

## 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.

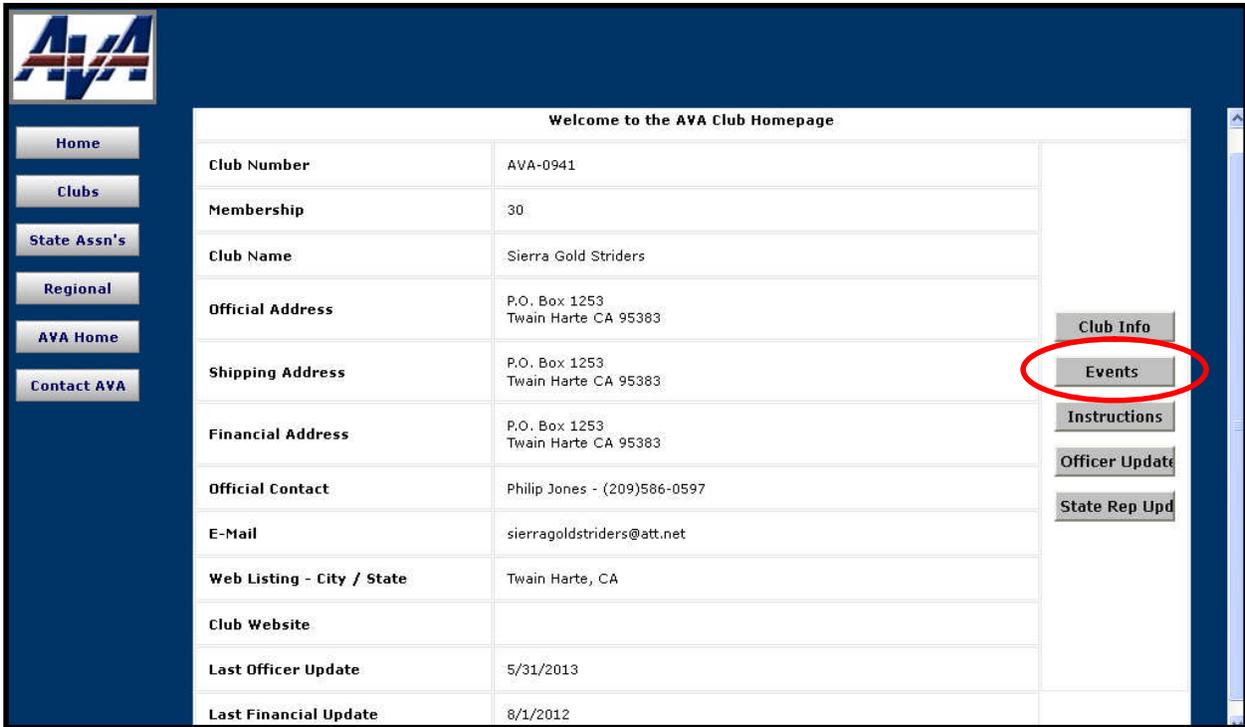


Figure 1 - Club Home Page

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

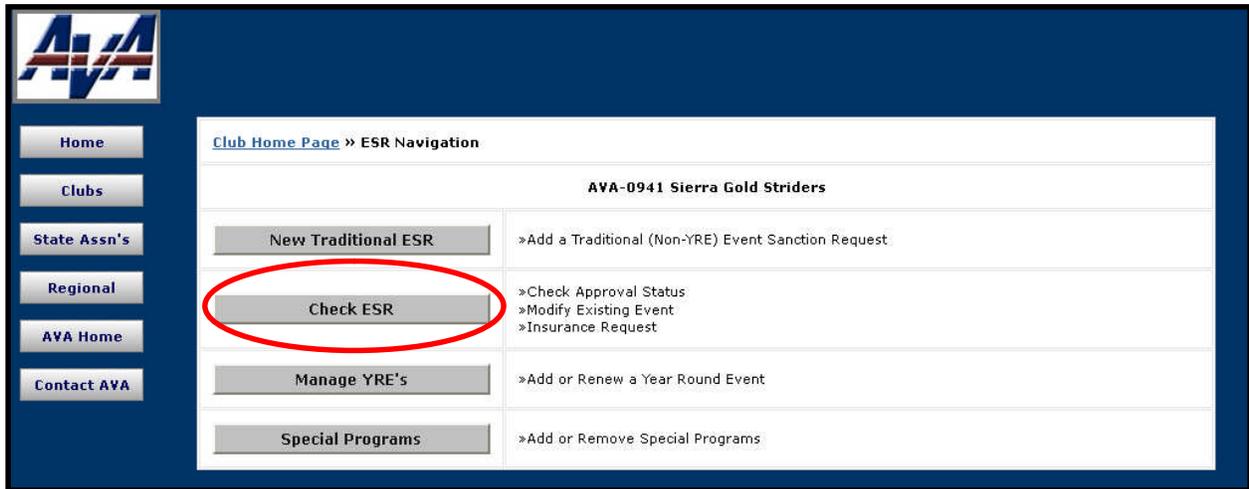


Figure 2 – ESR Navigation Page

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 Special Program	Stamp Issued	Modify ESR
<b>96288</b>	Columbia - Columbia State Historic Park - Gem of the Southern Mines, CA <a href="#">Starting Point Listing</a>			Click to Request Insurance <b>REQUEST</b>	6/24/2013 9:45:48 PM	<a href="#">Approvals</a>
<b>W</b>	(9/16/2013) (9/16/2013)			<a href="#">Special Program Listing</a>		<a href="#">Edit</a>
<b>96239</b>	Sutter Creek - Sutter Creek Food & Antiques - Amador County, CA <a href="#">Starting Point Listing</a>			Click to Request Insurance <b>REQUEST</b>	6/20/2013 5:26:00 PM	<a href="#">Approvals</a>
<b>YRW</b>	2014/Y0103	(1/1/2014)	(12/31/2014)	<a href="#">Special Program Listing</a>		<a href="#">Edit</a>
<b>96238</b>	Jackson - Historic - Amador County, CA <a href="#">Starting Point Listing</a>			Click to Request Insurance <b>REQUEST</b>	6/20/2013 5:13:57 PM	<a href="#">Approvals</a>

**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, Twin Falls, 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**

6. 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.
7. 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.
8. Scroll down to complete the form.
9. If there are more than five parties to insure, simply submit another form.
10. 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.
11. Double check your information and click on the **Submit** button to get confirmation.

<b>Club Information</b>	AVA-0941	<b>Event</b>	96268
		<b>Location:</b>	Main parking lot, behind Fallon House, on Columbia
<b>Point of Contact</b>	Philip Jones 2095860597 sierragoldstriders@att.net	<b>Date:</b>	9/16/2013
		<b>Date Submitted:</b>	6/25/2013
<b>Mail Certificate To:</b>	P. O. Box 1253, Twain Harte, CA, 95383		
<b>Certificate Due by:</b>	09/10/13		
<b>Additional Insured</b>			
<b>Insured #1</b>	<b>Name:</b> Columbia State Park <b>City:</b> Columbia <b>Relationship to event:</b> Event location	<b>Address:</b> 11255 Jackson St <b>State:</b> CA95310	
<b>Insured #2</b>	<b>Name:</b> <b>City:</b>	<b>Address:</b> <b>State:</b>	
	<b>Relationship to event:</b>		

**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.