



CERTIFICATE OF INSURANCE REQUEST FORM

Please return the completed form to Rebecca Charette at the ODHA office comm@odha.com or (613) 224-6079 or (613) 224-6079 prior to 72 hours from the event.

FIELDS WITH AN ASTERISK MUST BE FILLED IN AT ALL TIMES

Please allow 7-10 business days for processing.

*** This is to certify to:**

(Name of the organization requesting a proof of insurance)

*** Address:**

that the following described policy(ies) or binder(s) in force at this date have been effected to cover as shown below:

Name of Insured: **HOCKEY CANADA**
801 King Edward Avenue, N204, Ottawa ON K1N 6N5

Name of Insured: **OTTAWA DISTRICT HOCKEY ASSOCIATION**
1247 Kilborn Place, Suite D300, Ottawa ON K1H 6K9

*** Name of Team / Association:**

Name of Contact:

Phone Number:

E-mail:

*** Description of Event(s):**

*** Location of the event(s):**

(name and address)

*** Date(s):**

TYPE OF INSURANCE	INSURER	POLICY N°	POLICY PERIOD	* LIMIT OF INSURANCE (CANADIAN FUNDS)
Commercial Liability Insurance	Chartis Insurance company of Canada	95053500	September 1 st , 2011 to September 1 st , 2012	\$ 000,000 General Liability Insurance

Please check if Liquor Liability is required # of days for cancellation notice (if required)

Please include a copy of your lease agreement. Please check if a copy if the lease agreement is attached Please check if additional list attached

*** ADDITIONAL INSURED:**

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

THE ABOVE ENTITIES WILL BE ADDED TO THE POLICY AS ADDITIONAL INSURED BUT ONLY WITH RESPECT TO THE OPERATIONS OF THE NAMED INSURED DESCRIBED ABOVE. THE CERTIFICATE APPLIES TO THE MEMBERS AND AUTHORIZED PERSONNEL OF THE INSURED WHILE OPERATING WITHIN THE SCOPE OF THEIR DUTIES AND APPLIES ONLY TO THE DATES OF THE EVENT AS MENTIONED ABOVE.

This certificate's request form has been approved by: _____
Branch Executive Director or representative

Special Events

The purpose of a sanctioning a special event is to extend Hockey Canada insurance program coverage such as major medical/dental coverage to activities that do not fall under regular hockey programming.

Special event sanctions are for usage of events such as dryland training, fundraisers, and other activities outside of regular hockey programming. Not all activities are eligible for coverage. See the Special Event Sanction guidelines (PDF) for additional information regarding possible coverage eligibility of specific events.

Requesting Coverage for a Special Event:

1. To request coverage for such events, a special event request form should be submitted to the Ottawa District Hockey Association hockey office **at least 7 days** prior to the start of the planned event. The form can be found on the forms page of the website.
2. A separate special event request form should be submitted for each different activity. However, if the same activity will occur multiple times, such as dryland training, one request can be submitted for all the dates that activity will occur.
3. If the event will take place at a school, the school boards name and address must be completed on the top part of the page where it states: **This is to certify that**
4. The form must be completed in full or it will be returned.
5. For dates, it is acceptable to us a span or list of dates.
6. Please include a detailed description. Listing a generic description such as “dryland training” is insufficient and the form will be returned with a request to expand on the activities.
7. All requests will be returned regardless of whether they are approved or denied.

Quick Tips:

1. Complete **all** fields.
2. For dryland training, please provide a list of activities that could take place at any one of the dryland training sessions.
3. Other sporting activities are **NOT** covered. However, floor hockey may be permitted if players wear helmets, face masks, gloves and elbow pads.
4. Hockey insurance only covers registered members.
5. Review Ottawa District Hockey Association Special Event & Activities sheet attached to Special event request.