

# **Mountain Hi Swim League**

## **Insurance Chairperson Responsibilities**

### **3 - point addition for team**

The Insurance Chairperson must be experienced with Microsoft Excel and a word processing software program. This position also needs to have a working knowledge of Hy-Tek's Meet and Team Manger software. The Insurance Chairperson is responsible for:

- Attending all Executive Board and Parent Rep meetings throughout the swim year
  - Managing all insurance related activities
    - Maintain all necessary correspondence with insurance company
    - Maintain all necessary insurance liability correspondence with swimming pool facilities used by MHSL teams
    - Obtain an adequate number of copies of the MHSL Registration/Insurance form and distribute to all MHSL teams
    - Submit insurance fee payment requests with supportive documentation to the MHSL treasurer for sending to insurance company (3 separate payments during the season)
    - Verify team rosters against submitted insurance forms for May and June roster/insurance submissions
    - Provide final league-verified team rosters for the Prelims/Championship heating meeting
  - Assisting with MHSL board committees as needed
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Timeline for Activities:

**Late January/Early February:** Send new season letter to the insurance company along with a check for 200 swimmers to cover early season practice. Include the list of teams in the MHSL and names and address of those teams or facilities that request Certificates of Liability. Once the certificates are received, send letters to the Cherry Creek and Douglas County School District Facilities enclosing their Certificates.

**February:** Get the new registration/insurance forms printed and 3-hole punched. Prepare and insert the new covers into the Insurance books and fill each one with enough forms for each team. Use a 5-10% increase from last year's count as a guideline.

**March:** Distribute updated Insurance Books at the March Parent Rep meeting. Also distribute the individual teams' Certificates of Liability.

**April:** Remind the Parent Rep's that insurance forms and checks are due at the Parent Rep Meetings in May and June along with Team Manager generated roster lists in alpha order and ascending age order separated by gender (one for boys and one for girls). The

roster counts must match the number of swimmers that are turned in on the insurance forms.

**May:** Obtain the roster count, Team Manager rosters, insurance forms, and a check for insurance fees for forms submitted from each team. Document the roster count and fees submitted, then pass the check on to the MHS� treasurer. Update information in the roster count spreadsheet as each team submits its payment and insurance forms. Verify roster information against insurance forms submitted. Notify each Parent Rep if there are discrepancies or insurance forms are incomplete. Update the detailed roster spreadsheet (breakout by age group and gender).

**June:** Obtain the updated roster count, updated Team Manager rosters, insurance forms, and a check for insurance fees for forms submitted from each team. Document the roster count and fees submitted, then pass the check on to the MHS� treasurer. Update information in the roster count spreadsheet as each team submits its payment and insurance forms. Verify roster information against insurance forms submitted. Notify each Parent Rep if there are discrepancies or insurance forms are incomplete. Update the detailed roster spreadsheet. Send a letter to the insurance company with current team detailed roster counts and a check to cover insurance fees due.

**July:** Update final team rosters against insurance forms submitted by July 1<sup>st</sup>. Update the roster count spreadsheet for adds to rosters submitted after the June parent rep meeting but before July 2<sup>nd</sup>. Bring final league verified rosters to the July heating meeting-organized by division. Have them checked against Prelim team rosters and then returned to you. Note: No swimmers are allowed to be in the Prelims/Championship meet if his/her insurance form has not been submitted to the league by July 1<sup>st</sup>. Accept and document in the roster count spreadsheet any final fees submitted for insurance. Turn in final roster counts and fees paid to the treasurer. Send final letter to insurance company with appropriate roster documentation and a check for the outstanding fee balance.

**August:**

**September:** Review the Insurance parent rep book documentation. Update/correct any files and e-mail all changed files to the President before the October board meeting. Note: The Registration/Insurance form must be updated for each new season.