

The standard limit for Fidelity Guarantee limit on the policy is £100,000

a. Is cover required under this section?

Yes  No

b. Before engaging any employee do you obtain satisfactory written references?

Yes  No

NB cover can only be granted if written references (as described above) are obtained for each employee to be covered under this section.

30. How often are physical checks made independently of the employees who respectively are responsible for:

a. (i) Employees' receipt book counterfoils or copy receipts against their reported collection or sales.

(ii) Cash book entries against bank statements, paying-in-book counterfoils, receipt counterfoils and vouchers, and the balance tested with cash and unpresented cheques.

(iii) Petty cash account against vouchers, receipts and the cash balance

(iv) All other stock against verified stock records  
(state nature and total value)

b. How often and by whom is your professional audit conducted?

c. State the maximum interval between closing of your books of account at the end of your financial year and submission of accounts for audit.

31. CLAIMS (All sections)

Please give brief details of any claims paid or outstanding in the last three years stating the cause, date, and the amount settled or outstanding and remedial action taken

## IMPORTANT NOTICE

IN COMPLETING THIS PROPOSAL YOU MUST DISCLOSE ALL MATERIAL FACTS I.E.THOSE WHICH AN INSURER WOULD REGARD AS LIKELY TO INFLUENCE THEIR ASSESSMENT OR ACCEPTANCE OF THE RISK. FAILURE TO DO SO COULD INVALIDATE THE INSURANCE. IF YOU ARE IN ANY DOUBT AS TO WHAT FACTS ARE MATERIAL YOU SHOULD FOR YOUR OWN PROTECTION DISCLOSE THEM.

### Complaints

If at any time you have a complaint about the services that we provide for you, then you should contact:

The Managing Director, Cullum Capital Ventures Underwriting Sports And Leisure, Towergate House, St Edward's Court, London Road, Romford, Essex RM7 9QD.

We take all complaints we receive seriously and will handle any complaint promptly and fairly. If you make a complaint, we will acknowledge it promptly, explain how we will handle your complaint, tell you what you need to do, and how your complaint is progressing.

Full details of our complaints procedure are available on request. We will record and analyse your comments to make sure we continually improve the service we offer.

If at any time you have a complaint about the services provided by your insurers for you, then you should contact:

Customer Relations, Allianz PLC, 57 Ladymead, Guildford, Surrey, GU1 1DB, Tel. 01483 552438

If you are not happy with the outcome of your complaint you may be eligible to refer your complaint to:

#### The Financial Ombudsman Service (FOS)

South Quay Plaza,

183 Marsh Wall,

London E14 9SR

Tel: helpline 0845 080 1800

Tel: switchboard 020 7964 1000

Website: [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk)

### Definition of an Eligible Complainant

An eligible complainant is either a private individual, a business with a group annual turnover of less than £1 million, a charity with an annual income of less than £1 million or a trustee of a trust with a net asset value of less than £1 million at the time of the complaint.

### Compensation

We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim.

Where the claim is in respect of a liability subject to compulsory Insurance: 100% of the claim.

In all other cases 100% of first £2000 and 90% of remainder of the claim.

### Personal Data

This policy is underwritten by a consortium of leading UK insurers as detailed in the policy schedule. It is administered on their behalf by CCV Risk Solutions Ltd trading as CCV Underwriting Sports And Leisure.

To set up and administer your policy the insurers and CCV Underwriting Sports And Leisure will hold and use information about you supplied by you, they may send it in confidence for processing to other companies within their group of companies or those acting on their instructions including those located outside the European Economic Area.

CCV Underwriting Sports And Leisure may also send you details of their other products and services.

Please tick this box if you do not wish to receive such details

Insurers pass information to the Claims and Underwriting Exchange register, run by Insurance Database Services Ltd (IDS Ltd). The aim is to help us to check information provided and also to prevent fraudulent claims. When we deal with your request for insurance, we may search the register. When you tell us about an incident (such as a fire, water damage or theft) which may or may not give rise to a claim, we will pass information relating to it to the register. You can ask us for more information about this.

