

**EXTRA COVER**  
INSURANCE

# For County Cricket Boards, Associations and Leagues 2018



Exclusively arranged by Marshall Wooldridge Ltd

**marshall wooldridge**  
Chartered Insurance Brokers

UNDERWRITTEN BY  
**Allianz** 

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Marshall Wooldridge have consistently provided insurance services to our clients since 1973. We are one of the largest Northern based insurance broking businesses with clients situated throughout the United Kingdom.

The Chartered Insurance Institute has recently awarded the title of Chartered Insurance Brokers to Marshall Wooldridge Ltd. This is only available to companies who meet rigorous criteria relating to professionalism and capability. To date we are one of a few firms in the UK to have achieved this distinction.

Marshall Wooldridge operate various sports insurance schemes which we have developed over more than 30 years, involving specialist knowledge and expertise.

Our dedicated workforce understands the needs and requirements of County Cricket Boards, Associations and Leagues. We offer wide cover tailored to the individual needs of these insuring bodies, with a variety of options enabling each insuring body to choose the right protection. All of our policies have the important advantage of being underwritten by major insurance companies, thereby providing first class security and claims service.



With Allianz Insurance plc you can be confident that you are insured by a company which is relentless in its commitment to protecting and serving you. You can trust us to insure you as we have been providing leading insurance solutions in the UK for over 100 years.

Formally as Cornhill Insurance plc, we've developed to become one of the most respected names in the UK insurance market by running a dynamic operation.

If you need to make a claim you will be in safe hands. Our professionally trained staff aim to treat you, as you would expect, both promptly and fairly. By listening to you, and understanding your needs we will provide you with the most appropriate solutions to get your organisation operating again as quickly as possible.



Zurich Insurance Group is one of the world's largest insurance groups, and one of the few to operate on a truly global basis. Our mission is to help our customers understand and protect themselves from risk.

With about 55,000 employees serving customers in more than 170 countries, we aspire to become the best global insurer as measured by our shareholders, customers and employees.

Zurich's collaborative approach enables us to continually evolve and refine our business processes and customer propositions. This ensures we deliver superior levels of service and market leading products and propositions.

Our extensive experience, expertise and financial strength allow us to provide flexible and effective solutions to a diverse range of organisations. We combine strong market positions in personal, commercial and corporate insurance on both sides of the Atlantic with strengthening positions in Asia and key emerging markets. Our customers benefit from our global reach and our ability to underwrite and provide services on many fronts. We are there when it matters – settling claims quickly and sympathetically every time.



**DAS UK Group:** [www.das.co.uk](http://www.das.co.uk) The DAS UK Group comprises an insurance company (DAS Legal Expenses Insurance Company Ltd), a law firm (DAS Law), and an after the event legal expenses division (DAS LawAssist). DAS introduced legal expenses insurance (LEI) in 1975, protecting individuals and businesses against the unforeseen costs involved in a legal dispute. Today it has over nine million policyholders.

The company offers a range of insurance and assistance add on products suitable for landlords, homeowners, motorists, groups and business owners, while its after-the-event legal expenses insurance division – **DAS LawAssist** – offers a civil litigation, insolvency, clinical negligence and personal injury product. In 2013, DAS also acquired its own law firm – **DAS Law** – enabling it to leverage the law firm's expertise to provide its customers with access to justice, including legal advice and representation.

DAS is part of the ERGO Group, one of Europe's largest insurance groups (the majority shareholder in ERGO is Munich Re, the world's largest reinsurer).

# Policy Overview

This document provides an overview of the covers available.

For full details of the cover, terms, conditions and exclusions please refer to the policy document, a copy of which is available from Marshall Wooldridge, or you can view this on our website.

All Premiums quoted include Insurance Premium Tax at the prevailing rate.

The policy has a 12 month period of insurance (unless shown differently on your policy schedule), and is annually renewable on the 1st March.

## Introduction

County Cricket Boards, Associations and Leagues should select from this range of cover specifically designed to cover their risks and liabilities. These include organisation and management activities, official meetings, the playing of representative matches, coaching at all age levels and social activities, **all in connection with the recreational game.**

**Cricket Clubs** should select **ExtraCover Insurance Scheme for Cricket Clubs** please request a separate brochure for further details.

