

OVERTIME ATHLETICS: Franchise Network Insurance Compliance

Certificate of Insurance (COI)

**Must Upload COI to HUB Franchise Profile*

Steps for Certificate of Insurance Submittal to OTA HQ: UPLOAD

1. Before uploading anything to The HUB, please forward the Insurance Policy Requirements to your broker to confirm you have sufficient coverage.
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2. If you are a New Franchisee launching your OTA Territory, you must take the necessary steps to secure coverage (insurance policy)
 3. If your policy has expired, you must take action to reinstate coverage.
 4. If you are currently within your policy term, but do not have sufficient coverage, please discuss with your Broker the steps to take to get into compliance.
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5. Before your broker processes the Certificate of Insurance (COI), please send over the sample we have provided in the Franchise Support Portal so that they can confirm limits and also language for ADDITIONAL INSURED

6. PLEASE MAKE NOTE: Overtime Franchise Address:

**Overtime Athletics Franchise
11654 Plaza America Dr.
#628
Reston, Virginia, 20190**

7. It is a REQUIREMENT that each Franchisee UPLOAD a proper COI to their HUB Profile
8. Please review video directions for steps to complete this process:

Franchise Support > Technology Support > 3 down from the TOP 'Uploading a COI'

These steps are very easy and really put the work in your Broker's Court. Processing a COI takes no time at all, usually on the same day as requested. NOTE: ALL Franchisees must have coverage in place.