



AUSTRALIAN OUTRIGGER CANOE RACING ASSOCIATION LIMITED

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## **HOW TO MAKE AN INSURANCE CLAIM**

**The below procedure must be completed within 14 days of the incident.**

**Note that 2 forms are required to be submitted – the AJG Claim form  
& AOCRA Incident Report (Accident/Injury)**

- a. Go to the AOCRA website and CLICK on the AJG logo..
- b. Print the AJG insurance claim form.
- c. Complete the form and submit it to the AOCRA secretary [secretary@aocra.com.au](mailto:secretary@aocra.com.au) who will send it to AJG for you.  
**ALSO**
- d. Go to the AOCRA website, sign in (either as your personal sign in, or Club sign in) and submit the Incident Report online. A copy of the report is automatically emailed to your club, the Zone secretary, the AOCRA Secretary and the AOCRA Safety Officer. [safety@aocra.com.au](mailto:safety@aocra.com.au)
- e. Contact AJG on **1800 240 432** to notify them that your claim **has been submitted to the AOCRA Secretary as per c & d above.**
- f. AJG will contact you and advise of the progress of your claim – record the claim number and use it as a reference whenever you correspond with AJG or AOCRA regarding the claim.

**NOTE: An AOCRA Incident Report (online) MUST be completed  
for each AJG insurance claim.**