

## Requesting Insurance

Paragraph 4.08.II.A and 4.08.II.B of the American Volkssport Association Policy Manual establishes the procedure for requesting a Certificate of Insurance specifically naming cosponsors, property owners, and/or other entities participating in an event. The request must be submitted at least 60 days prior to the event. We recommend that you review Figures 4a and 4b below, and gather all of the information that you will need to complete the form before starting.

Follow the instructions in Getting Started – Accessing the Club Home Page to get to the Insurance Certificate Request Form from the Club Home Page.

Briefly,

1. From the AVA home page click on [Club Events Data](#).
2. Click on the **Clubs** button of the Club Home Page Entry page.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.

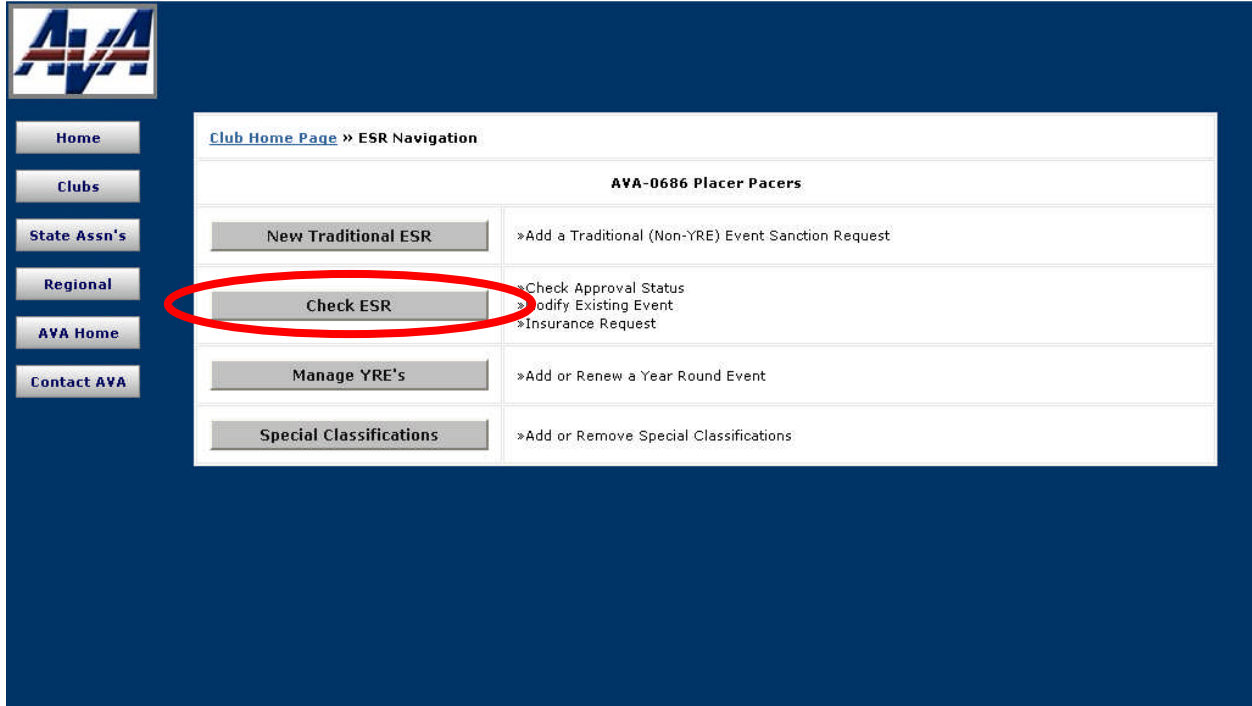
Welcome to the AVA Club Homepage

Club Number	AVA-0686
Membership	132
Club Name	Placer Pacers
Official Address	PO Box 142 Auburn CA 95604
Shipping Address	1515 Quail Road Newcastle CA 95658
Financial Address	1951 Quail Road Newcastle CA 95658
Official Contact	Don Ratliff - (916)645-8280
E-Mail	theplacerpacers@yahoo.com
Web Listing - City / State	Auburn, CA
Club Website	www.placerpacers.org
Last Officer Update	7/10/2010

Club Info  
**Events**  
Instructions  
Officer Update  
State Rep Update

**Figure 1 - Club Home Page**

- 1) Click on the **Events** button to get to the ESR Navigation page.



