

Certificate of Insurance Request Process for Clubs and Leagues



Please review all the slides in this guide prior to commencing your request for a certificate of insurance

- Step 1: Go to <https://sportscert.bflcanada.ca/?BRANCH=FBC>
- Step 2: Click on the link: **Submit a Certificate of Insurance Request**
- Step 3: Enter the requested contact information and your "additional insured" in the "CERTIFY TO" field (i.e. the facility operator, school board, city, town etc.)
- Step 4: Click Next
- Step 5: Add your additional details:
 - Add an Event
 - Add a Location
 - Add Additional Insured
- Step 6: Click "Save Changes and Submit"

CLICK ON [« Submit a Certificate of Insurance Request »](#)



BFL CANADA Certificate Of Insurance Request

[**Submit a Certificate of Insurance Request**](#)

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) ()

Event(s):

Location:

Additional Insured:

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

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) ()

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: (mm/dd/yyyy) 08/27/2016
End Dt: (mm/dd/yyyy) 08/28/2016

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) ()

Event(s):

Location:

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

Additional Insured:

Location

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:

Event

Location

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 »