

Requesting Insurance for UPA Events

Complete the Insurance Holders form if you need insurance certificates issued for your event. These instructions should help answer questions you may have when filling out the insurance request forms. Events must be applying for sanctioning with the UPA, already sanctioned or part of the UPA Championship or Series events in order to apply for insurance.

Completing the form:

Name - This would be completed with the name of the entity or person that needs insurance. For example, if the organizer needs proof of insurance in their name, then the organizer's name would be written here. If an entity is requiring proof of insurance in their name then the name of the entity would go here. For example, The City of Boulder Parks and Rec. Department.

Please check with any entities requiring insurance and ask for specific wording that they may require (see tips below). Any specific wording would be listed here. For example, some entities may require that the form say verbatim, "The State of XX (fill in state), the Trustees of the XX (fill in state) State University and the employees, officers, and agents of each are listed as Additional Insured as respects to the event XXXX (fill in event name) to be held XX and XX (fill in dates)."

Contact – The contact should be filled in with the name of the person who is the main contact if the Name on the certificate is an entity. For example, it could be that Mary Smith is the contact person at The City of Boulder Parks and Rec. Department.

Address – The full address is required because insurance certificates are mailed to the appropriate holder once they are issued. Certificates of insurance will not be issued without this information.

Fax Number – While a copy of the certificate is always mailed once it has been issued, a copy will also be faxed if you provide a fax #. This may be beneficial if the person/group requiring insurance is in a hurry.

Relation to Event – Answer the question, who is the person or entity to the event? Often they are the event organizer, field provider or vendor.

Certificate Holder - The UPA liability policy automatically provides coverage for the UPA committee members and volunteers, registered coaches and officials, registered athletes, UPA teams and UPA leagues, tournaments and practices (all while acting in their capacity as such on UPA business) and can be identified as certificate holders. Certificate holders will receive a certificate of insurance as proof of coverage.

Additional Insured - Any other entities apart from the above named (under certificate holders section) requesting to be covered by this policy must be listed as an additional insured. Those identified as an additional insured will receive a certificate of insurance as proof of coverage.

Please check only one of the options between certificate holder and additional insured. Certificates showing proof of insurance will be issued to all entities/people identified.

Tips:

- If filling in the forms manually, please type or write NEATLY in **BLACK** ink only.
- Check with those requiring insurance to see if they require any specific wording on the certificates. This is especially common when working with the City, County or State and in particular in CA. Save yourself from doing this process twice and check with them the first time. Any specific wording would be identified under Name.
- Check with those asking for insurance to see if they require to be named as a certificate holder or additional insured. Most Cities, Counties and States will require an additional insured certificate and many field sites in general.
- For detailed information regarding our insurance coverage, visit or direct others to <http://www.upa.org/outreach/sanctioning/insurance>
- If you need more certificates or need to add insurance holders at a later date, use the Insurance Request Form at <http://www.upa.org/outreach/sanctioning/forms>