



INDEPENDENT POOL & SPA SERVICE  
ASSOCIATION, INC.

## CHECKLIST FOR SCREENING NEW MEMBERS

- Is the applicant's service area within your chapter boundaries?
- Is the applicant's principal vocation (51% or more) pool service/repair?
- How long has the applicant been in the pool and spa service/repair business?
- Does the applicant have proper licensing, including business licenses, Health Department certification, contractor's license, a seller's permit?
- Does the applicant understand the responsibility of sick route coverage?
- Does the applicant understand he/she must provide proof of insurance?
  - Minimum insurance requirements:
    - Commercial general liability insurance, \$1,000,000 per occurrence
    - This policy should cover the member's work, i.e. pool service/repair or pool remodeling

- Does the applicant understand that life insurance is included only if the HUB Insurance Service general liability policy is accepted?

# CHAPTER CONSIDERATIONS

- What are your membership objectives?
- Are your admission standards in writing?
- Are your admission standards nondiscriminatory?

## NEW MEMBER PACKETS

- A check for two months' dues which includes liability and life insurance (if applicable) should be submitted to the IPSSA Management Co. (P.O. Box 254645, Sacramento, CA 95865) with the membership application.
- Once your new member's application has been processed, a new member packet will be emailed which will include instructions to access the following information on the member portal:
  - Welcome letter
  - IPSSA Bylaws

- Members only page information
- Certificate of liability insurance
- IPSSA logo merchandise order form
- IPSSA training materials order form
- Term life insurance information booklet & certificate (if applicable)
- Information on automatic dues payments
- Information on one-time debit payments
- Bumper sticker
- IPSSA logo decals & stickers
- Water Chemistry decals & stickers

California members also receive:

- Contractor state license school info