

## Process for requesting a Certificate of Insurance

**Step 1:** Club or league completes, signs and dates the Certificate of Insurance (COI) Request Form

**Step 2:** Club or League Emails a COI to:

[communications@bcpfa.com](mailto:communications@bcpfa.com)

and CC

Keith Ryan (BCPFA)

[executivedirector@bcpfa.com](mailto:executivedirector@bcpfa.com)

Leesa Warner (BCCFA) – To Be Confirmed by BCCFA

[leesawarner@gmail.com](mailto:leesawarner@gmail.com)

**Step 3:** Representative from BCCFA signs and dates form confirming that the club or league is in good standing.

**Step 4:** BCCFA submits the signed form to BCPFA (and CC's club or league requesting COI) within 3 days of receipt from the club/league

**Step 5:** BCPFA submits the form to the insurance broker for issuance of COI

**Step 6:** Insurance broker send COI to BCPFA (COI possibly send directly to applicant while cc'ing BCCFA and BCPFA)

**Step 7:** BCPFA distributes COI to applicant (club or league) and BCCFA representative

**Please Note:** The BCCFA has a period of 3 calendar days to approve the COI request **OR** alternatively advise the BCPFA and club/league that the applicant is not in good standing. The BCPFA may submit the COI request to the insurance broker without a BCCFA signature in the event that the BCCFA do not provide a response within the 3-day time frame.

**Good Standing:** A club or league is in good standing when:

- They have completed the bylaw transition to the new societies act (required by Nov 28<sup>th</sup>, 2018)
- Their society status is "in good standing" with the Government of BC
- They have paid all fees owing to:
  - BCCFA
  - Leagues
  - BCPFA (including Football Canada fees)
- They have not been suspended/expelled by the BCCFA, BCPFA or Football Canada