## Broker Contacts

For expert advice and assistance concerning quotations, arranging cover, settlement of claims or making a complaint about the sale of this Policy – contact your ExtraCover Team at Marshall Wooldridge:

**ExtraCover Insurance  
Marshall Wooldridge Ltd  
14–16 Ivegate  
Yeadon  
Leeds LS19 7RE**

**Telephone – 0800 289301 or 0113 250 6614**

**Fax – 0113 239 1296**

**Email** [extracover@marswool.com](mailto:extracover@marswool.com)

**Internet** [www.marshallwooldridge.com/sports-insurance/](http://www.marshallwooldridge.com/sports-insurance/)

### Contacts for Claims, Cover and Quotes

Helen Kincaid	<a href="mailto:helen.kincaid@marswool.com">helen.kincaid@marswool.com</a>
David Barker	<a href="mailto:david.barker@marswool.com">david.barker@marswool.com</a>
Mark Dearden	<a href="mailto:mark@marswool.com">mark@marswool.com</a>
Richard Sykes	<a href="mailto:richard@marswool.com">richard@marswool.com</a>

## Complaints

**For all complaints in respect of Commercial Legal Expenses cover, please contact**

DAS always aim to give you a high quality service. If you think they have let you down, you can contact them by:

- phoning 0344 893 9013
- emailing [customerrelations@das.co.uk](mailto:customerrelations@das.co.uk)
- writing to the Customer Relations Department, DAS Legal Expenses Insurance Company Limited, DAS House, Quay Side, Temple Back, Bristol BS1 6NH
- completing our online complaint form at [www.das.co.uk/about-das/complaints](http://www.das.co.uk/about-das/complaints)

Further details of our internal complaint handling procedures are available on request.

If you are not happy with the complaint outcome or if we've been unable to respond to your complaint within 8 weeks, you can, provided you are an eligible small business, charity or trust, ask the Financial Ombudsman Service for a free and independent review of your complaint.

You can contact them by:

- phoning 0800 023 4567 (free from mobile phones and landlines) or 0300 123 9123
- emailing [complaint.info@financialombudsman.org.uk](mailto:complaint.info@financialombudsman.org.uk)
- writing to The Financial Ombudsman Service, Exchange Tower, London, E14 9SR

Further information is available on their website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

Using this service does not affect your right to take legal action.

The Financial Ombudsman's role is to assess our handling of a claim in light of the policy terms. It is not to assess the quality of legal advice. If you are unhappy with the service provided by an appointed representative the relevant complaint-handling procedure is available on request.

**For all complaints in respect of Directors and Officers cover, please contact**

The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ

Using the complaints procedures above or referral to the Financial Ombudsman Service does not affect your legal rights.

**For all complaints, other than those concerning Legal proceedings or Directors and Officers cover, please contact the Customer Satisfaction Manager at Allianz Insurance plc:**

Customer Satisfaction Manager, Allianz Insurance plc  
57 Ladymead, Guildford, Surrey GU1 1DB

Telephone: 01483 552438

Fax: 01483 790538

Email: [accsm@allianz.co.uk](mailto:accsm@allianz.co.uk)

If we are unable to resolve the problem we will provide you with information about the Financial Ombudsman Service which offers a free, independent complaint resolution service.

The Financial Ombudsman Service, Exchange Tower, London E14 9SR

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

Telephone: 0800 023 4567 or 0300 123 9123

Email: [complaint.info@financialombudsman.org.uk](mailto:complaint.info@financialombudsman.org.uk)

The European Commission has an online dispute resolution service for consumers who have a complaint about a product or service bought online. If you choose to submit your complaint this way it will be forwarded to the Financial Ombudsman Service.

Visit <https://ec.europa.eu/odr> to access the Online Dispute Resolution Service. Please quote our e-mail address: [accsm@allianz.co.uk](mailto:accsm@allianz.co.uk)

Alternatively, you can contact the Financial Ombudsman Service directly.

Full details of our complaints procedure will be found in the policy documentation.

