



**V-INSURANCE**  
GROUP

Office use only

Policy Number: \_\_\_\_\_

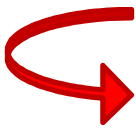
Claim Number: \_\_\_\_\_

# BASKETBALL QUEENSLAND



## PERSONAL INJURY CLAIM FORM

**Completed claim forms must be sent to;**



**Corporate Services Network**

GPO Box 4276

Sydney NSW 2001

Phone (02) 8256 1770

Fax (02) 8256 1775

Email [claims@csnet.com.au](mailto:claims@csnet.com.au)



**V-INSURANCE**  
GROUP

**INSURANCE BROKER FOR BASKETBALL QLD;**

Authorised Representative No. 432898 a corporate  
authorised representative of Willis Australia Limited AFSL: 240600

Phone (02) 8599 8660 or local call cost only 1300 945 547

# BASKETBALL QLD

## SUMMARY OF INSURANCE COVER

### Death & Permanent Disablement

A lump sum benefit is payable in the event of death or a Permanent Disability. The scale of benefits is defined in the policy. The death benefit is \$100,000 for members aged 18-75 or \$20,000 for persons under 18 years old or over 75 years old.

### Non Medicare Medical Expenses

Reimburses up to 75% of Non-Medicare medical expenses up to a maximum of \$2,000 (\$5,000 for Volunteers) with Ambulance Transport Costs reimbursed 100% up to the maximum benefit limit. Claimable expenses are private hospital bed and theatre fee, ambulance, dental, physiotherapy etc, net of any recoveries from private health insurance – subject to a nil excess for claimants who are covered by private health insurance or \$50 for claimants who do not have private health insurance. Cover is limited to expenses incurred within 12 months from the date of injury.

### Student Tutorial Costs

Reimburses up to 80% of costs incurred up to a maximum of \$200 per week for home tuition by a qualified tutor if the Injury stops the Insured Person from going to their external tutor outside the home for up to 52 weeks with a 7 day excess period

### Domestic Help Benefit

Reimburses up to 80% of costs incurred up to a maximum of \$200 per week for a recognized and licensed home help service if the Injury stops the Insured Person from usual and normal duties as a homemaker, sole provider for dependent children such as child-minding, cleaning, cooking, school pick up and drop offs for up to 52 weeks with a 7 day excess period

### Loss of Income

Weekly Benefit 100% of earnings, if prevented from working in your occupation up to a maximum of \$250 per week (\$700 per week for Volunteers). The benefit period is 52 weeks and the excess is 7 days.

### Funeral Benefit

We will pay up to an additional \$10,000 for funeral expenses in the event of the death of the insured person where the death is covered by this Policy.

### Important Notes

This insurance cover is underwritten by:-

Arch Underwriting at Lloyd's (Australia) Pty Ltd  
Level 4, 68 York Street, Sydney NSW 2000  
ABN 51 051 374 228

1. This summary of cover provides factual information about the Basketball QLD Insurance Program.
2. This information is only a summary of the cover provided. The policy with full conditions is available at [www.vinsurancegroup.com/basketball](http://www.vinsurancegroup.com/basketball) or by contacting Basketball QLD.
3. This insurance program commences on 1 September 2019 to 1 September 2020.
4. V-Insurance facilitates this insurance program which provides benefits to those registered members of Basketball QLD who, through injury or accident, incur financial loss and who would otherwise not have received assistance. The program seeks to provide benefits to those most exposed and to maintain protection at the lowest possible cost to membership. It therefore cannot provide 100% cover or a benefit for every loss that occurs. Federal Government Legislation prevents insurance companies from paying any insurance benefit for a medical service that is covered by Medicare. This legislation also applies to the Medicare gap. In addition to these policies all members and officials are encouraged to take out private health insurance.
5. Basketball QLD is not and does not represent itself as a registered insurance broker by endorsing the products outlined in this claim form.

**Further details on the Basketball QLD insurance program can be obtained by visiting**

<http://www.vinsurancegroup.com/basketball>

# HOW TO MAKE A CLAIM

Dear Basketball QLD member,

Please find attached a claim form. Before lodging this form, please ensure all sections are fully completed. Failure to complete all sections of this form properly may delay settlement of your claim.

