



American Canoe Association

Insurance Guideline

To request insurance through the American Canoe Association's General Liability Insurance Policy:

- Please print off and fill out the *2005 ACA Instruction Insurance Application* (SEI Form 001) **and** the *Skills Course Registration* (SEI Form 002) from the Website, <http://www.americancanoe.org/mlinks/online.lasso> and submit both into the ACA National Office. The \$20 fee must accompany your Insurance Application in order to be processed. You may call in a credit card # if you feel uncomfortable sending it via mail or fax. Applications that are received less than 10 days before your class will be charged a \$25 late fee. Third party insurance is available for an additional \$20 per additional insured.
- The \$20 Insurance Sanctioning fee is **Non-Refundable**
- If your course is insured through the ACA, **All Participants Must:**
 - 1) Be a current ACA member

OR

 - 2) Pay a \$10 event membership fee

OR

 - 3) Join as a regular ACA member (\$30)
- Be sure that all participants sign the **unaltered** 2005 ACA Waiver and Release of Liability, which is also available through the ACA Website.
- Upon completion of the course (within 15 days of the last day of the event)

Be sure to send in:

 - 1) All fees collected at the event
 - 2) The **unaltered** Waiver and Release of Liability
 - 3) The 2005 ACA Course Report Form

Note: Forms received 30 days after the last day of your event will be charged a \$25 late reporting fee

All of the forms listed above can be found at the ACA Forms Website: <http://www.americancanoe.org/mlinks/online.lasso>. For further information, please refer to the Insurance Page on the ACA website <http://www.americancanoe.org/insurance/insurance.lasso> or contact the ACA National Office at (703) 451-0141.