



## METROPOLITAN CHICAGO ASSOCIATION OF SQUARE DANCERS

### MCASD Insurance Coordinator Report

April 23, 2017

The MCASD Club Membership Applications were emailed to all our clubs on or about March 13<sup>th</sup>. Copies of the forms were emailed to all Presidents and/or their Delegates. After I emailed the forms MCASD had an Executive Board meeting and your dues were reduced to only \$10. for both membership and Insurance.

The Cover letter is a PDF file, since it was not a form but only an outline for completing the forms. If you complete the forms on your computer just email to me and a signature will not be needed. Merely type their name or names. If you have a problem with the forms let me know. Either a RTF form or PDF may be an alternative. If so, I can email them to you.

In the event of an accident, a club president or club insurance coordinator should immediately report an occurrence to a MCASD officer or myself. Using the *SCISDA Accident Report form*, two written reports of the occurrence should be prepared, one by the injured party and the other by the club representative. Copies should be retained & the original sent to yours truly, your MCASD Insurance Coordinator. I, in turn, will provide copies to the insurance Agency. Our agency requires me to be notified since an adjustor will be contacting me.

Please keep in mind the insurance certificate, distributed at the beginning of the dance season, is made out in the name of your club. Our Insurance Carrier does not need to know where your club events are held. However, if you do need a certificate with the location name of your dances, etc., the agency asks to have the Additional Insured Request submitted by email or mail to me and not to the agency. Copies of this request are on the MCASD website as word file as well as copies in your MCASD handbook. If you have difficulty when downloading from the website, feel free to email me and I can email them to you. If you need a RTF or PDF copy let me know. If completed on a computer then email to me. If you cannot send by email, then it can be mailed to me via USPO.

I discovered that several clubs requested certificates & while they were emailed to the clubs, their copies may have gone into their Spam or junk folder. I suggest checking junk or Spam folders until copies have been received.

A comment for your information, if you do not have a website and your club does not have someone who can maintain a website consider making a Facebook page for your club. It is a no cost option. Plus photos can be put on a Facebook page easier than a website.

Thank you.

Please let me know if you have any questions.

Respectfully submitted,

Bill Neurauter

Insurance Coordinator

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