

ExtraCover Insurance Proposal Form

Name of Club or County Board/Association/League			
Address of Club*		Postcode	
Contact Name and Address			
		Postcode	
Daytime Telephone Number	Email		
Evening Telephone Number	Web Address		

*Please detail any additional premises/grounds used by your Club or County Board/Association/League in the additional information section of this form.

Proposal		Please tick if required	
PUBLIC LIABILITY & EMPLOYERS LIABILITY	Public Liability limit of indemnity (please tick required limit)	£5m	£10m
PERSONAL ACCIDENT	Gold Cover	<input type="checkbox"/>	<input type="checkbox"/>
	Standard Cover	<input type="checkbox"/>	<input type="checkbox"/>
	Additional Cover – Temporary Total Disablement Weekly Benefit	<input type="checkbox"/>	<input type="checkbox"/>
	Weekly Benefit required	No. of Units <input type="text"/>	
ALL RISKS	Club Bags, Cup and Trophies	<input type="checkbox"/>	Sum Insured required <input type="text"/>
	Non-Turf Pitches, Netting & Poles	<input type="checkbox"/>	£ <input type="text"/>
	Cricket Square(s)	<input type="checkbox"/>	£ <input type="text"/>
	Sightscreens and Cricket Pitch Covers	<input type="checkbox"/>	£ <input type="text"/>
	Bowling Machinery and Portable Scoreboards	<input type="checkbox"/>	£ <input type="text"/>
	Marine Cargo Containers	<input type="checkbox"/>	£ <input type="text"/>
	Number of Marine Cargo Containers	<input type="text"/>	
	(If the minimum sum insured of £12,500 for your containers is inadequate, please indicate the sum insured required.)	£ <input type="text"/>	
	Portable Electronic Equipment	<input type="checkbox"/>	£ <input type="text"/>
	Groundsmanship Trailers and Equipment (Only available to Boards Associations & Leagues)	<input type="checkbox"/>	£ <input type="text"/>
	Office Contents (Only available to Boards Associations & Leagues)	<input type="checkbox"/>	£ <input type="text"/>
	Fixed Benches and Ropes	<input type="checkbox"/>	£ <input type="text"/>
COMMERCIAL LEGAL EXPENSES	Limit per Claim required	£ <input type="text"/>	
DIRECTORS AND OFFICERS LIABILITY	Limit per Claim required	£ <input type="text"/>	
BUILDINGS	Category 1 * construction	<input type="checkbox"/>	Sum Insured required <input type="text"/>
	Category 2 ** construction	<input type="checkbox"/>	£ <input type="text"/>

* Category 1 external walls, entirely of brick, stone, concrete, metal or asbestos, and roofed with slates, tiles, concrete, asbestos, metal or timber/felt.
 ** Category 2 all others not within Category 1.

continued overleaf



Exclusively arranged by



Proposal (continued)

GROUND MACHINERY

	£
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ALL OTHER CONTENTS

	£
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LOSS OF LICENCE

If the standard limit of £50,000 is inadequate please indicate required limit

£

If you would like any assistance or advice please contact the ExtraCover team at Marshall Wooldridge Limited on FREEPHONE 0800289301

Present Insurers

Renewal Date

Current Premium

Membership:

No. of Adults

No. of Juniors U16's

No. of Senior Teams

No. of Juniors U16's Teams

No. of Professional Players

No. of Semi-professional Players

Estimated Maximum Spectator Attendance

Estimated Typical Spectator Attendance

Activities (please tick applicable box)

Is your club in use all year round (i.e. outside cricket season)?

Yes

No

Do you operate a licenced bar?

Yes

No

Is hot food prepared on the premises?

Yes

No

Is the clubhouse hired for social functions (e.g. weddings, disco's)

Yes

No

If 'Yes' please state approx. number per year

and maximum attendance

Do you hold a bonfire night event?

Yes

No

If 'Yes' please state maximum spectator attendance

Is there a fireworks display?

