

BACK COUNTRY HORSEMEN OF IDAHO

ANNUAL SCHEDULE OF EVENTS OPEN TO THE PUBLIC (January 1 through December 31, 2013)

Please submit this form before or at the November 2012 BOD meeting

CHAPTER NAME: _____ Contact person: phone/email: _____

Only list those events in which your chapter has open to the public. (See Detailed Instructions Below) List name of event, date(s), location, including address, city, state, zip code, approximate number of members and non-members attending and if you charge a registration fee for the public.

If you plan a public event and it is not listed on this form, there is an additional \$45 per day insurance fee for the event and \$20.00 for the the additional insured (location of the public event: residence, ranch, etc)

BCHI Insurance carrier's definition of a 'Public Event Day' is ANY activity open to non-members, which includes all trail rides and work parties, as well as pack clinics, fun days, fund raisers, etc. Again that is ANY event put on by Back Country Horsemen of Idaho and/or its Chapters which a non-member may attend. Please notify the state secretary of any changes such as additions and cancellations to ensure adequate coverage.

Event	Name of event	Dates	Location , Address, City, State, Zip code	#of chapter members attending	# of non members attending	Registration Fee If Yes, amount
Trail ride						
Trail ride						
Clinic						
Other						

Please return this form **before or at the November BOD meeting** to the BCHI Secretary. This form is required by the insurance carrier. **Remember, in order for your public event to be covered by the insurance policy, the state secretary must notify the insurance company of your public events.**

Instructions for Filling out the Annual Schedule of Events Open to the Public Form

The liability policy is for covering non members (the general public), the policy does not cover any BCHI members at the event. The purpose of the insurance is to cover accidents. If the chapter was negligent in how they carried out the event, the chapter could still be liable if a person is injured.

The current insurance company's definition of a 'Public Event Day' is ANY activity open to non-members and the intent is for trail rides, poker rides, packing clinics, work parties, fun days, fund raisers or events where stock is involved such as a packing clinic...and it is an event that the chapter is sponsoring (for example, not a parade in which you are participating). Remember this includes ANY event put on by Back Country Horsemen of Idaho and/or its Chapters which a non-member may attend. **Work projects are not open to the general public and are not to be considered an event and need not to be reported here.**

Each BCH chapter should complete the form, each year and send the form to the BCHI secretary. The BCHI secretary will submit the completed BCHI Annual Schedule of Events Forms to the BCHI Insurance carrier. **The deadline to submit this form is by the November BOD meeting.**

Each chapter is allowed to have two public events in the calendar year covered by insurance. If a BCHI chapter schedules a third public event in a calendar year, the payment of the additional fees is the responsibility of the individual BCHI chapter to pay for the coverage of the insurance premium for the additional \$45.00 per day insurance fee for the public event and the additional insured (FS, govt agencies, BLM, ranch, residence, fairgrounds) is an additional cost of \$20.00 for the event.

If a BCHI chapter has not submitted their scheduled public events for the next calendar year (2012 events) by the November BOD meeting the payment of the additional fees is the responsibility of the individual BCHI chapter to pay for the coverage of the insurance premium for the additional \$45.00 per day insurance fee for the public event and the additional insured cost of \$20.00 for the event.

Chapter Contact Person/Phone/Email Address: submit a chapter's member name who is prepared to answer any questions regarding the chapter's events planned for the upcoming year.

Date(s): Circumstances may occur when a chapter may need to change the event day(s) after the submission of this form. Weather related delays or schedule conflicts are typical examples. However, it is very important that each chapter notify the BCHI secretary of any events if the date is changed, any events that are cancelled or any new events added to their schedule after this form has been submitted. The BCHI secretary can then notify the Insurance carrier of said changes.

Non-Members need only need to be an estimate. If the event is new, without any previous history, approximate the number that might attend. When an event has over 500 participants, such as a Poker Ride, or if there are over 500 spectators/participants at a Packing clinic, any event that exceeds 500 non- members will change the premium due to the increased risk exposure.

Registration fee: please comment if you charge a registration fee for the public to attend the event and the amount that you charge for the event.