



METROPOLITAN CHICAGO ASSOCIATION OF SQUARE DANCERS
MCASD Insurance Coordinator Article
September 19, 2021

1st off I need to apology! I overlooked preparing this in advance.

As a reminder in our area, an increasing number of dance locations are asking their name to be included on your insurance certificate. 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 also covered. As a reminder, Your Insurance Contact is the club member who is preparing the AIR.

If you ever have an auto accident going to or from a MCASD meeting you might be covered over and above what your insurance carrier pays.

Therefore, the AIR Form must be completed & submitted to myself, or our MCASD 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.

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 our MCASD President. See my 1st paragraph. Because some clubs were extremely late in submitting their Membership Forms I was not able to send my Affiliate club listing for SCISDA to our Insurance Agency the beginning July. This time it was the end of August.

If you need a certificate for Trinity Lutheran in Roselle 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 the insurance summary, AIR form or Accident Report Form, you can open the form 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. The AIR form will open and can be completed online, Then Printed as a PDF copy to your computer. Then email it accordingly.

Please let me know if you have any questions.
Respectively submitted,

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