Yes

No

Property (please tick applicable box)

Is subsidence cover required for Category 1 Buildings?

Yes

No

If you have chosen to include subsidence cover, please answer the following:

a Age of Buildings

 Years

b Do the buildings show any sign of subsidence?

Yes

No

c Has there been subsidence in the area?

Yes

No

d Has there ever been a consulting engineers report for the premises?

Yes

No

If 'Yes' please attach a copy

Does the roof of your premises include more than 20% felt on timber?

Yes

No

If 'Yes' please state approximate percentage

 %

Are your premises protected by an intruder alarm system?

Yes

No

If 'Yes' please confirm who installed/maintains the system:

Does the system include remote signalling to an alarm receiving centre?

Yes

No

Please give details of the signalling system (tick as appropriate)

Digital Communicator

redcare

Dualcom

redcareGSM

DualcomPlus

Dualcom GPRS

please specify grade

Other

please provide details

Are the buildings maintained in a good state of repair and are they inspected at least weekly by a representative of the Club or County Board/Association/League?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your Club or County Board/Association/League comply with the Insurer's minimum level of security specification, as set out in the ExtraCover Scheme booklet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the buildings and grounds in an area free from any history of flooding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cover is subject to an under-insurance clause; are your Sums Insured adequate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Claims or incidents

Has your Club or County Board/Association/League sustained any loss or damage during the last 3 years, whether covered by insurance or not? If so, please give details. Yes No

Date of Incident	Type of Loss or Damage	Cost
<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"/>

For Commercial Legal Expenses / Directors and Officers Liability Insurance applicants only

Approximate No. of Members Employees

Are you aware of any recent events which may give rise to legal proceedings? Yes No

Has the Club been involved in any legal action during the last five years? Yes No

If "YES" please give details

Has the Club had any claim made against its Directors and/or Officers during the last five years? Yes No

If "YES" please give details

Do you have a tenancy agreement? Yes No

If "YES" on what date does it expire?

Are you aware of any Boundary disputes? Yes No

If "YES" please give details separately

Please confirm that all instructors/coaches/trainers receive the relevant DBS checks and follow the established safeguarding procedures? Yes No

If "NO" please give details

IMPORTANT INFORMATION – YOUR DUTY TO MAKE A FAIR PRESENTATION OF THE RISK

You must make a fair presentation of the risk to us at inception, renewal and variation of your Policy. This means that you must tell us about all facts and circumstances which may be material to the risks covered by your Policy in a clear and accessible manner or give us sufficient information to alert us of the need to make enquiries about such facts or circumstances.

Material facts are those which are likely to influence us in the acceptance of or assessment of the terms or pricing of your Policy. If you are in any doubt as to whether a fact is material, you should tell us about it.

If you fail to make a fair presentation of the risk, we may avoid your Policy (that is treat it as if it had not existed) and refuse to pay any claims where any failure to make a fair presentation is:

- a** deliberate or reckless; or
- b** of such other nature that, if you had told us about a material fact or circumstance, we would not have issued, renewed or varied your Policy.

In all other cases, if you fail to make a fair presentation of the risk, we will not avoid your Policy but we may instead:

- a** reduce proportionately the amount paid or payable on any claim, the proportion for which we are liable being calculated by comparing the premium actually charged as a percentage of the premium which we would have charged had you made a fair presentation (e.g. if we would have charged you double the premium, we will only pay half the amount of any claims under your Policy); and/or
- b** treat your Policy as if it had included such additional terms as we would have imposed had you told us about a material fact or circumstance. Payment of any claim you make will be subject to the application of any such additional terms.

Fair Processing Notice – how we use personal information

1. Who we are

When **we** refer to “**we**”, “**us**” and “**our**” in this notice it means Allianz Insurance plc or Allianz Engineering Inspection Services Limited.

