

## AUSKF LIABILITY INSURANCE CERTIFICATE REQUEST PROCEDURE

At the November 11 & 12, 2006 AUSKF Board of Directors meeting, the following procedure was approved for any AUSKF dojo requesting to receive an AUSKF Liability Insurance Certificate:

1. The requesting dojo President shall contact the AUSKF Member Federation President or Designated Liability Insurance Representative, to request an AUSKF Liability Insurance Certificate for the dojo.
2. After verification by the AUSKF Member Federation President or Designated Liability Insurance Representative, that the requesting dojo has paid both the regional federation dues and the AUSKF dues in the year of the request; the AUSKF Liability Insurance Coordinator is then notified of the verifications noted above, and make the request for the dojo to receive the AUSKF Liability Insurance certificate.