# Liability Cover

## Public and Products Liability

This section covers the legal liability of the Insuring body and its officers, committee and other bona fide members whilst engaging in the insuring body's activities for:

- accidental injury to members of the public or accidental loss of or damage to third party property up to £5,000,000 or £10,000,000 any one claim;
- accidental injury to members of the public or accidental loss of or damage to third party property caused by Products supplied by the Insuring body up to £5,000,000 or £10,000,000 any one period of insurance;

(Select the limit of indemnity of £5,000,000 or £10,000,000 as required on the ExtraCover Insurance Proposal Form)

The cover automatically includes:

- "Member to Member" Liability;
- Manslaughter Defence costs up to £5,000,000 limit;
- Terrorism up to £5,000,000 limit;
- liability arising from the sale or supply of food and drink and other goods;
- Financial Loss not arising out of injury or damage up to £2,000,000;
- Libel or Slander up to £1,000,000;
- social Functions and Meetings;
- Property Owners' Liability;
- car park responsibility;
- legal and other costs and expenses in connection with the defence of any valid claim;

*Excluding*

- the first £100 of any claim in respect of loss of or damage to third party property;
- the ownership or use of any mechanically propelled vehicle where motor insurance is required by law.

## Employers' Liability

**Employers' Liability cover is required for:**

- Bar staff, cleaners, ground staff, persons under work experience, voluntary helpers etc whether or not gainfully employed.

**It is also a legal requirement for Boards, Associations and Leagues employing any persons on a full time or part time basis.**

A statutory Certificate of Insurance to display at the place of employment will be issued at the time of certification.

This section covers the Insuring body's legal liability to employees for death or injury happening in the course of their employment with the Insuring body up to £10,000,000 any one claim.

**Please contact the ExtraCover team at Marshall Wooldridge for a quotation.**

# Personal Accident

**Please contact the ExtraCover team at Marshall Wooldridge for a quotation.**

The cover provides benefits to players, umpires, scorers, officials and coaching staff for accidental bodily injury whilst engaging in official activities, including:

- cricket matches, practice matches, official practice or coaching session organised or attended by the insuring body
- duties on behalf of the insuring body
- direct travel to/from the above activities.

2 levels of Cover, Standard Cover and Gold Cover are available.

The Physiotherapy Expenses benefit is only available under Gold Cover.

Weekly benefit for Temporary Total Disablement is automatically provided under Gold Cover at £250 per week up to 104 weeks for adult Members.

Under Standard Cover Weekly Benefit for Temporary Total Disablement is available as an optional cover at additional cost.

Benefit	Standard Cover		Gold Cover	
	Amount (Adult Members)	Amount (Members aged under 16 )	Amount (Adult Members)	Amount (Members aged under 16 )
1. Accidental Death	£25,000	£2,500	£35,000	£2,500
2. Loss of Sight	£25,000	£25,000	£35,000	£35,000
3. Loss of Hearing – Both Ears	£12,500	£12,500	£25,000	£25,000
4. Loss of Hearing – One Ear	£6,250	£6,250	£12,500	£12,500
5. Loss of Limb	£25,000	£25,000	£35,000	£35,000
6. Loss of Speech	£12,500	£12,500	£25,000	£25,000
7. Loss of Internal Organ	£5,000	£5,000	£10,000	£10,000
8. Permanent Total Disablement *including Continental Scale (see over)	£25,000	£25,000	£35,000	£35,000
9. Dental treatment and/or Repair/Replacement of broken/cracked spectacles or dentures following an accident covered by this Insurance	Up to £750	Up to £750	Up to £1,500	Up to £1,500
10. Hospitalisation as an in-patient due to an accident covered by this Insurance	£25 per day up to a maximum of £500	£25 per day up to a maximum of £500	£50 per day up to a maximum of £1,000	£50 per day up to a maximum of £1,000
11. Physiotherapy Expenses when a member is unable to play in official matches for the Insured club following accidental bodily injury subject to referral by the member's medical attendant	Not applicable	Not applicable	up to £1,000	up to £500
12. Temporary Total Disablement	Available as Additional cover – see over	Available as Additional cover – see over	£250 per week up to 104 weeks	£25 per week up to 104 weeks

## \* Standard Cover - Additional Temporary Total Disablement Weekly Benefit

Benefit	Amount (Adult Members)	Amount (Members aged under 16)
Temporary Total Disablement	Up to 20 X £10 per week units (maximum £200) up to 104 weeks	£10 per week up to 104 weeks

**Premium for Additional Cover – Temporary Total Disablement Weekly Benefit – Please contact Marshall Wooldridge for a quotation.**

This benefit is only available when Personal Accident section Standard Cover is also insured.

