# **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



Fill out the fields and CILCK ON « NEXT »

## BFL CANADA Certificate Of Insurance Request















Sports Home

Contact: (required)
Phone: (required)
Email: (required)

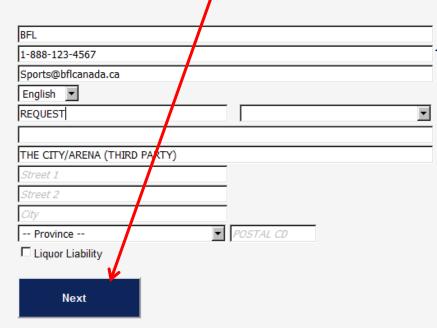
Certificate Language:

Association:

Club:

Certify To: (required)

Address:



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















Liquor Liability

Association: REQUEST Club: ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING Contact: BFL Phone / Email: Sports@bflcanada.ca 1-888-123-4567 Certify To: THE CITY/ARENA (THIRD PARTY) () Add a Certify To Event(s): Add an Event Location: Add a Location Additional Insured: Add an Additional Insured Upload Files: No files selected. (DOC/XLS/PDF) 4MB limit

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 »

Edit

Delete





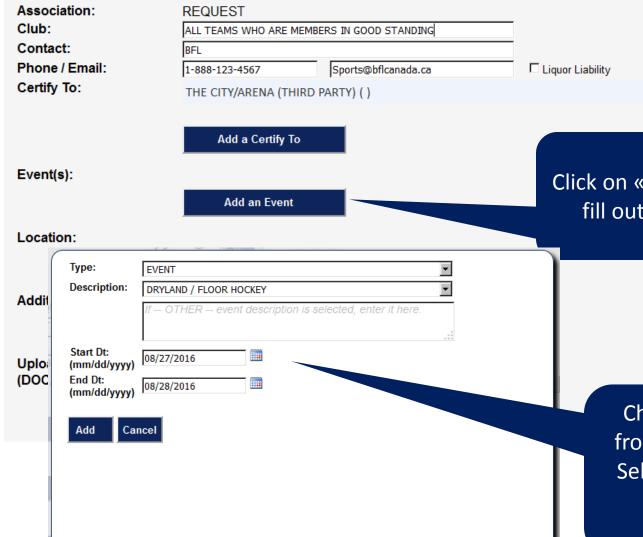












Click on « Add an Event » and fill out the information.

Edit

Delete

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





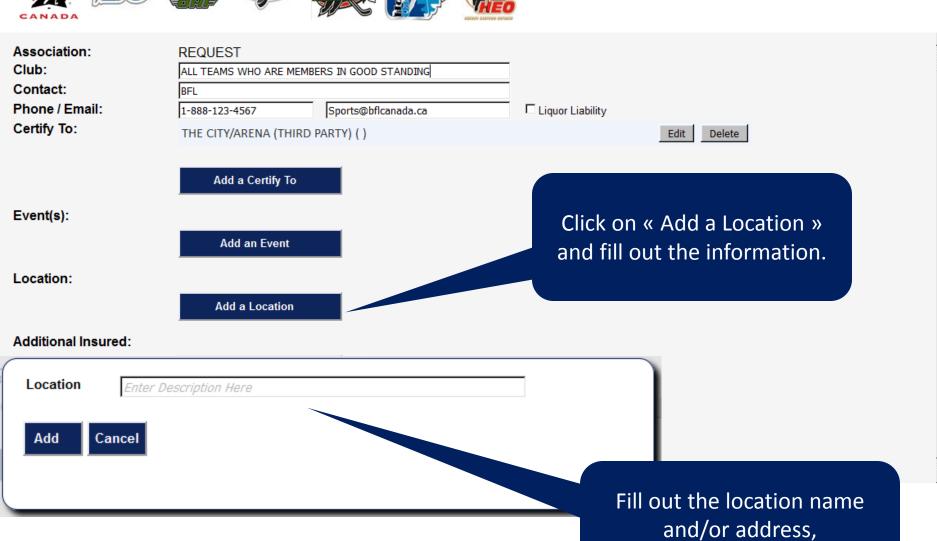












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Click on « Add »





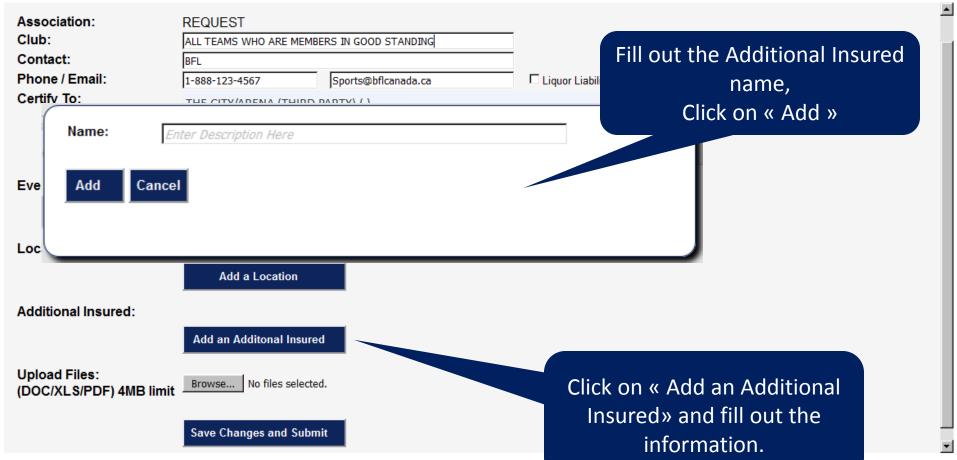


























Liquor Liability

Association:

Club:

Contact:

Phone / Email:

Certify To:

Add a Certify To

REQUEST

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

BFL

1-888-123-4567

Sports@bflcanada.ca

THE CITY/ARENA (THIRD PARTY) ()

Add a Certify To

Event(s):

Add an Event

Add a Location

Add a Location

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 »

Delete

Edit