

MOUNTAIN HI SWIM LEAGUE INSURANCE CHAIRPERSON

Requirements:

- Be experienced with Microsoft Excel and a word processing software program
- Attend all Executive Board and League meetings throughout the year
- Manage all insurance related activities
- Maintain all necessary correspondence with insurance company (National Recreation and Park Association (NRPA) policy for the Mountain Hi Swim League, member number 64990)
- Maintain all necessary insurance liability correspondence with swimming pool facilities used by MHSL teams
- Update the insurance/registration form for the current season and get an adequate number of copies printed; distribute them to all MHSL teams
- Submit insurance fee payment requests with supportive documentation to the MHSL Treasurer for sending to insurance company
- Verify team rosters against submitted insurance forms for May and June roster/insurance submissions
- Oversee Insurance Committee and assist with other MHSL Board Committees as needed

Timeline for Activities:

Late January/Early February: Renew NRPA membership and submit team insurance application with deposit.

February: Update the Registration/Insurance form for the new season. Get the new registration/insurance forms printed and 3-hole punched. Use prior year's registration count as a guideline for quantity to order.

March: Submit to Aon a list of facilities for Certificates of Liability. Make sure to include the team name and address of facility since some teams use more than one facility.

April: Distribute the individual teams' Certificates of Liability. Remind the delegates that insurance forms and checks are due at the League meetings in May and June along with a Team Manager generated roster lists in alpha order . The roster counts must match the number of swimmers that are turned in on the insurance forms.

May: Obtain the roster count form, Team Manager rosters, insurance forms, and a check for insurance/league fees for forms submitted from each team. Document each team's roster count and fees submitted, and then pass the check on to the MHSL Treasurer. Update information in the roster count spreadsheet as each team submits its payment and insurance forms. Verify roster information against insurance forms submitted. Notify each Parent Delegate if there are

discrepancies or insurance forms are incomplete. Update the detailed roster spreadsheet (breakout by age group and gender).

Within one week of the May Parent Delegate meeting, update the roster counts and determine the current amount due to the insurance company (current roster count x (times) the insurance fee – (minus) the preseason deposit [check sent in Jan/Feb]). Request check from the MHSL Treasurer for the balance due. Send letter to the insurance company with appropriate roster documentation and a check for the outstanding balance.

June: Obtain the updated roster count form, updated Team Manager rosters, insurance forms, and a check for insurance fees for forms submitted from each team. Document each team's roster count and fees submitted, and then pass the check on to the MHSL Treasurer. Update information in the roster count spreadsheet as each team submits its payment and insurance forms. Verify roster information against insurance forms submitted. Notify each Parent Delegate if there are discrepancies or insurance forms are incomplete. Update the detailed roster spreadsheet. Send a letter to the insurance company with current team detailed roster counts and a check to cover insurance fees due.

July: Update final team rosters against insurance forms submitted by July 1st. ***Request final Team Manager rosters by alpha*** (insurance needs) ***and by age and gender*** (Division Alignment). Update the roster count spreadsheet for adds to rosters submitted after the June parent rep meeting but before July 2nd. Note: No swimmers are allowed to be in the Prelims/Championship meet or All-Stars if his/her insurance form has not been submitted to the League by July 1st. Accept and document in the roster count spreadsheet any final fees submitted for insurance. Turn in final roster counts and fees paid to the MHSL Treasurer. Send final letter to insurance company with appropriate roster documentation and a check for the outstanding fee balance. Send roster count spreadsheet, broken down by age group and gender for each team, to the Secretary for distribution to the Board members for use in the Division Alignment for next year's season.