Units of weekly benefit may be purchased under Temporary Total Disablement up to a maximum of 20 units of £10 each per week. (Maximum payable for 20 units is £200 per week, Members aged under 16 are restricted to a maximum of £10 per week benefit) Please refer to the Key Facts document for a more detailed summary of cover, terms and conditions.

### \*Continental Scale

Compensation under Item 8 Permanent Total Disablement is extended to include the following Benefit subject to a maximum total of 100% in the aggregate.

<ol style="list-style-type: none"> <li>1. Permanent Total Disablement 100%</li> <li>2. Permanent loss by physical separation of:               <ol style="list-style-type: none"> <li>a. one thumb:                   <ol style="list-style-type: none"> <li>I. both phalanges 30%</li> <li>II. one phalange 15%</li> </ol> </li> <li>b. one index finger:                   <ol style="list-style-type: none"> <li>I. three phalanges 20%</li> <li>II. two phalanges 13%</li> <li>III. one phalange 6%</li> </ol> </li> <li>c. one other finger:                   <ol style="list-style-type: none"> <li>I. three phalanges 10%</li> <li>II. two phalanges 6%</li> <li>III. one phalange 3%</li> </ol> </li> <li>d. one great toe:                   <ol style="list-style-type: none"> <li>I. two phalanges 15%</li> <li>II. one phalange 7.5%</li> </ol> </li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>e. one other toe:               <ol style="list-style-type: none"> <li>I. three phalanges 5%</li> <li>II. two phalanges 3%</li> <li>III. one phalange 1.5%</li> </ol> </li> <li>3. Permanent total loss of use of:               <ol style="list-style-type: none"> <li>a. Shoulder or Elbow 25%</li> <li>b. Wrist, Hip, Knee or Ankle 20%</li> </ol> </li> <li>4. Removal by Surgical Operation of Lower Jaw 30%</li> <li>5. Sickness resulting in Loss Of Sight or Permanent Total Disablement by Paralysis 20%</li> </ol> <p>which the Insured Person has survived for at least one month from the date of the occurrence. In the event of Partial loss for 2 a proportionately lower percentage of compensation will be payable.</p> <p>Claims arising from pre-existing conditions are excluded in respect of Benefit 5.</p>
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### Significant or Unusual Exclusions or Limitations

The Personal Accident section of the Policy does not cover injury arising from:

- suicide or self injury
- motorcycling (other than in respect of mopeds or scooters up to 50cc)
- riding or driving in any kind of race or endurance test (or practice thereof)
- injury caused or contributed to by an existing physical or mental condition
- taking illegal drugs or taking non-prescribed drugs for recreational purposes or taking drugs prescribed for own drug addiction or alcoholism
- flying other than as a fare paying passenger
- service in the armed forces
- Nuclear, chemical or biological Terrorism

For persons under the age of 16 the Death Benefit is limited to £2,500

No cover for persons aged 85 or over

For persons aged between 80 and 85 the Death, loss of one or more limbs and/or sight in one or both eyes or Permanent Total Disablement is limited to £5,000 and Temporary Total Disablement are not payable

Event, conveyance and aircraft accumulation limit £500,000

A claim under the Temporary Total Disablement weekly benefit may not exceed the Insured Persons earnings less statutory sick pay

A claim under the Temporary Total Disablement weekly benefit for an Insured Person who is not gainfully employed is restricted to compensation for reasonable additional personal expenses actually incurred (up to the weekly maximum benefit) due to accidental bodily injury

For persons under the age of 16 the Temporary Total Disablement benefit is limited to £10 per week up to 104 weeks

Claims arising from pre-existing conditions are excluded in respect of Benefit 5.

# All Risks

The minimum sums insured detailed below need to reflect your total exposure within each category. Should any of the minimum sums insured be inadequate, please contact the ExtraCover team at Marshall Wooldridge for a quotation.

