



Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations) one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

Policy No: GB00040305LI14A-729

1. Name of policyholder: Orpington Ojays
The policy covers the named policyholder only
2. Date of commencement of insurance policy. 1st April 2014
3. Date of expiry of insurance policy. 31st March 2015

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c) or
(b) ~~the cover provided under this policy relates to claims in excess of [£] but not exceeding [£]~~

Signed for and on behalf of
XL Insurance Company Limited
(Authorised Insurers)

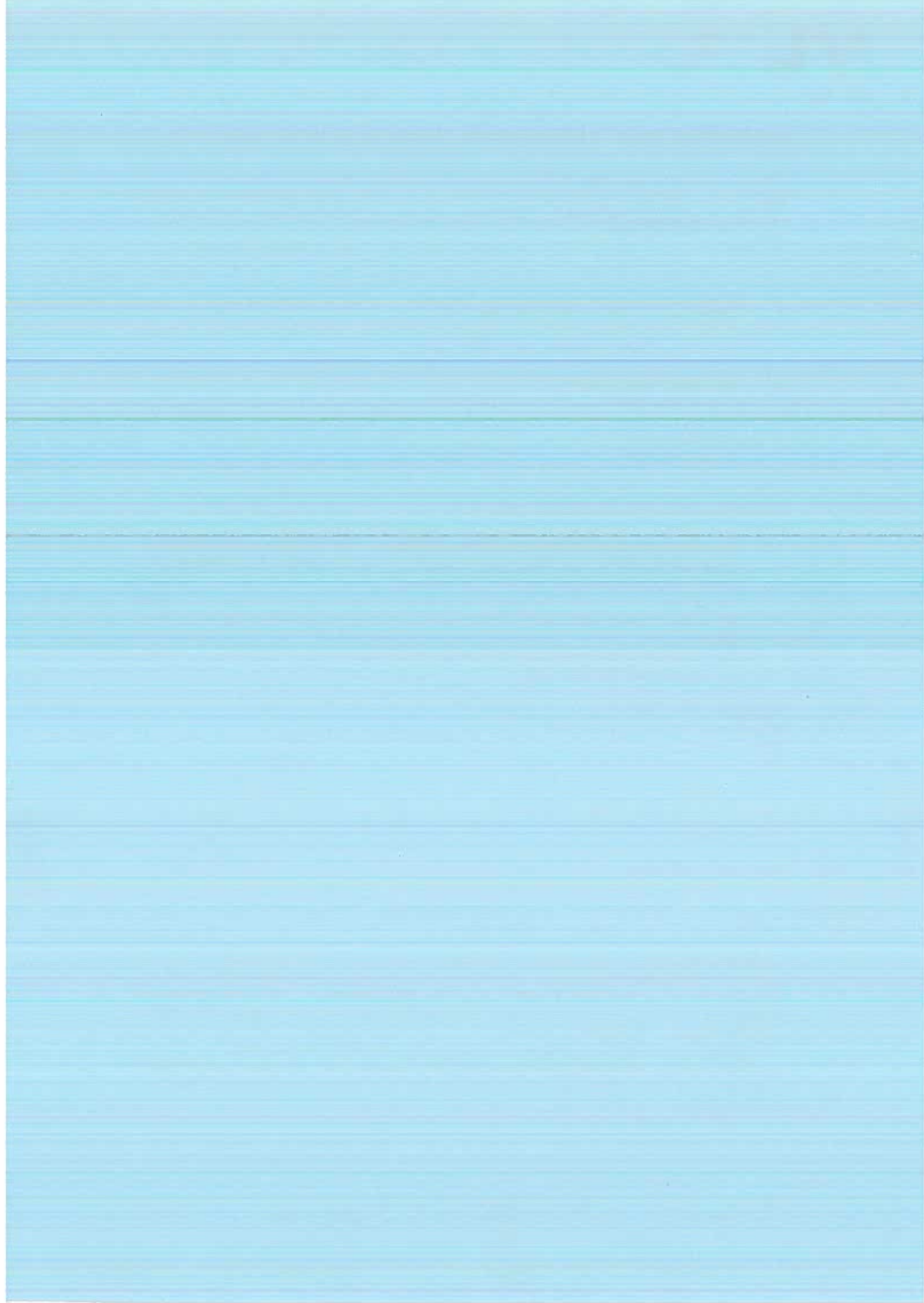
Authorised Signatory

Notes

(a) Where the employer is a company to which regulation 3 (2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.





