

# CERTIFICATE OF INSURANCE REQUEST FORM

## Instructions:

1. Club – please complete all sections of this form and forward it to your district for approval
2. District – approve club request, then email the completed form to: [hchadi@albertasoccer.com](mailto:hchadi@albertasoccer.com)
3. Once the signed form is received, Alberta Soccer will review and submit it to the insurance company. Upon receiving approval, Alberta Soccer will email the certificate to the district.

*Note: Certificate of insurance can be requested for any location within Canada.*

## Requesting Club/Organization Information

Club/Organization Name: \_\_\_\_\_

Club/Organization Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

District/Tier/Division: \_\_\_\_\_

## Third Party/Facility Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

## Reason for Certificate of Insurance

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

\*Event Type:  On Field  Off Field

Event Description: *on-field: practices, league games, exhibition/friendly match, etc.*  
*off-field: registration session, team photos, fundraiser events, etc.*

*\*Off-field activities will be reviewed by Alberta Soccer and approved on a case-by-case scenario*

*\*If your event is on field, and in the province of Alberta, start date and end date can be based on indoor/outdoor season timelines.*

District Contact: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_