



HOW TO SECURE INSURANCE CERTIFICATES FOR ADULT TEAM REGISTRATIONS

Go to: www.rpsbollinger.com

(Start Page)

1. Click on USA Softball
2. Click on Adult Team Registration Certificate Request (Left Hand Column)

To submit for Team/League Proof of Insurance & Additional Insured Certificate:

1. Check the box certifying all teams have been registered with your Local District Commissioner.
2. If you require teams to have a copy of the insurance with their names included click “add teams” and add the team names. If a team name changes during the season you must contact your local district commissioner to have the team name changed in the registration system and then you must request a new team insurance certificate.
3. Check the box for Proof of Insurance and Additional Insured.
4. Complete the Registered Name – *This name must match what you have registered the team/league with USA Softball of Pennsylvania.*
5. Complete the information boxes for the Additional Insured (Field Owner) with the name of the facility and address.
6. Choose yes or no if you are hosting a tournament,
7. Complete the information for the league administrator or team manager. *This information must match what has been registered with USA Softball of Pennsylvania via your local District Commissioner.*
8. Select your Commissioner: Pennsylvania – Andy Loechner.
9. Click “Submit to Commissioner for Approval”.

Once it is submitted for approval, the state office will verify the team/league has been registered and will approve the request. Upon approval an email will be sent to the team/league person with the certificate(s) attached. You will then download/print the certificates.

PLEASE verify your pop ups are not blocked for the RPS/Bollinger website so the certificates pop up in a PDF file for you to print or save.

You will receive an email from RPS/Bollinger that will read like this:

From: [USA Softball Info <USASoftball@RPSins.com>](mailto:USASoftball@RPSins.com) [\[Add to Address Book\]](#)
To: suzannerobison@earthlink.net
Subject: USA Softball Team Registration
Date: Jan 24, 2018 2:23 PM
Attachments: [ASATeam-AdditionalInsured-Certificate-1098-1-24-20181-04-40PM.pdf](#) [ASATeam-ProofOfInsurance-Certificate-1098-1-24-20181-04-40PM.pdf](#)

Your certificate request has been approved by your Commissioner, Pennsylvania - Andy Loechner.

Attached please find the certificate(s) of insurance you requested.

If you have any questions, please contact a RPS Bollinger/USA Softball representative at 1-800-446-5311.

Thank you,
RPS Bollinger

To submit for Team/League Proof of Insurance Certificate:

1. Check the box certifying all teams have been registered with your Local District Commissioner.
2. Check the box for Proof of Insurance.
3. Complete the Registered Name – *This name must match what you have registered the team/league with USA Softball of Pennsylvania.*
4. Complete the information for the league administrator or team manager. This information must match what has been registered with USA Softball of PA through your local District Commissioner.
5. Select your Commissioner: Pennsylvania – Andy Loechner.
6. Click “Submit to Commissioner for Approval”.

Once it is submitted for approval, the state office will verify the team/league has been registered and will approve the request. Upon approval an email will be sent to the team/league person with the certificate(s) attached. You will then download/print the certificates.

PLEASE verify your pop ups are not blocked for the RPS/Bollinger so the certificates pop up in a PDF file for you to print or save. You will receive an email that will read like this:

From: [USA Softball Info <USASoftball@RPSins.com>](mailto:USASoftball@RPSins.com) [\[Add to Address Book\]](#)
To: suzannerobison@earthlink.net
Subject: USA Softball Team Registration
Date: Jan 25, 2018 9:16 AM
Attachments: [ASATeam-ProofOfInsurance-Certificate-1112-1-25-20188-06-00AM.pdf](#)

Your certificate request has been approved by your Commissioner, Pennsylvania - Andy Loechner.

Attached please find the certificate(s) of insurance you requested.

If you have any questions, please contact a RPS Bollinger/USA Softball representative at 1-800-446-5311.

Thank you,
RPS Bollinger

To submit for Additional Insured Certificates:

For multiple additional insureds (including sponsors) you must submit a separate request for each.

Please remember to use the additional insured certificate option for this.

1. Check the box certifying all teams have been registered with your Local District Commissioner.
2. Check the box for Additional Insured.
3. Complete the Registered Name – *This name must match what you have registered the team/league with USA Softball of Pennsylvania.*
4. Complete the information boxes for the Additional Insured (Field Owner) with the name of the facility and address.
5. Choose yes or no if you are hosting a tournament,
6. Complete the information for the league administrator or team manager. *This information must match what has been registered with USA Softball of Pennsylvania via your local District Commissioner.*
7. Select your Commissioner: Pennsylvania – Andy Loechner.
8. Click “Submit to Commissioner for Approval”.

Once it is submitted for approval, the state office will verify the team/league has been registered and will approve the request. Upon approval an email will be sent to the team/league person with the certificate(s) attached. You will then download/print the certificates.

PLEASE verify your pop ups are not blocked for the RPS/Bollinger so the certificates pop up in a PDF file for you to print or save. You will receive an email that will read like this:

From: [USA Softball Info <USASoftball@RPSins.com>](mailto:USASoftball@RPSins.com) [[Add to Address Book](#)]
To: suzannerobison@earthlink.net
Subject: USA Softball Team Registration
Date: Jan 25, 2018 9:15 AM
Attachments: [ASATeam-AdditionalInsured-Certificate-1113-1-25-20188-15-02AM.pdf](#)

Your certificate request has been approved by your Commissioner, Pennsylvania - Andy Loechner.

Attached please find the certificate(s) of insurance you requested.

If you have any questions, please contact a RPS Bollinger/USA Softball representative at 1-800-446-5311.

Thank you,
RPS Bollinger

COVERAGE FOR LEAGUE OFFICERS

(INCLUDED WITH USA SOFTBALL OF PENNSYLVANIA ADULT TEAM REGISTRATION)

League Officer sheet must be completed and forwarded to state office with registrations for those league officers to be covered by liability insurance.

Board of Directors ARE NOT covered under this liability insurance policy.