

**SADLER &
COMPANY, INC.**

P. O. Drawer 5866, Columbia, SC 29250-5866 Phone (800) 622-7370 Fax 803-256-4017
email: dizzy@sadlersports.com

February 1, 2010

**TO: DIZZY DEAN - LEAGUE INSURANCE OFFICER
RE: 2010 SPORTS SEASON / ACCIDENT & GENERAL LIABILITY INSURANCE**

Enclosed is your Accident & Liability Insurance certificate for the 2010 season.

Please note that if you are receiving your Certificate of Insurance via email or fax, a hard copy will not automatically be mailed. If you should need a hard copy of the Certificate mailed to you, please contact our office.

WE MUST HAVE ALL CHANGES IN WRITING

Because the insurance company requires that all changes or requests be in writing, we are providing you with two forms. We hope you will find these forms convenient as they contain all the information necessary for us to complete your request on a timely basis! These forms can also be printed from our website at www.sadlersports.com/dizzy.

(1) 2010 ADD/ DELETE TEAMS form. Use this form if you want to increase or decrease the number of teams in your league. (**Please note: Teams can only be deleted if they never formed, practiced or played. Sadler & Company must receive Request within 2 months of the effective date of the policy.**)

(2) ADD FIELD OWNERS/ FIELD LESSORS/ SPONSORS form. Please complete this form when you need additional Certificates of Insurance issued to property owners not listed on your original application. We must have the complete mailing address in order to issue the certificate of insurance. Once we receive your request, the certificate of insurance will be issued and sent to you within 6 business days. The certificate will be emailed, faxed or mailed to you so you can deliver it to the appropriate party. (**If the property owner requires special wording or forms to be completed, please mail or fax the request and requirements to us.**)

In order to control administrative costs, which result in lower premiums, we don't automatically provide a copy of the master policy (approximately 40 pages) to each client. If you wish to receive a copy, please send a written request to Sadler & Company.

ACCIDENT CLAIMS: When you have an injury to a member of your team/ league, please complete a **2010 ACCIDENT CLAIM FORM**. (This form can be printed from our website at www.sadlersports.com/dizzy). After the form has been completed, and any necessary bills or receipts attached, mail it to **American Specialty Insurance & Risk Services, Inc., P. O. Box 459, Roanoke, IN 46783**. If you should have any questions about an ACCIDENT CLAIM, please call American Specialty at **1-800-566-7941**.

Please note that this coverage is Excess/ Secondary to any other valid and collectible coverage. This means if there is other health or accident coverage, all charges must be submitted to them first on a primary basis.

If the "other insurance" is in force under a HMO, PPO, or similar plan, the Insured must follow their rules for obtaining benefits, otherwise benefits under this plan may be reduced and the deductible will be charged.

Please be sure that all blanks are complete, and that both the parent and the authorized league representative have signed the form. After the claim form has been submitted, if there are additional bills please forward them to **American Specialty Insurance & Risk Services, Inc., P. O. Box 459, Roanoke, IN 46783**. Make sure that your policy number is on the additional bill(s) and that it is noted that it is an additional bill to a previously reported claim.

LIABILITY CLAIMS: In the event that someone is injured (other than a routine injury to a participant) or property damaged (other than property of the league), please contact **SADLER & COMPANY, INC.- SPORTS DEPARTMENT** either by email (dizzy@sadlersports.com) or toll- free at 1-800-622-7370 to report the incident and request the correct claim form to submit to the insurance company. It is our recommendation that you report all claims regardless of whether, in your opinion, there is liability or not. The attorneys for the insurance company can determine this.

Please do not hesitate to contact **SADLER & COMPANY (SPORTS DEPARTMENT)** if you need additional information or supplies. Please email us at: dizzy@sadlersports.com (*be sure to include your organization name*). As always, if you have any questions, please feel free to call. Our toll free number and switchboard are open from 8:00 a.m. to 5:00 p.m., Eastern Time, Monday through Friday.

Sincerely,

SPORTS INSURANCE DIVISION

Email: dizzy@sadlersports.com