



# OHF Insurance Certificate Requests

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**Dryland Training, Facility & Ice Rentals,  
Special Events & Fundraising**





# OHF Insurance Certificate Requests



## Frequently Asked Questions.....

**INSURANCE CERTIFICATE REQUEST FORMS ARE ONLY REQUIRED WHEN A THIRD PARTY IS ASKING FOR PROOF OF THE REGISTERED PARTICIPANTS' HOCKEY CANADA INSURANCE. THERE IS NO OTHER REASON TO PROVIDE A CERTIFICATE OF INSURANCE EXCEPT WHEN FACILITIES REQUIRE THEM.**

**Q:** If a house league team has been asked to play a 10 minute game between periods at a Buffalo Sabres game, is there any form they need to fill out or is a travel permit good enough?

**A:** A travel permit will be sufficient. The players and registered officials (coaches, trainers) are insured under the HC policy for all exhibition games, no matter where they take place. The team should be advised that they and all travelers should purchase medical/travel insurance coverage while traveling outside of the country. The registered participants are only covered for the on-ice hockey game that they are participating in. They are not covered for any additional activities including any side trips including the NHL game. Parents and siblings are not insured under HC's policy.

**Q:** If a team rents ice privately, outside of the ALLIANCE (in an OMHA centre, for example), should they apply for an insurance certificate even if the facility is not asking for one? Or should they be looking at outside insurance coverage?

**A:** It doesn't matter where the facility is located because it is a national insurance program and it covers all participants regardless of their club, Member Partner or Branch. They are covered for their participation on the ice, provided there is no language in the facility contract that would void the coverage. If the facility is not asking for a certificate of proof of insurance, they still may want to have the OHF review the contract before signing it. Many facilities' contracts have a "hold harmless" clause included that transfers the financial responsibility to the team for any injury or damage resulting from the facility's own negligence or actions ("the fine print"! ). Hockey Canada will insure the registered hockey participants and their actions but not the operations of the recreational facility. By signing an ice rental agreement with this type of clause, the person who signs the agreement on behalf of the team or club is taking full responsibility for how the facility is managed or mismanaged.

**Q:** Does HC's policy cover a "family fun Christmas skate"?

**A:** A separate policy should be purchased to cover this event, as only registered participants are covered by HC's policy (registered players, officials, etc.), not parents or siblings.

Q: If there is only a verbal agreement with a school principal to use a school facility (gym), and no contract (no fee to use the facility) is issued or signed, is this activity acceptable?

A: In terms of the “rental” or “facility” portion of the OHF’s obligation to the insurers, it would be fine. When there is no contract in place, the insurer can not be held to a higher level of responsibility in the event that something should happen. However, from a liability standpoint, if the ALLIANCE permits or has knowledge of an activity that has not been effectively screened or considered based upon the established policy then the responsibility will fall to the ALLIANCE to explain why they did not adhere to the policy. If for instance a player is injured because of faulty equipment or an inappropriate program or unqualified trainers, the ALLIANCE may have trouble defending its position in a court of law. An Insurance Request form (for dryland training, special events or facility rental) is only required to be completed when a certificate of insurance is requested by a third party. If there is no contract then presumably there is no obligation for the OHF and the insurer to provide proof of insurance.

Q: Many clubs list floor hockey as part of their dryland training - is this activity covered?

A: Floor hockey on its own is not considered dryland training. If they are using the gymnasium to play floor/ball hockey, then it would not be covered. If they are using the gym for training that includes agility, positioning, strength, flexibility improvement then it would fall under dryland training.

Q: A team would like to get involved with some volunteer work at a local food bank. What is the ALLIANCE’s position with regard to insurance?

A: The team would not be covered under HC’s insurance policy for this activity. They would be volunteering for another organization like any other member of the public - the food bank would presumably have coverage in place for volunteers - they should check with the food bank first.

