, placing insurance, assessing and advising you on your insurance needs, claims handling or risk management (depending on your requirements). Other purposes include providing you with information about other JLT products or services. If you are proposing for or renewing insurance, the information is required pursuant to your duty of disclosure under the Insurance Contracts Act 1984, the Marine Insurance Act 1909 or at common law.

The information we collect may be disclosed to third parties including but not limited to (re)insurers, insurance intermediaries, service providers, finance providers, advisers, agents and JLT related Group companies. Those entities will hold and use the data in accordance with their own privacy policies which may include disclosure to third parties located offshore.

By providing the information requested in the attached document, you agree to us collecting, using and disclosing your personal information as outlined in this Collection Statement.

If you do not provide all or part of the information requested, we may be unable to process your application or provide other required services, your application for insurance may be declined or you may prejudice your insurance cover.

You have the right to request access to, and correct, any personal information that we hold about you, subject to the provisions of the Privacy Act 1988.

To assist us in maintaining correct records we ask you to inform us of any changes in your personal information provided, as they occur.

If you provide us with personal information about other individuals, you must ensure that those persons have been made aware of the above matters. Where the information collected relates to health, criminal record or other sensitive information as defined in the Privacy Act 1988, you must obtain it with the individual's consent.

For further information contact your JLT Client Risk Adviser or the JLT Privacy Officer:

Jardine Lloyd Thompson Pty Ltd, 66 Clarence Street, SYDNEY NSW 2000 Telephone: (02) 9290 8000

Important Information

#### Claim Conditions

Section A:  
Claimant's Details

Section B:  
Centre Declaration

Section C:  
Loss of Income

Section D:  
Physician's Report

Complete ALL sections

Send within 180 Days

Don't wait for treatment

Retain copies of all receipts

Retain a copy of your claim



# JLT Sport Personal Injury Claim Form



Indoor Sports Victoria Risk Protection Programme

## Section A: Claimant's Details

### PERSONAL INFORMATION:

Claimant's Name: \_\_\_\_\_  
First Name \_\_\_\_\_ Surname \_\_\_\_\_

Postal Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Details: \_\_\_\_\_  
Email Address \_\_\_\_\_ Contact Number (Mobile Preferable) \_\_\_\_\_

Personal Details: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  Male  Female \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_ AM / PM  
Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Date of Injury \_\_\_\_\_ Time of Injury \_\_\_\_\_

Occupation: \_\_\_\_\_ Team/Club Name: \_\_\_\_\_

Sport played at time of injury: \_\_\_\_\_ Centre Name: \_\_\_\_\_

Describe your injury and how it happened (please attached additional pages if required):  
\_\_\_\_\_  
\_\_\_\_\_

### INJURY RESEARCH DATA:

When did the injury occur?  Warm Up  Warm Down  Training/Lesson  Competition/Event  Other \_\_\_\_\_

Type of involvement?  Recreational  State levels  National levels  Elite/international

Injured Person?  Athlete/Participant  Coach  Judge  Official  Other \_\_\_\_\_

How did the injury occur?  Fall  Slip/Trip  Collision  Slip/Trip  Overbalance

Surface Conditions:  Wet  Dry  Muddy  Indoor  Other

What were you attempting to do at the time of injury?  New skill or activity  Pre-learned skill or activity  General activity  Other

Resumption date(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
When will you resume WORK? \_\_\_\_\_ When will you resume TRAINING? \_\_\_\_\_ When will you resume PLAYING? \_\_\_\_\_

Private Health Cover:  Yes  No  
Do you have Private Health Insurance? \_\_\_\_\_ If YES, what is the name of your Private Health Insurance Provider? \_\_\_\_\_

Private Health Coverage:  Dental  Physiotherapy  Ambulance  Hospital

Ambulance Membership:  Yes  No

### PAYMENT DETAILS:

Payee details:  Myself  Other \_\_\_\_\_  
To whom should we make payment? \_\_\_\_\_ Payee Name \_\_\_\_\_

