

# LEAH Sports Liability Insurance Program (LEAH-SLIP)

## Administration and Enrollment Procedures

Coverage is from July 1, 2013 through June 30, 2014. A single annual fee of \$4 per each participating child for the year will be required. This will cover all LEAH-chapter-sponsored sports and athletic programs throughout the year. Please refer to LEAH-SLIP-FAQ.pdf for questions and answers about the program. Please read these instructions carefully.

The LEAH SLIP Administrator will receive and record all names and ages of homeschool students enrolled in the program. This information will be kept organized by the enrolling chapter. The Administrator will receive all fees and verify coverage for particular students. All requests for certificates of sports insurance should be sent to the administrator. The administration of this program is its most daunting and challenging aspect. Exactly following the instructions below will help make the job manageable.

### **Enrollment Instructions**

Please email the following enrollment information in a single column format, either as a single column of text in the body of the email text, or as single column in an excel spreadsheet attachment to the email.

**Please note that information about the sports activities (soccer, basketball, etc.) being engaged in, and the participants' ages are required this year.**

Date

Chapter Name

#of students being enrolled, **sports activities being engaged in**

Total Fee Amount @ \$4 per student

Lastname, Firstname (Middlename)\* #1, **age**

Lastname, Firstname #2, **age**

Lastname, Firstname #3, **age**

etc

\* Middle names are optional, and only necessary if needed to distinguish between two students with the same first & last names.

Names are held within NYS LEAH; they will not be supplied to the insurance company. However, age and activity data are subject to audit by the insurance company.

Send this information via email to [slip@leah.org](mailto:slip@leah.org)

**Do not send a list of names written on paper – All names to be enrolled must be submitted electronically**

### **Payment Instructions**

Payment of \$4 per student should be postmarked within one day of the enrollment email. If a certificate of sports insurance is required, an additional fee *may be* required – see below. **The signed Chapter Leader Acknowledgement Form must be included with payment.**

Send a check\*\*, **payable to NYS LEAH**, for the total fee amount to **LEAH Sports Insurance Administrator, 34364 State Hwy 23, Stamford, NY 12167**

\*\*On its memo line, the check should contain the identifying information that matches the 1<sup>st</sup> three lines of enrollment information, i.e. **Date (matching what is in email), Chapter Name, #of students**. The amount of the check should match line 4 above.

**For deletions**, please send an email listing of the names to be deleted. This email should reference the identifying information (1<sup>st</sup> 4 lines as described below) and provide an updated number of students and new total fee. (Please maintain the single column format as described.) **For additional names**, another enrollment email should be sent with those additional names, with an additional corresponding check for

those additional students. Multiple checks may be mailed together, but each memo line should reference a specific enrollment email.

No refunds for deletions will be given once the enrollment process is complete (payment is received & check deposited).

Additional students may be enrolled at any time by following the above procedure. Your payment is expected to be postmarked within one day of the email.

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### **Certificates of Insurance**

Certificates of insurance are available upon request to the administrator at [slip@leah.org](mailto:slip@leah.org)

The information requested by the Certificate Request Form must be sent to the Insurance Administrator. It is not necessary that the Form itself be filled out; the information requested may be sent in an email to the administrator. If payment is due for the certificate\*\*\*, it should be sent via postal mail to the address above.

Certificates will normally be received via email in PDF format. This is the most efficient means. If email is not available, it can be faxed or sent via postal mail.

Only Chapter Leaders or their authorized designees may request insurance certificates; if someone is acting on behalf of the Chapter Leader, the Chapter Leader should send an email (or postal) authorizing that person to obtain certificates for that chapter.

There are two types of certificates of insurance: first, there are those that simply prove that LEAH has insurance. Secondly, some facilities require that they be named as an “additional insured” on the certificate. If an additional-insured certificate is required, a simple, plain-language contract between the facility and the chapter is required, which states the purposes and conditions of facility use. The contract must also state that the additional-insured designation is required. A copy of this contract must be submitted in order to obtain an additional-insured certificate.

The certificate will be sent as a pdf file via return email. This may take a day or two – however, it will not be sent until any payment due has been received.

### **\*\*\*Cost of Certificates**

**NYS LEAH will be charged a one-time<sup>†</sup> fee of \$15.00 for each certificate of insurance issued. NYS LEAH will bear this cost of one certificate for every 10 students enrolled in the sports insurance program at the time of certificate request. The chapter must bear the cost of any additional certificates required.**

<sup>†</sup>Certificates for the same facility (no name or address changes) will be issued free of charge in subsequent years.

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### **Students whose families are members of multiple chapters**

Chapters who sponsor or organize sports activities should verify that participants have paid the insurance fee through one of the chapters of which their family is a member. It will generally be easier on everybody’s part if the student is enrolled in the insurance by the chapter sponsoring the activity. However, in those cases where a student participates in activities sponsored by more than one chapter, verification of insurance coverage can be requested by the sponsoring chapter from the administrator at [slip@leah.org](mailto:slip@leah.org) by emailing **the student’s name and original enrolling chapter** and requesting verification of enrollment. The student should not be allowed to participate until coverage verification is returned from the administrator.

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*NYS LEAH, Inc. is arranging this program as a service to its membership; no liabilities or obligations upon NYS LEAH, Inc. are implied by providing this service. Actual coverage is provided by the insurance company. The insurance company’s obligations to the insured are bound only by the official policy documents, and not by any other description.*

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