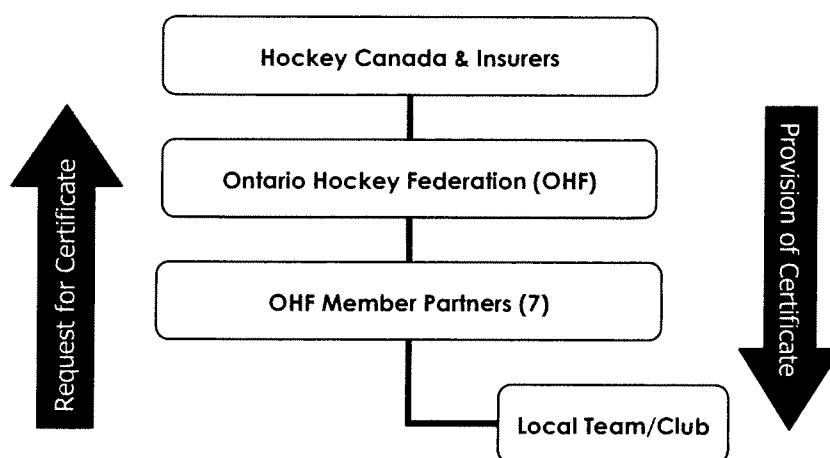
**IMPORTANT: When dryland training is taking place at a facility where a rental agreement or contract is to be signed (i.e. a school gym), a copy of the rental agreement must accompany the Dryland Training Insurance Certificate Request Form.**

“If we want to keep our insurance cost at the current rate, we all have to do our part to work within the allowable parameters of our policy and use common sense in our approach to all off-ice activities.”

The complete OHF Insurance Guide can be downloaded from the ALLIANCE Hockey website [ADMINISTRATION - FORMS - HC Forms - OHF Insurance Guide 2006]

## Communication

Communication within the Branch operates in two fashions: top-down and bottom-up. Local clubs are to communicate through their Member Partner to the OHF and the OHF will communicate to local clubs through the Member Partner.



## Insurance Certificate Request

Throughout the season a club may be asked to demonstrate proof of their insurance coverage to rent a facility or participate in an event. The certificate is issued by the Insurance Company to the party making the request. This is usually a facility, municipality, school board or shopping mall. What the certificate offers is proof that the group using their facility is covered by a policy in the event of an injury or other incident.

The process of issuing certificates is time intensive and requires varying levels of administration. As such, the OHF will not issue certificates to coaches, managers or clubs who want to know that they are covered for an event. This assurance can come from the OHF Member Partner in some other format.

In order to provide a Certificate of Insurance to the party requesting one from your club, you must complete the appropriate Insurance Certificate Request (ICR) Form (Facility Rental, Special Events, Dryland Training). These forms are available in the appendices, on the OHF website at [www.ohf.on.ca](http://www.ohf.on.ca) as well as through the OHF Member Partners.

## Who is insured?

The only people who are covered by the National Insurance Program are those individuals registered as Hockey Canada Participants (players, officials, coaches, trainers, named volunteers and staff). A facility or individual may be added to the policy as "Additional Insured" for a specified event, and that event only.

Even though an event may be sanctioned, not all parties are necessarily insured. For instance, parents may be participating in a fundraiser, but not in a capacity that grants coverage. In such cases, additional coverage may be purchased from a local broker for a special event.

There are also circumstances where an event falls outside the scope of the insurance policy or the guidelines established by Hockey Canada and the OHF and as a result there is no coverage afforded to any participants. When this situation arises and event organizers intend to proceed with the event they must indicate to the participants in some reasonable way that the event is not covered by Hockey Canada Insurance. As a protective measure for both the participants and the organizers it is highly recommended that an alternative source of insurance be attained to cover the event. Special Events policies can be sourced through local brokers, or through Hockey Canada's broker, B.F. Lorenzetti. The OHF maintains a list of brokers who may be able to provide coverage for events that fall outside the scope of hockey Canada's policy.

## Approved OHF Events & Activities

The National Insurance Program is designed to meet the insurance needs of participants engaging in the game of hockey and related activities. Over the years, the definition of "related activities" has been challenged. Generally speaking, the further you move away from the ice, the further you are stretching the intent of the policy. Naturally all approved games, practices and tournaments are covered. Fundraising events can vary substantially and this may create some confusion.

The following chart illustrates the events that have been approved by the OHF. If your event is on this list and you have met with any and all conditions, then it can be considered insured. If the event is not on this list then you may assume that is not sanctioned and you must contact your OHF Member Partner office.

Please note that insurance coverage for each of the following events or activities is provided for the registered participants only. Event/Activity organizers may wish to purchase a separate "Special Events" policy where non-participants may be in attendance.

