



# **Fort Saskatchewan Ringette Association**

## **MANAGER/TREASURER HANDBOOK**

**AUGUST 15, 2023**

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## GENERAL TASKS: MANAGER:

- Act as a liaison between the parents and coaches;
- Provide information to the parents;
- Coordinates the activities of the team to allow coaches time to teach the players;
- Schedule outside league games, and additional practices;
- Assists coaches with scheduling of off-ice activities such as dry land;
- Assist with distributions and collection of FSRA equipment and jersey to the team;
- Ensure game sheets are labelled with proper player and coaching staff information;
- Ensure game sheets via RAMP app are collected and distributed appropriately after games;
- Submit hard copies of game sheets to FSRA Statistician;
- Book referees for all exhibition games – games regularly scheduled will already have referees booked; and
- Submit Provincial Tournament Applications to Ringette Alberta.
- Obtain Manager training Certificate course offered through Ringette Canada, [www.coachingringette.ca/index.php?page+327](http://www.coachingringette.ca/index.php?page+327)

## TEAM STAFF BASICS:

Staff Requirements, but Limit to 6 Team staff for U10, U12, U14 and U16. These 6 positions account towards Association Volunteer Credits (Treasurer is 5 credits, Coach positions are 10)

- Head Coach
- Assistant Coach
- Assistant Coach (one Bench coach needs to be female)
- Treasurer(s), 2 signees needed.

On Ice Helpers are recommended but not necessary and do not form part of the Team Staff counts

Recommended Parent Positions: Talk to your parents as early as possible about these:

- Media Manager
- Fundraising coordinator
- Team Building/Event coordinator to work with you/Manager on Off-Ice Activities
- Tournament Basket Coordinator
- Team Statistician
- Diamond Ring Tournament Rep (Home Tournament)

These roles are filled by the team parents and are critical in the success of the season. Not all the workload needs to fall on the Coaches and Managers.

## Additional items to talk to your team parents about as early as possible:

- Filling the Treasurer(s) spots
- Advance notice about team Fundraising ideas to reduce team fees
- Association Volunteer and Bingo obligations (used to be cheques, now will be a charge to your RAMP account at end of season)
- # of Tournaments – Manager then needs to review what tournament options are out there, review with Coaching staff and Apply/enter into these tournaments.
- Get Name Bars from previous years  
->then Book Name Bars in at Enhance it. Some Athletes may need new ones if don't have from past years
- Talk to Equipment Coordinator about Jerseys and when they will be available
- Have kids pick a Team Name... ICE \_\_\_\_\_.
- Setting up an Emergency Response plan with the Coaching staff

## FURTHER MANAGER'S RESPONSIBILITIES:

Attendance of Coaches/Managers meeting at beginning of season

RCMP Record Checks needed for all Team Staff, coaches, managers, treasurers, On-ice helpers. Currently **Stephanie Dul** has the paperwork for these Criminal Record Checks

Act as a liaison between the parents and Coaches, and to provide information to the Parents

Share and collect 'Medical form's' from each athlete, these can then be submitted to Div. Coord.

Obtain the Manager Certification; see **Appendix B**

Coordinator/allocation of Time Keepers, Score Keeper, and Shot Clock operator for each game

Input Game and Practice schedules into Teamsnap

Submit 'BLACKOUT' dates to Ice Allocator for Tournaments or other events your team is involved with. [iceallocator@fortsaskringette.com](mailto:iceallocator@fortsaskringette.com)

Re-scheduling of Games needs to be managed with Ice Allocator, [iceallocator@fortsaskringette.com](mailto:iceallocator@fortsaskringette.com)

Apply for desired tournaments, coordinate payment with Treasurer.

Submit Game Sheets via app, see **Appendix C** for instructions

Enter team information into BGL (Black Gold League) RAMP website:  
<http://www.blackgoldleague.com/form/728>

Identify to the parents **Jersey/Volunteer/Bingo 'Cheques'** have now changed to being charged directly to your RAMP account, and a family is placed in Bad Standings in not paid by a certain date or charged directly to a credit card.

