SCA Equestrian Insurance Request Protocol

SCA, Inc is co-funding a maximum of 60 certificates. To ensure coordination, the following process will be used.

1. Pre-Bid Requirements for the Hosting Group

1. **Identify the proposed site** for the equestrian activity (event or practice).

2. **Before submitting the event bid**, the hosting group must contact the **Kingdom Equestrian Officer (KEO)** and provide:

   o   Site name and address

   o   Event/practice date(s)

   o   Whether the site has been used previously for equestrian activities

   o   Any known insurance requirements from the site (i.e. do they want to be a named insured on the certificate).

3. The hosting group **may not submit the bid** until the KEO gives initial approval regarding insurance availability.

4. If an event is already planned/bid, you may submit a request for Equestrian to be added on after-the-fact. However, there is a strong likelihood there will not be an available co-funded certificate. Kingdoms may opt to pay the full price for an equestrian insurance certificate if no co-funded certificates are available.

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2. Responsibilities of the Kingdom Equestrian Officer (KEO)

Upon receiving the request, the KEO follows the decision protocol below:

Step A — Verify Existing Certificate

1. Check the kingdom records for:

   o   Whether the **site already has a current equestrian insurance certificate**

   o   Whether that certificate covers the **requested event dates**

2. **If the certificate is current and valid** for the dates:

   o   Approve the hosting group to submit their event/practice bid.

   o   Note the use of that site in kingdom equestrian activity records.

Step B — If No Current Certificate Exists

If the site **does not** have a current certificate:

B1. Check Whether an Alternate Approved Site Exists

1. Review kingdom records for other sites with **active, valid equestrian insurance certificates**.

2. If an alternate approved site can be used:

    o   Inform the hosting group of the option and determine whether the hosting group is willing/able to relocate.

    o   Approve the group to proceed with their bid using the alternate insured site

B2. If No Alternate Site is Available

Proceed to Step C.

Step C — Check Kingdom's Remaining Certificates

1. Check the kingdom's annual allocation of equestrian insurance certificates:

    o   Number allocated

    o   Number used

    o   Number remaining

2. **If unused certificates remain:**

    o   Approve the hosting group to use one

    o   Record the certificate allocation

    o   Coordinate with the kingdom Seneschal or appropriate office to submit the insurance request to Corporate

3. **If NO certificates remain:**

    o   Inform the hosting group that a co-funded insurance certificate cannot be issued for that site.

    o   Hosting group must either:

- Select a site with an existing certificate

- Postpone/cancel equestrian activities for the event

- Opt to pay the full price for an equestrian insurance certificate

  o Hosting group may still run a non-equestrian event if desired

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3. Final Approval for the Hosting Group

Once the KEO confirms one of the following:

- Site has an active certificate

- An alternate insured site can be used

- A new certificate can be issued from unused kingdom allocation

→ The hosting group may **submit their event bid** including equestrian activities.

If **none** of the above conditions are met:

- The KEO must decline equestrian approval for the bid.

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4. Recordkeeping Requirements

The KEO must maintain up-to-date records of:

- All sites with active equestrian insurance certificates

- Certificate expiration dates

- Annual certificate allocation and usage

- All events/practices requesting equestrian insurance approval