



MCASD Insurance Coordinator Article  
December 4, 2022

As a reminder in our area, some dance locations are asking their name or other information to be included on your insurance certificate. The insurance carrier considers this an Additional Insurance Request (AIR) since our insurance carrier does not need the location name of your events on your certificate. The location is covered without their name. You might show this info if they ask you for an AIR.

Therefore, the AIR Form must be completed & submitted thru me, or our MCASD President to get a certificate with the location name, etc. Your club may submit such a request starting in August or when needed. The West Agency can send special certificates by email, fax or regular mail. Email is the preferred method of distribution for these special certificate requests. The agency has asked me to remind our MCASD clubs that any requests must be submitted through myself since I must have a copy for our files. While the agency is rather fast in completing your requests, please allow a week or more for completion. When completing the AIR Form the Insurance Contact is a member of your club.

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.

I recall from September all clubs have a copy of the MCASD Information Handbook at every club dance with copies of the AIR Form & Accident Report forms. A PDF form can be downloaded from our website: [www.squaredancechicago.com/insurance.php](http://www.squaredancechicago.com/insurance.php). While viewing this AIR PDF form you can complete it online or copy the form to your computer and complete when off line if necessary. Then email if accordingly.

We are working on updating the MCASD Change of Information Form. It is a work in progress especially what to provide with respect for lesson information.

Please let me know if you have any questions.

Respectively submitted,

Bill Neurauter  
MCASD/SCISDA Insurance Coordinator  
Email: [willy2806-mcasd@yahoo.com](mailto:willy2806-mcasd@yahoo.com), phone 630-495-1182