

How to Make a Claim?

A. Sports Injury

When one of your players is injured and a claim is to be submitted, the following process should be adhered to:

- The player can obtain an Australian Rugby Union Sports Injury Claim Form from Gow-Gates Insurance Brokers. (Claim forms can be obtained at www.gowgatessport.com.au/rugby).
- The player is to fully complete the claim form and arrange for the other relevant sections (including the section to be completed by the employer if claiming for loss of earning and the medical practitioner's statement to be completed by a doctor) to be completed and then pass it back to the club secretary. The main delay with the processing of claims is incomplete information on the claim form.
- The club secretary is required to sign and verify details stated on the claim form in the appropriate section of the claim form.
- Send the completed claim form to SLE within 30 days from the date of injury.
SLE Worldwide Australia Pty Ltd
Level 11, 56 Clarence Street
Sydney NSW 2000

The claim will be acknowledged within 14 days of receipt by SLE.

- Players to submit to SLE paid accounts and Health Fund rebate statements as they come to hand. If the Medical Practitioner's Report has not been sent off with the original claim form then ensure that it is submitted with the first claimed accounts).

All claims for loss of income must contain the following information:

1. If an employee, the section of the claim form titled '*EMPLOYED AS A WAGE EARNER*' must be fully completed by the player's employer.
2. Doctors Certificate certifying the period of disability.
3. If the player is self-employed then they need to attach proof of earnings such as a tax return.

All claim forms must be received by SLE Worldwide Australia Pty Ltd within thirty (30) days of the injury occurring. Benefits may be reduced where you fail to comply with this time limitation. Accounts and rebate statements may be sent at a later date.

All accounts must be paid by the insured person before submitting them to SLE Worldwide Australia Pty Ltd.

All claims under the non-Medicare medical expenses section must be certified necessary by a medical practitioner for the service being claimed.