Marsh

Football Association of Wales

Comet Personal accident claim form

Comet Personal accident claim form – Football Association of Wales

Guidance notes

Please arrange to return the fully completed form either by:

Post: Group Personal Accident Claims Aviva 2-10 Albert Square Manchester M60 8AD.

or

Email: gpaclaims@aviva.co.uk

The claim handler will contact the injured player directly with their unique claims reference number within 5 working days of receiving the claim form. **If an e-mail address is provided they will use this method to communicate with the injured player whilst dealing with the claim**.

To ensure benefits are paid promptly, claimants will be given the option on the claim form to elect for their payment to be made by BACS, so please ensure this section of the claim form is completed.

We strongly recommend the player/claimant keeps copies of all paperwork and correspondence sent to Aviva.

Checklist

Useful notes

	✓
You fully complete every question before your doctor completes his statement	☐
The bank account details of the payee has been completed on page 12	☐
You have signed and dated the patient access declaration on page 11	☐
The club secretary or a club official has signed the claim form on page 13	☐
You have signed the claim form on page 13	☐
You have enclosed all requested information/documentation	☐
Your attending doctor fully completes the statement on pages 8, 9 & 10	☐

Require assistance?

If you have any questions, please call Aviva on 0800 051 6583. 9am to 5pm Monday to Friday. Please have your policy number to hand when calling.

How we use your data

To provide our services, we need to collect and use information about individuals such as their name and contact details, as well as special categories of personal data (e.g. about their health information) and information about criminal convictions and offences.
The purposes for which we use personal data may include arranging insurance cover, handling claims, for crime prevention. More information about our use of personal data is provided in the Marsh Privacy Notice at https://www.marsh.com/uk/privacy-notice.html or in hard copy on request by emailing or writing to Data Protection Officer, Marsh Ltd, Tower Place, London EC3R 5BU or dataprotection@marsh.com.

Providing the services may involve the disclosure of personal data to third parties such as insurers (Aviva Insurance Limited), reinsurers, claims handlers (Aviva Insurance Limited) loss adjusters, premium finance providers, sub-contractors, our affiliates and to certain regulatory bodies who may require your information themselves for the purposes described in the Marsh Privacy Notice.

Depending on the circumstances, the use of personal data described in this notice may involve a transfer of data to countries outside the UK and the European Economic Area that have less robust data protection laws. Any such transfer will be done with appropriate safeguards in place.

In some circumstances, we (and other insurance market participants) may need to collect and use special categories of personal data (e.g. health information) and/or information relating to criminal convictions and offences. Generally, we are able to do this because it is necessary for the insurance activities that we undertake or for fraud prevention purposes.

Where you are providing us with information about a person other than yourself, you agree to notify them of our use of their personal data and, if requested by us, obtain their consent to our use of any special categories of personal data such as health information and information relating to criminal convictions and offences (e.g. by requiring the individual to sign a consent form).

Arranged by: Marsh Sport.

Claims handlers: Aviva Insurance Limited.

Underwritten by: Aviva Insurance Limited.

Personal Accident Insurance claim form

Club details (this section is to be completed by you)

Full name of club	
Team Name (as registered on Comet)	

Policy number	100797323GPA

Contact address			
		Postcode	
Contact name			
Contact telephone			
Email			
Area Association			
League			

Claimant details

FAW Comet Number			
Full name			
Date of Birth			
Address			
Postcode			
Home telephone		Work telephone	
Email			
For security reasons please provide a password which will be required to access your claims information. Password:			

Employment details

What is your occupation?	
Please describe your duties	

Please state average gross and net salary over previous 12 months from the date of the incident (please enclose copies of 13 weeks' payslips prior to the event) or over the previous 36 months from the date of accident if self-employed (please provide evidence of income by means of Inland Revenue Tax Assessment forms or audited accounts):

Gross		Net	

Name and address of employer	
Email address of employer	

Accident details

Please give exact date and time when injured:

Date		Time	

Please state fully:

Where the accident occurred	

When you were injured, what type of team were you representing?	Adult 11 Aside Football Team ☐	Walking Football Team ☐	Youth Football Team ☐
	Adult Small Sided/Vets team ☐	A Club official of an Adult football team ☐	A Club official of a Youth football team ☐

Were you injured whilst playing	Traditional football ☐ or Futsal ☐

Was it an organised fixture or a friendly (if applicable)?	

Type of playing surface (if applicable) e.g. grass, 3G, 4G, Astroturf (old style sand based)	

Period of Match (if applicable)	0-15mins ☐	15-30mins ☐	30-45mins ☐
	45-60mins ☐	60-75mins ☐	75-90mins ☐
	90+mins ☐		

Playing position (if applicable)	Goalkeeper ☐	Defender ☐
	Midfielder ☐	Forward ☐

How the accident occurred	

The injuries sustained:

☐ Broken Bones (please indicate)	Foot ☐	Ankle ☐	Tibia ☐	
	Fibula ☐	Wrist ☐	Arm ☐	
	Cheekbone ☐	Jaw ☐	Other ☐	
☐ Dislocation (please indicate)	Knee ☐	Shoulder ☐	Elbow ☐	Hip ☐
☐ Ruptured Achilles Tendon				
☐ Ruptured Cruciate Ligament (please indicate)	Anterior Cruciate Ligament ☐	Posterior Cruciate Ligament ☐		
☐ Concussion				
☐ Other (please use the space provided)				

Have you previously claimed under this or a similar policy?	☐ Yes	☐ No

If ‘Yes’ please provide details

Please give the name, address and policy number of any other insurance policy that may cover this injury

Hospital Statement (only complete this section if you are claiming a hospitalisation benefit)

Please note

This section must be fully completed by hospital medical staff or records - any fee for completion of this section is the responsibility of the claimant.

