

# Public Liability Insurance Claims Reporting Process

For

## Australian Bridge Federation

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**Please note that there should be no discussion with the claimant any potential liability claims as this may void the policy conditions and leave the Federation without coverage.**

1. Should an incident or event occur where a third party has suffered a personal injury and/or property damage, that may give rise to potential legal action against the ABF/State Bodies/Individual Clubs, the incident must be recorded immediately.
2. All relevant details such as time, place, person/s involved, details of incident and details of witnesses should be obtained and forwarded immediately to the State Body and in turn forwarded to the manager of the ABF.
3. Should a summons/writ/lawyer's communication be received in relation to an incident for injury and/or damage to a third party, the communication must be immediately forwarded to the State Body and in turn to **Jane Rasmussen**, the **Executive Secretary** of the ABF. Contact details are as follows:-  
**Phone:** 02 6239 2265  
**Fax:** 02 6239 1816  
**Email:** [secretariat@abf.com.au](mailto:secretariat@abf.com.au)  
**Postal:** PO Box 397, Fyshwick, ACT 2609
4. Once an incident is recorded in the ABF records and when a communication is received, **Mr Steve Weil** of Tony Bemrose Insurance Brokers must be advised immediately Contact details are:-  
**Phone:** 07 3252 5254  
**Fax:** 07 3252 9076  
**Email:** [steveweil@tbib.com.au](mailto:steveweil@tbib.com.au)  
**Postal:** PO Box 300, Fortitude Valley, Qld. 4006.