1. Only one claim form (per injury) is required. A claim form should be completed and submitted as soon as you become aware that you will be making a claim. You do not have to wait until after you have completed treatment for your injury to lodge your claim form.
2. Please ensure that you fully complete pages 4, 5, & 6 and sign and date the Declaration.
3. For claims involving Loss of Income:
  - a) You must complete page 7 and have your employer/salary officer complete page 7. If self-employed, you must have your accountant complete these details;
  - b) You must attach at least two payslips including the most recent full period pre-Injury.
  - c) You must complete the Tax File Number Declaration form on page 8. If you are employed and pay tax on the income you earn (known as PAYE), the ATO requires tax to be deducted from any income that is paid to you. Personal Accident Loss of Income benefits are viewed as income earned. This declaration will be forwarded to the ATO on your behalf so that they have a record of the benefits paid to you as part of your entitlements under the Personal Accident policy.
  - d) Have your Attending Physician complete the page titled "Doctor's Statement" on page 11. This may be completed by a Physiotherapist for minor injuries only.
4. For claims involving Non-Medicare medical expenses:
  - a) Medical treatment must be certified necessary by an attending physician and incurred within Australia. (An attending physician includes a general practitioner, physiotherapist, chiropractor or dentist).
  - b) Have your Attending Physician complete the "Attending Physician" statement on pages 10 & 11.
5. Please attach all itemised receipts (be sure to copy them before you claim with your health fund as they will retain the original). Hospital claims must be accompanied by an itemised Invoice, not just the estimate. If treatment is covered by your Private Health Fund please send their rebate advice with a copy of the relevant account.

**Please note:**

No cover is provided for Surgeons, Anaesthetists, Doctors, X-rays or other accounts which are partly covered by Medicare. The Australian Health Insurance Act does not permit the insurer to contribute to any charges covered by Medicare (including the Medicare Gap).

The insurer will pay a percentage of the amount, as indicated in the Policy schedule, for private hospital bed and theatre fees, dental, ambulance (if not otherwise covered), chiropractic, physiotherapy, osteopath, naturopath, massage and pay for orthotics prescribed by a surgeon to aid recovery.

Subject to the Insurance Contracts Act 1984 any treatment rendered necessary by injury must be completed within 12 calendar months from the date of such injury occurring.

6. Once you have fully completed all sections of the claim form, please have your Association/Club complete and sign page 5 and confirm your injury occurred during a sanctioned activity.
7. Once you have completed your claim form, please forward to Corporate Services Network. They handle all claims for the insurer.

**Corporate Services Network**

GPO Box 4276 Sydney NSW 2000

Phone +61 2 8256 1770

Fax +61 2 8256 1775

Email [claims@csnet.com.au](mailto:claims@csnet.com.au)

8. Reimbursement will be paid to you directly by Corporate Services Network by deposit into your nominated bank account.
9. Once your claim is registered, you can submit ongoing receipts via Corporate Services Network. Corporate Services Network can also be reached on the above contact details should you wish to make enquiries relating to the progress of your claim.
10. If you have any further queries relating to your claim or the cover in place, please do not hesitate to call the V-Insurance Group Team on ph: (02) 8599 8660 or 1300 945 547.

# PERSONAL ACCIDENT CLAIM FORM

## CLAIMANT DETAILS

Association Name(compulsory):	Member No (if applicable):	Club Name:
Claimant's Name:		
Name of team/age group/grade:		
Gender (please tick): <input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation:	Date of Birth:    /    /
Address	State	Postcode
Email:		
Phone Number (Work): (    )	Home: (    )	
Mobile Number:		
Please tick the category applicable <input type="checkbox"/> Player <input type="checkbox"/> Official <input type="checkbox"/> Coach <input type="checkbox"/> Umpire <input type="checkbox"/> Other If Other, please advise _____		

## DECLARATION AGREEMENT AND AUTHORISATION BY CLAIMANT

I \_\_\_\_\_(insert name) solemnly and sincerely declare that the information provided in this claim form and any attachments which I have provided, is true, correct and complete in every detail. I agree that if I made any false or fraudulent statements, or have concealed information of a material nature relevant to the assessment of my claim, that all benefits under this policy shall be forfeited.