## Approved OHF Events & Activities (continued)

Event	Notes & Conditions
<b>Administration</b>	
Ice and Facility Rentals	Coverage only applies where agreement does not include a "Holds Harmless" clause. Where agreement includes such clause, the burden of responsibility lies with the signor and not Hockey Canada.
<b>On-Ice Events</b>	
Exhibition Games (including International)	<ol style="list-style-type: none"> <li>1. Must be sanctioned by Member Partner;</li> <li>2. Both teams must be properly registered;</li> <li>3. Full equipment is to be worn;</li> <li>4. Registered officials must be used to officiate;</li> <li>5. Where a game is between a male and a female team:               <ol style="list-style-type: none"> <li>a. OWHA must approve;</li> <li>b. Body checking is not permitted.</li> </ol> </li> </ol>
Tournaments	Must be sanctioned by Member Partner
Canadian University and College Teams	Participants must be registered within the OHF and off-ice team activities would require sanctioning by the Branch or registering MP
Hockey Canada Teams vs. USA Hockey Teams	Must be a sanctioned team
Summer Evaluation & Conditioning Camps	Only if approved by Branch and Member Partner

Continued...

## Approved OHF Events & Activities (continued)

Event	Notes & Conditions
<b>Off-Ice Events</b>	
Fundraising or year end event (i.e. banquet, auction) without alcohol	
Fundraising or year end event (i.e. banquet, auction) with alcohol.	<ol style="list-style-type: none"> <li>1. Facility ownership must be responsible for the serving of alcohol.</li> <li>2. Facility ownership must obtain all required permits to buy and sell alcohol.</li> </ol>
Dryland Training	Only if approved (see section on Dryland Training for details)
Development Seminars	
Mall Display and/or Mall Registration Booth	Requires appropriate supervision
Gambling, Lotteries (50/50, Raffle Tickets)	Activity must comply with municipal and provincial legislation.
Door-to-Door Selling, personal fundraising, cookies, candy bars, etc.	Door-to-door sales are permitted only with appropriate supervision to reduce the risk of young players entering the homes of unknown persons.
Snack Bar, Concessions	Snack Bar operators should be appropriately trained. Registered participants under the age of 16 are not permitted to use deep fryers. Deep fryers must comply with local fire code and inspections.
Bottle Drives , tree sales, donation drives, shoe shines, car wash	Requires appropriate supervision and risk management to prevent injury to participants near vehicles

## The Definite “No” List

There are events that have previously led to injury claims or conflict with OHF programs, regulations or philosophy. Based on sound risk management, these events have been disallowed within the OHF. As a result, these events are not covered by Hockey Canada. The following is an on-going list of events that are not sanctioned by the OHF:

- Road Blocks
- Non-Hockey Related Activities
- Car Rallies
- Community Festivals \*
- Other Sport Activities (including In-line Hockey & Ball Hockey)
- Community Parades \*\*
- Road Side Clean Up
- Concerts
- Wood-Splitting
- National Hockey League (NHL) Players participating in event
- Blueline Club, Canteen, Beer Tent
- Non-Sanctioned Summer Hockey – Camps, Practices, Leagues
- Any lease agreement with a clause that transfers the financial burden to the team for facility negligence (see next page for details)
- Dances (as fundraisers for players or parents)
- Exhibition games involving non-registered participants (including parents, sibling and celebrities)

There may be additions to this list so please contact your OHF Member Partner or the OHF for more information or if you are unsure of whether or not your event is sanctioned.

\* Community Festivals will likely have their own insurance. Hockey Canada will not cover the event; rather provide coverage for registered hockey participants only.

\*\* Community Parade participation may be permitted for teams entering to walk, but not on floats or other motorized vehicles. Coverage for parades will not be extended to the organizing group, only the registered hockey participants.

## “Hold Harmless” & Facility Lease Agreements

Before signing any facility lease agreement read the following information carefully.

The term “Hold Harmless” is used to describe a clause in an agreement that will transfer certain financial responsibilities from one entity to another. For instance, a recreational facility may transfer the financial responsibility to the team for any injury or damage resulting from the team's activities. This is permitted under Hockey Canada Insurance. However, some facilities will try to transfer the financial responsibility to the team for any injury or damage that is the result of their own negligence or actions. This is not permitted under Hockey Canada Insurance.

