

INSURANCE QUERIES

All queries Youth Clubs have in relation to the insurance scheme should be directed to the Local Youth Service and they will be dealt with in a timely manner. In order to ensure the continuance of an efficient service, youth clubs are requested to observe the following procedure.

Whenever possible queries should be presented in writing and include full details. If you wish to apply for cover for a particular event, a set of forms have been designed for this purpose and the relevant form should be completed.

To ensure that all enquiries are coordinated, queries, applications etc. should be referred to the Local Youth Service office. The Local Youth Service will forward your query / application to Marsh Ireland for review.

Responses to routine queries are made within 24 hours. Arranging additional insurance cover for activities can take longer and youth clubs are reminded to observe instructions on application forms regarding the period of notice required by Local Youth Service. Failure to work within this timescale could lead to a situation where insurance cover is declined by our insurers. Adequate lead in time should be given to the planning and preparation for all programmes and activities.