## 1. Cricket Bag(s), Cups and Trophies

Cover	Sum Insured	Principal Exclusions
Loss or destruction of or damage anywhere in the United Kingdom.	£1,000	Breakage in play, members' own property, theft from unlocked vehicles, articles other than normal cricket bag contents  The first £100 of each and every claim

## 2. Non-Turf Pitches, Netting and Poles

Cover	Sum Insured	Principal Exclusions
Loss or destruction of or damage anywhere in the United Kingdom.	£5,000	The first £100 of each and every claim

## 3. Portable Electronic Equipment

Cover	Sum Insured	Principal Exclusions
Loss or destruction of or damage to Laptop Computers, Audio-Visual and Portable Electronic Equipment, including Ancillary Equipment anywhere in the United Kingdom.	£1,500	The first £100 of each and every claim Theft from any unattended road vehicle unless the vehicle is locked and the item is kept within a boot or glove compartment or concealed from view

## 4. Bowling Machinery & Potable Scoreboards

Cover	Sum Insured	Principal Exclusions
Loss or destruction of or damage anywhere in the United Kingdom.	£3,000	The first £100 of each and every claim

## 5. Groundsmanship Trailers and Equipment

Cover	Sum Insured	Principal Exclusions
Loss or destruction of or damage anywhere in the United Kingdom	£12,000	The first £250 of each and every claim Theft of Groundsmanship trailers and/or contents left unattended between the hours of 2100 and 0700 unless stored within a secure location that has been referred to and approved by Allianz, left unattended unless the trailer is secured by means of a hitch-lock and contents within the trailer are secured by means of a steel security cable loop and padlock, or left unattended whilst attached to a Vehicle unless the Vehicle is securely locked with the windows closed shut

## 6. Office Contents

Cover	Sum Insured	Principal Exclusions
Loss or destruction of or damage to Office Contents in the Board, Association or League premises	£1,000	The first £50 of each and every claim  Loss of or damage to portable items whilst away from the office premises
<b>Cover for Office Contents includes:</b>		
<b>Loss of Money</b>		
Non-Negotiable Money	£250,000	
Negotiable Money		
a) in transit	£3,000	
b) in the personal custody of the Insured or their authorised employees out of business hours	£500	
c) in a bank safe	£3,000	
d) within the Premises during business hours	£3,000	
e) within the Premises out of business hours not contained in a locked safe or strongroom	£500	
f) within the Premises out of business hours contained in a locked safe or strongroom	£2,000	
<b>Computers/Computer Equipment</b>	The Office Contents cover includes Damage to Computers and Computer Equipment up to a limit of £2,500. The most we will pay is the Sum Insured for Office Contents.	

# Commercial Legal Expenses

Commercial Legal Expenses is a 'claims made' cover section, which means that claims must be initially notified to the insurers during the period of insurance.

## Significant Features and Benefits

### 1 Employment disputes

- Defending your legal rights before the issue of proceedings in a court or tribunal following dismissal of an employee, or where an employee or ex-employee has contacted ACAS to commence the Early Conciliation procedure.
- Defending your legal rights in respect of any dispute with an employee or ex-employee relating to their contract of employment.
- Defending your legal rights in respect of any dispute with an employee, prospective employee or ex-employee arising from an alleged breach of their statutory rights under employment legislation.

### Compensation awards

In respect of a claim we have accepted under Employment disputes cover, we will pay any basic and compensatory award and/or compensation awards arising from an alleged breach of an employee, prospective employee or ex-employee's statutory rights under employment legislation; provided that throughout the employment dispute, you have either followed the ACAS Code of Disciplinary and Grievance Procedures in Employment, the equivalent codes of practice issued by the Labour Relations Agency in Northern Ireland, or sought and followed advice from the DAS legal advice service.

### Employee civil legal defence

Defends the insured person's legal rights if an event arising from their work as an employee leads to civil action being taken against them:

- (i) under legislation for unlawful discrimination; or
- (ii) as trustee of a pension fund set up for the benefit of your employees.

### Service Occupancy

Negotiating for your legal rights against an employee or ex-employee to recover possession of premises which are owned by you or for which you are responsible.

### Employment restrictive covenants

Pursuing civil actions against employees or ex-employees where they are, or about to be, in breach of a covenant which restricts them:

- from providing services to your customers, or
- enticing other employees to leave.

## Significant Exclusions or Limitations

### Employment disputes

- Employment disputes within the first 90 days of the start of the policy.
- Disputes with employees concerning redundancy within the first 180 days of the start of the policy.
- Any dispute with an employee who was subject to a written or oral warning within 180 days of the start of the policy.

### Compensation awards

- Payment of awards in excess of the aggregate amount of £1,000,000.
- Settlements agreed and payable following conciliation under the ACAS Early Conciliation procedure.

