



**USA Hockey  
Request for Certificate of Insurance  
Massachusetts District  
2019 - 2020**

Please allow 30 days for the processing of this request.  
This request must be submitted by an authorized team or club.

Please ensure that the information provided is correct and legible, especially e-mail addresses.  
Typed responses are more legible than handwritten.

Note: This form is required only if you need to have an entity named as a certificate holder or an additional insured. If all you need is proof of insurance, you do not need to complete this form, instead request a proof of insurance from the District Risk Manager.

<b>Name of Team / Club:</b>	
<b>Mass. Association Code:</b>	Please add # - IMPORTANT _____
<b>Address of Team / Club:</b>	
<b>Club Contact (name &amp; phone):</b>	
<b>Email:</b>	

<b>Event(s):</b>	
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All events must be a USA Hockey Sanctioned Event. If you are unsure of whether the event is sanctioned, contract your risk manager.

<b>Event Location:</b>	
<b>Event Dates:</b>	

Name of Certificate Holder(s) or Additional Insured(s) Please make sure it is the full <i>legal name</i> and full <i>legal address</i> .	Relationship to Team / Club(Rink, School, etc.)
1)	
<b>Address:</b>	
2)	
<b>Address:</b>	
3)	
<b>Address:</b>	
4)	
<b>Address:</b>	
5)	
<b>Address:</b>	

**Additional Insured Requests**

<b>Are you requesting that one or more of the above listed entities be named as an additional insured? (Yes or No)</b>	
<b>If "Yes" do you have a contract with that entity? (Yes or No)</b>	
<b>***** If you answered "Yes" to the above, you must submit a copy of the contract with this request. *****</b>	

No other individual can approve or submit this request on behalf of the District Risk Manager. Forward this document to your District Risk Manager for review and submission to the insurers. Submission directly to the insurers will delay the processing of your request.

Submit this request with any supporting documentation to:

**Stephen E. Fitzgerald**  
USA Hockey, Massachusetts District Risk Manager  
713 East Street Walpole, MA 02081

(508) 668-4100 (Phone)  
(508) 668-4199 (Fax)  
[sfitzgerald@mahockey.org](mailto:sfitzgerald@mahockey.org)

## **GUIDE TO COMPLETING A CERTIFICATE OF INSURANCE REQUEST FORM**

A Certificate of Insurance (COI) is a form provided by the insurance company that shows evidence of the type of coverage USA Hockey has under its liability policy. The COI also shows the policy number, the name of the insurance company, and effective dates of the policy. In some cases, the rink or venue requesting the COI will ask to be named on the COI as an additional insured. It is important that the wording used to identify the additional insured is worded exactly as being requested. The insured named on the policy is "USA Hockey, Inc & Its Member Leagues and Teams" which covers all properly registered hockey teams, clubs, associations, affiliates, and districts. All USA Hockey entities are covered under this policy and changes cannot be made to the policy for each team's needs. If monetary limits greater than USA Hockey's policy are required by a rink, then associations may need to purchase additional excess liability on their own. The effective date of the policy coverage starts, each year, on September 1<sup>st</sup> 12:00AM and expires on September 1<sup>st</sup> 12:00AM of the following year. The effective date of the COI starts on the date the certificate is issued and ends on the date requested. This may be either the date the contract or event ends or September 1<sup>st</sup> if this is an ongoing activity. This could also be for a one day event such as an end of year ceremony or banquet.

### **FILLING OUT THE REQUEST FORM**

1. **Name of Team or Club.** This is the registered name of the team, club, or association. It is best to use the association name and then the team name if needed. This name should agree with the name listed on an ice rental agreement/contract.
2. **Address of Team or Club.** This is the official mailing address used by the team, club, association, affiliate, or district.
3. **Association Code.** This is a code assigned to each member team, club or association by USA Hockey. It is made up of three letters which represent the affiliate the team or association is registered with. An example would be CTH for Connecticut. This is followed by four numbers that are assigned to the association (example CTH1234). The code can be obtained from the association registrar. If the registrar does not know the association code then the association's registration may not have been completed. An affiliate or district will not have an association code.
4. **Contact Person.** This can be either the person filling out the request or someone from the member association, team or club that can be contacted for more information if needed. Include a phone number and an email address. A copy of the COI will be sent to this email address and any other email address included in the request.
5. **Event.** Include the type of event the COI is being requested for. This could be sanctioned games & practices at a home rink, a tournament the association is running, special functions or use of a venue. The event must be USA Hockey sanctioned events to be covered by the liability policy. To verify if an event is a sanctioned event, contact your district registrar if the event is on-ice. For all other events, contact your District Risk Manager.
6. **Event Location.** The name of the rink, building, or venue in which the event is taking place.
7. **Event Date.** This would be the beginning and ending date of the event. The dates could be the full hockey season September 1<sup>st</sup> to September 1<sup>st</sup> of the following year in the case of ice time at a home rink. This is the effective dates of the COI and not the insurance policy. The effective starting date of the COI cannot be back dated to a date prior to the request. For example, if a COI is requested for a rink on December 1<sup>st</sup> and the request form indicates 09/01/12 to: 08/31/13 the effective date of the COI would be 12/01/12 to 08/31/13. Again this is not the policy effective dates but the effective dates of the COI. The policy effective dates are located in section A of the COI and the effective dates of the Certificate are found under the Club Name in the DESCRIPTION OF OPERATIONS section.
8. **Name of Additional Insured.** The name of the rink, business, and municipality requesting to be named as additional insured on the COI. Most ice rental agreements list this information under the section labeled **Insurance**.
9. **Relationship To Team / Club.** Indicates relationship between additional insured and the requesting team, club, or association. (Rink Owner, Premises Lessor, School District, etc.)
10. **Mailing Address of the Certificate Holder.** This is the mailing address of the party that is requesting the COI. In most cases, this would be the entity named as additional insured. This information is used to notify the party requesting the COI of any change in the policy, and is found on the Certificate in the CERTIFICATE HOLDER section.

**Mail, fax, or email the completed form to the District Risk Manager.**

**If an agreement/contract with the party requesting the COI exists,  
INCLUDE a copy of the agreement/contract.**