Hockey Canada Insurance will insure the hockey participants and their actions but not the operations of the recreational facility. Therefore, by signing an ice rental agreement with this type of clause, the person who signs it on behalf of the team or club is taking full responsibility for how the facility is managed or mismanaged. This includes maintenance, air quality, ice condition, security, emergency exits, wet spots on the floor, ammonia leaks, crowd control, non-functioning smoke detectors, faulty sprinkler system, structural defects and others that may arise.

The following situations demonstrate the effective difference between an acceptable agreement and one that is not:

### **Hold Harmless against damages arising from team's activities.**

The Oakdale Honey Bees have just completed their practice and have left the ice surface. As the last coach leaves the ice, they do not close the gate. The Oakdale Honey Bees dressing room door is located directly across from the ice surface and the gate. The next team begins to skate while waiting for the ice resurfacing to begin. An errant shot from one of the players goes through the gate, down the short hall and through the Honey Bees dressing room door where it strikes a player in the face. The resulting injuries are directly caused by the action of the team not closing the dressing room door or the gate from the rink. The ice rental agreement the organization signed included a clause to transfer the responsibility of damages resulting from the team's activities to the team. As a result the facility is not liable for the damages caused by the team's activities. Hockey Canada Insurance is liable for the damages caused by the team's activities.

This situation is acceptable to the insurance company and to Hockey Canada. While it is preferred that teams engage in safe risk management practices the purpose of the insurance policy is to cover situations when accidents occur.

**Hold Harmless against all damages including facility negligence or actions.**

The Dorchester Lions are playing their final league game at the Dorchester Arena. During the game a lighting fixture falls from the rafters and lands on one of the players causing major injuries. The shattering of glass and metal pieces causes minor cuts to an on-ice official. The ice rental agreement the organization signed included a clause to transfer the responsibility of damages resulting from the facility's negligence or actions to the Dorchester Lions. As a result, the facility is not liable for the damages caused by the lighting fixture falling. Hockey Canada Insurance is not liable for the damages caused by the lighting fixture falling. The person(s) who signed the ice rental agreement are responsible for the damages. As a result, any assets held by that person or persons may be seized to cover the costs associated with the damages. This may include homeowner insurance, business assets, household assets, and future wages.

No volunteer should bear the burden of this responsibility. That is why every organization that signs an ice rental agreement is required to read carefully the contents of that agreement. If they are unsure of the language or any clause it is best to send the agreement to the OHF through their Member Partner for review before signing anything.

## **SAMPLE OF DRYLAND TRAINING PROGRAM OUTLINE**

The dryland training program will commence in September, 2007 and will run through to March, 2008. The program will run on Monday evenings from 7:00 pm to 8:30 pm at [name of facility, city].

Each session will include a 10 minute dynamic warm-up and a 10 minute cool down composed of static stretching.

The majority of the dryland sessions will concentrate on improving the players' anaerobic threshold and aerobic endurance as well as developing and improving strength, power, speed, agility, balance and core strength.

The sessions will include a variety of workouts including boot camps, athletic circuits, machine-based resistance training and body weight exercises. Running, sprinting, running suicides, jumping jacks, agility & speed games (i.e. with reaction balls), sit ups, basic push ups.

Equipment being used will include stability balls, medicine balls (3-4 kg), resistance tubes, agility ladders and hurdles, balance boards, reaction balls and dumbbells.

