



# Alberta Soccer Association

Governing Body of Soccer in the Province of Alberta

9023 – 111 Avenue

Edmonton, AB T5B 0C3

(p) 780.474.2200 (f) 780.474.6300

www.albertasoccer.com

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## Sport Accident Insurance - Claims submission procedure

Individuals submitting a sports claim through the Alberta Soccer Association (ASA) Accident Insurance Policy should follow the steps outlined below:

1. You must be a member of ASA to receive coverage under the Sport Accident Insurance Policy.
2. If you are a member, you must complete the 'Sport Accident Claim' form and the 'Other Insurance Declaration' form. Both of these forms appear on the ASA website:
  - On the home page, hover your mouse over the 'Member Services' tab on the top and select the 'Insurance' page.
3. Once you complete the forms, forward the originals to Special Risk Insurance Managers Ltd. :  
103–8411 200<sup>th</sup> Street  
Langley, BC  
V2Y 0E7
4. **All forms must be signed by an executive member of your team.** This provides the appropriate authorization and confirmation of your involvement.
5. Direct any inquiries to Special Risk Insurance Managers (SRIM) at 1-800-993-6388 or 604-888-1008 (fax).
6. When the notification of Claim form and Other Insurance Declaration has been received by SRIM, the submission will be given a preliminary review. A letter will then be sent to you assigning a claims number. This process takes approximately 6-8 weeks.
7. Special Risk Insurance Managers Ltd. doesn't require original invoices – copies are sufficient.
8. You must pursue any other insurance coverage you may have (IE. Provincial health or private health care plans) before pursuing the ASA policy for reimbursement.
9. **All claims must be submitted within 60 days of the accident.** If medical invoices cannot be obtained within 60 days, you should still send the initial claim form and submit the expenses once you receive them.
  - a. SRIM recommends submitting injury claims as they occur, regardless of original medical assessment. Some injuries worsen over time, and it is possible that the 60 day deadline will expire before the full scope of the injury is determined.