

October 27, 2003

**Certificate of Insurance Request Form Instructions
CHRVA 2003-2004 Season**

- 1) A Certificate of Insurance is required for any Club or Team planning to use a facility for practices or to host tournaments.
- 2) Clubs will complete a certificate request form which is available from their regional Volleyball Association. The form has been posted in the "CHRVA Forms Archive" (http://www.chrva.org/Forms/forms_archive.html). The direct URL of the **Certificate of Insurance Request Form** is: <http://www.chrva.org/Forms/2003-2004/04CertificateofInsurancerequest.pdf>
- 3) All certificates **must** carry the signature of the Commissioner. Therefore, clubs **cannot** send their requests directly to American Specialty (the insurance company). Clubs **shall** remit their requests to the Region via fax or e-mail. The Region will then forward the request(s) to American Specialty.
- 4) American Speciality will issue the certificate(s), via e-mail, fax or mail, to either the club, facility(certificat holder) and/or Region. Delivery method and location depends on what the club and Region indicate on the Request.
- 5) To streamline the process, the CHRVA Commissioner will be happy to fill in the Club/Team portion of the Request if the Club/Team Representative e-mails the appropriate information to her.
- 6) If you have specific questions regarding the information that you must provide on the Certificate of Insurance Request Form, please contact the CHRVA Commissioner.

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