



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>

BFL CANADA Certificate Of Insurance Request



Submit a Certificate of Insurance Request

Click
here!

Fill out the fields and CLICK ON « NEXT »

BFL CANADA Certificate Of Insurance Request



Sports Home

Contact: *(required)*

BFL

Phone: *(required)*

1-888-123-4567

Email: *(required)*

Sports@bflcanada.ca

Certificate Language:

English

Association:

REQUEST

Club:

Certify To: *(required)*

THE CITY/ARENA (THIRD PARTY)

Address:

Street 1

Street 2

City

-- Province --

POSTAL CD

Liquor Liability

Next

The contact information is to reach the « requester » in case we have questions before issuing the COI

BFL CANADA Certificate Of Insurance Request



Association:

REQUEST

Club:

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact:

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

Location:

Add a Location

Additional Insured:

Add an Additional Insured

Upload Files:

(DOC/XLS/PDF) 4MB limit

Browse...

No files selected.

Save Changes and Submit

The « Certify to » area is already filled in. You can EDIT or DELETE if needed. If you want to add another one, click on « Add a Certify To »

BFL CANADA Certificate Of Insurance Request



Association: REQUEST
Club: ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING
Contact: 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

Click on « Add an Event » and fill out the information.

Location:

Addi

Uplo (DOC

Type: EVENT
Description: DRYLAND / FLOOR HOCKEY
If -- OTHER -- event description is selected, enter it here.
Start Dt: 08/27/2016
End Dt: 08/28/2016
Add Cancel

Choose a « Description » from the drop down menu
Select dates by clicking on the calendar icon,
Click on « Add »

BFL CANADA Certificate Of Insurance Request



Association: REQUEST
Club: ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING
Contact: 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

Location:
Add a Location

Click on « Add a Location » and fill out the information.

Additional Insured:

Location
Add Cancel

Fill out the location name and/or address, Click on « Add »

BFL CANADA Certificate Of Insurance Request



Association: REQUEST
Club: ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING
Contact: BFL
Phone / Email: 1-888-123-4567 Sports@bflcanada.ca Liquor Liability
Certify To: THE CITY/ARENA /THIRD PARTY ()

Fill out the Additional Insured name, Click on « Add »

Name:

Add Cancel

Add a Location

Additional Insured:

Add an Additional Insured

Upload Files:
(DOC/XLS/PDF) 4MB limit No files selected.

Save Changes and Submit

Click on « Add an Additional Insured» and fill out the information.

BFL CANADA Certificate Of Insurance Request



Association:

REQUEST

Club:

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact:

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

Location:

Add a Location

Additional Insured:

Add an Additional Insured

Upload Files:

(DOC/XLS/PDF) 4MB limit

Browse...

No files selected.

Save Changes and Submit

If you need to attach a contract or any other document to your request, you can by clicking on « Browse » and choose your file from your documents. Click on « Save Changes and Submit »