### Employee civil legal defence

Any claim made by an insured person who does not have your permission.

### Service Occupancy

Defending claims apart from defending a counter claim.

### Employee restrictive covenants

- Any claim where:
  - the restrictive covenant is not expressly incorporated within a contract of employment
  - the contract of employment has not been signed by the employee or ex-employee
  - the restrictive covenant exceeds a 12 month period
  - you have breached the employee's or ex-employee's contract of employment
  - the restrictive covenant has been transferred to the business under Transfer of Undertakings Regulations (TUPE).
- Any dispute within the first 90 days of the start of the policy.
- Defence of a claim, unless it is defending a counter-claim that is also an insured incident under the policy.

# Commercial Legal Expenses (Continued)

Significant Features and Benefits	Significant Exclusions or Limitations
<p><b>2 Tax Protection</b></p> <p><b>Tax enquiries</b> Negotiating on your behalf and representing you in any appeal proceedings following a written notice of enquiry, issued by HM Revenue &amp; Customs, to carry out an Income Tax or Corporation Tax compliance check.</p> <p><b>Employer compliance disputes</b> Negotiating on your behalf and representing you in any appeal proceedings in a dispute concerning your compliance with Pay As You Earn, Social Security, Construction Industry or IR35 legislation and regulations.</p> <p><b>VAT disputes</b> Negotiating on your behalf and representing you in any appeal proceedings arising out of a dispute with HM Revenue &amp; Customs.</p> <p><b>3 Legal Defence</b></p> <ul style="list-style-type: none"> <li>Defending your legal rights or your employees' legal rights prior to legal proceedings when dealing with the police or the relevant Health and Safety authority where it is alleged that you or your employees have or may have committed a criminal offence in connection with your business activities.</li> <li>Defending non-motor criminal prosecutions arising from your business activities.</li> <li>Appealing against the imposition or terms of any Statutory Notice issued under UK legislation affecting your business.</li> <li>Defending a civil action taken against you for wrongful arrest in respect of an accusation of theft.</li> <li>The attendance expenses of your employees for jury service.</li> </ul> <p><b>4 Data protection</b> Defending civil actions taken against an insured person for compensation under data protection legislation, including payment of any compensation award made to an individual.</p> <p><b>5 Property protection</b> Pursuing your legal rights in a civil action following an event causing physical damage to material property which you own or are responsible for, or any nuisance or trespass.</p> <p><b>Personal injury</b> At your request, pursuing your employees' and their family members' legal rights following their death or bodily injury.</p>	<p>Claims relating to:</p> <ul style="list-style-type: none"> <li>tax avoidance schemes</li> <li>your failure to register for VAT or Pay As You Earn</li> <li>import or excise duties and import VAT</li> <li>investigations or enquiries into alleged dishonesty or criminal offences.</li> </ul> <ul style="list-style-type: none"> <li>Investigations or enquiries by HM Revenue &amp; Customs.</li> <li>Parking offences.</li> </ul> <ul style="list-style-type: none"> <li>Fines imposed by the Information Commissioner, or any other regulatory and/or criminal body.</li> <li>Any claim resulting from hacking (unauthorised access) or other type of cyber attack.</li> </ul> <p><b>Property Protection</b></p> <ul style="list-style-type: none"> <li>Goods in transit or goods lent or hired out.</li> <li>Motor vehicles unless the business is engaged in the selling of motor vehicles.</li> </ul> <p><b>Personal Injury</b></p> <ul style="list-style-type: none"> <li>Any illness or bodily injury that happens gradually.</li> <li>Psychological injury or mental illness.</li> <li>Clinical Negligence.</li> </ul>