Proposer's Signature

Date

And Authority to Sign eg Director, Partner, Owner etc

### Declaration

To the best of my knowledge and belief the information and statements provided in connection with this proposal, whether in my own hand or not, are true and complete and no material facts or information have been withheld or suppressed. I understand that non – disclosure or misrepresentation of a material fact may entitle insurers to void insurance (N.B a material fact is one likely to influence acceptance or assessment of the risk by insurers. If you are in any doubts as to whether a fact is material or not, please disclose it). I understand that signing this declaration does not bind me to complete, or insurers to accept this insurance. I understand and agree that this proposal will be the basis of the contract between me/us and the insurers. I understand and agree that insurers may seek information from credit and other agencies in connection.

Please return your completed proposal form to: CCV Underwriting Sports And Leisure, Towergate House, St Edwards Court, London Road, Romford, RM7 9QD

### CCV Underwriting Sports & Leisure

Towergate House, St Edwards Court, London Road, Romford, Essex RM7 9QD

Telephone: 01708 777 750 | Fax: 01708 777 751 | Email: [sportsleisure@ccventures.co.uk](mailto:sportsleisure@ccventures.co.uk) | [www.ccvsl.co.uk](http://www.ccvsl.co.uk)

CCV Underwriting Sports and Leisure is a trading name of CCV Risk Solutions Limited

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Authorised and Regulated by the Financial Services Authority

086/C 18/PF/06.08/STR7589



# Sports and Leisure Golf Umbrella Proposal Form

[www.ccvsl.co.uk](http://www.ccvsl.co.uk)



Endorsed by the  
Golf Union Of Wales

PLEASE ANSWER ALL QUESTIONS – LEAVE NO BLANKS

1. Name of Club (proposer)

2. Address of Club (the premises)   
Postcode

3. Telephone Number

4. Name of Club Secretary

5. Period of Insurance 12 months commencing   
 and/or renewal date

6. Current Insurers

Current Gross Premium  £

Expiry date of existing Long Term Agreement  /  /

Please tell us how you heard of this product?

7. BUILDINGS

a. Main Clubhouse	<input type="text"/> £	(Standard Construction – see Question 12)
b. Outbuildings	<input type="text"/> £	(Standard Constructions)
c. Outbuildings	<input type="text"/> £	(Non Standard Constructions)
d. Private Dwellings	<input type="text"/> £	

The sum insured for Buildings should include: The building situated within the premises, glass, landlords fixtures and fittings, outbuildings, fixed fuel oil tanks, swimming pools, tennis courts, drives, patios and terraces, walls, gates and fences. The sum insured should reflect: The full cost of rebuilding in the same materials and style, all the buildings to be insured, including architects and surveyors’ fees, legal fees, costs of removing debris and any additional building costs incurred as a result of local or other authority requirements.

8. CONTENTS

The sum insured should reflect the value, as new, of all the Club contents as follows:-

a. Bar and Cellar Stock	<input type="text"/> £
b. Professional shop stock	<input type="text"/> £
c. Frozen / refrigerated stock	<input type="text"/> £
d. All other stock	<input type="text"/> £
e. All clubhouse contents/fixtures and fittings (Including furniture, lifts, utensils, office machines, telephones, radio/audio/TV/video equipment, gaming machines and any other sporting or leisure equipment)	<input type="text"/> £
f. Greens, fairways, etc	<input type="text"/> £
g. Computer hardware and software	<input type="text"/> £
h. Trophies, cups, pictures and objets d’art the property of the Club and normally within the premises	<input type="text"/> £
i. Do you require cover extended to members’ home?	Yes <input type="checkbox"/> No <input type="checkbox"/>
j. Greenkeeping, Plant and Machinery (Such as tractors not licensed for road use, buggies etc all pertaining to external use about the premises)	<input type="text"/> £
k. Irrigation Equipment	<input type="text"/> £
l. Do you require a quotation for any Licensed mechanically propelled vehicles owned by or the responsibility of the Insured where compulsory insurance is required to comply with Road Traffic Act Legislation? Yes <input type="checkbox"/> No <input type="checkbox"/>	

If ‘Yes’ please list the make, model and registration number of each item to be covered below or on an attached sheet of paper.