Type of hospital/ward				
Name of Doctor or Consultant				
Dates admitted and released	Admitted		Released	

Was any period spent in intensive care? ☐ Yes ☐ No

If 'Yes' please provide the dates	From		To	

Was the patient subsequently confined to their home on medical grounds? ☐ Yes ☐ No

If 'Yes' please provide the dates	From		To	

If there is any additional information that you feel is relevant, please provide

Your signature		Date	
Qualifications		Position	

Please use validation stamp or complete in BLOCK CAPITALS

Hospital name	
Address	
Postcode	
Telephone	
Validation Stamp	

Doctors Statement

Please note

This section must be fully completed by hospital medical staff or records - any fee for completion of this section is the responsibility of the claimant.

Patient's name (Mr, Mrs, Miss, Ms)					
Date of Birth		Height		Weight	

Please give full details of injury

Final diagnoses

When did the patient first receive medical attention for this condition?

Has the patient ever suffered with this or any similar condition before the present episode? ☐ Yes ☐ No

If 'Yes', please give details including dates and consultation

Are you the patient's usual Doctor? ☐ Yes ☐ No

If 'No', please give name and address of usual doctor

On what date did incapacity commence?	

Is the patient still incapacitated? ☐ Yes ☐ No

If 'Yes', when will patient be able to return to work?

If 'No', when did incapacity cease?

If there is any additional information that you feel is relevant, please provide

Your signature		Date	
Qualifications			

Please use validation stamp or complete in BLOCK CAPITALS

Name	
Address	
Postcode	
Telephone	
Validation Stamp	

Access to Medical Reports Act 1988

Before your attending doctor can give a medical report on this claim form which is a requirement of this claim, you must give your consent. Before giving your consent, you should be aware of your rights under the act which are surmised as follows:

1. You may withhold your consent.
2. You may see the report before it is sent to us within 21 days from the date of this report.
3. You may ask to see the report for up to 6 months after the report is completed.
4. You may ask the doctor to amend any part of the report which you consider to be incorrect or misleading.
   If the doctor does not agree with your request you may attach your comments to the report.

NB: The doctor may withhold all or part of the report from you if he considers that you may be physically or mentally harmed by it.

Patient Declaration

Having been made aware of my statutory rights under the Access to Medical Reports Act 1988 in connection with my claim:

1. I hereby consent to Aviva Insurance Limited seeking medical information from my doctor who at any time has attended me concerning conditions which may affect my physical or mental health.
2. Please tick one of the following options below:
   - ☐ I DO wish to see the report before it is sent to Aviva iInsurance Limited
   - ☐ I DO NOT wish to see the report before it is sent to Aviva Insurance Limited
3. I authorise such doctor to disclose such information to Aviva insurance Limited.
4. I agree a copy of this consent shall have the validity of the original.

Signed _____ Date _____

Payee Bank details

Important

When the claim has been approved, you may have the payment credited direct to your bank account. This payment method is both speedier and safer than by cheque. If you would like to take advantage of this arrangement, then please complete the following:

Name of your Bank/Building Society	
Address including postcode	
Bank Sort Code	
Account Number	
Account Name	

Data Protection

The information that you and your medical representative have provided in the claim form and Doctor's Statement is 'sensitive data' as defined by the General Data Protection Regulations. Sensitive data includes any information about your physical and mental health. We require your consent before we can process this or any other such sensitive data that you may have already provided us with or may do so in the future.

In order to administer your claim, this information will be used by Aviva Insurance Limited (insurers). It may be held on computer and or in manual files for administration, and risk assessment purposes. We may disclose your personal data and sensitive data to, and may request information from other insurance companies for underwriting, claims handling and fraud prevention purposes.

By returning this form, you consent to our processing your sensitive personal data for the above purposes. You also consent to our transferring your information to countries which do not provide the same level of data protection as the UK, if necessary for the above purposes. If we do make such a transfer we will, if appropriate put a contract in place to ensure your information is protected.

Where you have provided information about another person, you confirm that they have you to act for them appointed, to consent to the processing of their personal data, including sensitive data, to the transfer of their information abroad and to receive on their behalf any data protection notices.

Declaration

I declare that all the information given is to the best of my knowledge and belief, full true and correct and I agree to my personal data being used as described on this form.

Claimant signature		Date	

Parent/Guardian signature (if claimant is Under 18)		Date	

Club official signature		Date	

Position in club	

Thank you for completing this form.

Please return the completed claim form together with any enclosures to:

Postal: Group Personal Accident Claims Aviva 2-10 Albert Square Manchester M60 8AD
Email: gpaclaims@aviva.co.uk

Marsh Sport
www.marshsport.co.uk

Insurance Brokers
Chartered