If compensation by cheque: \_\_\_\_\_  
Payee Postal Address \_\_\_\_\_

If compensation by EFTPOS: \_\_\_\_\_  
Bank \_\_\_\_\_ Name on Account \_\_\_\_\_ BSB \_\_\_\_\_ Account Number \_\_\_\_\_

### CLAIMANT DECLARATION:

- By signing the declaration below, you confirm and agree to the following:
- A. The injury was sustained accidentally during a Indoor Sports activity and is not a pre-existing illness or condition.
  - B. You have viewed, read and understood the Product Disclosure Statement (PDS) at [www.jltsport.com.au](http://www.jltsport.com.au)
  - C. You understand that the Health Insurance Act 1973 (Cth) prohibits the Insurer from reimbursing costs that are registered with Medicare (including the Medicare Gap).
  - D. You acknowledge and agree to the information contained herein (including personal information) being shared with authorised members of JLT, the insurer, and the Claims Managers.
  - E. You authorise any hospital, physician or other person who has attended to your injury, or any employer, to furnish JLT's representatives with any and all information with respect to any sickness or injury, medical history, consultation, prescriptions, treatments, copies of all hospital or medical records and copies of employment records.
  - F. You agree that a photocopy or electronic version of this authorisation shall be considered as effective and valid as the original.
  - G. You declare that the forgoing particulars are true and accurate in every detail. You agree that if you have made, or shall make, in any further declaration regarding this injury, any false or fraudulent statements or suppress or conceal or falsely state any material whatsoever, the covers shall be void and all rights to recover there under for past or future injuries shall be forfeited.
  - H. You authorise any and all information regarding claims with any other insurer to be released to JLT's representatives.

Claimant's Signature\* \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*Parent or Guardian if under 18 years

Important Information

Claim Conditions

**Section A:**  
Claimant's Details

Section B:  
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# JLT Sport Personal Injury Claim Form



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## Section B: Centre Declaration

### CLUB DETAILS:

Claimant's Name:	_____	_____
	First Name	Surname
Centre Name:	_____	
Centre Contact:	_____	_____
	Centre Contact Person	Position within Centre
Contact Details:	_____	_____
	Contact Phone Number	Email Address
Affiliation Confirmation:	<input type="radio"/> Yes <input type="radio"/> No	
	Is the Centre Affiliated with Indoor Sports Victoria?	

### INJURY DETAILS:

Date/Time:	____/____/____	_____	AM / PM
	Date of Injury	Time of Injury	
Circumstances:	<input type="radio"/> Playing	<input type="radio"/> Training	<input type="radio"/> Travelling <input type="radio"/> Other
Opposition Team Name:	_____		
	If applicable		
Location:	_____		
	Where did the injury occur?		
Resumption date(s):	<input type="radio"/> Yes <input type="radio"/> No	____/____/____	AM / PM
	Has the Claimant returned to TRAINING?	If YES, date Claimant returned?	
	<input type="radio"/> Yes <input type="radio"/> No	____/____/____	AM / PM
	Has the Claimant returned to COMPETITION?	If YES, date Claimant returned?	

### CENTRE DECLARATION:

By signing the declaration below, you confirm and agree to the following:

- A. You are an authorised representative of, and you are acting on behalf of, the Claimant's Centre (as above).
- B. After reasonable inquiry, you confirm the injury details supplied herein are true and accurate.
- C. You declare the Claimant's injury was sustained accidentally during the activity noted above and is not a pre-existing illness or condition.
- D. The Claimant was a registered and financial member of this Indoor Sports Victoria centre at the time of injury, and was entitled to insurance cover at the time of injury.
- E. You confirm the centre's level of cover as per the details provided above.

