

EFFECTIVE MAY 15, 2020 THE METHOD USED FOR CERTIFICATES OF INSURANCE WILL CHANGE

Insurance is changing rapidly across all lines of business and this impact has trickled down to everyone who deals with insurance on a daily basis. Field owners and municipalities are increasingly stringent in their insurance requirements, and this has led to more complicated certificate and policy language requests. Gone are the days of typing in a certificate holder's name and issuing a quick cert online. It's time to take the burden of certificate issuance off the Regions and onto the Willis Towers Watson certificate team.

Certificates of Insurance (COI) will be issued directly from our insurance broker, Willis Towers Watson, from their new online portal, Proofs Direct.

To request a new COI or modify an existing COI:

1. Go to www.AYSOVolunteers.org and search for Certificates of Insurance
2. Complete COI Request Form, including "Need By" date
3. Email the request form to certificates@willis.com or fax to 1-888-467-2378
4. The subject line of the email should include:
 - a. "AYSO – Cert Request – (Region, Area, Section Number)"
5. If provided, attach a copy of the field contract, insurance requirements, and/or sample COI
6. *If you are requesting to modify an existing COI, include a copy of the current COI on file*

Your request will be promptly processed, and the COI will be delivered directly from the Willis Towers Watson (WTW) certificate center via your chosen delivery method. Turnaround times are within 24 hours of request. To prevent delays in processing, please provide all information on the COI Request Form.

If you have any questions, please contact a Risk Management team member listed below:

AYSO
Holly Veach
424-221-7961, HollyVeach@ayso.org

Willis Towers Watson
Kimberly Sullivan
404-302-3800, Kimberly.Sullivan@WillisTowersWatson.com

Willis Towers Watson Certificate Center

26 Century Blvd, Nashville, TN 37214

Phone: +1 877 945 7378

Fax: +1 888 467 2378

certificates@willistowerswatson.com

Hours of operation: 7:00 a.m. to 7:00 p.m. (Central time)

Certificate Portal available 24/7 hours