THAMES VALLEY DISTRICT SCHOOL BOARD  
TERMS AND CONDITIONS

1. The Applicant shall be granted a license to use the designated school facilities subject to the terms and conditions herein contained.
2. The Applicant is 18 years of age or older.
3. Use by 10 or more persons is required for a continuing contract.
4. The license to use school facilities shall be limited to the purposes expressly stated on the first page of this form.
5. The Applicant shall ensure:
  - a) That this group shall not infringe on the time booked by any other group and that the school shall be vacated by the time indicated on this contract.
  - b) That the maximum number of persons using the school facilities shall not exceed the approved capacity of the auditorium in use or other portion of the school facility in use.
  - c) That law and order is preserved.
  - d) That there is no smoking anywhere on school property.
  - e) That alcoholic beverages will not be permitted on the premises unless expressly provided for herein.
  - f) That the type of program or entertainment to be provided during the term of the license by the Applicant shall at all times conform with the law and the rules and regulations of the Thames Valley District School Board.
  - g) That vehicles will be parked on school grounds in designated parking areas only.
  - h) That no changes or alterations shall be made to any facilities unless expressly permitted and provided for in this Agreement.
  - i) Footwear: Clean, non-marking footwear must be worn.
  - j) Indoor Soccer: only indoor (FUTSAL) soccer balls may be used.
  - k) Floor Hockey: Equipment must be COSOM type. Wooden sticks with plastic blades are not allowed.
6. The Applicant agrees to indemnify and save harmless the School Board from all losses, claims, demands, costs, damages, suits of whatever nature or kind which may arise as a result of the use by the Applicant, its servants or agents, of the facilities licensed. The Applicant is required to provide comprehensive general liability insurance of at least Two Million Dollars (\$2,000,000.00) and to name the Thames Valley District School Board as an Additional insured on the policy, with respect to the Applicant's use of the premises. An insurance certificate shall be provided to the Board with the completed Permit Application. The Board will purchase insurance for the groups who are unable to provide a Certificate of Insurance. The cost of the insurance will be reflected in the total cost of the permit.
7. NOTWITHSTANDING the use granted by this license, facilities shall not be available on days during which schools have been closed by the Administration/Board because of inclement weather or other reasons. The Board does not undertake to provide snow ploughing for applicants. School grounds shall be snow ploughed according to the regular schedule established by the Maintenance Department of the Board.
8. The Thames Valley District School Board reserves the right to maintain supervision, care, custody and control of the facilities during the term of the license through its agents or employees and the said Board further reserves the right to revoke this license at any time for any cause or causes which in its sole discretion may be deemed advisable through its agent or agents.
9. The Applicant, or any of its employees, agents, or partners shall comply with Ontario Regulation 521/01 made under the Education Act, in relation to the collection of personal information. The Applicant certifies that neither he, she (nor it, as the case may be) has a criminal record.

The Applicant agrees, in the event that the Board requests it, to provide copies of a criminal background check of the Applicant, or any employees, agents, or partners of the applicant, along with an offence declaration in the event that documentation is requested by the Board.
10. The Applicant acknowledges:
  - a) that the licensed premises and the buildings in which same are located may contain asbestos and / or asbestos-containing materials and the applicant hereby accepts the licensed premises subject to this caveat; and
  - b) that the Board presently has an asbestos management program in operation, which program includes the identification and monitoring of asbestos-containing materials in all Board facilities. Information with respect to specific locations of the substance within the licensed premises and the building in which the same are located, is available from the school Principal or Charge Custodian.
11. An Administrative Fee of \$25.00 will be charged for NSF cheques.

SAMPLE

I have read and agree with the above named terms and conditions \_\_\_\_\_



non functioning smoke/heat detectors, faulty sprinkler system, structural defects and any other issue which may arise.

Furthermore, you are accepting to take on these responsibilities but your insurance company **has not**. Your insurer is insuring you and your operations not the operations of the recreational facility. You can not increase your insurer's exposure to loss without his/her prior permission. If you should sign a lease agreement in which you accept to cover the facility operator/owners liabilities without the prior permission of your insurer then you and your club/team/organisation may be **held personally responsible** for the injuries or damages incurred.

If you are not certain that you understand what you are committing to, you should obtain legal advice or at the very least have the agreement approved by your insurer.

I would ask the Branches to give this information the widest circulation possible and if you have any questions please feel free to contact me.

Sincerely,

Glen McCurdie  
Director, Insurance and Membership Services



# ONTARIO HOCKEY FEDERATION

202-1185 Eglinton Avenue East Toronto, Ontario M3C 3C6

T: 416 426.7249 F: 416 416.7347

www.ohf.on.ca



## Hockey Team Travel Insurance Information

In January 2005 tragedy struck when the Windsor Wildcats team bus was involved in a very serious accident that resulted in three deaths and numerous life threatening and altering injuries. The accident occurred just outside of Canada in a northern border state.

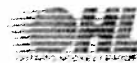
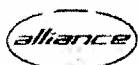
It is incumbent upon us to encourage all participants that when traveling outside of Ontario for any period of time – even to another province - to purchase a travel insurance policy.

When traveling outside of Ontario for the purpose of participating in a tournament or exhibition game (provided that such event has been sanctioned), teams are advised of the following:

- Hockey Canada Insurance coverage extends to those registered participants taking part in activities related to playing hockey. Coverage does not extend to all activities at all times for the duration of the trip.
- Traveling companions are not covered by Hockey Canada Insurance at any time.
- All participants and their companions are advised to purchase travel insurance (including, but not limited to coverage for trip cancellation or interruption, hospital and medical expenses, air flight accident, public transportation accident, baggage insurance).
- Not all insurance companies will provide coverage for team or sport-related activities.

