NEW AMERICAN LEGION BASEBALL INSURANCE PROCEDURES

Team Managers –

New for the 2019 American Legion Baseball online registration process; an improvement to purchasing insurance has been adopted to ensure that you receive your Certificates of Insurance, coverage documents and receipt via PDF files at the end of the purchase transaction.

Teams will now purchase mandatory American Legion Baseball insurance directly through K&K Insurance, our insurance underwriter for the baseball program. A new website to purchase insurance coverage has been developed in partnership with our agent of record S. A. Van Dyk Insurance and the carrier K&K Insurance.

Insurance must be purchased from the K&K Insurance website: www.kandkinsurance.com/sites/americanlegion/Pages/Home.aspx

It is recommended that you forward your email acknowledgement from K&K Insurance to your state baseball chairman, his contact information can be located here: www.legion.org/baseball/contacts

NOTE: Similar to how background check results are entered by the department chairman, the green checkmark for insurance will not appear until the insurance purchase is validated by your department chairman.
In addition to purchasing insurance, you will also need to pay department and national registration and administration fees from the online registration website. From your team application, click “Registration Fee” along the left column under “Team Status” to purchase.

The above screen shot illustrates the new “Registration Fee” and “Purchase Insurance” steps added to the team application for 2019.

Both of these transactions must be completed (green checkmarks in all boxes under “Team Status”) before department cut-off date or June 1, 2019 whichever comes first.

**Department Chairman** –

Similar to how background check results are entered through the department chairman’s registration account. Team Insurance Purchase will require you to enter results from a weekly email report. A new tab, “Insurance Review” has been added to the chairman’s account, which lists all team applications, including those in draft mode. This is where you will acknowledge that a team has purchased insurance.

Beginning late January, a weekly email with an attached spreadsheet report will be sent from this office every Tuesday. The spreadsheet will contain team transactions from the previous week only. I would recommend you create a folder on your computer, “2019 ALB Insurance” to move and store these weekly reports.

Once results are entered, the team application will be updated to reflect a check mark next to “Insurance Paid” and the text will be highlighted in green.