Inform team staff they need to register in RAMP as their position.

**NOTES TO KEEP IN MIND:**

Head coach and Team Manager cannot be immediate family members or with a conflict of interest.

Managers cannot be on the bench during games

Don't deposit \$ into personal accounts

Here is the link for all Tournaments in Alberta: <https://ringettealberta.com/tournaments/>

**Assigning for each game:**

- Time Keeper, Score Keeper, Shot Clock operator
- Spectator Liaison – This comes on a lanyard provided at the beginning of the season.  
    Needed to be worn and visible in the stands each game.
- Will need to put in Team Roster and player/coaches information

Game sheets, via the App, will need Coaching staff, Parent liaison and team Roster.

**RAMP GAMESHEET APP INFORMATION:** REFER TO **APPENDIX C** for full instructions

**Timekeeper/Scorekeeper/Shot Clock Scheduler:**

- Timekeeper and Scorekeeper workers are required for all home games. A Shot Clock Operator is also required for all home games in U12 and up.
- This position would be required to coordinate a fair and equitable rotation amongst the parents to work these noted positions.
- Ringette tournaments which team are attending out of town, may require workers. The scheduler will include these games into rotation.
- It will be the workers responsibility to find coverage for positions if they are not able to fulfill their turn – not the scheduler.

See full Game Information description in **Appendix E**

## TREASURE DUTIES:

### Early To Do's:

- Obtain letter from MSA to setup Team Bank Account
- Setup a Team Bank Account, (May need Team name for this from Manager, but will need team roster)
- Develop the Team Budget

### **NOTE: Do not deposit team funds into personal accounts**

Team Budget needs to be created between the Head Coach, Manager and Treasure(s). Attached in Appendix A is a template for what a typical budget might look like in the FSRA. Talk to your Division Coordinator, they can provide you with an Excell version of this to work with, but a copy is included here for reference (APPENDIX A).

### Areas to discuss include:

- Tournaments (Parents Room?)
- Team Building events
- Banners
- Bank service charges
- Name patches
- Exhibition games – ice/referees
- Diamon Ring Tournament Basket
- Team Apparel
- Sponsor Thank Yous
- Coaching gifts
- Year end party
- Company donations
- Fundraising, etc.
- Cash Call
- Budget for non-parent Coaches if applicable (ex. Consider paying for hotels for away tournaments)

FSRA assumes no liability or responsibility in the management of team accounts. Teams should discuss a budget at the start of the season as teams may require funds. It is up to the team discretion to determine seed money (up-front cash from parents/aka CASH CALL) and/or fundraising requirements. The list above should only be used as examples of extra costs and is not intended to be allinclusive.

Ensure a copy of \$0 balance is obtained when opening the account. A copy of this is to be provided to the FSRA Treasurer at [treasurer@fortsaskringette.com](mailto:treasurer@fortsaskringette.com)

When setting up the Account you will need to obtain Cheques for use throughout the season and if possible it's handy to get etransfer capabilities setup with the account.

Once a budget is established, a copy is to be sent to the FSRA Treasurer, [treasurer@fortsaskringette.com](mailto:treasurer@fortsaskringette.com)

### **Returning Team Monies:**

Teams must return any amount contributed by a parent/guardian at the start of the season (team fee/cash call)

Teams cannot return any amount to the parent/guardian above what they originally contributed.

Remaining funds must be forfeited to the FSRA

### **Team Fundraising/Grants:**

Inform your Division Coordinator of team fundraising activities as they may require AGLC license.