When **we** say, “**individuals**” in this notice, **we** mean anyone whose personal information **we** may collect, including:

- anyone seeking an insurance quote from **us** or whose details are provided during the quotation process
- policyholders and anyone named on or covered by the policy
- anyone who may benefit from or be directly involved in the policy or a claim, including claimants and witnesses.

2. How we use personal information

We use personal information in the following ways:

- to provide quotes, administer policies and policyholder claims to fulfil **our** contract
- to administer third party claims and prevent financial crime to meet **our** legal obligations
- to manage **our** business and conduct market research to meet the legitimate needs of **our** business
- to send marketing information about **our** products and services if **we** have received specific consent.

There is no obligation to provide **us** with personal information, but **we** cannot provide **our** products and services without it.

Anyone whose personal information we hold has the right to object to us using it.

They can do this at any time by telling us and we will consider the request and either stop using their personal information or explain why we are not able to.

Further details can be found below.

3. Automated decision making, including profiling

We may use automated decision making, including profiling, to assess insurance risks and administer policies. This helps **us** decide whether to offer insurance, determine prices and validate claims.

Anyone subject to an automated decision has the right to object to it. To do so they should contact **us** by emailing **us** at accsm@allianz.co.uk and **we** will review the decision.

4. The personal information we collect

We collect the following types of personal information so **we** can complete the activities in section 2, “How **we** use personal information”:

- basic personal details such as name, age, address and gender
- family, lifestyle and social circumstances, such as marital status, dependants and employment type
- financial details such as direct debit or payment card information
- photographs and/or video to help **us** manage policies and assess claims
- tracking and location information if it is relevant to the insurance policy or claim
- identification checks and background insurance risk details including previous claims information
- medical information if it is relevant to the insurance policy or claim
- criminal convictions if it is relevant to the insurance policy or claim
- accessibility details if **we** need to make reasonable adjustments to help
- business activities such as goods and services offered.

5. Where we collect personal information

Direct from **individuals**, their representatives or information they have made public, for example, on social media.

From other persons or organisations, for example:

- credit reference and/or fraud prevention agencies
- emergency services, law enforcement agencies, medical and legal practices
- insurance industry registers and databases used to detect and prevent insurance fraud, for example, the Motor Insurance Database (MID), the Motor Insurers Anti-Fraud and Theft Register (MIAFTR) and the Claims and Underwriting Exchange (CUE)
- insurance investigators and claims service providers
- other insurers or service providers who underwrite the insurance or provide the services for **our** products
- other involved parties, for example, claimants or witnesses.

6. Sharing personal information

We may share personal information with:

- other companies within the global Allianz Group www.allianz.com
- credit reference, fraud prevention and other agencies that carry out certain activities on **our** behalf, for example, the Motor Insurance Database (MID), the Insurance Fraud Bureau (IFB) and marketing agencies if agreed
- **our** approved suppliers to help deal with claims or provide **our** benefit services, for example, vehicle repairers, legal advisors and loss adjusters
- other insurers, third party underwriters, reinsurers, insurance intermediaries, regulators, law enforcement and the Financial Ombudsman Service (FOS); and other companies that provide services to **us** or you, for example, the Employers Liability Tracing Office (ELTO) and the Claims and Underwriting Exchange (CUE)
- prospective buyers in the event that **we** wish to sell all or part of **our** business.

7. Transferring personal information outside the UK

We use servers located in the European Union (EU) to store personal information where it is protected by laws equivalent to those in the UK. **We** may transfer personal information to other members of the global Allianz Group to manage the insurance policy or claim; this could be inside or outside the EU. **We** have Binding Corporate Rules (BCR's) which are **our** commitment to the same high level of protection for personal information regardless of where it is processed. These rules align with those required by the European Information Protection authorities. For more information about BCR's, contact **our** Data Protection Officer.

Some of **our** suppliers have servers outside the EU. **Our** contracts with these suppliers require them to provide equivalent levels of protection for personal information.

