

STEP BY STEP INSTRUCTIONS FOR COMPLETING THE MASTER INSURANCE REQUEST FORM

- Item 1 List the sanction number assigned to you from Club Racing.
- Item 2 List only the dates that cars will actually practice and/or compete.
- Item 3 The region sanctioning the event or the region applying for the sanction.
- Item 4 The name of the track, facility, or location of the event, i.e., Summit Point Raceway, WV; streets of Dallas, TX; around LaMar, CO.
- Item 5 Name of event, if applicable, i.e., Hyatts Riot.
- Item 6 Check spectator, non-spectator or testing.
- Item 7 Check each type of event being conducted that weekend. If your event is not listed, check “other”, and write in the kind of event it will be.
- Item 8 Check the type of course where the event will be held. If not listed, check “other” and write in what kind of course the event will be held on.
- Item 9 Indicate deposit being paid:
For Club and other events rated on a “per car” basis, the deposit is the minimum participant accident premium + liability premium (if using our liability) + late fee if any. For events rated on a “per event” basis or ones with a minimum deposit, please refer to rate sheet for the “per event” or minimum deposit rate. Late fee is \$100.00.
- Item 9A Check appropriate form of payment. If paying with a credit card (VISA/MC), fill in requested information.
- Item 10 For Organizations who need a copy of the certificate (i.e. “Certificate Holders”) being issued, please list their complete address or e-mail address, and be sure to tell us what their role at the event will be. If you want us to send a copy directly to them check the box on the left. Provide an e-mail address if you want us to email the certificate directly to the certificate holder. If you need more room, use another page.
- Item 11 If individuals or organizations absolutely require that they specifically be listed as an additional insured, remember that only those categories of individuals or organizations generically listed on the Insurance Certificate (e.g. landowners, major sponsors) can ordinarily be listed as an “Additional Insured” and prior approval by the Risk Management Department is required. Usually listing them as “Certificate Holder” will satisfy their requirements.
- Item 12 Put the name, address, e-mail and phone number of the person who wishes to receive the original certificate and copies. Please completely fill out this portion. Office, Home and Fax numbers are needed to get in touch with you if there is a problem. We will fax or email a copy of the certificate to the fax number/email given if there is less than 7 days until the event. Our preferred method of delivery is by e-mail and this method will be used if an email address is provided.
- Item 13 Put the number of certificates you need to have including copies for the certificate holders. We will mail or e-mail these to the person and address shown in 10 if box is checked.
- Item 14 Deposit must be made with a **Region** check or Credit Card.

An audit report is required for completion of all events, even if there is no additional money owed.