

# ANUWFC INSURANCE CLAIM PROCESS

Access to further information and the forms: <https://www.gowgatesport.com.au/football/memberfederations/>

## Official Match (Capital Football competition)

After Injury:

1. Player **informs the coach** the injury has happened.
2. Coach makes a note in the electronic and paper match sheet/match card about the injury.
3. Player receives allied health/medical professional's advice about the injury and decides to put in an insurance claim
4. Player generates an insurance claim form through the Gow Gates portal.
5. Player fill out her relevant information in the portal as well information about the injury. Player does not fill the club or medical information.
6. Player emails the *Club Declaration* form to [anuwfc@gmail.com](mailto:anuwfc@gmail.com)
7. Club secretary liaises with the coach to attest an injury to the player happened during practice – timeframe 3 days
8. Club Secretary completes the form with club information and signs it and sends it in a PDF to the player email address – timeframe 2 days
9. Player contacts her allied health professional to complete the medical part of the form and sign it and progresses the claim with Gow Gates.

## Football practice, club mini-game, club endorsed friendlies and similar

After injury

1. Player lets the coach know during practice that the injury has happened. **If the coach is not available informs the Club Secretary soon after practice via email on [anuwfc@gmail.com](mailto:anuwfc@gmail.com)**
2. Coach makes a note to themselves about the injury.
3. Player receives allied health/medical professional's advice about the injury and decides to put in an insurance claim
4. Player generates an insurance claim form through the Gow Gates portal.
5. Player fill out her relevant information in the portal as well information about the injury. Player does not fill the club or medical information.
6. Player emails the *Club Declaration* form to [anuwfc@gmail.com](mailto:anuwfc@gmail.com)
7. Club secretary liaises with the coach to attest an injury to the player happened during practice – timeframe 3 days
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9. Player contacts her allied health professional to complete the medical part of the form and sign it and progresses the claim with Gow Gates.

All insurance claims are processed by Gow Gates, which is the insurer for Capital Football and all its member associations including ANUWFC. ANUWFC has no control over the insurance claim outcomes or processing times. Any questions or concerns please contact Capital Football or Gow Gates directly.