

# List of Locations Directions


Every club, center, and region must declare to USPC all locations and dates of any Pony Club activity that will be held. **EXCEPTION:** Centers do not need to declare their Riding Center facility.

There is a submission fee for *each location each year*. There is no fee to add or changes date on a location throughout the year.

## Access

Access to the “List of Locations” can be found on the online record of the club, center or region. All current officers have access to this section of the online record.

In addition, any individual granted “Insurance” access by the DC/CA/RS has access to the page. If a club or region has not entered in any locations for the current year, a notice will show beneath the List of Locations link as a reminder that this needs to be done.

Date Registered: <b>5/16/1998</b>	EIN: <b>52-2101859</b>	Charitable Registration:
Previous Name: <b>N/A</b>		
Territory: <b>Talbot &amp; Caroline Counties, MD</b>		Change in Club's Information? <a href="#">Click Here</a>
Website: <a href="#">Add/Edit Web Site Address</a>		<a href="#">Access/Submit Club Documents</a>
<a href="#">View Officers</a>	<a href="#">View Members</a>	<a href="#">Invite Volunteers</a>
 <a href="#">List of Locations</a> Insurance for Pony Club Activities. <b>None Listed for Current Year</b>		<a href="#">Member Renewal and Year End Requirements</a> Available Sept 1st, Requirements Due Nov 15th.

## List of Insurance Page

Available at the top of a club/center/region’s List of Locations page is a section with additional information about Pony Club Insurance. The link for the Plan Information and Forms is to the General Insurance Informational page, which may also be accessed from the Menu bar: Parent/Volunteers, Insurance. This page include the general plan information and the forms needed should an incident occur.

*A Representative or Regional Officer shall give immediate notice of any incident, claim, or threat of claim being made relative to injuries occurring during a USPC activity on the premises to Specialty Program Insurors (SPI) at 800-338-3313, and USPC at 859-254-7669. This list shall be in effect from January 1 until December 31 or prior termination of the United States Pony Club Insurance Plan.*

### Plan Information & Forms

*Click here for the Pony Club Insurance plan information and to access related forms, including the Incident Report Form, which should be completed for any incident, even if not resulting in a claim, and the Accident Claim Form & Instructions.*

### Non-Members Participating?

*For Pony Club activities that include non-members, the **Optional Medical/Accident Insurance** must be obtained, as well as completing the List of Locations for that activity. In addition, non-members must complete the **General Activities Release**. This must be collected and kept on file.*

### Have a Question?

*E-mail the **National Office**, or call 859/254-7669 x230. 8:30am – 5:00pm (Eastern Time Zone)*

*Contact **Specialty Program Insurors (SPI)** at 800-338-3313 8:00am – 4:30 pm (Central Time Zone)*

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## Add a Location

To add a location for a year, click on the green “Add Location” button and completed the form:

- Choose appropriate year for coverage.

**NOTE:** For most of the year, only the current year will be available to be chosen. Towards the end of the year, the next year will be made available so coverage can be in place for activities in the upcoming year.

- Choose a location type
- Contact Name: Individual **REPRESENTING THE LOCATION** the insurance company should contact if there is an issue. This is NOT the contact for the club/center/region.
- Facility Name: if applicable
- Address of location
- Email & Fax: for the location contact, if available
- Check box for “Adding as Additionally Insured”
  - Check this if this landowner requires they be added to the USPC policy as additional insured, and needs a certificate of insurance.
  - The proof of additionally insured may be printed out after the location has been submitted and paid for.
  - If the location is submitted without this checked, but then the proof of additionally insured is needed, you may still access the location after it has been submitted to mark that it is needed.
- Scroll down to the Activity Information section
  - Select what type of activity will be held at the location
  - Enter the dates when that activity will be held
  - Click the blue “Add” button to add the activity and dates to the location

**Add Location** \*Required

**Location Information\***

Coverage Year\*: 2016 Location Type\*: Facility

Contact Name\*: Tom Jones

Facility Name\*: Diamonds are Forever Ranch

Address\*: 111 Western Way Lane

City\*: Westville

State\*: NE Zip\*: 88888

Email: tom@diamond.com Fax: 8965874569

Does Landowner need to be added as additional insured?  
Check here if this landowner requires they be added to the USPC policy as an additional insured, and needs a certificate of insurance. Otherwise a simple proof of insurance will be available on the confirmation screen upon checkout.