Consider what the grantor or sponsor is asking in return for a donation, how the funds are spent, how much is being granted, recognition, etc

FSRA provides 2 Grants per team:

- FSRA Diamond Ring Tournament Registration entrance Grant/fee
- Tournament of up to \$500

### **TEAMSNAPE:**

FSRA will be responsible for costs to initiate and setup your teams subscription to TeamSnap

If you've already setup your TeamSnap account, please reach out to [treasurer@fortsaskringette.com](mailto:treasurer@fortsaskringette.com) immediately after to switch your team over

Please include [treasurer@fortsaskringette.com](mailto:treasurer@fortsaskringette.com) on any financial correspondence with Fran at the MSA (Minor Sports Association). Include 'FSRA' in the Subject line with your Team code (eg. FSRA-FSK-U10S3-1). Fran is at [fsmsa@telus.net](mailto:fsmsa@telus.net)

## TOURNAMENTS:

How many recommended per age category:

Active Start – Recommend maximum 2 mini tournaments or jamborees

U10 – Step 1, 2, 3 – Three, one close to home, one away, and home Tourny – Diamond Ring

U12 – Three, one close to home, one away, and home Tournament – Diamond Ring

U14 – Three, one close to home, one away, and home Tournament – Diamond Ring

U16 – Three, one close to home, one away, and home Tournament – Diamond Ring

U19 – To the discretion of the team, 3 or 4.

If a team really wants to try for more, its to their discretion

### Hints to consider for a fun and successful team experience at tournaments:

- APPLY EARLY! Many Tournaments book up fast
- Find a suitable hotel, usually with pool, maybe breakfast included. Try to book as far in advance as possible
- Book Parents room, review with coaches if one night or two nights. Try for conference room if available
- Possibly book lunch or dinner reservations during tournament
- Plan team dinner, ei order in to Parents room
- Update Teamsnap with game info as information is received
- Put in placeholders for playoff game times, all options known

Keep in mind, out of town Playdowns at the end of the season have a similar setup and preplanning needs as tournaments.

## REFERENCES:

***Code of Conduct – all staff: FSRA Policy 1600***

***Electronic Recording Devices: FSRA Policy 1645***

***Locker Room and Change Rooms: FSRA Policy 1640, and see Appendix D***

### **FSRA POLICIES:**

<https://cloud.rampinteractive.com/fortsaskringette/files/Policies/FSRA%20Policy%20AGM%20April%202023.pdf>



## EXHIBITION GAMES:

- Referee contacts: Sylvia Dubois [refinchief@fortsaskringette.com](mailto:refinchief@fortsaskringette.com) and the Ice Allocator [iceallocator@fortsaskringette.com](mailto:iceallocator@fortsaskringette.com) . Both will need to be contacted to schedule Ice times and referee's for the game.
- Other association email addresses? Best to check their websites for the appropriate Division Coordinators email address. For Example, Sherwood park would be under [u12director@sherwoodparkringette.ca](mailto:u12director@sherwoodparkringette.ca)

## FIRST AID/PLAYER SAFETY:

One of the Coaches or Manager will need to be responsible for the First Aid Kit. If they don't have it they need to relay responsibility onto another coach to ensure it's at any practice/game.

Remember the Rule of Two with any player engagement, see **Appendix D** for more info.

Ringette is a very fast and physically demanding sport. Even with the best training and preparation, accidents and injuries can occur. Thankfully, many of the injuries are minor and do not require a player to miss a shift or game. However, there is the rare occasion when injuries can be more severe.

The RAB Accident Claim form can be found in **Appendix F**.

The resources RAB can offer can be found at <https://ringettealberta.com/injuries-reporting-prevention/>