**Figure 2 – ESR Navigation Page**

2) Click on the **Check ESR** button to get to the Club ESR Status Listing page.

**AVA**

Home  
Clubs  
State Assn's  
Regional  
AVA Home  
Contact AVA

**Club ESR Status Listing**  
(sorted by entry date)  
club: AVA-0686 Placer Pacers  
Return to ESR Navigation Page

Event ID	Event City / State or Country			Insurance Request Date (click to request)	Entry Date	Approvals
Type	YRE #	Start	End	Special Classification	Stamp Issued	Modify ESR
<b>87157</b>	Auburn - 20th Anniversary Walks, CA			Click to Request Insurance <b>REQUEST</b>	5/8/2010 5:35:57 PM	Approvals
W		(9/24/2010)	(9/26/2010)	Special Classification Listing		Edit
<b>86367</b>	Rocklin - Christmas Lights, CA			Click to Request Insurance <b>REQUEST</b>	10/17/2009 7:04:15 PM	Approvals
NW		(12/18 /2010)	(12/18 /2010)	Special Classification Listing		Edit
<b>86365</b>	Auburn - 20th Anniversary Walks, CA			Click to Request Insurance <b>REQUEST</b>	10/17/2009 6:49:50 PM	Approvals

**Figure 3 – Club ESR Status Listing Page**

- 3) Scroll down using the scroll bar on the left to find the event you need.
- 4) Verify the event number corresponding to the one you want, in this example, **87157**.
- 5) Click on **REQUEST** to get to the Insurance Certificate Request Form page.

**Insurance Certificate Request Form**

In order to add someone as an additional insured on the Association's insurance, complete the following and submit to the AVA National Headquarters at least **60 days prior** to the event date. A single form covers **only** the event indicated. If you require coverage for additional events, you must submit a separate form for each covered event. Costs for multiple events is determined by policy set by the Association. If there are any questions, please contact AVA Headquarters for further assistance.

Event : 87157      Club: AVA-0686  
 Club Name: **Placer Pacers**  
 ([click here to return to the club home page](#))

Club Number:	AVA-0686	Event Number:	87157
Event Date:	9/24/2010	Event Location:	Auburn American River Canyon Overlook
Point of Contact:	Don Patton	Contact Phone:	9166458280
Contact Mail:		Contact FAX:	
Mail Certificate to:	1345 Quail Road, Newcastle, CA 95658		
Certificate Due by:	mm/dd/yy		

**Additional Insured**  
 You may list up to 5 additional insured below. If you need to add more, submit a new form.

Insured #1	Name:	Address:	
	City:	State:	Zip:
	Relationship to event:		

**Figure 4a – Club ESR Status Listing Page**

- 6) The first few fields of this form are automatically filled with information from the ESR submission; the default setting. Change any of it that is incorrect or if the certificate is to be mailed to someone else or another address.
- 7) The **Contact Email:** is a mandatory field; you cannot submit the form without it. Enter the POC's email address.
- 8) You must enter the date that you wish to have the form in your hands in the **Certificate Due By:** field; another mandatory entry.
- 9) Enter the information for **Insured #1**. These are all mandatory fields.
- 10) Scroll down to complete the form.