AMATEUR SWIMMING ASSOCIATION
Summary of Liability Cover 2014/15
ALL AFFILIATED SWIMMING CLUBS

Name of Club: Orpington Ojays

Affiliation Number: OOJL

By virtue of affiliation to the Amateur Swimming Association, the above named Club is entitled to the following insurances whilst participating in any activity recognised and/or authorised by the Amateur Swimming Association (and approved by the insurers). Cover is provided to UK residents only.

Period of Cover: 1st April 2014 to the 31st March 2015

Retroactive Date: 01 January 1985 (or date of last continuous membership whichever is later)

Entitled to Indemnity The Affiliated Club, including its directors, officers, employees, coaches, teachers, members and voluntary helpers whilst representing the club.

PUBLIC LIABILITY/PROFESSIONAL INDEMNITY

Policy Number GB00040306LI14A
Primary Insurer XL Insurance Company Plc
Excess of Loss Insurer Zurich Insurance Company Plc

This covers legal liability for damages and legal costs arising out of Third Party loss, injury or damage, in connection with the activities described above and notified to the insurer within the period noted above. Cover includes public liability, professional indemnity, financial loss, libel and slander, abuse, liability for damage to leased and rented premises, member to member liability, indemnity to principals and liability arising out of goods sold or supplied including refreshments. The cover is written on a claims made wording, which means that the cover will respond on the policy in place when the claim is made, not the policy in place when the incident occurred. All incidents which may give rise to a claim in the future should be notified to the insurers through Perkins Slade Ltd, at the time of the incident.

EMPLOYERS LIABILITY

Policy Number GB00040305LI14A
Insurer XL Services UK Ltd

This covers legal liability for damages & legal costs arising from the death or bodily injury to employees (voluntary or paid) in the course of their employment with the club, region or county. This cover is written on a claims occurred basis. Which means the policy will respond to an incident that occur during the period of cover.

A separate Certificate needs to be displayed in the work place by law if you have employees. The ASA will issue an Employers Liability Certificate to you.

MANAGEMENT LIABILITY (DIRECTORS AND OFFICERS)(D&O)

Policy Number GB00040307LI14A
Insurer XL Services UK Ltd

This covers the Personal liability of Directors & Officers for actual or alleged error, misstatement, omission, neglect or breach of duty, or other act actually or allegedly committed or attempted in their capacity as Insured Persons of the Insured in respect of all claims made against the Insured and notified to the Insurer during any Period of Insurance. The cover is written on a claims made wording, which means that the cover will respond on the policy in place when the claim is made, not the policy in place when the incident occurred.

LIMITS OF INDEMNITY

Public Liability	£20,000,000	any one event (any one period for Products/Pollution)
Professional Indemnity/Financial Loss	£20,000,000	any one period
Abuse	£20,000,000	any one period, costs inclusive.
Employers Liability	£10,000,000	(Terrorism restricted to £5,000,000)
Management Liability (D&O)	£20,000,000	any one period (Pollution £500,000 for defence costs & inner limits apply for shareholder action) costs inclusive.
Legal Defence Costs for Health & Safety &/Consumer Protection, & Corporate Manslaughter	£2,500,000	

Principal Exclusions

Liability arising out of:

- Criminal Acts
- The ownership, possession or use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft
- Product Guarantee or recall, repair or replacement
- In connection with damage to any data
- Medical malpractice
- Damage to own property
- Abuse in respect of the individual accused or alleged to have committed abuse or have permitted abuse
- Incidents prior to the retroactive date
- Incidents / claims known to you but not reported to Insurers.