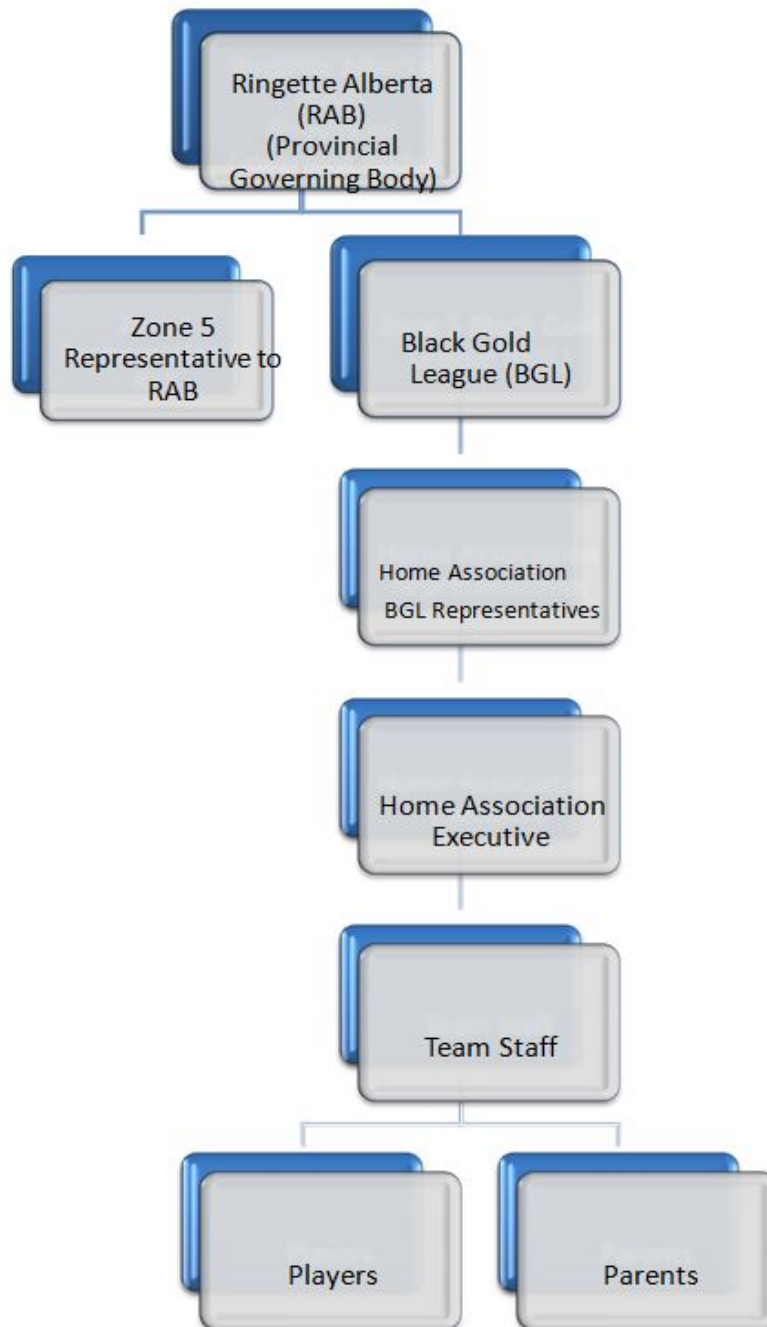
FSRA's Loss Time Incident report can also be found in **Appendix F**.

### Additional Safety Considerations

- Siblings should not play in the dressing rooms. The dressing rooms are usually a busy and crowded place. Sticks and skates make it an unsafe place for kids to play.
- Roller guards should be used with caution. Helmets are mandatory on the ice for a reason, and the same logic would apply to wearing roller guards off the ice.

**LINES OF COMMUNICATION:**

The following flowchart outlines the only acceptable line of communication to reach Black Gold League as per Black Gold League Operations Manual, latest revision August 17, 2021



# APPENDIX A: EXAMPLE OF TEAM BUDGET



# APPENDIX B: RINGETTE CANADA – QUALIFICATIONS

## Qualified Female Coach

- each team must have a qualified female coach, 18+ years old, registered and acting as a coach.
- RAB recommends having more than 1 on your Team Roster Form (TRF)
- Female junior coaches, on-ice assistants, managers, or trainers do not fulfill this requirement even if they also have the proper training.