The OHF does not endorse any one insurance company, but upon request can provide a list of companies that offer coverage to sport teams traveling out of Ontario.

### OHF Members



## **Insurance Companies That Provide Travel Insurance to Sporting Teams**

The following companies have provided information to the OHF regarding travel insurance for sporting teams. The OHF does not endorse any of these companies nor their products and encourages readers to conduct a thorough investigation of their travel needs and the products these companies offer.

- 1. McDougall Insurance**  
[www.mcdougallinsurance.ca](http://www.mcdougallinsurance.ca)  
[pmcdougall@bellnet.ca](mailto:pmcdougall@bellnet.ca)  
1-800-289-0892
  
- 2. Stephen Patenaude Inc.**  
[www.assurancespatenaude.com](http://www.assurancespatenaude.com)  
[sjpatenaudeinc@primus.ca](mailto:sjpatenaudeinc@primus.ca)  
514-624-8175



# FACILITY & ICE RENTAL

## INSURANCE CERTIFICATE REQUEST

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**THIS FORM IS TO BE COMPLETED FOR:**

- Ice rental for game(s), practice(s) or tournament(s)
- Meeting or other facility room for team or club meetings

**PLEASE NOTE:**

1. You must attach a copy of the rental agreement with this request.
2. Requests submitted less than two (2) weeks before rental may not be processed.

**HOCKEY TEAM INFORMATION:**

Name of Team/Club: \_\_\_\_\_

Contact Name: _____	Contact Phone: _____
Contact Email: _____	Contact Fax: _____

**NAME OF FACILITY (THE THIRD PARTY) REQUESTING PROOF OF INSURANCE**

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

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

Municipality: \_\_\_\_\_

**ADDITIONAL INSURED**

It is understood and agreed that the above entities are added to the policy as additional insured but only with respect to the operations of the named insured described above. This certificate applies to the members and authorized personnel of the insured while operating within the scope of their duties.

Please show facility name above as "Additional Insured"

**ACTIVITY DESCRIPTION**

Game Dates: \_\_\_\_\_

Practice Dates: \_\_\_\_\_

Tournament Dates: \_\_\_\_\_

Meeting Dates: \_\_\_\_\_

Are non-registered participants involved?  No  Yes (if yes, they are not covered by this policy)

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

PLEASE SEND TO ALLIANCE HOCKEY AT:  
(FAX) 519-273-2114 OR TPAULI@ALLIANCEHOCKEY.COM



# DRYLAND TRAINING PROGRAM

## INSURANCE CERTIFICATE REQUEST

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**THIS FORM IS TO BE COMPLETED:**

- For any off-ice training activities or events where proof of insurance is required;
- And accompanied by:
  - Dryland Training Instructor Acknowledgement Form
  - Proof of Instructor's insurance
  - Detailed Program Outline

**PLEASE NOTE:**

1. Requests submitted less than two (2) weeks before rental may not be processed.
2. Not all strength and conditioning activities are permitted by the Ontario Hockey Federation (OHF), for more information please read the "OHF Insurance Guide" available at [www.ohf.on.ca](http://www.ohf.on.ca).

**HOCKEY TEAM INFORMATION:**

Name of Team/Club: \_\_\_\_\_

Contact Name:	Contact Phone:
Contact Email:	Contact Fax:

**NAME OF FACILITY (THE THIRD PARTY) REQUESTING PROOF OF INSURANCE:**

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

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

Municipality: \_\_\_\_\_

**ADDITIONAL INSURED**

It is understood and agreed that the above entities are added to the policy as additional insured but only with respect to the operations of the named insured described above. This certificate applies to the members and authorized personnel of the insured while operating within the scope of their duties.

Please show facility name above as "Additional Insured"

**PROGRAM DETAILS:**

Program Dates: \_\_\_\_\_

Program Description: \_\_\_\_\_

Are non-registered participants involved?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (note they are not covered by this policy)
Is this a recurring program?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

PLEASE SEND TO ALLIANCE HOCKEY AT:  
(FAX) 519-273-2114 OR [TPAULI@ALLIANCEHOCKEY.COM](mailto:TPAULI@ALLIANCEHOCKEY.COM)



# DRYLAND TRAINING INSTRUCTOR

## INFORMATION & ACKNOWLEDGEMENT FORM

This form must be provided where an Insurance Certificate has been requested by an OHF Member Partner for Dryland Training activities.