8. How long we keep personal information

We keep information only for as long as **we** need it to administer the policy, manage **our** business or as required by law or contract.

9. Know your rights

Any **individual** whose personal information **we** hold has the right to:

- object to **us** processing it. **We** will either agree to stop processing or explain why **we** are unable to (the right to object)
- ask for a copy of their personal information **we** hold, subject to certain exemptions (a data subject access request)
- ask **us** to update or correct their personal information to ensure its accuracy (the right of rectification)
- ask **us** to delete their personal information from **our** records if it is no longer needed for the original purpose (the right to be forgotten)
- ask **us** to restrict the processing of their personal information in certain circumstances (the right of restriction)
- ask for a copy of their personal information, so it can be used for their own purposes (the right to data portability)
- complain if they feel their personal information has been mishandled. **We** encourage **individuals** to come to **us** in the first instance but they are entitled to complain directly to the Information Commissioner's Office (ICO) www.ico.org.uk
- ask **us**, at any time, to stop processing their personal information, if the processing is based only on **individual** consent (the right to withdraw consent).

If you wish to exercise any of these rights please contact our Customer Satisfaction Manager:

Address: Customer Satisfaction Manager, Allianz, 57 Ladymead, Guildford, Surrey, GU1 1DB
Email: accsm@allianz.co.uk
Phone: 01483 552438

10. Allianz (UK) Group Data Protection Officer Contact details

Allianz Insurance plc and Allianz Engineering Inspection Services Limited are companies within the Allianz Holdings.

Any queries about how **we** use personal information should be addressed to **our** Data Protection Officer:

Address: Data Protection Officer, Allianz, 57 Ladymead, Guildford, Surrey GU1 1DB
Email: dataprotectionofficer@allianz.co.uk
Phone: 0330 102 1837

Changes to our Fair Processing Notice

Occasionally it may be necessary to make changes to this fair processing notice. When that happens **we** will provide an updated version at the earliest opportunity. The most recent version will always be available on **our** website www.allianz.co.uk

Consent for Special Categories of Personal Data

The global Allianz Group may need to collect and process data relating to **individuals** who may benefit from the policy ("Insured Persons"), which falls within the special categories of personal data under Data Protection Legislation, for example, medical history or convictions of Insured Persons for the purpose of evaluating the risk and/or administering claims which may occur. You must ensure that you have explicit verbal or written consent from the Insured Persons to such information being processed by the global Allianz Group and that this fact is made known to the Insured Persons.

By applying for and/or entering into this insurance policy you will be deemed to specifically consent to the use of the Insured Persons Personal Data in this way and for these purposes and that your directors, officers, partners, and employees have consented to the global Allianz Group using their details in this way.

Employers Liability Tracing Office

If your policy provides Employers Liability cover information relating to your insurance policy will be provided to the Employers Liability Tracing Office (the "ELTO") and added to an electronic database, (the "Database") in a format set out by the Employer's Liability Insurance: Disclosure by Insurers Instrument 2010.

The Database assists individual consumer claimants who have suffered an employment related injury or disease arising out of their course of employment in the UK whilst working for employers carrying on, or who carried on, business in the UK and as a result are covered by the employers' liability insurance of their employers, (the "Claimants"):

- I. to identify which insurer (or insurers) was (or were) providing employers' liability cover during the relevant periods of employment; and
- II. to identify the relevant employers' liability insurance policies.

The Database and the data stored on it may be accessed and used by the Claimants, their appointed representatives, insurers with potential liability for UK commercial lines employers' liability insurance cover and any other persons or entities permitted by law.

The Database will be managed by the ELTO and further information can be found on the ELTO website www.elto.org.uk

TO OBTAIN A QUOTATION, PLEASE POST THIS COMPLETED FORM TO

**ExtraCover Insurance
Marshall Wooldridge Limited
14-16 Ivegate, Yeadon
Leeds LS19 7RE**

Freephone: 0800 289301