# 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
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:_____