

# 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:

- Name and address of the entity requesting the proof of insurance coverage
- 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

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 CLICCK 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:**

**Addit**

**Uplo: (DOC**

Type: EVENT

Description: DRYLAND / FLOOR HOCKEY

If -- OTHER -- event description is selected, enter it here.

Start Dt: (mm/dd/yyyy) 08/27/2016

End Dt: (mm/dd/yyyy) 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

*Enter Description Here*

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:

Additional Insured:

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

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 »