Insured #1	City:		State:		Zip:	
	Relationship to event:					
Insured #2	Name:		Address:			
	City:		State:		Zip:	
Relationship to event:						
Insured #3	Name:		Address:			
	City:		State:		Zip:	
Relationship to event:						
Insured #4	Name:		Address:			
	City:		State:		Zip:	
Relationship to event:						
Insured #5	Name:		Address:			
	City:		State:		Zip:	
Relationship to event:						

[\(click here to return to the club home page\)](#)

**Figure 4b – Club ESR Status Listing Page**

- 11) As you can see, you may include up to five parties on the form. If there are more, simply submit another form.
- 12) Clicking on the **Reset** button will return the form to its default condition, and you can start over.
- 13) Should you decide not to submit the form, clicking on [\(click here to return to the club home page\)](#) will return you to the club home page and nothing happens with the form.
- 14) Double check your information and click on the **Submit** button.

**Insurance Request Confirmation**

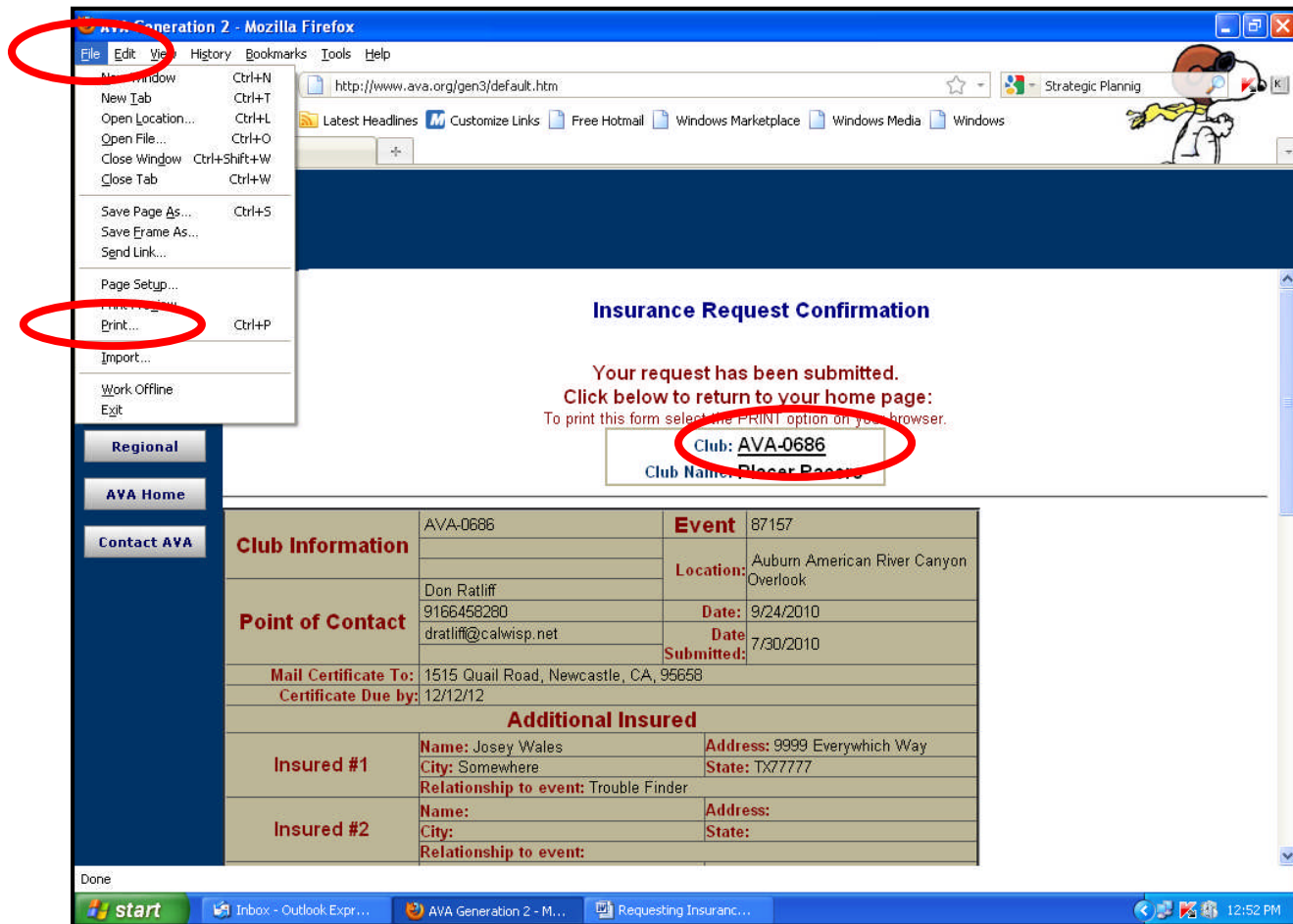
Your request has been submitted.  
 Click below to return to your home page:  
 To print this form select the PRINT option on your browser.