**Please note: Cover is automatically included within the Public Liability Section of the Golf Umbrella Policy in respect of unlicensed vehicles crossing public highways, footpaths or operating on boundary roads adjacent to the Insured’s premises.**

m Do you require a quotation for Engineering Inspection or Breakdown? Yes  No

(If 'Yes', please give details of items of plant to be covered).

n Standard limit within buildings out of business or working hours in a locked safe is £5000, state if a higher limit is required

o Do you require a quotation for Club Officials indemnity? Yes  No

Limit of Indemnity required £

p. Please provide details of safes used on the premises e.g. Make, Model and Serial No., Age, Weight, Dimensions and how they are secured to the property.

9. BUSINESS INTERRUPTION

Gross Revenue. Annual Sum Insured £

Indemnity period:  12/18/24 months (indicate as applicable or if other required)

10. a. Are records kept in fireproof or fire resisting cabinets? Yes  No

If not state how stored

b. Are duplicate records kept on the premises or elsewhere? Yes  No

11. a. Total Membership:

b. Total wage roll for (i) clerical workers £  (ii) all others £

12. a. Are all the buildings and outbuildings built of brick, stone or concrete and roofed with slate, tile, concrete or metal? Yes  No

b. If any building(s) is/are listed, please describe fully in the box below

c. Are the buildings in a good state of repair? Yes  No

If the answer to 12a or 12c is 'No', please describe fully below.

13. Please give details of all fire protections and their location about the premises

14. Are the premises protected by a NACOSS approved Intruder Alarm? Yes  No

If 'Yes' please a. provide a copy of the specification and maintenance agreement

b. Advise method of signalling ie Audible Only/Central Station/Digicom Overground or Underground/RedCARE/Paknet/Other (delete as applicable)

15. Are all final exit doors fitted with a 5 lever mortise deadlock? Yes  No

If 'No' please describe fully

16. Are all windows, fanlights and skylights fitted with key operated locks? Yes  No

17. Are all Greenkeeper's Plant and Machinery Storage buildings protected by a NACOSS approved Intruder Alarm? Yes  No

If 'Yes' please: a. provide a copy of the specification and maintenance agreement

b. Advise method of signalling ie Audible Only/Central Station/Digicom Overground or Underground/RedCARE/Paknet/Other (delete as applicable)

c. Give full details of physical protections eg. Close shackle padlocks etc.

18. Where are Golf Buggies kept when not in use?

19. Is your property protected by another means?

Yes  No

If 'Yes' please provide full details:

20. State where grilles, shutters and bars are fitted?

21. Age of Buildings?

22. Age of electrical wiring and plumbing?

Date of last inspection of fixed electrical installation?

23. Type of heating if other than low pressure hot water radiators

24. Are premises exposed to weather or flood by sea or river or underground workings?

Yes  No

25. Are premises in permanent occupation? If 'Yes' by whom?

Yes  No

26. a. Do other activities take place at the premises? e.g. Hotel, Gym, Swimming Pool, Squash, Tennis etc.  
(If 'Yes', please provide full details).

Yes  No

b. Do you hold any social functions e.g. Dinner Dances/Discos?

Yes  No

If 'Yes' please supply details including approximate number per annum

c. Are above open to members of the public ie. not members and guests only?

Yes  No

27. Are the premises free from external cracks or other signs of damage due to subsidence, land slip or heave and not in an area where there has been or is evidence of damage by these causes?

Yes  No

If you have answered 'No' to any part of question 27, please provide full details in box below

28. Has the club committee, past or present, or any director (if a limited company):

a. Had any proposal or Insurance declined, cancelled, refused or made subject to increased rates or special terms?

Yes  No

b. Been convicted of arson or any offence involving dishonesty of any kind eg. Fraud, theft, etc? (There is no need to declare any convictions regarded as spent by the Rehabilitation of Offenders Act 1974)

Yes  No

c. Been prosecuted under any safety legislation?

Yes  No

d. Been declared bankrupt or insolvent?

Yes  No

e. Been aware of any disqualification, or any circumstance or incident which might prejudicially affect the Licence, or be likely to prevent a renewal thereof being obtained or any reason why the Insurance should be especially hazardous?

Yes  No

If you have answered 'Yes' to any part of question 28, please provide full details below:

29. In respect of FIDELITY GUARANTEE coverage, written references must be obtained for the whole of the preceding two years of employment in confirmation of the honesty of each employee to be covered under this section.