**Activity Information\***

Cancel Submit

**Activity Information\***

Activity Type\*: (select)

Activity Dates\*: Add

DATES	ACTIVITY
July 3 - 7	Camp
August 12	Certification Testing

Cancel Submit

**Activity Information\***

Activity Type\*: Camp

Activity Dates\*: July 3 - 7 Add

None.

- Repeat for each activity type that will be held
- If a date or activity is submitted that is incorrect, use the pencil “edit” icon to change the activity or dates already entered OR use the minus “delete” icon to remove the activity from the location completely
- Once all information has been added click the green “Submit” button

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The location is now in the “Pending Location” section waiting to be selected for payment. Additional locations may be entered and then all locations may be selected to submit one payment to cover them all.

**WARNING!** Locations are to be submitted and paid for before an activity is held at a location!

**Pending Locations**

Locations listed in the Pending Section have not yet been submitted. Insurance is not in effect for these locations.

CONTACT NAME	FACILITY NAME	ADDRESS	CITY	STATE	ACTIVITY DATES	COVERAGE YEAR	PAY NOW	ADD ADDITIONAL ACTIVITIES &/OR DATES
Tom Jones	Diamonds are Forever Ranch	111 Western Way Lane	Westville	NE	July 3 - 7: Camp	2017		

If a location was added, but not yet paid for, and the location is no longer going to be paid for, it may delete from the Pending Locations section using the red minus icon. If activities or dates of a pending location are incorrect, they may be edited by clicking on the pencil icon.

**NOTE:** Location Information can NOT be edited after being submitted. If location information needs to be corrected, contact the National Office for assistance, or delete the location and reenter to submit payment and enact insurance for that proper location.

Once paid, the location will move to the “Declared Locations” section. These locations have been submitted and paid for the year indicated. The filter at the top right of this section may be used to find past locations and their activities and dates.

**Declared Locations**

Locations listed below have been submitted and insurance is in effect for these locations. To add an activity and/or dates to a location, click on the pencil icon.

Use the filter on the right hand side to see locations and activities held in the past year or to see locations submitted for the future.

Most Recent ▾

CONTACT NAME	FACILITY NAME	COVERAGE YEAR	EXPAND FOR DETAILS	PRINT PROOF OF INSURANCE	PRINT ADDITIONAL INSURED PROOF	ADD ADDITIONAL ACTIVITIES &/OR DATES
Tom Jones	Diamonds are Forever Ranch	2016				

Click on the plus “expand” icon, to see the activities and dates entered for a location for the year listed.

Most Recent ▾

CONTACT NAME	FACILITY NAME	COVERAGE YEAR	EXPAND FOR DETAILS	PRINT PROOF OF INSURANCE	PRINT ADDITIONAL INSURED PROOF	ADD ADDITIONAL ACTIVITIES &/OR DATES
Tom Jones	Diamonds are Forever Ranch	2016				
Camp Certification Testing		July 3 - 7 August 12				

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## Add Additional Dates and/or Activities

The edit button may be used to access a location to add additional activities and dates, or add/change dates to an activity already listed. The edit pencil icon is available on any location in both the Pending and Declared Sections.

**NOTE:** The coverage year, facility name, address, and contact information may not be changed by a club, center or region. Contact the National Office for assistance in making a correction if needed.

- Click on pencil icon to edit the location
- Scroll down on the resulting screen to the activities section
- To ADD a NEW activity, select the activity type, enter the dates, click the blue “Add” button
- To ADD NEW DATES to an existing activity, click on the pencil icon for that activity, enter the additional dates, or make any other corrections, click the green check icon to submit the changes, OR to cancel the entered changes click the red minus icon.

Finished

Finished

- When done with all changes and additions, click the green “Finished” button.

## Print out Proof of Insurance

To print out Proof of Insurance for the club/center/region, click on the printer icon found under the “Print Proof of Insurance” column in any location for the appropriate year.

To print out Proof of Additional Insured for a location, click on the printer icon found under the “Print Additional Insurance Proof” column for the specific location and year needed. If you forgot to click that the Landowner needed to be added as Additional Insured, click on the pencil edit icon and click the box. The printer icon for that insurance certificate will now be available to you.

## Renew a Location

If a location has been used by the club/center/region in the past, then that location may be easily renewed to the current or upcoming year by clicking the blue “Renew” button found on a past year of the location.

Update the coverage year and any of the location information fields as necessary.

- Add the activities and dates for the new year at that location
- Click the green “Submit” button

The location for the new year will now be in the “Pending Locations” section awaiting payment, and will move to the “Declared” section once payment has been made, and the blue “renew” button will no longer show for that location.