

INFORMATION BULLETIN

Bulletin No: 16/14

Date: October 26, 2016

To: Minor Hockey Associations

Junior/Senior Club Teams Pond Hockey Programs Sledge Hockey Programs

From: Allison Marriott – Coordinator, Operations

SUBJECT: Online Certificate of Insurance Platform

Hockey Canada has launched an online Certificate of Insurance platform via BFL Canada. The platform is available in both English and French.

To access the online platform and submit a request for a Certificate of Insurance, please visit the following link: https://sportscert.bflcanada.ca/?BRANCH=HALBERTA

For detailed instructions on how to submit a request for a Certificate of Insurance, please refer to the enclosed *Certificate of Insurance BFL Canada User Guide*.

Once the request has been submitted through the online platform, it will be reviewed by Hockey Alberta and submitted to BFL for processing. Once BFL has issued the Certificate of Insurance, it will first be sent to Hockey Alberta, and then forwarded on to the requesting member.

Please allow up to ten (10) business days for processing.

Should you have any questions about the online process for submitting request for certificates of insurance, please contact myself (amarriott@hockeyalberta.ca) or the Hockey Alberta office (403-342-6777).

Certificate of Insurance BFL Canada User Guide



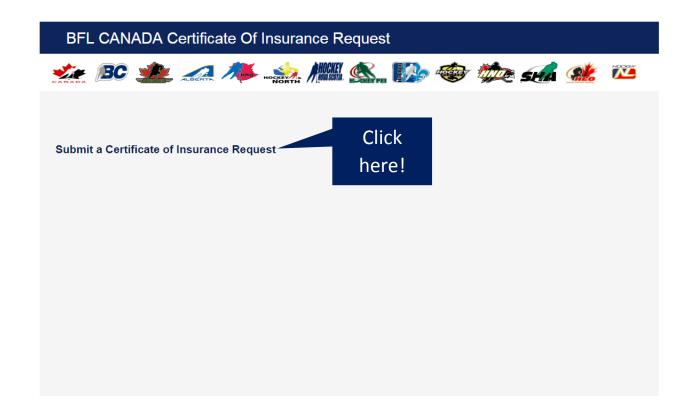
Hockey Canada has teamed up with BFL Canada to provide an online Certificate of Insurance platform.

The following information is required to pursue a certificate of insurance:

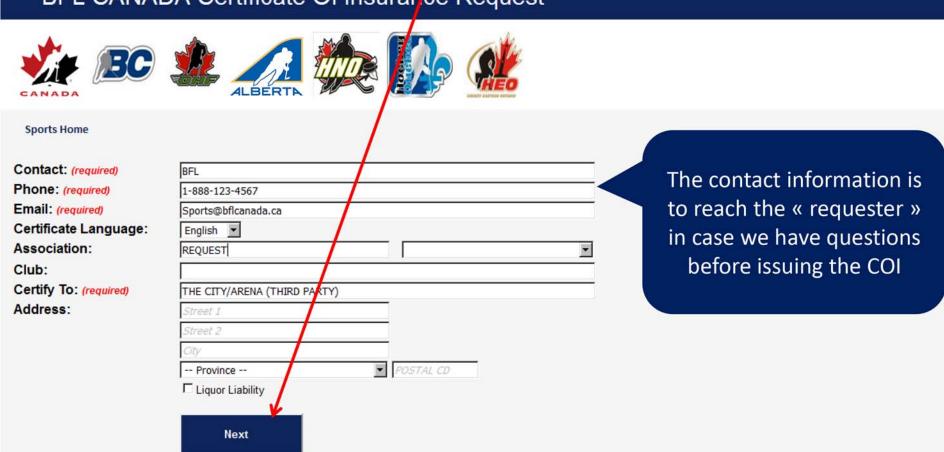
- Approval, in writing, from acting President of the local Minor Hockey Association
- Name and address of premises you will be occupying
- Type of event being conducted on those premises
- Date of event
- Copy of contract you are being requested to sign for use of that facility
- Amount of liability insurance coverage that is being requested by the facility owner

If the above information is not presented, the request may be declined and you will be required to resubmit the request with the missing information. Please allow up to ten (10) business days for processing.

All requests for a Certificate of Insurance must be submitted through the online platform at: https://sportscert.bflcanada.ca/?BRANCH=HALBERTA



Fill out the fields and CLICK ON « NEXT »







