

ADDITIONAL INSURED ENDORSEMENTS

Additional Insured Endorsements **ARE NOT AUTOMATICALLY RENEWED EACH YEAR !**

If the club's contract with a facility requires that the facility be named on the policy as an additional insured you (the club) are responsible for requesting the Additional Insured Endorsement through the *CertificatesNow* online website. (Requesting the certificate directly from Risk Management Services will result in a \$25 fee charged to the club.)

Follow these steps to request your certificate:

1. Request your certificates directly from the Internet through *CertificatesNow* and receive them immediately after you have created them, 24 hours a day, 7 days a week. (Your club must be a current member club in good standing.) Sign onto the internet and go to <http://www.certificatesnow.com/> and [click here](#) for step by step instructions on how to request your certificate.
2. If unable to request the certificates online due to a technical difficulty, contact Risk Management Services, at (800) 777-4930 and ask for x10 or x13.
3. If a problem exists and you cannot make your request online or by phone, you may e-mail the request to Mary Illich at [:millich@usaswimming.org](mailto:millich@usaswimming.org) or Sandi Blumit at sblumit@theriskpeople.com and they will see that the request is forwarded to Risk Management Services.

When requesting your additional insured endorsement you will need to provide the following information:

- a) facility name
- b) address
- c) contact person's name
- d) method of delivery (facility's fax # or e-mail address)
- e) member club's contact name/address requesting certificate