## Important RAB Documents/Sites:

- [RAB Policies \(Affiliation, Team Staff, Code of Conduct\)](#)
- [RAB's Team Staff Requirements page](#)

Division	Head Coach	Assistant Coach
Active Start	Coach Initiation in Sport eModule	Coach Initiation in Sport eModule
U10 Step 1, 2, 3	CSI Trained	CSI Trained
U12B and C	CSI Trained	CSI Trained
U12A	CI Trained	CI Trained
U14C	CSI or CI Trained	CSI or CI Trained
U14A and B	CI Trained	CI Trained
U14AA	CI Certified	CI Trained
U16B	CI Trained	CI Trained
U16A and AA	CI Certified	CI Certified
U19B	CI Trained	CI Trained
U19A and AA	CI Certified	CI Certified
Open A/B/C/D	No requirements	No requirements
NRL	CI Certified + Comp. Dev. module	CI Certified + Comp. Dev. module

### **Junior Coaches:**

- Coach Initiation in Sport eModule

### **On-ice assistants:**

- Coach Initiation in Sport eModule

### **Managers:**

- Certificate, not allowed on the bench

### **Medical Trainers:**

- At least standard first aid (no FSRA hours)

#### **Websites:**

**[Coach.ca - The Locker](#)**

**[Coachingringette.ca](#)**

# APPENDIX C: INSTRUCTIONS FOR TIMEKEEPERS TO USE RAMP GAMESHEET APP





# INSTRUCTIONS FOR TIMEKEEPERS TO USE THE RAMP GAMESHEET APP



**ALL Timekeeper MUST download the RAMP Game sheet APP (free) on their smartphones.**

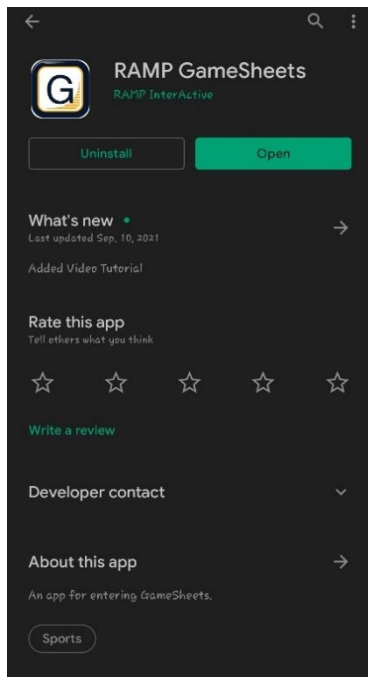
**Depending on your smartphone (android or tablet) you must go to the Google Play store the app store.**

The HOME team schedules the game on RAMP Games Portal and MUST provide the code to the timekeepers prior to the start of the game.

Once the timekeeper has their “GameSheet Code” to access the game sheet, for that particular game, they can then complete their responsibilities as the game progresses.

Please ensure that you are in an area where you have access to wifi or the internet so that when the code is entered all the information pertaining to the game will automatically load into the device. As stats and information is entered the system will automatically save the information and it will upload the next time your device has access to a wifi or internet connection.

In order for this process to work, the timekeeper must download the RAMP Game Sheet App to their smart phone. This app works just like any other app. Once downloaded you will have to create a personal account so that you can access the app. This account is not tied to a team or an association. It is your personal account. Once created, your home screen will look like the following image below on the right.

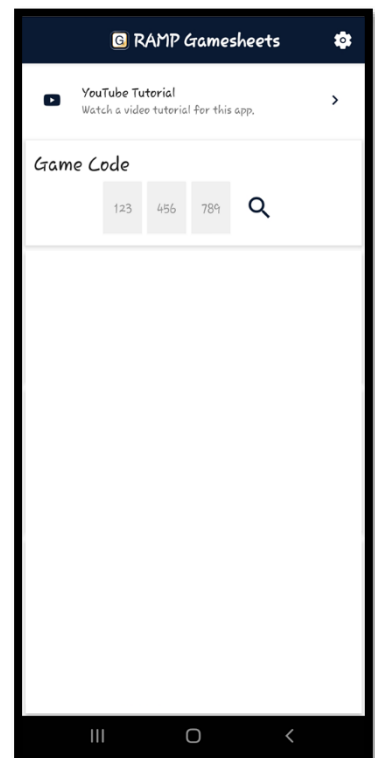


The image to the left is taken using an Android device. When you go to the play store, you must look for the “RAMP GameSheet App”. The icon for the app is pictured here for you.

