

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 to avoid additional fees for expediting the request. We recommend that you review Figures 4 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 placing your mouse pointer over **Administrative** on the menu bar, move the cursor over **Clubs only** on the drop-down menu, move the cursor over **Club Home Page-ESR**, and click.
2. Click on the **Clubs** button of the Club Home Page.
3. Enter Login ID and Password and click on the **Login** button of the Club Login page.

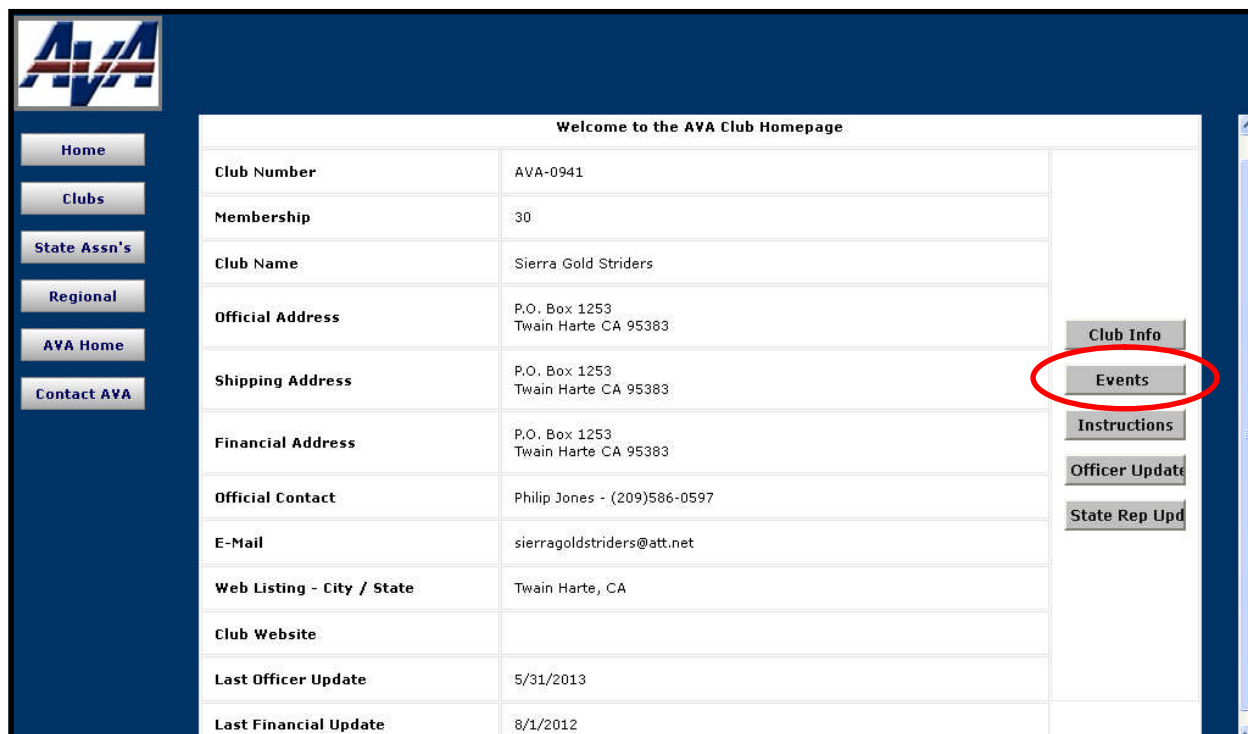


Figure 1 - Club Home Page

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

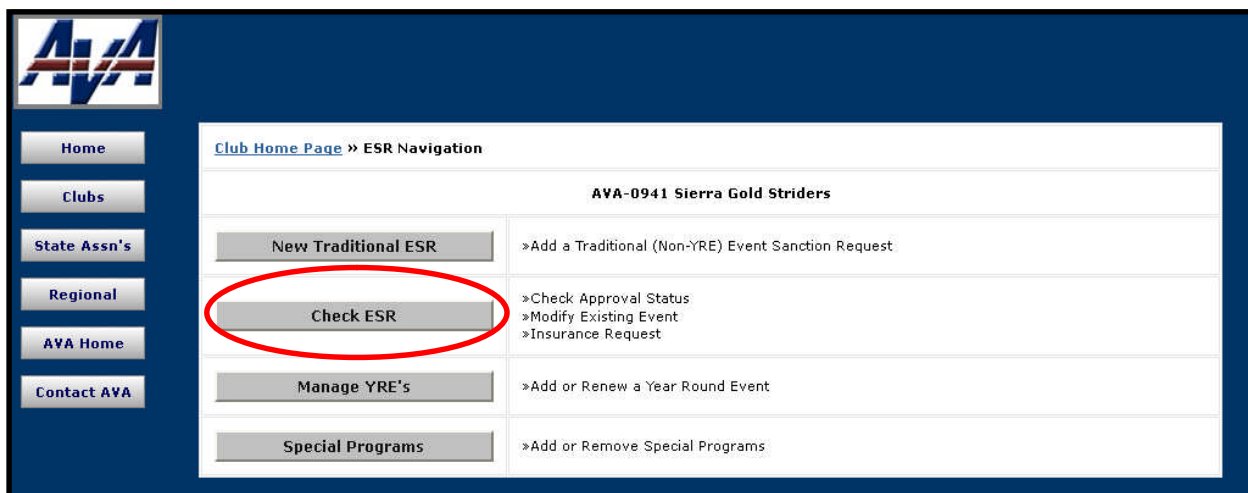


Figure 2 – ESR Navigation Page

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-0941 Sierra Gold Striders
[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 Program
96288	Columbia - Columbia State Historic Park - Gem of the Southern Mines, CA Starting Point Listing	Click to Request Insurance REQUEST	6/24/2013 9:45:48 PM	Approvals
W	(9/16/2013) (9/16/2013)	Special Program Listing		Edit
96239	Sutter Creek - Sutter Creek Food & Antiques - Amador County, CA Starting Point Listing	Click to Request Insurance REQUEST	6/20/2013 5:26:00 PM	Approvals
YRW	2014/Y0103 (1/1/2014) (12/31/2014)	Special Program Listing		Edit
96238	Jackson - Historic - Amador County, CA Starting Point Listing	Click to Request Insurance REQUEST	6/20/2013 5:13:57 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, **96288**.
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 : 96288 Club: AVA-0941
 Club Name: **Sierra Gold Striders**
[\(click here to return to the club home page\)](#)

Club Number:	AVA-0941	Event Number:	96288
Event Date:	9/16/2013	Event Location:	Main parking lot, behind Fallon House, on Columbia Street
Point of Contact:	Philip Jones	Contact Phone:	2095860597
Contact Email:		Contact FAX:	
Mail Certificate to:	P. O. Box 1253, Twain Harte, CA, 95282		
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:				
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 4 – Insurance Certificate Request Form