Restricted cover applies in respect of legal actions brought in a court of Law within the USA or Canada

Excess: £2,500 in respect of Directors and Officers Entity defence
\$50,000 For Directors and officers claims arising or originating from USA/Canada)

PERSONAL ACCIDENT

Policy Number PA00021224
Insurer Royal & Sun Alliance Insurance plc

Insured Person The insured persons are all bona fide members of affiliated Clubs.

Cover

Applies if an insured person suffers accidental bodily injury which, within two years, is the sole cause of death, disablement or incurring of medical expenses in accordance with the terms and conditions of the Policy

Benefits

1.	Death	£2,000
2.	Loss of two or more Limbs or both eyes or one of each	£30,000
3a).	Loss of one limb or eye	£30,000
3b).	Permanent and total loss of speech	£30,000
3c).	Permanent and total loss of hearing in both ears	£30,000
4.	Permanent Total Disablement from gainful employment or gainful occupation for which the Insured Person is fitted for by education, training or knowledge	£30,000
5.	Medical expenses necessarily incurred in the treatment of the Insured Person	£100
6.	Dental Treatment (£50 Dental Excess)	£250

In respect of any Insured Person 70-75, cover is restricted to benefits 1, 2, 3 and 5 only. In respect of any Insured Person aged 76-80, cover is restricted to benefit 1 only. There is no cover for persons aged over 80

Aircraft accumulation limit £1,000,000 multi-engined aircraft £ 250,000 all other aircraft

Main exceptions

Flying, other than as a passenger; illness, Disease & HIV; Suicide; War Risks or the Insured Person undertaking sport against medical advice

LEGAL EXPENSES INSURANCE

Policy Number TT8/3720449
Insurer DAS Legal Expenses Insurance Company Ltd

Insured are all affiliated Clubs of the Association

- Cover**
1. Employment Disputes and Compensation Awards
 2. Legal Defence Cover
 3. Property Protection Cover
 4. Tax Protection
 5. Bodily injury

Cover includes fees and expenses of solicitors, barristers and expert witnesses, together with Court costs and opponents costs if they are awarded against a Club in a civil case

Limit of Indemnity £50,000 per claim

Extension The Policy also includes a 24 hour Legal Advice helpline which provides free confidential advice on any matters affecting the Club

Main exceptions Fine or other penalties, debt recovery, contract disputes or any Club with excess of £50,000 wageroll

Access to On-Line DAS Business Law

Businesslaw is the legal information and document preparation website for businesses. You will find expert advice and valuable document building tools to help you run your company and resolve tricky legal issues. Visit www.dasbusinesslaw.co.uk.

There is no specific password to enter for users to access the service. The registration form can simply be completed with the

Following minimum information requirements:

Title
Name
Work, address
Telephone, Number
Email Address

A username and password will be required. The following is recommended:

Username-e-mail address of intended user
Password-DAS472301

When this process is complete an email will be sent to the inbox of the inserted email address. The email will contain details of how to register including a record of their username and password.

In the event of a claim:

You must report every claim and any incident that is likely to give rise to a claim in the future.

Liability Incident Notification Guidelines are attached to this document to assist you. **Do not admit liability, do not make an offer or promise to pay.**

Claims under the Legal Expenses Policy please contact DAS as detailed above.

For all other claims please contact Perkins Slade Ltd on 0121 698 8000 and complete the necessary report/claim form as soon as possible to avoid prejudicing your claim.

This document is intended to be a summary of cover and full copies of the policy wordings are available on request. For any queries concerning the details above, please contact Perkins Slade Ltd on 0121 698 8050, who are the ASA's Insurance Brokers.

Regulation

XL Insurance Company Plc, Royal and Sun Alliance and DAS Legal Expenses Insurance Company Ltd are authorised and Regulated by Prudential Regulation Authority and the Financial Conduct Authority.

XL Insurance Company Plc (2816304) 3 Brindley Place, Suite 208, Birmingham, B1 2JB

Royal & Sun Alliance Insurance plc (No.93792). Registered in England and Wales at St Mark's Court, Chart Way, Horsham, West Sussex, RH12 1XL.

DAS Legal Expenses Insurance Company Ltd (No.103274). Registered in England at DAS House, Quay Side, Temple Back, Bristol, BS1 6NH.