**INSTRUCTOR'S INFORMATION:**

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

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

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

Phone: \_\_\_\_\_ | Email: \_\_\_\_\_

Current Designation(s): \_\_\_\_\_

Relevant Certification(s): \_\_\_\_\_

Do you have any criminal convictions that involve offences to persons, property or drugs or weapons?

**REFERENCES:**

Please provide a minimum of 2 references:

Name	Phone #	Relationship

**INSTRUCTOR ACKNOWLEDGEMENT:**

By signing below you are acknowledging that you have read and understand the "OHF Insurance Guide" and the Dryland Training Guidelines. By signing below you are agreeing to adhere to the requirements of the OHF with respect to dryland training as provided in the OHF Insurance Guide.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ | Approved By: \_\_\_\_\_ | Signature: \_\_\_\_\_

PLEASE SEND TO ALLIANCE HOCKEY AT:  
(FAX) 519-273-2114 OR TPAULI@ALLIANCEHOCKEY.COM



# SPECIAL EVENTS & FUNDRAISING

## INSURANCE CERTIFICATE REQUEST

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**THIS FORM IS TO BE COMPLETED FOR:**

- Events other than regular games, practices, tournaments or meetings
- Events like year-end banquets or public relations, or club promotional events

**PLEASE NOTE:**

1. You must attach a copy of the rental agreement with this request.
2. Requests submitted less than two (2) weeks before rental may not be processed.
3. Not all fundraising and special event activities are permitted by the Ontario Hockey Federation (OHF), for more information please read the "OHF Insurance Guide" available at [www.ohf.on.ca](http://www.ohf.on.ca).

**HOCKEY TEAM INFORMATION:**

Name of Team/Club: \_\_\_\_\_

Contact Name: _____	Contact Phone: _____
Contact Email: _____	Contact Fax: _____

**NAME OF FACILITY (THE THIRD PARTY) REQUESTING PROOF OF INSURANCE:**

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

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

Municipality: \_\_\_\_\_

It is understood and agreed that the above entities are added to the policy as additional insured but only with respect to the operations of the named insured described above. This certificate applies to the members and authorized personnel of the insured while operating within the scope of their duties.

Please show facility name above as "Additional Insured"

**EVENT DETAILS:**

Dates: \_\_\_\_\_

Event Description: \_\_\_\_\_

Are non-registered participants involved?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (note they are not covered by this policy)
Will alcohol be served at this event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes (then complete Alcohol Supplement Form)

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_

PLEASE SEND TO ALLIANCE HOCKEY AT:  
(FAX) 519-273-2114 OR [TPAULI@ALLIANCEHOCKEY.COM](mailto:TPAULI@ALLIANCEHOCKEY.COM)



# SPECIAL EVENTS WITH ALCOHOL

## SUPPLEMENT FORM

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**THIS FORM IS TO BE**

- Completed for special event at which alcohol will be served or sold
- Accompanied by the Special Events Insurance Certificate Request Form

**PLEASE NOTE:**

1. Registered volunteers and participants are not permitted to serve or sell alcohol at any sanctioned event.
2. Alcohol permits must be arranged with the LCBO and must be approved in the name of the facility, not any registered participant or team.
3. Failure to comply with the above will result in the event not being sanctioned and not insured.
4. Requests submitted less than two (2) weeks before event may not be processed.

**EVENT DETAILS:**

Dates:

Event Description:

Is the alcohol permit (LCBO) registered to the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" then to whom?)
Will the facility be providing servers?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if "no" then who will serve?)

- It is recommended that teams, clubs and associations conduct any event involving alcohol at an established serving facility such as a restaurant or banquet hall.
- If this event is not sanctioned and the organizer proceeds please note that alternative insurance coverage will need to be arranged.

**FOR OFFICE USE ONLY**

Date Received:

Approved By:

Signature:

PLEASE SEND TO ALLIANCE HOCKEY AT:  
(FAX) 519-273-2114 OR TPAULI@ALLIANCEHOCKEY.COM