## Commercial Legal Expenses (Continued)

Significant Features and Benefits	Significant Exclusions or Limitations
<p><b>Legal advice</b> Advice on any commercial legal problem affecting your business under UK or EU law.</p> <p>Wherever possible the legal advice helpline aims to provide immediate advice. However, if this is not possible they will arrange to call you back at a suitable time.</p> <p><b>Tax advice</b> Advice on any commercial tax matter under UK law.</p> <p><b>Counselling</b> Qualified, confidential counselling support in dealing with personal problems and feelings – but doesn't include the cost of any services the caller may be referred to.</p> <p>Available for all your employees (and any members of their immediate family who live with them).</p> <p>Available to persons aged 18 years or over.</p> <p><b>DAS Businesslaw</b> Online business reference guide providing useful tools, articles and information including a document builder that can create ready-to-sign contracts, agreements and letters.</p> <p><b>Employment manual</b> Online business reference guide providing useful tools, articles and information including a document builder that can create ready-to-sign contracts, agreements and letters.</p>	<p>Advice is available 24/7 for queries about the law in England or Wales.</p> <p>Advice about the law in other countries is available 9am – 5pm, Mon – Fri, excluding public and bank holidays.</p> <p>The policy will pay legal costs up to £100,000 including solicitors' and barristers' fees, court costs, expenses for expert witnesses, attendance expenses and accountants' fees. It will also pay the costs of appealing or defending an appeal.</p> <p>The payment of employment compensation awards shall not exceed £1,000,000 in any one period of insurance.</p>

# How to Make a Claim

If you have a Commercial Legal Expenses claim and your issue cannot be dealt with through legal advice, phone DAS on **0344 893 0859** and we will give you a reference number. At this point DAS will not be able to tell you whether the claim is covered or not but they will pass the information you have given them to their claims handling teams and explain what to do next.

Please do not ask for help from a lawyer, accountant or anyone else before DAS have agreed that you should do so. If you do, they will not pay the costs involved even if they have accepted the claim.

# Directors and Officers Liability

This provides the directors, officers and/or trustees of the Board, Association or League with protection against civil or criminal lawsuits and regulatory proceedings. Without this cover members are placing their entire personal assets at risk. The cover provides a pool of money that can be drawn on to fund defence and settlement costs and to pay for the costs of legal representation at investigations.

Corporate Liability is standard cover extending the policy to respond to claims made against the Board, Association or League. If an organisation is found guilty of Corporate Manslaughter by the HSE made under the Corporate Manslaughter and Corporate Homicide Act 2007, for the way in which its activities were managed or organised and this causes a death in the workplace and/or if there has been a gross breach of duty of care to the person who died, our policy will look to defend.

Board, Association or League may not immediately conjure up thoughts of disputes and litigation. However, life can be as complicated for these bodies and their trustees as it is for commercial companies and their directors. Current case law and statute can create a personal and unlimited liability for trustees. This means that without adequate insurance protection, civil or criminal lawsuits, and regulatory proceedings against trustees put his/her entire personal estate at risk.

## Potential Sources of claims for Incorporated Board, Association or League:

Employee rights and obligations	Accusations of mismanagement
Breach of fiduciary duties	Insolvency
Health and safety investigations and/or prosecutions	Libel and slander
Intellectual property infringements	Trading standards

Claims Example: a director faced criminal prosecutions for alleged breaches of health and safety legislation, which resulted in the accidental deaths of two employees.

Claims Example: whilst the Board, Association or League was in receivership, a director signed a company cheque to pay a key supplier. The cheque was dishonoured and the director was found personally liable for the amount of the cheque.

## Potential Sources of claims for Unincorporated Board, Association or League:

Employee rights and obligations	Tax
Property	Libel and slander
Winding up	Trading standards

Claims Example: committee members of a Board, Association or League who employed an incompetent person to repair a stand were held personally liable to people injured when the stand collapsed.

Claims Example: a Board, Association or League held its alcohol sales licence in its treasurers name. A trading standards officer found short measures being sold at the body's premises. Defence costs were incurred in defending the treasurer in the criminal proceedings which resulted.

As an additional benefit, this policy is extended to cover Crime. The cover is broken down as follows:

**Act of Fraud or Dishonesty:** This will provide cover in respect of loss of money, securities and goods, the property of you or for which you are responsible at law, resulting directly from any act of Fraud or dishonesty committed by an official of the body or employee acting alone or in collusion with others. This extends to cover fraudulent or dishonest misuse or manipulation by a third party of the computer systems and programmes operated by you.

**Forgery:** This will indemnify you for the loss of money or securities resulting from forgery.

**Funds Transfer Fraud:** This will provide indemnity to you for the theft of any of your funds from an account maintained by you at a financial institution following fraudulent electronic, telegraphic, cable, teletype, telephone or written instructions to debit such account and to transfer, pay or deliver funds from such account and which instructions purport to have come from you, but which are fraudulently transmitted or issued, are a forgery or fraudulently altered by another.

