

Instructions For Dixie Youth Officials In Verifying Compliance With Tournament Host Insurance Requirements

(Verification Process Should Start At Least 30 Days Prior To Start Of Tournament)

1. View proof of coverage documents (ex: certificates of insurance or policies) 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 league, municipality, or other entity that is hosting the tournament.
 - * 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 and if the tournament is sub district, district, or state, it automatically meets the additional minimum coverage standards and no further review is required. However, for world series tournaments, the hosting entity must contact Sadler and pay an additional premium in order to have the policy endorsed to cover a world series tournament. Such certificate of insurance that is issued by Sadler will indicate that the policy (ies) have been endorsed to cover a world series tournament. If this is the case, no further review is required for a world series tournament.

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 Insurance 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 or as part of a municipal insurance policy) **AND** if the proof of coverage documents are accompanied by the document entitled "Insurance Agent Checklist For Tournament Host", the checklist must be reviewed to verify the following:
 - * If 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 the insurance agent.If the statements in this section are true, no further review is required.

Note: The "Insurance Agent Checklist For Tournament Host" is to be distributed to each district, state, and national director by DYB headquarters prior to June 1 of each year. A link to the document can be found on both the Sadler website (under Insurance Requirements For Tournament Hosts) 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 or as part of a municipal insurance policy) **AND** if the proof of coverage documents are **NOT** accompanied by the document entitled "Insurance Agent Checklist For Tournament Host", the responsible Dixie Youth Official must complete the document entitled "Dixie Youth Official Insurance Checklist For Tournament Host". The insurance policy in question must meet all minimum standards that are outlined in the checklist document.

Note: The "Dixie Youth Official Insurance Checklist For Tournament Host" document can be found on both the Sadler website (under Insurance Requirements For Tournament Host) or on the DYB website (under Insurance Tab).

If either the Accident or General Liability policy does not meet the minimum standards as specified above, the tournament host must immediately procure coverage to meet the minimum standards prior to the start of the tournament. Non complying tournament hosts can contact Sadler & Company at 800-622-7370 to purchase coverage but must provide a lead time of two business days. Due to the lead time required, it is strongly recommended that the verification process should start 30 days prior to the tournament start date.