

Basic Checklist for an Event

Following receipt of a completed Insurance Pro-Forma

1. Is this a Rotary Event?	YES / NO
2. Does the event present any unique or high risk activities?	YES / NO
3. Is there evidence the Club is aware of responsibilities in regards to:	
• Risk Management	YES / NO
• Contractual Liability e.g. Hold Harmless or request for unreasonable indemnity & insurance requirements.	YES / NO
• Compliance with legislation as a minimum Workplace, Health & Safety and Food Handling.	YES / NO
4. Should a general release and indemnity be used? <i>(Required when participating in any sport, game, match, race, practice, training course, trial, contest or competition)</i>	YES / NO
5. Should Youth Volunteer Information and Declaration Forms be used?	YES / NO
6. Should I refer this to Aon for confirmation of Insurance coverage from our Insurers?	YES / NO
Confirmation that COVID-19 protocols are being observed and follow strictly local health authorities and government websites.	