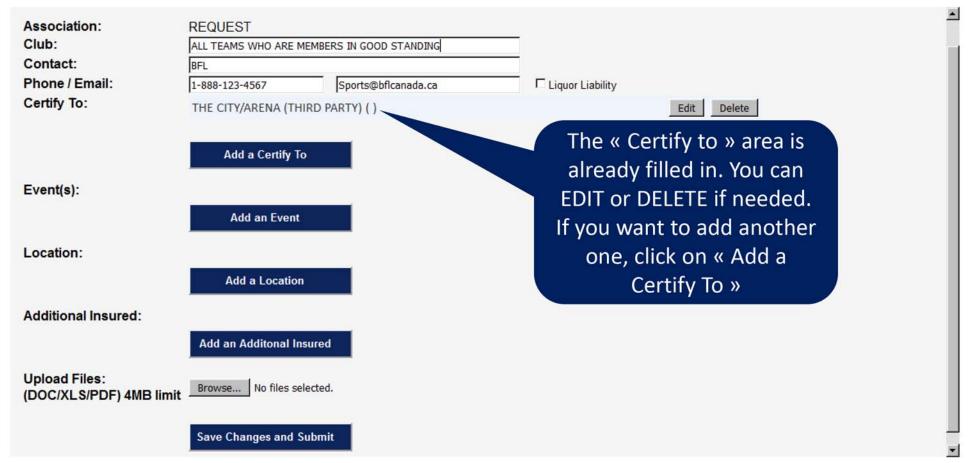
















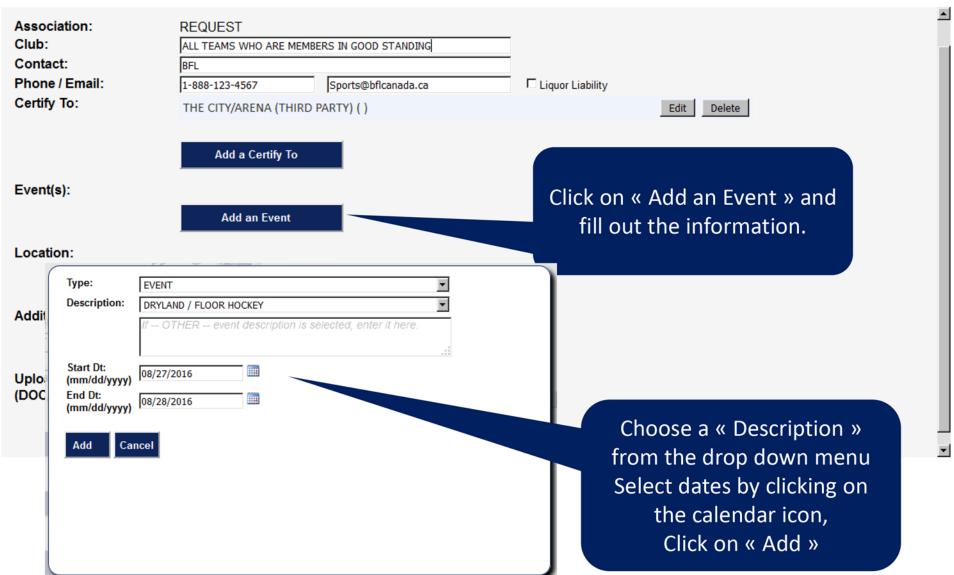














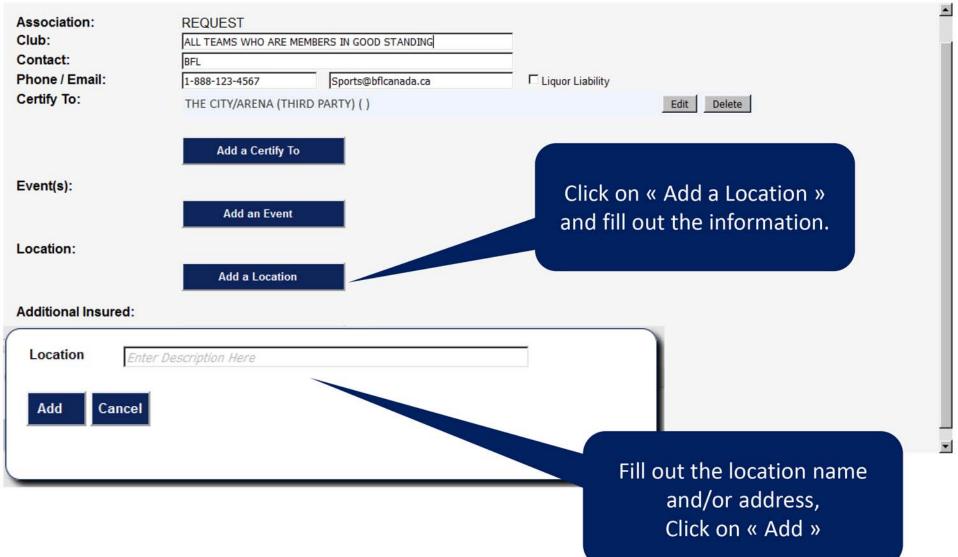










































Association: Club: Contact:	REQUEST ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING BFL			
Phone / Email:	1-888-123-4567	Sports@bflcanada.ca	☐ Liquor Liability	
Certify To:	THE CITY/ARENA (THIRD PARTY) ()			Edit Delete
	Add a Certify To			
Event(s):				
	Add an Event		If you need to atta	ach a contract or any
Location:		q	ther document to	your request, you can
	Add a Location	b	y clicking on « Bro	wse » and choose your
Additional Insured:			file from yo	ur documents.
	Add an Additonal Insu	red	Click on « Save Ch	nanges and Submit »
Upload Files: (DOC/XLS/PDF) 4MB li	mit Browse No files selec	ted.		
	Save Changes and Sub	mit		