

Location Insurance Management (List of Locations) FAQ's

How do I access the Location Insurance Management section to add or edit a location?

A club officer will need to log onto the ponyclub.org site. The Location Insurance Management (List of Locations) section is displayed on the left-hand side at the bottom of the club/center/region profile.

Do I need to insure (pay) for the same location each time I add an activity?

The location must be submitted annually. Our insurance coverage expires on the last day of the calendar year. Throughout the year, your club/center/region may meet on the property multiple times for the one-time office processing fee, but the date of each meeting must be entered into the system prior to the date of the event.

How do I report the date of each meeting?

To list all meetings, including any mounted or un-mounted **Pony Club covered activities**, club/center/region officers & leaders will need to log into the secure.ponyclub.org site and click on the Location Insurance Management (List of Locations) link, located in the bottom left-hand corner of the club/center/region profile. To add a "new" location, 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, click on the pencil icon on the location, scroll down to "Activity Type". Select the "Activity Type" from the provided list, then add the start and end dates for the activity. Upon clicking "Finished", the dates will be saved. Each activity will require a separate line item, with specific dates.

How do I edit locations?

Once a location has been created and the facility payment has been made, the coverage year cannot be changed. Changes can be made to activities and their dates at a Declared Location by using the pencil icon to the right of the location.

What is a covered Pony Club activity?

Any club, center, or region-scheduled educational activity to which the entire club/center/region, or an entire segment of the club/center/region (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/center/region-scheduled activity also gives private lessons to Pony Club members outside of the club/center/region-scheduled meeting, the private lessons are NOT COVERED.

I am having problems with the Location Insurance Management section of the website. Who do I contact?

Please contact the Finance Director at the National Office at finance@ponyclub.org or the Information Technology Director at systemsadmin@ponyclub.org.

How can I print off the Certificate of Insurance or Additionally Insured Certificate?

In the Declared Locations section, under the Print Proof of Insurance and Print Additional Insured Proof headers, there are printer icons. Use these icons to print the certificates.

What if something comes up at the last minute and the date isn't recorded for the property?

Add the activity to the location as soon as possible. You can add the activity up until the "day of".

Why is my location still showing in the Pending Locations section?

Locations displayed in the Pending Locations section fall into two categories: payment still needs to be paid for the location OR non-member insurance has been added to an activity and payment has not been completed. The location is not insured until it is a Declared Location. Non-member insurance is not in effect until payment is complete and the location appears in the Declared Locations section.

My location was in the Declared Locations section, but I added non-member insurance and now it's moved to Pending Locations. Why?

When adding non-member insurance to a previously declared location for an activity, that location will move back to the Pending Locations section until payment for the non-member insurance is made. Once paid, the location will move back into the Declared Locations section.

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 declare a location in the Location Insurance Management (List of Locations) section. Each Pony Club member is covered by medical insurance when they pay their Participating Membership Dues to the National Office.

Our club/center is using a facility that another club uses. Do we still need to declare the location since the other club/center has already insured this facility?

Yes, you will need to declare a location and list the dates of the activities that your club/center will be using the facility.

Our club/center is hosting a *Regional Activity*. Who should insure the property?

Whoever is hosting the activity, in this case the club would declare the location. If the region was the host, then the region would declare the location.

Our club/center is having an open house for prospective members who will not be riding. What insurance coverage do we need?

If the prospective members will not be around horses/ponies, 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 the date(s). **Please note:** If the prospective members will not be riding but will be around horses/ponies, you will need to add the Non-Member coverage through the Location Insurance Management section.



Our club/center is going on a trail ride and several parents/adults have volunteered to help; do we need to add the Non-Member Insurance to the location?

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.

Our club/center/region would like to have a 5K as a fundraiser. What kind of insurance coverage do we need?

The only coverage that you would need is the declared location in the Location Insurance Management section. The Optional Medical Insurance for non-members should only be purchased when horses/ponies are around, whether the non-member is mounted or un-mounted.