



USAVolleyball®

V. CERTIFICATES OF INSURANCE



Entertainment & Sports Insurance Experts, Inc.
2727 Paces Ferry Road
Building Two, Suite 1500
Atlanta, GA 30339
Phone: 678-324-3300
Fax: 678-324-3303

USA VOLLEYBALL CERTIFICATE REQUEST PROCESS

Request from Club

- 1) Clubs will complete a certificate request form available from their Regional Volleyball Association. The form is also available on the USA Volleyball website as a downloadable PDF file.
- 2) Clubs will remit the request to the Region. The Region will then go to the ESIX online certificate request website (<http://www.esixglobal.com>). Each Region will be able to sign-on with a Login name and password provided by ESIX. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the Region. If a certificate requires special wording, or special forms, etc., a request form can be submitted to ESIX by email, fax or mail.
- 3) If special wording certificates are requested through ESIX, then ESIX will issue the certificate as appropriate and will then e-mail the certificate back to the Region for distribution to the club.

Request from Region

- 1) Regions requesting a certificate for their own purpose can go to the ESIX online certificate request website (<http://www.esixglobal.com>). Each Region will be able to sign-on with a Login name and password provided by ESIX. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the Region. The online website also allows for the Region to print copies of any cert issued to any club/certificate holder in the Region, or any cert issued to the Region itself. If a certificate requires special wording, or special forms, etc., a request form can be submitted to ESIX by email, fax or mail.
- 2) If certificates are requested through ESIX, then ESIX will issue the certificate and will e-mail the certificate to the Region.

Request from National Office

- 1) The National Office may request a certificate by also going to the ESIX online certificate request website (<http://www.esixglobal.com>). The National Office will also be able to sign-on with a Login name and password provided by ESIX. From there, certificate information can be entered, and the certificate will automatically be available within seconds to the National Office. The online website also allows for the National Office to print copies of any cert issued to any club/certificate holder in any Region, or any cert issued to the National Office itself. If a certificate requires special wording, or special forms, etc., a request form can be submitted to ESIX by email, fax or mail.
- 2) If certificates are requested through ESIX, then ESIX will issue the certificate and will e-mail the certificate to the National Office.

If you have any certificate related questions, please contact your Certificate Coordinator, Ian Campbell directly at 678-324-3323 or by email at

icampell@esixglobal.com; (For coverage related questions, contact Jennifer Rains at 678-324-3320 or by email at jrains@esixglobal.com.)

***American Specialty will continue to house the certificates issued prior to 9/1/2010 on their website. If you are searching for old certificates (prior to 9/1/2010), you can use your previously issued log in at their website: <http://www.amerspec.com/certs>.*

CERTIFICATE OF INSURANCE REQUEST

ALL REQUESTS BY CLUBS MUST BE SENT TO THE REGION

REGION: _____ NEED BY DATE: _____

CLUB NAME: _____

ADDRESS: _____ CONTACT NAME: _____

_____ PHONE #: (____) _____

DOES THE CLUB REQUIRE A CERTIFICATE OF INSURANCE? ____YES ____NO
IF YES, CLUB WILL RECEIVE A CERTIFICATE AS PROOF OF INSURANCE)

PREFERRED METHOD OF CERTIFICATE DELIVERY:

E-MAIL: _____ FAX: _____

AUTHORIZED RVA SIGNATURE: _____ DATE: _____

Please attach to this form a list of scheduled tournaments to be organized/ sponsored by the Club as well as a list of the facilities to be utilized (with full business name and address) for practices or tournaments by the Club.

SEND ADDITIONAL INSURED CERTIFICATES TO _____ CLUB
_____ CERTIFICATE HOLDER

CERTIFICATE HOLDER

1) NAME: _____ ATTENTION: _____

ADDRESS: _____ ADDITIONAL INSURED _____ YES

_____ NO

E-MAIL: _____ FAX: _____

LIMITS OF COVERAGE REQUESTED: _____ GENERAL LIABILITY (\$1,000,000)
_____ EXCESS LIABILITY

(ONLY CHECK FOR EXCESS LIABILITY IF CERTIFICATE HOLDER REQUIRES MORE THAN \$1,000,000 OF COVERAGE)

REASON FOR CERTIFICATE: ____ Building Owner ____ Sponsor ____ Tournament

____ Other – Describe: _____

Special Instructions: _____

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CERTIFICATE HOLDER

2) NAME: _____ ATTENTION: _____

ADDRESS: _____ ADDITIONAL INSURED _____ YES
_____ NO

E-MAIL: _____ FAX: _____

LIMITS OF COVERAGE REQUESTED: _____ GENERAL LIABILITY (\$1,000,000)
_____ EXCESS LIABILITY

(ONLY CHECK FOR EXCESS LIABILITY IF CERTIFICATE HOLDER REQUIRES MORE THAN \$1,000,000 OF COVERAGE)

REASON FOR CERTIFICATE: ___ Building Owner ___ Sponsor ___ Tournament

___ Other – Describe: _____

Special Instructions: _____

CERTIFICATE HOLDER

3) NAME: _____ ATTENTION: _____

ADDRESS: _____ ADDITIONAL INSURED _____ YES
_____ NO

E-MAIL: _____ FAX: _____

LIMITS OF COVERAGE REQUESTED: _____ GENERAL LIABILITY (\$1,000,000)
_____ EXCESS LIABILITY

(ONLY CHECK FOR EXCESS LIABILITY IF CERTIFICATE HOLDER REQUIRES MORE THAN \$1,000,000 OF COVERAGE)

REASON FOR CERTIFICATE: ___ Building Owner ___ Sponsor ___ Tournament

___ Other – Describe: _____

Special Instructions: _____