I hereby authorise Arch Underwriting Limited and their claims managers, Corporate Services Network, to collect and disclose information about me from and to the Health Insurance Commission, any insurance company, any hospital, physician, medical practice, any medical services provider, any past or present employer, investigators, insurance reference bureau, financial institutions including banks, the Taxation Department or my accountant with respect to any sickness, injury, medical history, consultation, treatment including prescription of medication, copies of hospital medical records and tests and reports, medical practice records, vocational and employment records from past and present employer, copies of accounts and accountants statements including my taxation returns and assessments.

I consent to the collection, use and disclosure of personal information by Arch Underwriting Limited and their service providers in order to assess the claim. Arch Underwriting Limited complies with the obligations of the Privacy Act 2001 and the principals laid out in our privacy policy which is readily available upon request.

Signature of Claimant \_\_\_\_\_ Date \_\_\_\_\_  
(or Legal Guardian if under 18 years of age)

Name of Guardian: \_\_\_\_\_

## DECLARATION BY ASSOCIATION

Name of Association/Club:	Name of Association/Club Official making this statement:
Official Position:	Telephone Number: (    ) Email:
Address	State      Postcode
I, the above mentioned Basketball QLD Club Official, confirm that the claimant was a registered and Financial member of this Basketball QLD club and was an insured person as identified in the Personal Accident Insurance with Arch Underwriting Limited at the time of the accident, that the information contained in this statement is true and correct, and to the best of my knowledge and belief the information referred to in this claim form is true and correct.	
Do you have any comments in relation to this claim? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please detail below _____	
Dated:    /    /	Signature of Association/Club Official:

## ACCIDENT DETAILS

Describe how the accident happened? _____ _____	
Describe your injury?	
When did your accident occur? Date:    /    /      Time:      am/pm	
Was your activity at the time of the accident? (please tick)	Officially organised competition <input type="checkbox"/> Officially organised training <input type="checkbox"/> Social or private competition <input type="checkbox"/> Travelling to and from activity <input type="checkbox"/> Sanctioned fundraising/social event <input type="checkbox"/>
Please provide the address of where the injury occurred?	
State the name of any one witness to the injury:	Address of Witness:
Person to whom accident/incident reported?	Date and time reported? Date:    /    /      Time:      am/pm
Brief summary of treatment/action taken at the time of the accident/incident?	
Was hospitalisation required?	If yes, please advise the name of hospital?
If admitted into hospital, how long were you there?	Name of person who gave treatment?

Advise when you did (or expect to):	Cease work/normal activities	_____
	Cease training	_____
	Cease participating	_____
	Resume work/normal activities	_____
	Resume training	_____
	Resume participating	_____
Have you ever had this injury (similar injuries) in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please advise when?

**The following information is required for Basketball QLD research to assist with Risk Management, answering these questions will not affect your claim**

Where did your injury occur? (please tick)	Indoor	<input type="checkbox"/>
	Outdoor	<input type="checkbox"/>
What type of team were you playing in?	Women's	<input type="checkbox"/>
	Men's	<input type="checkbox"/>
	Mixed	<input type="checkbox"/>
	Youth	<input type="checkbox"/>
Surface at point of injury? (please tick)	Timber	<input type="checkbox"/>
	Synthetic	<input type="checkbox"/>
	Concrete / Asphalt	<input type="checkbox"/>
	Other, please advise	<input type="checkbox"/>
	.....	
Weather conditions? (please tick)	Fine	<input type="checkbox"/>
	Rain	<input type="checkbox"/>
	Showers	<input type="checkbox"/>
	Extreme Heat	<input type="checkbox"/>
	Extreme Cold	<input type="checkbox"/>
Surface Conditions? (please tick)	Wet	<input type="checkbox"/>
	Dry	<input type="checkbox"/>
	Other, please advise	<input type="checkbox"/>
	.....	
Quarter/half injured? (please tick)	1 <sup>st</sup> Quarter	<input type="checkbox"/>
	2 <sup>nd</sup> Quarter	<input type="checkbox"/>
	3 <sup>rd</sup> Quarter	<input type="checkbox"/>
	4 <sup>th</sup> Quarter	<input type="checkbox"/>
	Not applicable	<input type="checkbox"/>

