

Risk Control Tasks to be Completed: Trips/Tours	Yes	No	N/A
Risk Control:			
Work with the trip/tour operator to ensure that it has sufficient insurance or participation waivers in place and that it provides proof of same to the club's event chair, naming your club as additional insured;			
Ensure that all participants in the trip/tour signs a participation waiver;			
If your club owns or operates the vehicle involved in the trip/tour, ensure that sufficient insurance coverage is in place for the vehicle;			
Ensure that an effective risk transfer agreement is in place, holding the club harmless from any potential liability emanating from the trip/tour. Consult qualified legal counsel to ensure that such an agreement is in place.			
Finance Controls			
Contact insurers <u>at least four weeks prior to the event</u> to ensure that the event is registered in your club's files;			
Additional liability insurance riders may be purchased locally if deemed necessary;			