

AUSKF LIABILITY INSURANCE CERTIFICATE REQUEST PROCEDURE

In March 2013, the following procedure for any AUSKF dojo requesting to receive an AUSKF Liability Insurance Certificate and/or Additionally insured endorsement:

1. The requesting dojo shall contact their regional AUSKF Member Federation President or regional federation Designated Liability Insurance Representative, to request an AUSKF Liability Insurance Certificate for the dojo and practice location(s).
2. After verification by the AUSKF Member Federation President or Designated Liability Insurance Representative, that the requesting dojo has paid both the regional federation dues and the AUSKF dues in the year of the request; the the regional federation President or regional federation Designated Liability Insurance Representative shall request, via e-mail, the previously mentioned documents.

Request to: AUSKF Insurance Coordinator

E-mail: ins.AUSKF@gmail.com

The following information is required for each request:

1) The Dojo or Club

- "Official" Dojo/Club Name
- "Official" Representative of Dojo/Club
- Dojo/Club "mailing address" (may be the representative's address, not necessarily the practice location)

2) The practice facility(s)

- "Official" name of practice facility(s)
- Address of facility(s)

3) Additionally insured endorsement

- IMPORTANT:** You must ask your facility if they require an "Additionally insured endorsement form". Particularly city owned facilities or educational institutions (municipal gyms, public schools, colleges, etc.)*
- Exact wording required by additionally insured
 - (e.g: The board and directors or City Council shall be named.....etc.)
 - Exact address of additionally insured

Note: It generally takes 10 days to 2 weeks to complete this process. Please allow ample amount of time for request.

Due Diligence (*Things we need to do*):

Insurance rates are based on membership dues paid. Individual members must have their AUSKF dues paid. Each covered member is required to be on an up-to-date dojo/club roster. New members should immediately be added to the club/dojo roster. Dojo/clubs should keep this roster available in the event that the insurance company requests it. ***Coverage will not apply to any individual not on the roster at the time of occurrence.***

Dojo/clubs will also need to have the AUSKF waiver form completed by each member. It is the responsibility of each dojo/club to maintain this file in case of request by insurance company.

Dojo/club should be responsible and verify that any new member must be on their roster before they are allowed to practice at a facility. Dojo/clubs should also ensure that any guest kenshi or sensei has liability coverage via their affiliated dojo/club.

Each dojo/club should also ensure that their members have some form of health insurance. The medical insurance provided by the AUSKF insurance is NOT health insurance. It is an accidental injury benefit that only applies to kendo related injuries during a kendo activity (benefit is subject to approval).

The current policy also covers “abuse and molestation”. Currently this is a very serious matter. Sensei (teachers), students and officers, must seriously consider this issue when participating in kendo activities. Dojo/clubs should be aware of this matter during sessions.

It is the responsibility of the AUSKF regional federation must ensure that all the above items are kept current by their respected dojo/clubs.