



**#MTUABÚ**  
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# MTU Sports Guidelines for Insurance 2022/23

Dear MTU Club Member,

We are delighted that you will be involved with MTU Sports Clubs here on the Cork campus for 2022/23.

The following information is to assist in guiding you on the procedures in relation to any accidental bodily injuries sustained whilst participating in MTU Club activity and for insurance purposes.

The University holds a student personal accident insurance policy with AIG insurers that covers any accidental bodily injury sustained that incurs medical or dental expenses whilst undertaking MTU activity.

1.

Report any bodily injury which has occurred during a tackle/incident during a game/training session. All such accidents/injuries **are required to be reported to the Sports Office immediately** and a **Sports Accident/injury Report Form** needs to be completed within **seven days of the accident** for the University Insurance Office if a claim is being pursued. **Please note that injuries that are unreported cannot be processed retrospectively.**

2.

If in the event that this Injury will require a claim to be processed further through the University's Insurance Policy (AIG Student Personal Accident policy) or you deem that the injured party may need to access the University's Insurance Policy at a further date following completed diagnosis, as above please complete the University's Insurer's **AIG Claim Form** to progress such a claim.

*(If the student holds private health insurance (VHI, Irish Life, Laya etc), this will need to be utilised in the first instance if the cover is adequate to do so).*

The AIG claim form can be downloaded **here**.  
*(Please note all claims are subject to the specific terms and conditions of the policy).*

3.

As part of this application you will be required to provide a **Medical Certificate** completed by the **attending Doctor/Dentist**. The AIG claim form, together with all relevant supporting documentation should be fully completed and signed by the injured player, team trainer and the approving Medical/Dental Practitioner and forwarded together with all relevant supporting documentation to the Sports office to **sportcork@mtu.ie** who in turn will deal with the Insurance Office on your behalf. A further copy will be held by the MTU Sports Office Accident/Injury Report Form at the Sports Office. **(Please note that original medical receipts/invoices are required).**

4.

The Sports and Insurance offices may need to follow up directly with the player regarding any queries from AIG or any further information required.



Any Physiotherapy that may be deemed necessary also needs to be approved through the above procedure and there is a maximum of 10 sessions available on this insurance policy with an approved provider.