

VALLEY ATHLETIC ASSOCIATION  
BOARD OF DIRECTORS  
RISK MANAGEMENT POSITION SUMMARY

I. Background Check/Concussion Certification  
(See Summary and Description prepared by Barry Caplin)

II. Insurance and Related Compliance  
The various insurance policies maintained by Valley Athletic Association, including General Liability, Errors and Omissions/Director Liability and Workers Compensation renew in or about August through October of each year.

Jeanne Danmeier is the insurance agent contact. Approximately two months prior to the expiration/renewal of the respective policy, Ms. Danmeier will forward a questionnaire to be completed by the assigned director. At this time, the director may search for other or different coverage through other companies in order to determine the reasonableness of the current premium charged to VAA. Similarly, the director should verify with Diane Giebel that the billing statement for the renewal premium has been submitted and paid by VAA.

At year end, the workers compensation policy audit must be completed and provided to Jeanne Danmeier and the workers compensation insurer in order to complete the audit of the policy and premium paid. In addition to completing the audit form, additional documents must be submitted; including quarterly unemployment statements filed with the state and/or any other income documents requested as part of the audit. The treasurer can assist in gathering this information for forwarding to the insurer with the audit form.