- The first few fields of this form are automatically filled with information from the ESR submission. Change any of it that is incorrect or if the certificate is to be mailed to someone else or to another address.
- The **Contact Email**, **Certificate Due By**, and **Insured #1** are mandatory fields; you cannot submit the form without entering the Point Of Contact's email address, the date that you wish to have the form in your hands, and the first insured party.
- Scroll down to complete the form.
- If there are more than five parties to insure, simply submit another 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.
- Double check your information and click on the **Submit** button to get confirmation.

AVA

Home
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State Assn's
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Contact AVA

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-0941

Club Name: **Sierra Gold Striders**

Club Information	AVA-0941	Event	96288
		Location:	Main parking lot, behind Fallon House, on Columbia
Point of Contact	Philip Jones	Date:	9/16/2013
	2095860597 sierragoldstriders@att.net	Date Submitted:	6/25/2013
Mail Certificate To:		P. O. Box 1253, Twain Harte, CA, 95383	
Certificate Due by:		09/10/13	
Additional Insured			
Insured #1	Name:	Columbia State Park	
	City:	Columbia	
	Relationship to event:	Event location	
Insured #2	Name:	Address:	11255 Jackson St
	City:	State:	CA95310
	Relationship to event:		

Figure 5 – Insurance Request Confirmation Page

12. If you notice any mistakes now, it is too late; you are going to have to call or send an email to AVA Headquarters to get it corrected.
13. 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).
14. Click on the club identification number (**AVA-0941** in this example) to return to the club home page, or click on **AVA Home** to return to the AVA Home Page.
15. 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.

Club ESR Status Listing
(sorted by entry date)
club: AVA-0941 Sierra Gold Striders
[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 Special Program
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Figure 6 – Club ESR Status Listing Page

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