



JVA INSURANCE FAQ 2011 – 2012

How do I secure insurance for my club or for an event?

- Go to the [Member Services page on AllPlayers.com](#)
- Click on [JVA Member Services 2011-2012 Insurance](#)
- Fill out the quote sheet for the particular insurance you need (Club Season, Power League, 1-3 Day Tournament) and submit payment. BE SURE TO GIVE COMPLETE INFORMATION. You will receive a confirmation message as well as an email copy of the submission from AllPlayers.com.
- Someone will contact you within 48 hours regarding your quote IF you included all the necessary information.
- You will receive your Certificates of Insurance within 2-3 days after you have made payment.
- If you did not submit payment with your initial quote submission, login to your AllPlayers.com account and make your payment by going to your home page, and clicking on "Payments" underneath your profile picture on the left.

Note: AllPlayers.com has no affiliation with JVA insurance products being offered. Please refer to the JVA directly for information: Jenny Hahn, 414-588-3131, jennyhahn@wi.rr.com; or John Sample, 214-202-8446, jsample@ascvb.com.

CLUB DIRECTORS QUESTIONS – Club Insurance

What if I am unsure of the number of teams that I will have?

Apply for coverage for the number of teams that you are sure you will have. When your teams are finalized send an email to jsample@ascvb.com listing the final number of teams you are insuring. Please include a phone number that you can be reached at for credit card information.

How do I get Certificates of Insurance for my facilities?

You will need to have applied and PAID for your insurance coverage (see above). Once you have done this and included all information regarding insured parties, your Certificates of Insurance will automatically be sent to the name on the form request within 2-3 days. You can also request your certificates online – [Click Here](#).

How do I file the insurance paperwork that is required?

The forms that are required are:

- JVA Participant Release of Liability**
- JVA Release and Medical Form**



Club Directors that are securing JVA insurance for your club – [Click Here](#) to get the link to your specific club’s player forms for online submission (the two forms are combined together to simplify the process). The 2nd tab at the top of the page titled, “Member Clubs: Player forms submission links” has each club’s link listed. Direct your families to that link to submit their forms. Instructions for parents are on that page. There are also instructions for Club Directors/Administrators to activate your ability to generate reports on all the submissions from your club.

Why do I have to send my parents to AllPlayers.com to fill out the insurance paperwork?

JVA has contracted with AllPlayers.com to handle our insurance registration. It is the best way for us and you, as a Club Director, to know that all your paperwork has been completed properly. Additionally, unlike hard copies, you cannot lose the paperwork or have to find a place to store everything, and you will be able to access your club’s paperwork 24/7 online no matter where you are.

How do I know which of my members/participants have completed their paperwork?

The administrator of your club’s [AllPlayers.com](#) group can view all of the club’s submissions (completed forms) as well as export an excel spreadsheet of each of the JVA forms that have been submitted by your members with all the data entered. The Club Administrator can access your club’s submissions [here](#) and register for your club’s JVA Player Forms group by following the instructions on that page. AllPlayers.com will then activate that person as the admin for the particular club you signed up for, enabling you to access the reports for your clubs’ submissions when they are logged into their allplayers.com account. Instructions to access and download your club’s reports are on your club’s individual JVA Player Form group as well.

What if there is an injury?

Be sure that you have a supply of [JVA Incident Reports](#) on hand. If any injury occurs, even if minor:

- Secure a copy of the **JVA Release and Medical Form** and **JVA Participant Release of Liability** for your file OR ascertain that the forms exist online at your [club’s Allplayers.com JVA Player Form group](#). Click on the tab that says “Member Clubs: JVA Player Forms Submission Links”
- The Head Coach (or whoever witnessed the injury) should complete a **JVA Incident Report** at the time the injury occurs
- If the injury is minor simply keep the [JVA Incident Report Form](#) on file. If the injury is serious, email the form to Jenny Hahn at jennyhahn@wi.rr.com.
- If the family needs to file a claim, provide them with a copy of the **JVA Medical Claim Form**. These forms will be provided to Club Directors and JVA Tournament Directors with JVA insurance. You may also get the form by



contacting Jenny Hahn at jennyhahn@wi.rr.com. The family should follow the instructions for submission included on the form.