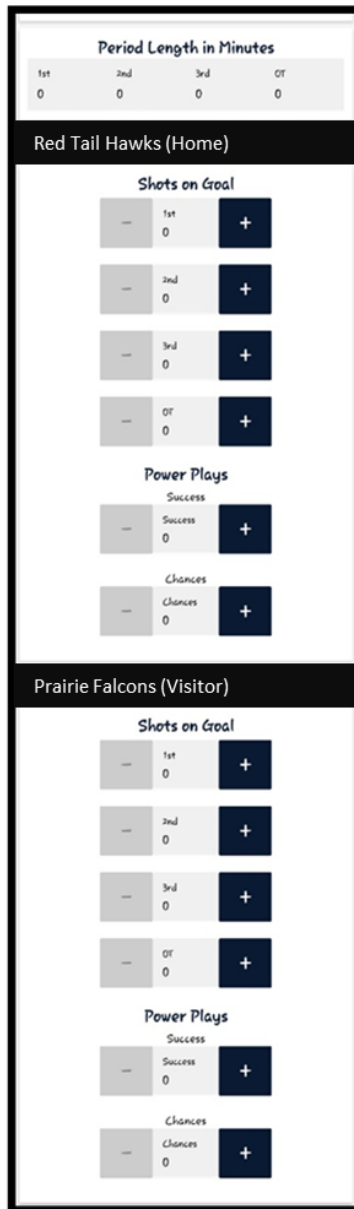
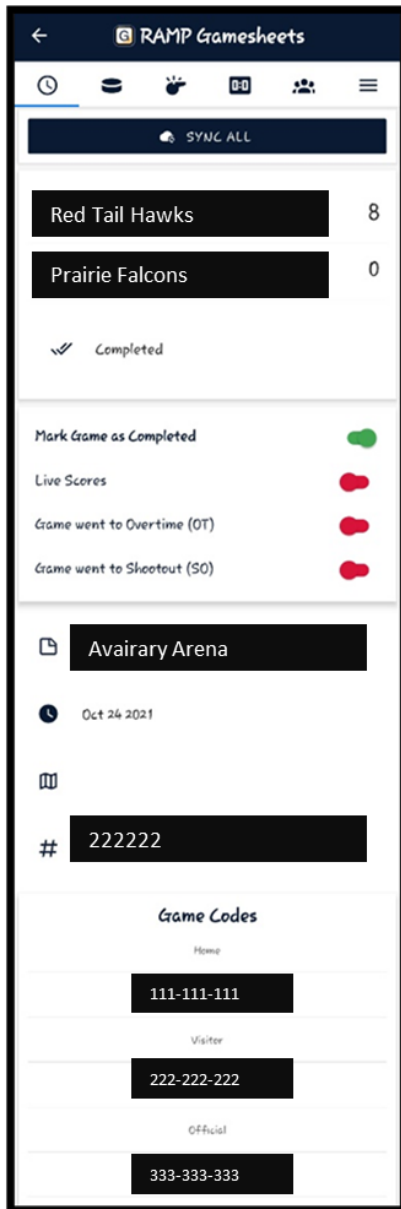
The image to the right is what you will see when you have downloaded the app and created your account.

This will be the home page screen of the app each time you open it.

