



# How to get Authorisation for extra hands Events.

For insurance purposes all extra hands events need to be authorised. The following steps must be followed:

1. The project is identified by a host whom submits an on-line Event Call-Up to the extra hands Office.
2. Once the office is notified, the project may be authorised either by the TLCA Executive Officer or by the extra hands Management Group.
3. Once the project is authorised, the host will be notified and the extra hands office will then make the call out to potential volunteers using the Event Call Out – this identifies the event as an authorised extra hands event.
4. All potential volunteers will RSVP directly to the host.
5. Once an event has been authorised ANYONE attending the event is deemed an extra hands voluntary worker, for that event only, and is therefore covered by extra hands volunteer accident and public liability insurance.

Note: A record of participants at the event is kept by the host and this attendance record is forwarded to the extra hands Office at the end of the day. **If any of the above conditions are not met, extra hands is not relevant to any insurance claims.** The procedures outlined are designed to comply with the insurance policy requirements and conditions in relation to extra hands authorisation and control.

## What about extra hands Groups?

1. extra hands groups are able to plan and undertake their own group activities. Of course, all approvals from the land owner or manager must be gained before undertaking any works.
2. Before any work commences the group organiser simply emails the event call up to the extra hands office prior to the activity and then waits to receive an email confirming the authorisation of the project. Once the event has been authorised by the extra hands office the event and all the participants on the day are then covered by the extra hands insurance.
3. An Attendance Record must be filled out on the day of the event and sent to the extra hands office on completion. This process creates a record that a member, if injured, was undertaking work authorised and under the control of extra hands.