

UNITED SQUARE DANCERS OF AMERICA NEWS RELEASE



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USDA Insurance Coordinator Notes

Hopefully by now, you will be finished with the 2008 enrollment of your clubs. It has been a hectic time for me especially in the learning department. While learning the intricacies of this position several situations have arisen. I would like to share what I have learned with you and hope that you will find it useful in the future.

New enrollments are done once a year (as you know since this was just finished). After the initial enrollment it is required that when a new person joins an enrolled club, a fee must be paid to USDA to cover that person's insurance and keep the club in compliance with having 100% of their club membership enrolled. This was an issue the last few months of 2007. It is important for the Insurance Chairmen to follow up with clubs on a monthly basis about new enrollments especially when there is a graduation and the students are eligible to join a club. Class members are insured while taking lessons (not to exceed nine months); as soon as the lessons end, the dancer is not covered by insurance unless the dancer joins a club and an enrollment fee is paid.

There seems to be a never ending request for insurance certificates. If a club dances at a facility that is not their regular dance location it is not necessary to get a new insurance certificate unless the new facility requires it. It is necessary for the club to complete a notification of events form to advise their insurance chairman that they are dancing at a facility that is not normally used. Be sure that a certificate is required by the facility before requesting one. This will save lots of time, paperwork and follow-up for all of us.

I hope that you have found the forms on the USDA web site useful. Some errors were recently found and corrected especially the phone numbers on the When, How and Where form. Several things have been added to the Additional Information form; they are mainly bullet points to emphasize some important items about our coverage. I recommend that you review these and pass on to your clubs.

I welcome any questions and/or suggestions you may have regarding the insurance. Feel free to contact me at any time when you need assistance.

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