

Insurance Application Form

Insurance scheme for affiliated Clubs, Counties, Associated Members & Groups

- If you're completing this form by hand, please use **BLACK INK** and write in **BLOCK CAPITALS**.
- Please complete all sections of this form, along with your chosen payment method and return by either;
 - **Email:** claire.weston@swib.co.uk
 - **Post:** FAO Claire Weston, Sutton Winson Ltd, Greenacre Court, Station Road, Burgess Hill, West Sussex, RH15 9DS.
- For more information about payment, please refer to Section 3.

The Civil Liability Insurance Scheme for affiliated Bowls England Clubs, Counties, Associated Members and Groups has been specially designed by Sutton Winson Ltd to cover three essential areas of Liability Insurance protection which are compulsory covers:

1. Civil Liability - Limit of Indemnity = £5,000,000 (or £10,000,000)

Civil Liability provides protection to the committee, officers, officials, coaches, umpires and members of the affiliated club, county, group or associated member in the event that their actions cause injury or loss to other people or damage to third party property.

2. Employers' Liability - Limit of Indemnity = £10,000,000

Employers' Liability protection (which is a statutory requirement) is provided for Clubs, Counties, Associated Members and Groups who have employees. The term 'employee' would also be deemed to include volunteer or casual helpers.

3. Directors & Officers - Limit of Indemnity = £250,000

Protects directors, officers and committee members against claims arising from their decisions and actions taken while managing the Club, County, Associated Member or Group.

N.B. Cover will not commence until we accept the application form and receive the full annual premium. Insurers reserve the right to decline any proposal. Incidents prior to the inception date will not be covered.

1 General information

1.1 Your details

Club/County/Associated Member/Group name
(as per your registered details with your affiliated county)

☐ Mr ☐ Mrs ☐ Miss ☐ Ms

☐ Other - please state

First name(s) and middle name(s)

Surname

Affiliation number

Email address

Address

| |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |
| <input type="text"/> |

Postcode

Contact numbers

| | | | |
|--------|----------------------|---------|----------------------|
| Phone: | <input type="text"/> | Mobile: | <input type="text"/> |
|--------|----------------------|---------|----------------------|

1.2 Please confirm that:

Your Club/County/Associated Member/Group has a constitution and that it is up to date.

☐ Yes

You are adopting the Bowls England 'Safeguarding Policy' - see www.safeguardingbowls.org for details

☐ Yes

If you confirm that your Club, County, Associated Member or Group is adopting the current Bowls England Safeguarding Policy, Civil Liability Insurers will automatically extend your cover to include liability cover.

Employer's Reference Number

If you don't have an Employer's Reference Number, please tick this box

☐

2 Declaration

2.1 Have you or any official of the Club/County/Associated Member/Group, after enquiry;

Ever been refused cover?

☐ Yes ☐ No

Had special terms imposed upon you?

☐ Yes ☐ No

Been convicted, or have a prosecution pending for any offence involving dishonesty of any kind?

☐ Yes ☐ No

Ever been declared bankrupt and/or have been subject to any winding up order, insolvent liquidation or administration or have made any composition or arrangement with creditors?

☐ Yes ☐ No

Have you had a claim in the last 5 years or been made aware of any circumstance that might give rise to a claim against the proposer, or any of its directors, officers or committee members?

☐ Yes ☐ No

If you answered 'Yes' to any of the above, please provide further details:

2.2 Please read and complete the following important information.

The personal information you provide to Sutton Winson Ltd will be used to process your application for insurance. As part of that process we will need to pass this information onto the insurer(s) providing cover. The information provided will be treated in compliance with all relevant regulation and legislation requirements. The parties to the policy have the right to choose the law applicable to the policy. Unless the parties agree otherwise in writing any dispute concerning the interpretation of this proposal or the policy shall be governed and construed in accordance with English law and shall be resolved within the non-exclusive jurisdiction of the courts of England and Wales. You may obtain a copy of the full policy wording by emailing claire.weston@swib.co.uk or calling 01444 251 160.

You have a responsibility to ensure that you have disclosed all material circumstances that are known or ought to be known following a reasonable search of the information known by all committee members of your Club, County, Associated Member or Group. A material circumstance is one that may influence an insurer in deciding whether a risk is acceptable and if so, the premiums, terms and conditions to be applied.

Please ensure the application form is completed on this basis as failure to disclose all material circumstances may allow insurers to make the policy void and avoid payment of a claim.

I/We confirm that the Club/County/Associated Member/Group is not aware of any material circumstances that should be disclosed to insurers. We are affiliated to Bowls England and enclose:

☐ £100.00 Civil Liability at £5,000,000 million, Employers Liability at £10,000,000 and Directors & Officers Liability at £250,000

☐ £126.00 Civil Liability at £10,000,000, Employers Liability at £10,000,000 and Directors & Officers Liability at £250,000

The above premiums include Insurance Premium Tax at 12% and an administration fee of £19.00.

2.3 General Data Protection Regulations

After enquiry do you or any other Club official have objections concerning our use of your contact details for future insurance related items?

☐ Yes ☐ No

2.4 Signature

If you are completing this form digitally, please mark here ☐ to agree to this declaration.

Signature

Name

Position in Bowls organisation

Date signed

D

D

M

M

Y

Y

Y

Y

3 Payment information

Due to the current situation surrounding COVID-19, if you have the facility to pay by BACS transfer, this would be appreciated.
Please identify the payment by stating your Club, county or league as the reference.

Our bank details are:

Barclays, Hanover Square
Corporate Banking Group
P.O. Box 15163H,
50 Pall Mall,
London,
SW1A 1QD.

Sort Code 20-36-47
Account No. 90828319.

If you're unable to pay by BACS transfer, all cheques should be made payable to Sutton Winson Ltd and returned with this application form to:

FAO Claire Weston
Sutton Winson Ltd
Greenacre Court
Station Road
Burgess Hill
West Sussex
RH15 9DS

4 Useful websites

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| www.bowlsengland.com | Bowls England for general information including overview on Civil Liability insurance |
| www.safeguardingbowls.org | Bowls England Safeguarding Policy plus general information |
| www.thecpsu.org.uk | Child Protection in Sport Unit – a free NSPCC / Government service |
| www.swi.millstreamonline.com | Sport specific travel insurance |
| www.suttonwinson.com | Sutton Winson Ltd, Chartered Insurance Brokers and Risk Managers |