

PPC Site Insurance Policy

It is the responsibility of each event coordinator to work with the Insurance Chairperson (2008 – Laura Molsky) to ensure that the site and specific date for a mounted Potomac Pony Club event (lesson, prep, show, rally etc.) is insured prior to the event occurring. We will use the following procedures to do so:

A. Adding a new SITE to the insurance for Pony Club member use only:

1. Please contact the responsible person at the home or facility to be insured and confirm that they give permission for the Potomac Pony Club to use their site and explain that we will cover our the site for our use under the USPC insurance program.
2. Determine if they need a copy of the insurance policy certificate given back to them.
3. Get all of the appropriate information needed for the Insurance Chairperson to fill out the USPC Insurance form:
 - You must provide the name of the person responsible for the site and full mailing addresses of each and the person's relationship to the facility (Landowner, Lessor, other).
 - MANDATORY - Indicate the date(s) of your activities and a brief description (mounted meeting, rally, etc.). It is acceptable to list dates generally - for example, "every Saturday from March to November" or to list the actual date(s).
 - Let the Insurance Chairperson know if you need to receive a certificate of insurance showing USPC carries liability coverage, and the limits of coverage, to provide to the site.
 - In the even of a last minute change of date, location, or cancellation, for the site please notify the Insurance Chairperson of changes prior to the start of your event.
4. Email the required information to the Insurance Chairperson to request the site be added. They should get this information at least 7 days prior to the date the site is needed.
5. Once the Insurance Chairperson has successfully added the site they will email the submitter of the request as well as the DC, co-DC's, Treasurer and Secretary. Note each site insured costs \$10.
6. If you do not receive this confirmation do not assume that the site has been insured and call or email the DC and they will try to determine the site status on the USPC Insurance site. Landowners/Lessors not listed will NOT have coverage.

B. Adding a new DATE for a site that is already approved and listed for Pony Club member use only:

1. Email the date to be added to the Insurance Chairperson. They should get this information at least 3-5 days prior to the date the site is needed.
2. Once the Insurance Chairperson has successfully added the date they will email the submitter of the request as well as the DC, co-DC's, Treasurer and Secretary.
3. If you do not receive this confirmation do not assume that the new date for the site has been insured and call or email the DC and they will try to determine the status on the USPC Insurance site.

All insurance requests should follow this process unless the Insurance Chairperson is not available. Under these circumstances the Insurance Chairperson will assign a backup person and notify the club.

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C. Adding a SITE and/or DATE for an event that will include Non-Pony Club Members:

1. Email the information about the site and or date to be added to the Insurance Chairperson. Make sure that they understand that the event will have non Pony Club participants.
2. This insurance must be applied for by use of a form sent by mail (or perhaps fax) thus you must allow 3 weeks notice to the Insurance Chairperson prior to the event in order to ensure that the insurance is in place (this applies to our shows or if we want to invite people to a trail ride or something like that).
3. This insurance costs \$37/day.
4. As with A. and B. the Insurance Chairperson will notify the submitter of the request, as well as the DC, co-DC's, Treasurer and Secretary when the insurance is in place.

All insurance requests should follow this process unless the Insurance Chairperson is not available. Under these circumstances the Insurance Chairperson will assign a backup person and notify the club.