

## **Insurance Information & Instructions**

The USBCHA finalized a Commercial General Liability policy in April 2009 which renews annually. The USBCHA hopes this policy will meet all trials' needs. The policy allows additional insured endorsements to be added. The coverage is added to the existing Commercial General Liability policy. The limits are \$2,000,000 per occurrence / \$4,000,000 aggregate. Definitions of Proof of Coverage and Additional Insurance are listed below. The Insurance Form must be sent to the USBCHA regardless of the option selected.

Please follow the instructions below. Questions may be directed to the Treasurer, please do not call the Sportsman Group directly.

1. Complete the form, Request for Certificate of Insurance, provided on the website, available as a PDF file or Word file.
  - New forms must be submitted for each trial/event requesting coverage. Multiple trials/events held at the same location may only require one Certificate. Please send questions to the Treasurer prior to submitting a request.
  - Proof of Coverage is a Certificate of Insurance which shows only that USBCHA has an insurance policy. It does not extend coverage to the property owner. *A fee is NOT required.*
  - Additional Insured Coverage is a Certificate issued when a property owner asks to be added to the USBCHA Policy and should be done only at the request of the property owner. When a property owner is added to the policy, limits of liability are being shared with them. *A \$75.00 fee applies.*
2. Mail the form with a check or money order in the amount of \$75.00 US Dollars; payable to USBCHA, to the USBCHA Treasurer: 3195 Lee Street SE, Smyrna, GA 30080.
3. Requests cannot be forwarded to the Sportsman Group without proper payment. Do not mail the Request directly to the Sportsman Group.
4. Please allow a 4 week minimum for the Treasurer and the Sportsman Group to process the Request. The USBCHA encourages trial hosts to submit their Requests when requesting sanctioning, unless sanctioning is requested over 6 months in advance.
5. Certificates will be emailed directly to the contact person, trial host or land owner listed on the Request Form. Please specify if the Certificate should be sent via regular mail.

# Request for Certificate of Insurance

(Please complete for Land/Facility Owners or Lessor/Sponsor Requiring the Certificates for Club Events)

Name of Club: United State Border Collie Handlers Association "USBCHA"

Complete Club's Mailing Address: 3195 Lee Street SE  
Smyrna, GA 30080

Contact Name: Marianna Schreeder, Treasurer

Phone Number: 678-296-1069

Fax Number: 1-855-950-6666

Need no Later Than: \_\_\_\_\_ (to be filled in by trial host)

E-mail address: treasurer@usbcha.com

**\*\* \$75 via check or \$78 via PayPal to USBCHA is required for Additional Insured Coverage \*\***

## Certificate Holder Information

Land/Facility Owners Name or Lessors/Sponsors (Please included any specific wording required):

Address Where the Event is to be Held:

Street: \_\_\_\_\_

City, State: \_\_\_\_\_

Dates & Times of Event: \_\_\_\_\_

## Land/Facility Owner or Lessor/Sponsor Mailing Address

Attn: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

**If you would like the form faxes, emailed or mailed to someone other than the USBCHA contact, please note here:**

## Please choose one of the following:

\*\* **Additional Insured (\$75 fee)**  **Proof of Coverage Only (no fee required)**

Please refer to the Instructions in choosing the appropriate type of certificate

You may mail, fax or e-mail requests to:

USBCHA  
3195 Lee Stree SE  
Smyrna, GA 30080  
678-296-1069  
1-855-950-6666 – FAX  
[treasurer@usbcha.com](mailto:treasurer@usbcha.com)