

List of Locations for Landowners FAQ's

Do I need to insure (pay) for the same location each time I use it? The "List of Locations and Landowners" must be submitted annually. Our insurance coverage expires on the last day of the calendar year. Throughout the year, your club may meet on the property multiple times for the one time office processing fee, but the date of each meeting must be reported in advance to the USPC Office and/or directly to SPI.

How do I report the date of each meeting? What if something comes up last minute and the date isn't recorded for the property? To list all meetings which would include any mounted or un-mounted **Pony Club covered activities**, club officers will need to log into the secure.ponyclub.org site and click on the List of Locations which located in the bottom left hand corner. To add a "new" location, you will need to click on the green "Add Location" button. If the location is already listed under "Declared Locations" and you need to add or edit a date, please click on the pencil icon, then scroll down to "Activity Type", there you will find a selection of different activities to choose from. Please select the "Activity Type" and the make sure to list the "Activity Dates". As soon as you click on "Finished" the dates will be saved.

What is a covered Pony Club activity? Any club-scheduled educational activity to which the entire club or an entire segment of the club (for example, all D-3s) is invited is covered, even if during the meeting there might be only one rider in the ring at a particular time. If an instructor who normally teaches lessons at a club-scheduled activity also gives private lessons to Pony Club members outside of the club-scheduled meeting, the private lessons are NOT COVERED.

Our club is hosting a rally what type of insurance do we need? Do the other clubs that we invite need to take out insurance on the property? If your club is hosting a rally then that means only Pony Club members will be participating. The **host club** will need to take out the List of Locations for Landowners. Each Pony Club member is covered by medical insurance when they pay their Participating Membership dues to the National Office.

Our club is using a facility that another club uses, do we still need to take out a List of Locations for Landowners since the other club has already insured this facility? Yes, you will need to take out a List of Location for Landowners and list the dates of the activities that your club will be using the facility.

Our club is hosting a *Regional Activity*, who should insure the property? Whoever is hosting the activity, in this case the club would take out the List of Location. If the region was the host, then the region would take out the List of Locations.

Our club is having an open house for perspective members who will not be riding, what insurance coverage do we need? If the perspective members will not be around horses/ ponies at all then all you need is the List of Locations for Landowners. If it is a location that you have already insured for the year,

then you would need to list date. If the perspective members will not be riding, **but will be around horses/ponies you will need to take out the Optional Medical Insurance.**

Our club is going on a trail ride and several parents/adults have volunteered to help, do we need to have the Optional Medical Insurance for non-members? Adults riding as an escort on an official Pony Club trail ride, or a Pony Club instructor riding a horse during a mounted meeting would be considered normal volunteers, and would be covered by the standard Excess Medical/ AD&D insurance at a lower benefit level with some additional paper-work.

Our club/region would like have a 5K as a fundraiser, what kind of insurance coverage do we need? The only coverage that you would need is the List of Locations for Landowners. The Optional Medical Insurance for non-members is only when horses/ponies are around whether the non-member is mounted or un-mounted.

I am having problems with the Optional Medical Insurance form. Please contact Specialty Program Insurers directly at 800-338-3313 8: 00 a.m. to 4:30 p.m. Monday thru Friday (Central Time Zone).

Why is my location still showing pending? This means that you have not paid for you location. The location is not insured until it is a Declared Location.

How do I edit locations? The only editing to a location that you can do is edit the activity and dates of the activity, which is done by clicking on the pencil icon under the Add Additional Activates &Or Dates column. If you have listed a Landowner's information incorrectly (name or address), you will need to contact the office.

How do I get to page to add or edit a location? A club officer will need to log into the ponyclub.org site. The List of Locations is listed on the left hand side at the bottom of the club record page.

How can I print off the certificate of Insurance or Additional Named Insured Certificate? Under the column called Print Proof of Insurance and Print Additional Insured Proof there is a printer icon, please click on the icon to print out the certificates.