



**USA**Volleyball®

## **V. CERTIFICATES OF INSURANCE**



**EPIC Entertainment & Sports**  
**2727 Paces Ferry Road**  
**Building Two, Suite 1500**  
**Atlanta, GA 30339**  
**Phone: 678-324-3300**  
**Fax: 678-324-3303**



**USA Volleyball**

## 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 by email, fax or mail.
- 3) The Region will then go to the EPIC Entertainment & Sports online certificate request website ([sports@epicbrokers.com](mailto:sports@epicbrokers.com)).
- 4) Each Region will be able to sign-on with a Login name and password provided by EPIC. 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 EPIC by email, fax or mail.
- 5) If special wording certificates are requested through EPIC, then EPIC 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 EPIC online certificate request website ([sports@epicbrokers.com](mailto:sports@epicbrokers.com)). Each Region will be able to sign-on with a Login name and password provided by EPIC. 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 EPIC by email, fax or mail.
- 2) If certificates are requested through EPIC, then EPIC 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 EPIC online certificate request website ([sports.epicbrokers.com](mailto:sports.epicbrokers.com)). The National Office will also be able to sign-on with a Login name and password provided by EPIC. 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 EPIC by email, fax or mail.
- 2) If certificates are requested through EPIC, then EPIC will issue the certificate and will e-mail the certificate to the National Office

**If you have any certificate related questions, please contact our Account Executive and Certificate Coordinator, Ian Campbell directly at 678-324-3323 or by email at**

**[Ian.Campbell@epicbrokers.com](mailto:Ian.Campbell@epicbrokers.com)** ; (For coverage related questions, contact Ameer Arledge at 678-324-3321 or by email at [Ameer.Arledge@epicbrokers.com](mailto:Ameer.Arledge@epicbrokers.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), please contact American Specialty for further assistance.*

Website: <http://www.americanspecialty.com>

## 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: \_\_\_\_\_