Zurich Insurance Company is authorised by the Irish Financial Regulator and subject to limited regulation by the Financial Conduct Authority

Perkins Slade Limited (No.969374). Registered in England at 3 Broadway, Broad Street, Birmingham, B15 1BQ, is authorised and regulated by the Financial Conduct Authority.

INCIDENT NOTIFICATION GUIDELINES

It is important that all incidents that may give rise to a claim are reported to us as soon as possible after the event. This will enable Insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. This will also ensure that you are complying fully with your policy terms and conditions.

Additionally you are also required to comply with the amendments to the Ministry of Justice procedures which came into effect on 31st July 2013. These require disclosure of insurance details within 24 hours of contact by Third Party solicitors following an injury where you may be liable. Failure to comply with the revised procedures will result in a sharp increase in costs.

In order to achieve this, we ask that you notify us immediately of any incident that involves:-

- a fatal accident.
- an injury involving either referral to or actual hospital treatment.
- any allegations of libel/slander.
- any allegations of Professional Negligence i.e. arising out of tuition, coaching or advice given.
- any investigation under any child protection legislation.
- any circumstance involving damage to third party property.

An injury is defined as:-

- any head injury that requires medical treatment [Doctor or Hospital.]
- any fracture other than to fingers, thumbs or toes.
- any amputation, dislocation of the shoulder, hip, knee or spine.
- loss of sight [whether temporary or permanent.]
- any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours.
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Please note the above list is not exhaustive and if you are unsure as to whether an incident should be reported, then please do not hesitate to contact Perkins Slade Claims Department for further advice.

We would remind you that in NO circumstances should you admit liability or agree to pay for any damage caused as this may prejudice the position of Insurers and COULD result in the withdrawal of any indemnity.

Finally, please note that this is a Liability Policy where Insurers decide if negligence attaches to you. Therefore any payments you make to any third parties will not necessarily be reimbursed.

INCIDENT RECORDING GUIDELINES

We would recommend that a designated person within your organisation is made responsible to record any reportable accident. Records must be kept for at least 6 years and significantly longer where the incident involves a minor as they have up to the age of 18 plus 3 years to make a claim. Names and addresses of any possible witnesses should also be recorded.

Current legislation does not specify the format of an accident register but the Accident Book BI 510 obtainable from HMSO is frequently used and is approved by the Information Commissioner for D&A Compliance.

The register must contain the following information relating to all reportable accidents or dangerous occurrences:

- date and time of accident
- as regards a person at work - full name; occupation; nature of injury; age
- as regards a person not at work - full name; status (e.g. customer); nature of injury; age
- place where accident occurred
- a brief description of the circumstances
- method by which the event was reported.

REPORTING INCIDENT TO HEALTH & SAFETY EXECUTIVE

You may also have obligations under the RIDDOR 95 regulations to report incidents to the HSE. For further information and to obtain a copy of the "RIDDOR explained" leaflet log onto the HSE website www.hse.gov.uk.



Miss Y Ridley
Orpington Ojays - OOJL
90 Kingsway
Petts Wood
Orpington
Kent
BR5 1PT

3 April 2014

Dear Miss Ridley

Please find enclosed your 2014 ASA club Insurance Certificate. These certificates should be kept in a safe place and copies of the Employers Liability Certificate should be displayed at all venues that your club trains at. If you have any queries with regard to your insurance do not hesitate to contact us.

Claims Notification Requirements

Important Note:

In preparation for the 2014 membership year the insurance provided to the ASA/SASA/WASA/IOS, its affiliated clubs and members has been reviewed and a new policy & Insurer will be in place from April 2014. It is therefore essential that you notify us immediately if there are any claims or incidents/circumstances which you are aware of which may become a claim. Any incidents or claims you are aware of but have not been reported to insurers by the 15 April 2014 will not be insured.

The new policy will respond to valid claims made against it, provided that you are not aware of the claim and the incident from which the claim arises occurred after the retroactive date of 1st January 1985 (this is the same date as the expiring RSA policy).

Regards

ASA Membership Services
01509 640727
renewals@swimming.org

