

## NEW AMERICAN LEGION BASEBALL INSURANCE PROCEDURES

### Team Managers –

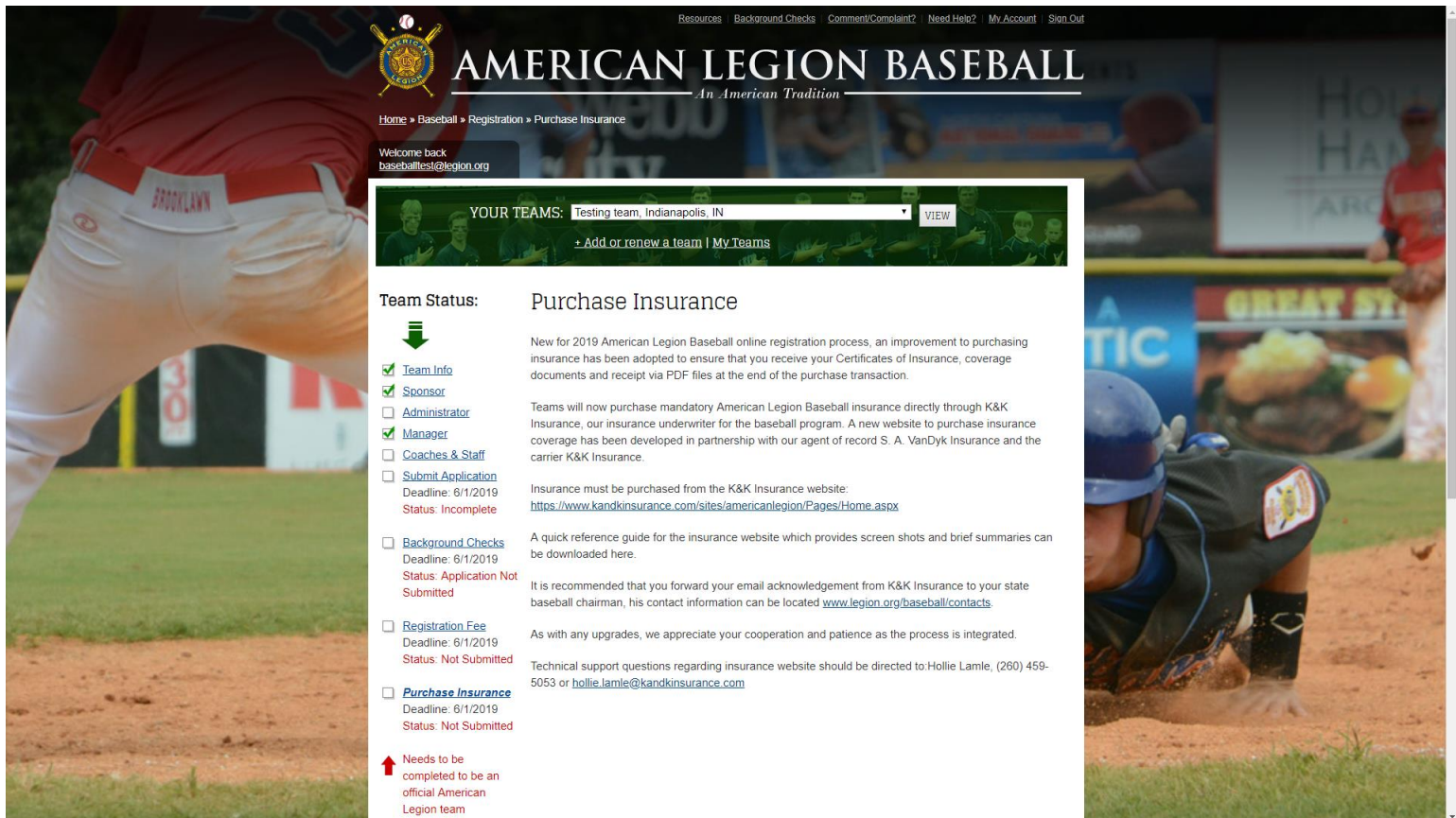
New for the 2019 American Legion Baseball online registration process; an improvement to purchasing insurance has been adopted to ensure that you receive your Certificates of Insurance, coverage documents and receipt via PDF files at the end of the purchase transaction.

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](http://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](http://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.



The screenshot shows the American Legion Baseball website interface. At the top, there is a navigation bar with links for Resources, Background Checks, Comment/Complaint?, Need Help?, My Account, and Sign Out. The main header features the American Legion Baseball logo and the text "AMERICAN LEGION BASEBALL - An American Tradition". Below the header, there is a breadcrumb trail: Home » Baseball » Registration » Purchase Insurance. A welcome message reads "Welcome back baseballtest@legion.org". The main content area is titled "YOUR TEAMS:" and shows a dropdown menu with "Testing team, Indianapolis, IN" and a "VIEW" button. Below this, there are links for "+ Add or renew a team" and "My Teams". The "Team Status:" section is titled "Purchase Insurance" and contains a list of items with checkboxes and status indicators. A green downward arrow indicates that the items below are completed. The items are: Team Info (checked), Sponsor (checked), Administrator (unchecked), Manager (checked), Coaches & Staff (unchecked), Submit Application (unchecked), Background Checks (unchecked), Registration Fee (unchecked), and Purchase Insurance (unchecked). A red upward arrow indicates that the items below need to be completed. The "Purchase Insurance" item is highlighted in red and has a status of "Not Submitted". The text next to the "Purchase Insurance" item reads: "Insurance must be purchased from the K&K Insurance website: <https://www.kandkinsurance.com/sites/americanlegion/Pages/Home.aspx>".