TOURNAMENT DIRECTORS – Tournament Insurance

What if I am unsure of the number of teams that I will have when I complete the Quote Sheet on Allplayers.com?

Apply for coverage for the number of teams that you are sure you will have that do not have JVA insurance for their club.* Within two weeks following your event, you **MUST** send an email to John Sample at jsample@ascvb.com with the following information:

- Event Date
- Name of Event
- Contact Information **including cell phone number**
- Actual number of teams that participated in the league or tournament

You will be notified of any balance due and how to make payment. There will be no refunds if you had fewer teams than expected since your event was covered for the maximum number of teams.

*The cost of the event insurance should be included in your entry fee. Since you will only need to insure those teams that are not JVA insured club teams, Tournament Directors need to discount or refund the portion of the entry fee for those teams equal to the amount of the insurance.

What paperwork is required for JVA Events?

JVA Participant Release of Liability, Medical Release and Waiver Form, JVA Incident Report, JVA Medical Claim Form and JVA Coaches' Event Sign-In Forms are required.

Prior to your event, (1) request the clubs to create a group for their team on Allplayers.com and then direct their parents to use this site to submit their insurance forms online. Click [here](#) for club links, and then click on the tab at the top, Member Clubs: JVA Player forms submission links". There are no fees to do this.

OR

(2) Provide a hard copy of the forms listed above to all coaches and team reps. Inform them that it will be coaches' responsibility to make sure that they have, in their possession, the required forms. The coach or team rep will need to collect the liability and medical forms (USAV Medical Form is also acceptable) from each of their players. At the time of team check-in, the Tournament Director only needs to collect the **JVA Coaches' Event Sign-in Form** from each coach.

How do I insure that everyone at my event has filed the proper paperwork?

Each coach will need to submit the **JVA Coaches' Event Sign-in Form** at team check-in. This document lets the Tournament Director know that all of the team's JVA insurance forms have been completed and submitted online at allplayers.com, or that



the coach has a copy on hand of all of the players' forms. The **JVA Coaches' Event Sign-in Form** should be attached to the team roster and kept on file. You do not need to collect or file any of the insurance forms, only the "**JVA Coaches' Event Sign in Form**".

How do I know which clubs entered in my event have JVA Insurance Coverage for their season?

The easiest way to do this is to set up your tournament on AllPlayers.com as a group. Then have teams register for the group so you can see a report of who is participating in your tournament and verify all the forms as well. (You would also be able to use this site to broadcast messages to all coaches, directors, players, parents, etc. on any tournament news, changes, post schedules, sell tournament gear, etc. You can even accept registration fees.) Contact Kat Reilly at AllPlayers.com, kat@allplayers.com, 214-234-9770x207 for help setting this up.

OR

You can contact Briana Schunzel, JVA at briana.schunzel@jvavolleyball.org to get a list of JVA insured clubs.

Are the officials at my event covered by insurance?

You will need to find out from your officials who may not be insured by PAVO. The vast majority of officials have PAVO insurance. If an official does not have this insurance, you will need to cover them.

There is no additional charge to you for officials' insurance. To cover your officials if they do NOT have PAVO coverage:

PRIOR to your event, send an email to John Sample, jsample@ascvb.com with the following information:

- The date and name of your event and your contact information (name, email and phone)
- The number of officials who will need insurance coverage

AFTER your event, send a follow-up email to jsample@ascvb.com with the following information:

- The name of your event and your contact information
- Names and Addresses of the officials who worked the event that needed coverage

What if someone gets injured at my event?

Be sure that you have a supply of [JVA Incident Reports](#) on hand. If any injury occurs, even if minor:

- Secure a copy of the **JVA Release and Medical Form** and **JVA Participant Release of Liability** for your file OR ascertain that the forms exist online at Allplayers.com
- The Head Coach or Tournament Director should complete a [JVA Incident Report](#) at the time the injury occurs and hand it to the tournament director



- If the injury is minor simply keep the **JVA Incident Report Form** on file. If the injury is serious, email the form to Jenny Hahn at jennyhahn@wi.rr.com.

What if someone wants to file a medical claim?

If the family needs to file a claim, provide them with a copy of the **JVA Medical Claim Form**. These forms will be provided to Club Directors and Tournament Directors with JVA insurance. The family should follow the instructions for submission included on the form.

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