

## Instructions For Credentials Committee For Verifying Compliance With Tournament Team Insurance Requirements

1. View proof of coverage documents (ex: policies or certificates of insurance) for both Accident and General Liability.
2. Verify the following from the coverage documents for each policy:
  - the insured organization is listed under the name of the individual tournament team or the name of the league represented by the team.
  - the effective and expiration dates of coverage encompass the entire length of the tournament.
3. If the insurance policy (Accident, General Liability, or both) is written through the endorsed DYB / Sadler Insurance plan, it automatically meets the additional minimum coverage standards and no further review is required.

Note: The proof of coverage document issued by Sadler Insurance will reference Sadler & Company, Inc. under Producer and Dixie Youth Baseball, Inc. under Insured. In addition, the title at the top will reference Dixie Youth Baseball Plan.

4. If the insurance policy (Accident, General Liability, or both) is written outside of the endorsed DYB / Sadler Insurance plan (i.e. through another insurance agency) **AND** if the proof of coverage document(s) are accompanied by the document entitled "*Insurance Agent Checklist*", the credentials committee must review such checklist to verify the following:
  - It was fully completed for the policy in question (Accident, General Liability, or both) with check marks indicating that all standards have been met.
  - signed and dated by insurance agentIf the statements in this section are true, no further review is required.

Note: The "Insurance Agent Checklist" document was distributed to all leagues via US Mail prior to the start of the season. A link to the document can be found on both the Sadler website (under Insurance Requirements For Tournament Teams) and on the DYB website (under the Insurance Tab).

5. If the insurance policy (Accident, General Liability, or both) is written outside of the endorsed DYB / Sadler Insurance plan (i.e. through another insurance agency) **AND** if the proof of coverage document(s) are not accompanied by the *Insurance Agent Checklist*", the credentials committee must complete the document entitled "*Credentials Committee Insurance Checklist*". The policy in question must meet all minimum standards that are outlined in the checklist document.

Note: The "Credentials Committee Insurance Checklist" document can be found on both the Sadler website (under Insurance Requirements For Tournament Teams) and on the DYB website (under the Insurance Tab).

If either the Accident or General Liability policy does not meet the minimum standards as specified above, the tournament team should be denied entry into the DYB sanctioned or approved tournament until the can provide evidence of coverage that meets the requirements. Non complying teams can go to [www.sadlersports.com/dixieyouth](http://www.sadlersports.com/dixieyouth) and can immediately purchase coverage from the endorsed DYB plan and can immediately print proof of coverage documents to hand over to the credentials committee.