For full details of the policy and a list of exclusions you should refer to the policy wording, a copy of which is available on request.

The insurers of the Directors and Officers Liability Section of cover are Zurich Insurance plc.

Limit in the aggregate		
D&O	Entity	Crime
£100,000	£100,000	£10,000
£250,000	£250,000	£10,000
£500,000	£500,000	£10,000
£1,000,000	£1,000,000	£10,000

# General

1. The insurer of the Scheme (other than for Directors and Officers Liability and Legal Expenses) is Allianz Insurance plc. For Directors and Officers Liability the insurer is Zurich plc and for the Legal Expenses the insurer is DAS.
2. The annual renewal date for the Scheme is 1st March, but you can take advantage of Cover immediately or at the anniversary of your existing insurance.
3. To ensure continuous cover, you must ensure the renewal application, properly completed, is received with the appropriate premium by the last working day of February.

**There are no days of grace allowed by the insurers. Applications received on or after 1st March will only be valid from the date received.**

## Additional Guide Notes

### Terrorism

Acts of Terrorism are excluded under Property All Risks and Office Contents. Cover for acts of Terrorism under the Liability Section is limited to £5,000,000. Personal Accident cover excludes acts of Terrorism involving Nuclear, Biological or Chemical Contamination.

In respect of Property All Risks and Office Contents Cover, Full Terrorism Cover is available on request subject to an additional premium. Please contact the ExtraCover team at Marshall Wooldridge.

## What do I do next?

- For expert advice, assistance or quotation please contact the ExtraCover team at Marshall Wooldridge Ltd on FREEPHONE 0800 289301 or email [extracover@marswool.com](mailto:extracover@marswool.com)
- New Applicants should complete the Extra Cover Insurance Proposal Form
- If you require cover outside the scope of the terms contained in this brochure please contact the ExtraCover team at Marshall Wooldridge for further advice.

## How do I pay?

Return your completed Proposal Form with a **Cheque** for the full premium to: MARSHALL WOOLDRIDGE LTD

at

ExtraCover Insurance  
Marshall Wooldridge Ltd  
14–16 Ivegate  
Yeadon  
Leeds LS19 7RE

We can also arrange for you to pay through a **Bank Transfer** or **Credit/Debit Card**. Contact your ExtraCover team at Marshall Wooldridge on 0800 289301 to pay via one of these methods.

Cheques are to be made payable to 'Marshall Wooldridge Ltd'.

# Financial Services Compensation Scheme

Allianz Insurance plc, Zurich Insurance plc and DAS Legal Expenses Insurance Company Limited contribute to the Financial Services Compensation Scheme (FSCS).

The Insured may be entitled to compensation from the FSCS if the Insurer is unable to meet its liabilities. Further information about compensation scheme arrangements is available at [www.fscs.org.uk](http://www.fscs.org.uk), by emailing [enquiries@fscs.org.uk](mailto:enquiries@fscs.org.uk) or by phoning the FSCS on 0800 678 1100 or 0207 741 4100.

Marshall Wooldridge Limited.

Registered in England number 1093348. Registered Address: Marshall Wooldridge Limited, 14–16 Ivegate, Yeadon, Leeds, LS19 7RE.  
Marshall Wooldridge Limited is authorised and regulated by the Financial Conduct Authority, registration number 136079.

Allianz Insurance plc. Registered in England number 84638. Registered office: 57 Ladymead, Guildford, Surrey, GU1 1DB, United Kingdom.  
Allianz Insurance plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register number 121849.

Zurich Insurance plc

A public limited company incorporated in Ireland Registration No. 13460.  
Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.  
UK Branch registered in England and Wales, Registration No. BR7985.  
UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our authorisation by the Financial Conduct Authority are available from us on request.  
Our FCA Firm Reference Number is 203093.

DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority. DAS Legal Expenses Insurance Company Limited Head and Registered Office: DAS House, Quay Side, Temple Back, Bristol BS1 6NH. Registered in England and Wales. Company Number 103274. Website: [www.das.co.uk](http://www.das.co.uk). DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113). DAS Law Limited Head and Registered Office: North Quay, Temple Back, Bristol BS1 6FL. Registered in England and Wales, Company Number: 5417859. Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)