Centre Representative's Name:	_____		
Position at Centre:	_____		
Centre Representative's Signature:	_____	Date:	____/____/____

### WITNESS STATEMENT:

A Statement from anyone who has witnessed your accident is required. Please have a witness provide a full description of the incident giving rise to the claimant's injury, as seen by the witness:

_____			
_____			
Witness's Name:	_____		
Witness's Address:	_____		
Official's Signature:	_____	Date:	____/____/____

Important Information

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Section A:  
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**Section B:  
Centre Declaration**

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# JLT Sport Personal Injury Claim Form



Indoor Sports Victoria Risk Protection Programme

## Section C: Loss of Income

### TO BE COMPLETED BY THE CLAIMANT:

- Do you wish to claim Loss of Income Benefits? If NO, proceed to SECTION D  Yes  No
- If you are NOT claiming Loss of Income Benefits please do not complete this section. Please proceed to Section D.**
- If you wish to claim Loss of Income Benefits, ensure your club has purchased Loss of Income Cover for this Period of Cover. Please obtain details of your club's Loss of Income Cover before completing the following questions.
- Can you claim compensation from any other policy that includes loss of income benefits (such as Workers Compensation)?  Yes  No
- Have you ever made previous claims in respect to a personal accident insurance policy or plan?  Yes  No
- Have you engaged in any other income earning employment since you became injured?  Yes  No

### TO BE COMPLETED BY THE CLAIMANT'S EMPLOYER (OR ACCOUNTANT IF SELF-EMPLOYED):

Claimant's Name: \_\_\_\_\_  
First Name \_\_\_\_\_ Surname \_\_\_\_\_

Employer/Business: \_\_\_\_\_  
Employer/Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Postal Address: \_\_\_\_\_  
Street Address \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Details: \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone (Bus. Hours) \_\_\_\_\_ Mobile \_\_\_\_\_

Employment Status:  Full Time  Part Time  Casual  Self Employed

Employment Details: \$ \_\_\_\_\_ \$ \_\_\_\_\_ / / \_\_\_\_\_  
Employee's NET weekly salary Employee's GROSS week salary Date Employee commenced with company.  
*If Self-Employed or Casual, please provide average weekly salary based on 12 month period directly prior to injury.*

Injury Details: / / \_\_\_\_\_ / / \_\_\_\_\_  
Date employee ceased work Date expected to resume duties

Returned to Work:  Yes  No \_\_\_\_\_  
Has the Employee returned to work? If YES, what date did the Employee return?

Salary Received:  Yes  No If YES, what for?  
During the period of incapacity, has the employee received a salary?

Sick Leave:  Yes  No Amount Paid: \$ \_\_\_\_\_ from / / to / /

Annual Leave:  Yes  No Amount Paid: \$ \_\_\_\_\_ from / / to / /

Other:  Yes  No Amount Paid: \$ \_\_\_\_\_ from / / to / /

*Net of business expenses, personal deductions and income tax; excludes bonuses, commissions and all other allowances. Excludes income derived from playing sport.*

### EMPLOYER'S DECLARATION:

By signing the declaration below, you confirm and agree to the following:

- You are the Claimant's current employer (or accountant if the claimant is self-employed),
- After reasonable inquiry, you confirm the employment and salary details supplied herein are true and accurate,
- You will supply upon request any further information as required for the determination of this claim.

Employer's Signature: \_\_\_\_\_ Date: / /

\* Accountant's signature (if claimant is self-employed)

Important Information

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# JLT Sport Personal Injury Claim Form



Indoor Sports Victoria Risk Protection Programme

## Section D: Physician's Report

**This section must be completed (in full) by your attending physician.  
An attending physician includes a general practitioner, physiotherapist, chiropractor or dentist.**

**THIS SECTION MUST BE COMPLETED WITHOUT EXPENSE TO JLT SPORT**

### PHYSICIAN'S REPORT

Claimant's Name:

First Name

Surname

Physician's Details:

Physician's Name

Phone Number

Injury Consultation:

Date of Injury

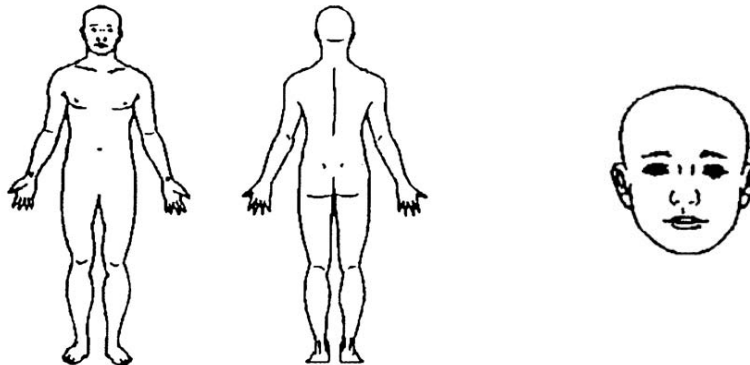
Date of Consultation

Diagnosis/History of injury:

Injury Location:

- Ankle     Arm     Dental     Facial     Foot  
 Hand     Head     Internal     Knee     Lower Leg  
 Shoulder     Spinal     Torso     Upper Leg

Please mark (x) the anatomical location below:



Injury Type:

- Amputation     Bruising     Concussion     Cut     Death  
 Dental     Dislocation     Fracture/Break     Rupture     Sprain  
 Strain     Fatigue/Debilitation

First Medical Treatment:

Date of treatment

Name of attending physician

Do you consider the Claimant's injury to be a NEW injury?

Yes     No

Do you consider the Claimant's injury to a recurrence of a previous injury?

Yes     No

If YES, please provide details and a description:

Does the Claimant have any congenital defects or chronic deases?

Yes     No

If YES, please provide details and a description (dates, name of treating doctor, etc):

Continued next page.

Important Information

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**Section D:  
Physician's Report**

# JLT Sport Personal Injury Claim Form



Indoor Sports Victoria Risk Protection Programme

## Section D: Physician's Report *continued*

### PHYSICIAN'S REPORT

Have you referred the patient to any other services or treatment?  Yes  No

If YES, please provide details below:

Physiotherapy:  Yes  No

\_\_\_\_\_  
If YES, approx. number of treatments required.

Chiropractics:  Yes  No

\_\_\_\_\_  
If YES, approx. number of treatments required.

Surgery:  Yes  No

\_\_\_\_\_  
If YES, please provide details

Other:  Yes  No

\_\_\_\_\_  
If YES, please provide details

Has the Claimant been able to do any work since the injury occurred?  Yes  No

What date do you advise the Claimant to return to playing sport? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If YES, please provide details

### PHYSICIAN'S DECLARATION:

By signing the declaration below, you confirm and agree to the following:

- A. You have examined the Claimant's injury as described on this form;
- B. You declare that all information provided by you and supplied herein is true and accurate.

Physician's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### LOSS OF INCOME CLAIMS ONLY

*The following Incapacity to Work Statement must be completed by a qualified Medical Practitioner (i.e. General Practitioner, Surgeon or a Specialist). It will not be accepted if completed by a Physiotherapist, Chiropractor, etc.*

### INCAPACITY TO WORK STATEMENT:

I, \_\_\_\_\_ examined \_\_\_\_\_ on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Medical Practitioner's Name Claimant's Name Date of examination

In my opinion, this person is/has been unfit to work from \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ inclusive.  
First day of incapacity Last day of incapacity

Please provide any further comments in regard to your assessment of the injury/condition?

By signing the declaration below, you confirm and agree to the following:

- A. You have examined the Claimant's injury as described on this form;
- B. You declare that all information provided by you and supplied herein is true and accurate.

Medical Practitioner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

For more information, please refer to JLT Sport's web site:

[www.jltsport.com.au](http://www.jltsport.com.au)

Important Information

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