



# **Narcotics Anonymous.**

## **Australian Regional Service Committee**

October 2024

### **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](mailto: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;
  - Swimming and fishing
  - Tug of war
  - Open or naked flame, including campfires
  - 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 activities hold a Public Liability Insurance Policy with a minimum limit of indemnity of \$10,000,000 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 Regional Treasurer maintains a list of overnight events. The organiser of each event is responsible for ensuring that the Treasurer is aware of and has a record of each overnight event.