



THE NINETY-NINES, INC.

STANDARD OPERATING SOPP

INSURANCE

1. **Purpose:** To document and ensure repeatability of desired organizational and operational practices related to International 99s sponsored insurance for aviation events.
2. **Applicability:** This SOP describes the procedure by which a 99s Section or Chapter may request aviation insurance coverage through the International Ninety-Nines, including the procedures for obtaining a waiver of the standard insurance fee.
3. **Responsibility:**
 - 3.1. The appropriate leadership of individual Chapters (e.g., Chapter Chairs) or Sections (e.g., Governors) is responsible for submitting the request for insurance to International Ninety-Nines Headquarters.
 - 3.2. Headquarters staff are responsible for forwarding the insurance forms to the insurance center, and for transmitting the certificate of insurance to the requesting Chapter or Section
 - 3.3. Individual members are not eligible for insurance coverage through the Insurance Center.
4. **Procedure for Requesting Insurance Coverage**
 - 4.1. All aviation insurance form requests should be made to Headquarters. There are two insurance forms: a flying event form and a non-flying event form. Headquarters will email the appropriate form to the member making the request.
 - 4.2. The completed form, along with a check for \$125 per day for each flying event, should be returned to Headquarters. Insurance for non-flying events is provided at no charge.
 - 4.3. Once Headquarters receives the appropriate form, the information is sent to the insurance center. When processed, the certificate of insurance is then sent to Headquarters and forwarded to the member requesting the certificate. A copy is retained at Headquarters with a copy of the original request.
 - 4.4. The 99s will waive the normal \$125/day insurance surcharge for 99s Chapters and Sections that sponsor and conduct Let's Fly Now! First Flight Program events or other flying events specifically to introduce participants to aviation by giving them aircraft rides as long as these events meet the following criteria:
 - 4.4.1. The event is no longer than two days;
 - 4.4.2. A 99s Chapter or Section must be the sole sponsor or a major sponsor of the event, and this sponsorship must be documented by 99s-produced literature, websites, etc.; and
 - 4.4.3. Insurance will apply only up to the limits of The 99s' aviation events policy. Any pre-approved increase in the policy limits will require appropriate reimbursement from the requesting Chapter or Section.

- 4.5. Insurance surcharge will not be waived if sponsorship or participation is by individual 99s members.
- 4.6. Insurance surcharge waivers must be requested through International Headquarters a minimum of four (4) weeks prior to the event. The documents required by item 2 (above) must be submitted with the waiver request. If an airport or other entity needs to be named as an additional insured, please submit the request at least 6 weeks prior to the event.

5. **Approval:**

- 5.1. Authorizing Body: International Board of Directors.
- 5.2. Approval Date: This SOP was approved on: March 4, 2022.