



## METROPOLITAN CHICAGO ASSOCIATION OF SQUARE DANCERS

### MCASD Insurance Coordinator Article

September 18, 2016

As a reminder in our area, an increasing number of dance locations are asking their name to be included on your insurance certificate. The Our State Insurance Policy considers this an Additional Insurance Request (AIR) since the carrier does not need the location name of your events on your certificate which is why each club receives a certificate with just your club name. Any club sponsored event, such as a picnic, etc. are covered.

Therefore, the AIR Form must be completed & submitted to myself or our association president, if I am out of town, to get a certificate with the location name, etc. West Agency can send special certificates by email, fax or regular mail. Email is the preferred method of distribution for these special certificate requests. Naper Squares club continues to have the problem with the School District wanting their employees included as Addition Insured. These may require an additional cost on a per club basis that a club may have to pay for special wording.

For now your regular club certificate will continue to be made available the later part of August or beginning of September each year and distributed by the MCASD President. By now you should have received your regular certificate.

The West Agency was able to prepare a special certificate for use by any club who is holding a special dance here at Trinity Lutheran in Roselle. Any club needing a copy may contact me by email or phone.

Does your club have a copy of the MCASD Information Handbook at every club dance with copies of the AIR Form & Accident Report forms? If not, then I highly recommend doing so? Each club is reminded to review the insurance summary, which is sent out in the spring with your club membership renewal forms.

If you need a copy of either the insurance summary, AIR form or Accident Report Form, you can download a Word file at <http://www.squaredancechicago.com/insurance.php> . If reading this on your computer, by clicking on the above link, you will be taken to the insurance forms. If a PDF copy will work better for you, I can email blank copies which can be reused.

Please let me know if you have any questions.

Respectively submitted,

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