Resources | Background Checks | Comment/Complaint? | Need Help? | My Account | Sign Out

# AMERICAN LEGION BASEBALL

An American Tradition

Home » Baseball » Registration » Purchase Insurance

Welcome back  
baseballtest@legion.org

YOUR TEAMS: Testing team, Indianapolis, IN [VIEW]

+ Add or renew a team | My Teams

### Team Status: Purchase Insurance

- Team Info
- Sponsor
- Administrator
- Manager
- Coaches & Staff
- Submit Application  
Deadline: 6/1/2019  
Status: Incomplete
- Background Checks  
Deadline: 6/1/2019  
Status: Application Not Submitted
- Registration Fee  
Deadline: 6/1/2019  
Status: Not Submitted
- Purchase Insurance  
Deadline: 6/1/2019  
Status: Not Submitted

Needs to be completed to be an official American Legion team

New for 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.

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

A quick reference guide for the insurance website which provides screen shots and brief summaries can be downloaded here.

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

As with any upgrades, we appreciate your cooperation and patience as the process is integrated.

Technical support questions regarding insurance website should be directed to: Hollie Lamle, (260) 459-5053 or [hollie.lamle@kandkinsurance.com](mailto:hollie.lamle@kandkinsurance.com)

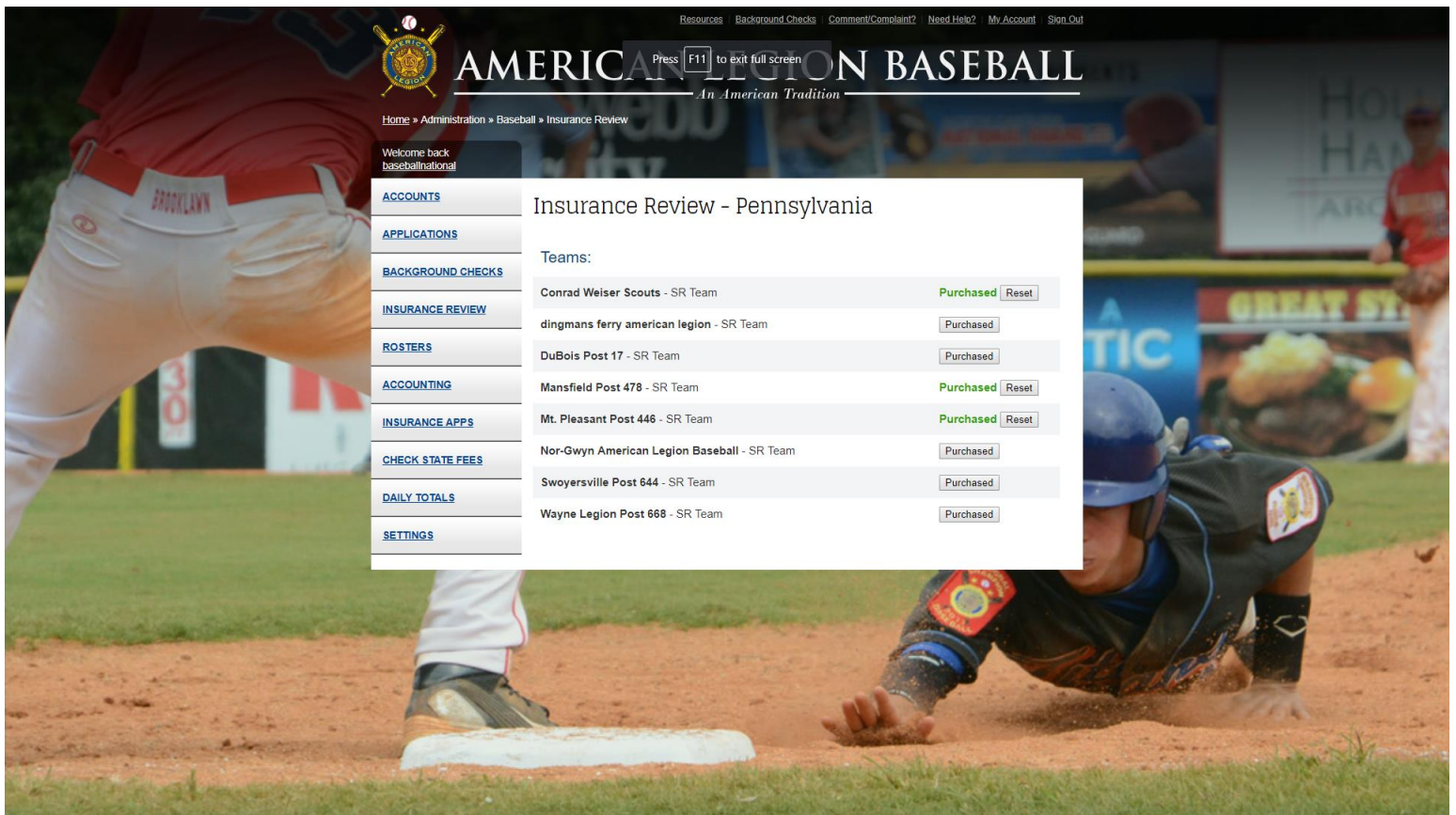
In addition to purchasing insurance, you will also need to pay department and national registration and administration fees from the online registration website. From your team application, click “Registration Fee” along the left column under “Team Status” to purchase.

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.