Club: **AVA-0686**  
 Club Name: **Placer Pacers**

<b>Club Information</b>	AVA-0686	<b>Event</b>	87157
		<b>Location:</b>	Auburn American River Canyon Overlook
<b>Point of Contact</b>	Don Ratliff	<b>Date:</b>	9/24/2010
	9166458280	<b>Date Submitted:</b>	7/30/2010
	dratliff@calwisp.net		
<b>Mail Certificate To:</b>	1515 Quail Road, Newcastle, CA, 95658		
<b>Certificate Due by:</b>	12/12/12		
<b>Additional Insured</b>			
<b>Insured #1</b>	<b>Name:</b> Josey Wales	<b>Address:</b>	9999 Everywhich Way
	<b>City:</b> Somewhere	<b>State:</b>	TX77777
	<b>Relationship to event:</b> Trouble Finder		
<b>Insured #2</b>	<b>Name:</b>	<b>Address:</b>	
	<b>City:</b>	<b>State:</b>	
	<b>Relationship to event:</b>		
	<b>Name:</b>	<b>Address:</b>	

**Figure 5a – Insurance Request Confirmation Page**

- 15) If you notice any mistakes now, it is too late; you are going to have to call AVA Headquarters to get it corrected.
- 16) Use your browser's print capability to make a copy of the form as shown next.



**Figure 5b – Printing the Insurance Request Confirmation Page**

- 17) Use your internet browser's print capability to print this page before leaving it (the form will reset to the default condition when you leave the page). Click on **File** in the upper left of your browser, click on the **Print** option from the drop down menu, and then select the printer from the popup menu (not shown).
- 18) Click on the club identification number (in this example, **AVA-0686**) to return to the club home page, or click on **AVA Home** to return to the AVA Home Page.
- 19) To enter another insurance request for this (or any other event), or if you just want to take a peek at the effect of submitting this request, return to the Club ESR Status listing page shown in Figure 6.

Event ID	Event City / State or Country	Insurance Request Date (click to request)	Entry Date	Approvals
Type	YRE #	Start	End	Special Classification
87157	Auburn - 20th Anniversary Walks, CA <a href="#">Starting Point Listing</a>	Date Submitted: 7/30/2010	5/8/2010 5:35:57 PM	<a href="#">Approvals</a>
W	(9/24/2010) (9/26/2010)			<a href="#">Edit</a>
86367	Rocklin - Christmas Lights, CA <a href="#">Starting Point Listing</a>	Click to Request Insurance <b>REQUEST</b>	10/17/2009 7:04:15 PM	<a href="#">Approvals</a>
NW	(12/18 /2010) (12/18 /2010)	<a href="#">Special Classification Listing</a>		<a href="#">Edit</a>
86365	Auburn - 20th Anniversary Walks, CA <a href="#">Starting Point Listing</a>	Click to Request Insurance <b>REQUEST</b>	10/17/2009 6:49:50 PM	<a href="#">Approvals</a>

Figure 6 – Club ESR Status Listing Page

- 20) Note that **REQUEST** has now turned to a smiley face and the date that the insurance request was submitted is shown.
- 21) Click on to enter another insurance request for this event, and follow the instructions above.
- 22) Click on [AVA Home](#) to return to the AVA Home Page.