## LOSS OF INCOME

(ONLY COMPLETE THIS SECTION IF YOU ARE CLAIMING FOR LOSS OF INCOME)

(please tick the box)

Yes No

1. Can compensation be claimed under worker's compensation or any other insurance including Loss of Income?

--	--

2. Have you ever made any previous claims in respect to personal accident insurance or any other similar insurance?

--	--

3. Have you engaged in any other income earning employment since you have been injured?

--	--

### THE FOLLOWING SECTION MUST BE COMPLETED BY YOUR EMPLOYER/SALARY OFFICER. IF SELF EMPLOYED, PLEASE HAVE YOUR ACCOUNTANT COMPLETE THESE DETAILS.

Name of employer:

Telephone Number:

Fax Number:

( )

( )

Address of employer:

State

Postcode

Date ceased work due to injury: / /

Date expected to resume normal duties: / /

Employee weekly salary as at date of injury:

Average Gross Base Salary \$..... Per week

Base salary, exclusive of overtime, allowances, bonuses & commissions

If self employed, provide average weekly salary based on 12 month period directly prior to injury. A copy of your latest taxation return is also to be provided as proof of earnings for self employed persons.

Date commenced employment with company:

/ /

Income Definition:

Self Employed

Full Time

Part Time

Casual

During the period of incapacity the employee has received

\$..... Normal Pay From ...../...../..... to ...../...../.....

\$..... Sick Pay From ...../...../..... to ...../...../.....

\$..... Workers' Compensation From ...../...../..... to ...../...../.....

\$..... Other (please specify) From ...../...../..... to ...../...../.....

Has the employee returned to work?  Yes ...../...../.....  No

Has the employee lodged or intending to lodge a Workers Compensation Claim?  Yes  No

### A. IF EMPLOYED

Salary officer's name:

Phone Number: ( )

Email:

Salary officer's signature:

Date: / /

Company Stamp:

ABN/ACN:

### B. IF SELF EMPLOYED

Accountant's name:

Phone Number: ( )

Accountant's signature:

Date: / /

Accountant's Company Stamp:



Tax file number declaration

YOU ONLY NEED TO COMPLETE THIS PAGE IF YOU ARE CLAIMING LOSS OF INCOME (refer page 3, 3c)

This declaration is NOT an application for a tax file number.

- Use a black or blue pen and print clearly in BLOCK LETTERS.
Print X in the appropriate boxes.
Read all the instructions including the privacy statement before you complete this declaration.

ato.gov.au

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

For more information, see question 1 on page 2 of the instructions.

OR I have made a separate application/enquiry to the ATO for a new or existing TFN.
OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.
OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

2 What is your name? Title: Mr Mrs Miss Ms

Surname or family name
First given name
Other given names

3 If you have changed your name since you last dealt with the ATO, provide your previous family name.

4 What is your date of birth? Day Month Year

5 What is your home address in Australia?

Suburb/town/locality
State/territory Postcode

6 On what basis are you paid? (Select only one.) Full-time employment Part-time employment Labour hire Superannuation or annuity income stream Casual employment

7 Are you an Australian resident for tax purposes? (Visit ato.gov.au/residency to check) Yes No

8 Do you want to claim the tax-free threshold from this payer? Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold. Answer no here and at question 10 if you are a foreign resident, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

9 Do you want to claim the seniors and pensioners tax offset by reducing the amount withheld from payments made to you? Complete a Withholding declaration (NAT 3093), but only if you are claiming the tax-free threshold from this payer. If you have more than one payer, see page 3 of the instructions.

10 Do you want to claim a zone, overseas forces or invalid and invalid carer tax offset by reducing the amount withheld from payments made to you? Complete a Withholding declaration (NAT 3093).

11 (a) Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt? Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.

(b) Do you have a Financial Supplement de Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.

DECLARATION by payee: I declare that the information I have given is true and correct.

