



MARTIAL ARTS INDUSTRY ASSOCIATION
THE PEAK INDUSTRY BODY FOR MARTIAL ARTS IN AUSTRALIA

INSURANCE CLAIMS POLICY AND PROCEDURES

1. Notify MAIA Office of incident if it is felt a possible claim may be made
2. If a claim is being made you must provide MAIA Office with an 'Incident Report' that is to be completed by the instructor in charge of the class concerned and a completed 'Statement of Facts' to be completed by the head of the club/organisation and any supporting medical reports and a copy of the 'Waiver' completed by the student concerned.
3. Before proceeding to claim an email is to be sent to the student concerned asking the student the following:
"As all members are required to do, you signed an injury liability waiver and were given a form with the Terms and Conditions for membership clearly stated." Given the indemnifications provided in this waiver can you please let me know on what basis you feel this claim should proceed?" It is important that you receive a written response to this question before the claim proceeds. This email and its response must be copied to the MAIA Office.
4. On receipt of the items required in 'procedure points' 2 and 3 a claim may proceed to lodgement.