**PLEASE READ:**

Injury Fund - Preliminary claim forms are required to be submitted within EIGHT weeks of the date of the injury.

The Preliminary claim form is the most important document in the whole injury fund process as it notifies the LGFA injury fund administrator (Amy Coll) of the injury, without it the claim cannot proceed.

Preliminary forms must be submitted within the eight-week time frame to the **Dublin LGFA Office**.  Preliminary claim forms are accepted in electronic format, please email a scanned copy or good quality image of the preliminary form to **info@dublinladiesgaelic.org**

Please note under injury fund regulations players must also submit a copy of their training record with their preliminary claim form if the injury occurred at a club training session or a copy of the match report if injured playing a challenge or county Board organised game.

All match reports are submitted to the Dublin LGFA office therefore I will supply the LGFA directly with a copy of the match report however the onus is on players and mentors to inform the referee at the end of a game if any player has picked up an injury so they can include these injury details in the match report.

Go Games Match reports – Likewise should an injury occur at a U8 – U12 game or indeed a challenge match a match report must be submitted to the County board by the person who refereed the game, they must include in their report details of player who was injured. A report will be requested by the LGFA if a preliminary claim form is submitted by the injured player, no report will result in the processing of claim being either held up or denied.

**What is the Procedure if a Player requires Private Treatment? Example MRI**

Players requiring treatment outside of the public system are required to submit the following documentation in original format posted directly to the office in Croke Park prior to the players visit / appointment or consultation in order to be financially reimbursed of their expenses: (1) Medical Letter of Referral from a GP, to say they accessed the player and are referring them on for example an MRI or Consultant visit (2) A letter from the player themselves requesting financial permission for this consult (3) A letter from a consultant for any further private treatment. Should the LGFA not receive any of the above pieces of information, along with a Preliminary Claim Form prior to the treatment, they will not be in a position to reimburse players expenses.

The completed **full claim form** must be submitted to **Dublin LGFA office** in its original format (hard copy) along with any additional paperwork (receipts). Once received it will be stamped, signed and send directly onto the LGFA office in Croke Park for processing by Amy Coll.

Scanned or electronic full claim forms and receipts will not be accepted by the LGFA.

**Post full claim forms to** Dublin LGFA Office, 1st Floor, Le Chéile, Donnycarney Community Centre, Dublin 5. Eircode D05 X535

Alternatively full claim forms can be hand delivered to the above address our **post box** is located on the wall at the main reception desk.

Kind regards,

Patricia

**Patricia Monahan**

Dublin LGFA Office Administrator

E: info@dublinladiesgaelic.org

P: 0860285539

Dublin LGFA Office,

1st Floor, Le Chéile

Donnycarney Community Centre,

Dublin 5

Eircode D05 X535

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