Signature
Date Day Month Year
You MUST SIGN here

There are penalties for deliberately making a false or misleading statement.

Once section A is completed and signed, give it to your payer to complete section B.

Section B: To be completed by the PAYER (if you are not lodging online)

1 What is your Australian business number (ABN) or withholding payer number? Branch number (if applicable)
30 074 864 609 004

2 If you don't have an ABN or withholding payer number, have you applied for one? Yes No

3 What is your legal name or registered business name (or your individual name if not in business)?
CORPORATE SERVICES

4 What is your business address?
Suburb/town/locality
State/territory Postcode

5 Who is your contact person?
ANTHONY ROUHANA
Business phone number 0282561770

DECLARATION by payer: I declare that the information I have given is true and correct.

Signature of payer
Date Day Month Year

There are penalties for deliberately making a false or misleading statement.

6 If you no longer make payments to this payee, print X in this box.

Return the completed original ATO copy to: Australian Taxation Office PO Box 9004 PENRITH NSW 2740

IMPORTANT See next page for: payer obligations lodging online.



30920716

Sensitive (when completed)





Office use only
Policy Number: _____
Claim Number: _____

## SPORTS INJURY ATTENDING PHYSICIAN'S REPORT

### IMPORTANT

**IMPORTANT**

1. **The patient is responsible for any fee for this statement.**
2. **This form can only be completed by the treating Medical Practitioner, Surgeon (Physiotherapist may complete for minor injuries only).**
3. **If "Yes" answered to any of the following, please give details.**
4. **Dashes or blank spaces are not acceptable.**

### TO BE COMPLETED BY THE ATTENDING PHYSICIAN

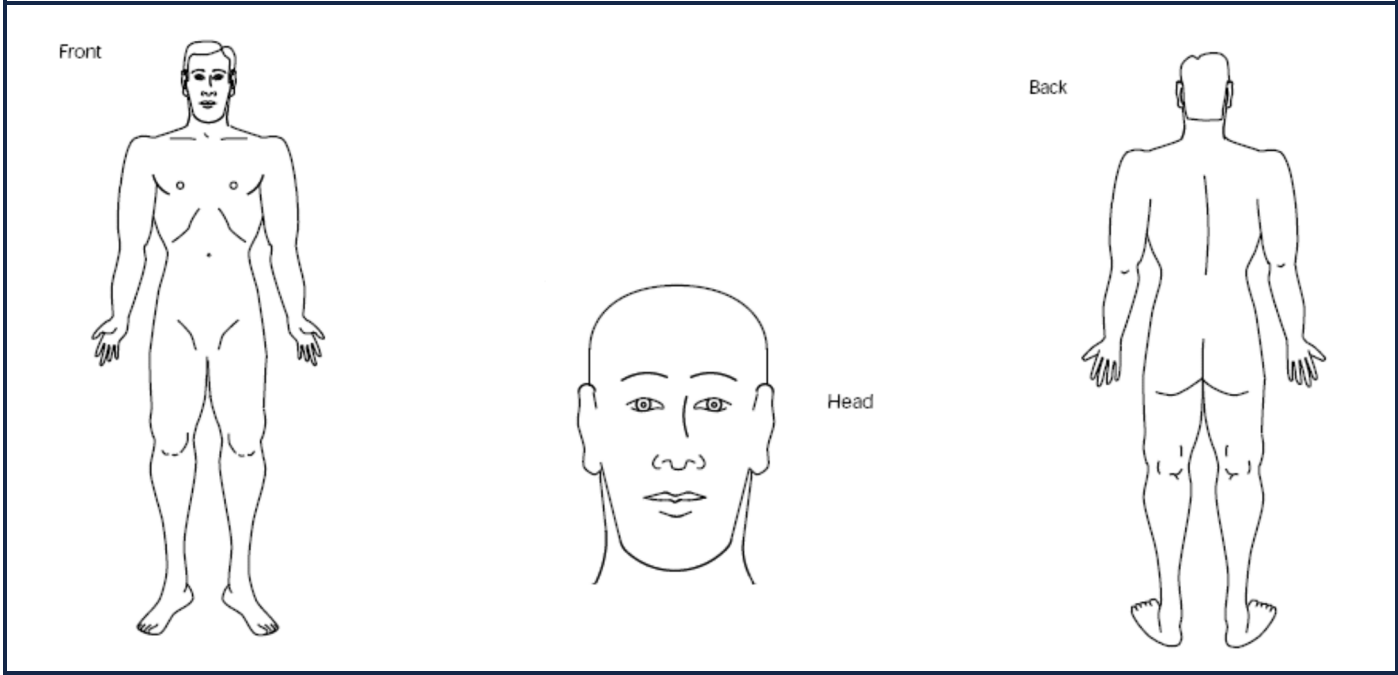
Patient's Full Name:	How long have you known the patient?
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What date were you first consulted by the patient in connection with the present injury?     /     /

