



Narcotics Anonymous[®]

Australian Regional Service Committee

November 2023

Are you organising an overnight event such as an NA Camp? Make sure that you are covered by NA's Insurance.

NA has Public Liability Insurance that covers overnight events providing the Insurer is informed about the event before it happens.

As the event organiser, you need to do a few things before the event to make sure that you have the proper coverage.

- ✓ Check with your RCM or the Regional Treasurer (treasurer@na.org.au) that your event is known to the Insurer. The Regional Treasurer needs to let the Insurer know the age range of those attending, how many days/nights the event goes for and the activities that NA is running at the overnight event.
- ✓ Any sport activities need to be non-contact to be covered, and there are several activities which are specifically excluded and not covered by our insurance. These are:
 - Tug of war
 - Swimming
 - Open or naked flame, including campfires
 - Fishing
 - Note within the Insurance Summary the other activities that are either not covered or require special approval.
- ✓ Check that any outside providers you might be contracting to run any of the following activities hold a Public Liability Insurance Policy with a minimum limit of indemnity of \$5,000,000 for any one occurrence.
- ✓ Conduct a Risk Assessment as per Attachment 1 of our ***Risk Management and Incident Management and Response*** Policy.
- ✓ Make sure that everyone attending the event completes a Participant Registration Form which is at Attachment 2 of our ***Risk Management and Incident Management and Response*** Policy.
- ✓ Complete the Submit New NA Event Form at <https://www.na.org.au/multi/submit-new-na-event/> so that the details can be posted on the NA website. The Treasurer is responsible for monitoring the website to ensure overnight events have been notified to the Insurer.

The Regional Treasurer is responsible for keeping a list of all overnight events and will check in with RCM's at each quarterly ARSC Meeting to see if any new camps are planned.