



HCRA INSURANCE INFORMATION

To Request a Certificate of Insurance for an Event or for an Additional Insured:

Fill out the attached form, IN WORD, and email it to: Jamie Woodford, Jamie.woodford@servco.com

and copy both Walter Vierra at wpv@hawaiiantel.net and Keri Mehling at kerionmaui@yahoo.com, or your request will not be processed. You may include all of the requested information in the body of the email, in the order listed, in lieu of attaching the form.

Requests for a COI are **required** to be turned in at least 15 days prior to your event. Turning in a request less than 15 days prior to an event will result in a \$100 surcharge that must be collected prior to the request being processed. Any request turned in less than 15 days prior to an event may not be processed and a COI may not be issued. Failure to read the rules for an event will not be a basis for late request. Under limited circumstances, and at the sole discretion of the insurance committee person processing the request, the \$100 surcharge may be reduced or waived.

Coverage of Events:

What is currently covered? Your basic canoe practices (sanctioned by the club, including an escort boat owned/operated by a club during a practice, BUT NOT DURING A RACE), pre-season races, regattas, long distance races and the state race.

Fundraising events are covered up to 6 per year, per club, and each Fundraiser must be reported via email to Servco and the insurance committee. If a club has more than 6 Fundraisers, there may be an additional premium. For events involving food, third-party vendors are not covered. Children are not allowed to work in any food booth which involves cooking or mechanisms for keeping food hot.

Types of Events:

Types of fundraisers the carrier is willing to cover, and for which you may need a COI include: all usual and traditional events such as business paddle races, paddle-a-thons, huli-huli chicken/kalua pig/turkey sales, car washes. Club sponsors such as a hotel or beverage vendors, land owners of an event location may require being named as Additional Insured, and this can be indicated on the Insurance Rider Request Form.

NON-Covered events/items include BUT ARE NOT LIMITED TO: Damage to your club hale, your canoe trailers or towing vehicles and canoe damages and repair. Concerts & dances. Trailering of boats. Escorts boats.

Reporting:

If someone is injured during an event, you are required to fill out a report. The reports are available online at hcrapaddler.com or through your association representative. The reports should be turned in to Jamie Woodford at Jamie.woodford@servco.com.

Copy: Walter Vierra (wpv@hawaiiantel.net)

Keri Mehling (kerionmaui@yahoo.com)