Patient's Occupation:

Are you the patient's regular general practitioner?      Yes      No  
 If not, please advise who is .....

What is the exact nature of the present injury? (Please detail symptoms and diagnosis)



Do you consider the patients injury to be a new injury?  Yes  No  
 A recurrence of an old injury?  Yes  No  
 If yes, please state condition and advise when previous treatment was given .....

Have you referred the patient to any other services or treatment?  Yes  No  
 Please specify the type and approximate number of treatments required:  
 Physiotherapy .....  
 Chiropractic .....  
 Other .....  
 Have any surgical procedures been performed? If yes, please specify .....

What surgical procedures are contemplated? .....

Are there any further remarks which may assist in assessing this condition? .....

Is there any permanent disability at present?  Yes  No  
 If yes, please explain giving estimated percentage loss of function.....

Was the patient obliged to cease work?  Yes  No  
 If Yes, from ...../...../.....  
 If so, when do you expect the patient to resume: Some duties.....  
 Full duties .....

What date do you advise the patient may return to basketball? .....

Does the patient have any congenital defects or chronic diseases?  Yes  No  
 If yes, please give dates, name of treating doctor and describe .....

If the patient has been hospitalised, please give name of hospital and dates hospitalised:

Name of Hospital:	Date Admitted	Date Released
	/ /	/ /

**CERTIFICATION BY ATTENDING PHYSICIAN**

I hereby certify I have personally examined the above named patient and in my opinion the statements made in the Accident details section of this claim form are consistent with the patient's injury.

Name: ..... Telephone Number: ( ) .....

Fax: ( ) ..... Email: .....

Address:.....

Signature: ..... Qualifications:.....

Date: .....

## METHOD OF PAYMENT

Should a benefit be payable for this claim, payments will be made by Electronic Funds Transfer (EFT) to a nominated bank account

Please complete the details below.

## NAME OF CLAIMANT

Title:  Mr  Mrs  Ms  Miss

Name: \_\_\_\_\_

## BANK ACCOUNT DETAILS

BSB number (all 6 digits are required here)

Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account Holder's Full name: \_\_\_\_\_

Bank, Credit Union, Building Society name: \_\_\_\_\_

Branch: \_\_\_\_\_

## DECLARATION

I hereby authorise Corporate Services Network as agents of Arch Underwriting Limited to make any payments to the policy holder by Electronic Funds Transfer (EFT) into the above bank account. I understand and agree that the following conditions will apply:

- I agree that the payment is made when Corporate Services Network has instructed its bank to credit the nominated account and that we release Corporate Services Network from any further liability in relation to this payment.
- Corporate Services Network is not responsible for any delays in payment or errors due to factors outside its reasonable control, including delays or errors in the financial system or errors in the supplied account details.
- I agree to Corporate Services Network collecting, holding and maintaining the following personal information to authorise payments to my nominated bank account. I agree to Corporate Services Network's disclosure of this information, to Corporate Services Network's bank and my bank for the purpose and administration of processing my payment. I understand that I have the right to access or correct my personal information under the *Privacy Act 1988*. I understand that my failure to supply full details and to sign this declaration may result in my payment not being paid or my payment being paid into a wrong account.
- I declare that the details in this application are true and correct and (where applicable) I am authorised on behalf of the Company to provide the information above.
- I agree that my personal information may also be shared with Basketball Australia's insurance brokers, V-Insurance Group.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_