



## MCASD Insurance Coordinator Article December 6, 2016

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 the insurance carrier does not need the location name 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 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 to ten days or more for completion. When completing the AIR Form the Insurance Contact is a member of your club.

For now, your regular club certificate will continue to be made available the later part of August or the beginning of September each year and distributed by MCASD through our president.

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 we 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 and included in your handbook. Word Doc forms can be downloaded from our website: [www.squaredancechicago.com](http://www.squaredancechicago.com). Forms can be found under the 'About MCASD/Insurance' menu. These can be completed via computer. If you have a problem and a PDF copy will work better, I can email blank copies.

Please let me know if you have any questions.

Respectively submitted,

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