

# Location Insurance Management

## *USPC Activities Insurance (List of Locations)*

Changes have been made to the Location Insurance Management (formerly List of Locations) area of the club, center, and region online profiles. These changes are effective immediately. Please see the detailed instructions below for appropriate location entry and location management, including adding dates and purchasing non-member insurance.

## New Location Entry

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Every club, center, and region must declare to USPC all locations and dates of any Pony Club activity that will be held. Location submission is **REQUIRED** for each location, each year. There is no additional fee to add or change dates on a location throughout the year. Non-Member Insurance may be added to a location at any time and will incur a per-day fee.

**EXCEPTION:** Pony Club Riding Centers **do not** need to declare their Riding Center facility.

### Adding a New Location

1. Once logged into the USPC website, and on the club/center/region online profile, click the 'List of Locations' link in the bottom left corner.
2. Scroll to the 'Pending Locations' section; click the green 'Add Location' button on the right side of the page.
3. Complete the 'Location Information' section.
  - a. Choose the correct coverage year.
  - b. Select a location type from the available list.
  - c. Enter the location contact's name.
  - d. Provide the facility name, if known.
  - e. Complete the address, city, state, and zip code fields.
  - f. Provide an email address and fac number (optional) for the location contact.
  - g. If the landowner should be added as an additionally insured party on the location, check the box provided.

See the image below for a completed 'Location Information' example.

**Location Information\***

Coverage Year\*: 2024 ▾ Location Type\*: Facility ▾

Contact Name\*: Alyssa Sands

Facility Name: S and S Farms

Address\*: 123 Big Barn Path

City\*: Lexington

State\*: KY ▾ Zip\*: 40511

Email:  Fax:

**Does Landowner need to be added as additional insured?**  
 Check here if this landowner requires they be added to the USPC policy as an additional insured, and needs a certificate of insurance. Otherwise a simple proof of insurance will be available on the confirmation screen upon checkout.

## Adding Activity Information

Activities may be added to a declared location at any time during the year.

1. Choose the activity type from the available list.
2. Enter the activity dates.
  - a. Each activity requires a start and end date.
  - b. If an activity is a single day, the start and end date will be the same.
3. If non-member insurance is needed for this activity, check the box provided.
  - a. Non-member insurance may be added to specific dates at a location.
  - b. For example, a regular mounted meeting for Pony Club members may not require non-member insurance, but a clinic hosted by the club/center/region which allows non-Pony Club members to participate will require non-member insurance for those dates.
4. Click the blue 'Add' button to add this activity to the location.

See below for an example of an activity that DOES NOT require non-member insurance for its dates. In this instance, it is a regular mounted meeting for a club and will only have Pony Club members in attendance.

**Activity Information\***

Please enter each date or date range for which this facility will be in use for Pony Club activities. Indicate whether Non-Member Insurance is needed for a specific date or date range.

**Note:** If the event is a single-day event or if Non-Member Insurance is needed for a single day, the Start Date and End Date should be the same.

Activity Type\*: Mounted Meetings ▾

Activity Dates\*: 4/6/2024 to 4/6/2024

**Is Non-member Insurance needed for these dates?**  
 Non-Member Insurance is **REQUIRED** for a location if individuals who are not currently members of Pony Club are participating in this activity, on this/these date(s) at this facility.

Non-Member Insurance is \$30 per day

**Add**

See below for an example of an activity that DOES require non-member insurance for its dates. In this instance, it is a clinic hosted by a club that allows non-member participation.

**Activity Information\***

Please enter each date or date range for which this facility will be in use for Pony Club activities. Indicate whether Non-Member Insurance is needed for a specific date or date range.

**Note:** If the event is a single-day event or if Non-Member Insurance is needed for a single day, the Start Date and End Date should be the same.

**Activity Type\*:**

**Activity Dates\*:**  to

**Is Non-member Insurance needed for these dates?**  
 Non-Member Insurance is **REQUIRED** for a location if individuals who are not currently members of Pony Club are participating in this activity, on this/these date(s) at this facility.

Non-Member Insurance is \$30 per day

**Add**

Activity information added to a location will appear in a table below the blue 'Add' button. Note that non-member insurance is indicated for the clinic activity and not the mounted meeting.

DATES	ACTIVITY	NON MEMBER INSURANCE	
05/03/2024 - 05/05/2024	Clinic	Yes	
04/06/2024 - 04/06/2024	Mounted Meetings		

- When both location and activity information has been entered, click the green 'Submit' button to add the location to the 'Pending Locations' section.

**Pending Locations**

Locations listed in the Pending Section have not yet been submitted. Insurance is not in effect for these locations.

CONTACT NAME	FACILITY NAME	ADDRESS	CITY	STATE	ACTIVITY DATES	COVERAGE YEAR	PAY NOW	ADD ADDITIONAL ACTIVITIES &/OR DATES
Alyssa Sands	S and S Farms	123 Big Barn Path	Lexington	KY	05/03/2024 - 05/05/2024: Clinic 04/06/2024 - 04/06/2024: Mounted Meetings	2024	<input type="checkbox"/>	

## Payment

- To pay for a location listed in the 'Pending Locations' section, mark the check box in the 'Pay Now' column for the location(s).
- Click the green 'Submit Payment' button.
- Verify that you wish to pay for locations for the club/center/region.

4. Facility Payments will be displayed in the top section for those facilities indicated in the previous step, along with their coverage year.
5. Non-Member Insurance Payments will be displayed in a second section for those dates where it was indicated as needed.
  - a. This section will display the start and end dates of the activity, as well as a calculated number of days and a total.

#### Facility Payments

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COVERAGE YEAR	FACILITY NAME	TOTAL
2024	S and S Farms	\$20.00
<b>Facility Total:</b>		<b>\$20.00</b>

#### Non-Member Insurance Payments

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FACILITY NAME	START DATE	END DATE	TOTAL DAYS	ACTIVITY	TOTAL
S and S Farms	5/3/2024	5/5/2024	3	Clinic	\$90.00
<b>Non-Member Insurance Total:</b>					<b>\$90.00</b>
<b>Grand Total:</b>					<b>\$110.00</b>

6. Choose a payment type and enter payment information.
7. Enter billing information.
8. Click the green 'Submit Payment' button.

## Adding Dates to a Declared Location

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1. Choose the location to which you wish to add an activity from the 'Declared Locations' section and click the edit pencil.
2. Scroll past the 'Location Information' section, to the 'Activity Information' section.
3. Follow the previous **Adding an Activity** steps described previously in this document.

## Adding Non-Member Insurance to an Activity

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1. Choose the location to which you wish to add an activity from the 'Declared Locations' section and click the edit pencil.
2. Scroll past the 'Location Information' section, to the 'Activity Information' section.
3. Follow the previous **Adding an Activity** steps described previously in this document.