You will be entering the officials game code in the boxed you see there and then tap on the search icon for the game to show up



**\*\*\* Each game will have its own unique code. \*\*\***



## GAME DETAILS TAB/PAGE

1. Upon entering your game sheet code for the game, you will then be taken to the game details screen for that specific game. You will see all the game details here.
2. The notes for the game including any curfew information if needed will be visible on this page above the code information.
3. You will also be able to see the 3 game codes for this game. The Home Team Code, The Visiting Team Code and The Officials Code.
4. You must enter the Period Lengths for the game in the area provided. Simply click on the periods to enter the required minutes.
5. You will also be able to enter shots on goal and power plays for each of the 2 teams on this screen.

**\*\*NOTE\*\***

**The game codes that you have entered into the app will automatically be deleted after 7 days. They cannot manually be deleted.**

At the top of the screen you will see the following icons. They will take you to various pages where information pertaining to the game can be entered.



## GOALS TAB/PAGE

On this page will be able to enter any goals scored during the periods. When you select the “NEW GOAL” tab you will be able to enter the following information:

# Period      #Minute      # Second.

You need to click on each of these to enter the numbers.

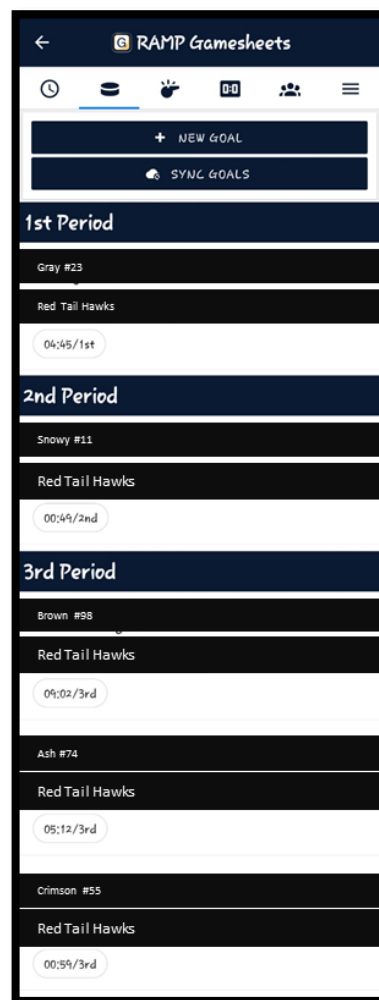
You will also be able to choose the team, the goal type and if there is a 1<sup>st</sup> or 2<sup>nd</sup> assist.

You do not have to enter any assist to this goal. It is not a mandatory field.

You can also use the toggle tab to indicate if the goal scored was a game winning goal or not.

Once all the information is entered, simply tap on the save tab at the bottom.

If you have a wifi connect at the time, you can select the “SYNC GOALS” tab and the information will automatically be synced and uploaded.



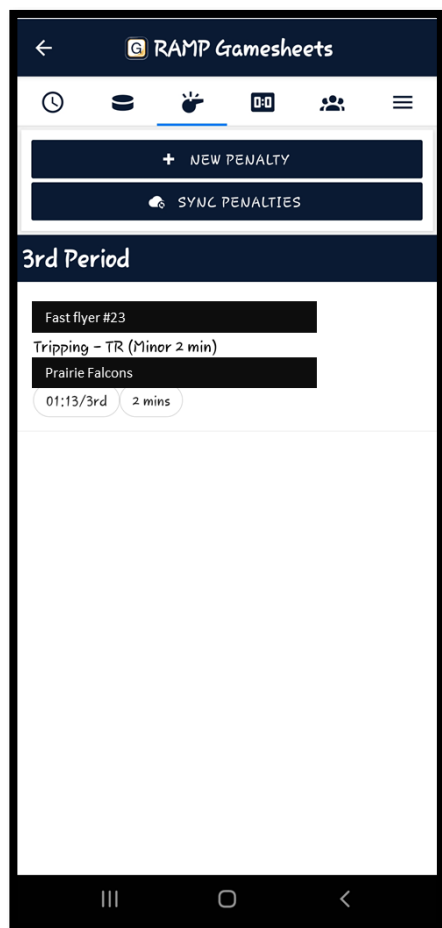
## PENALTIES TAB/PAGE

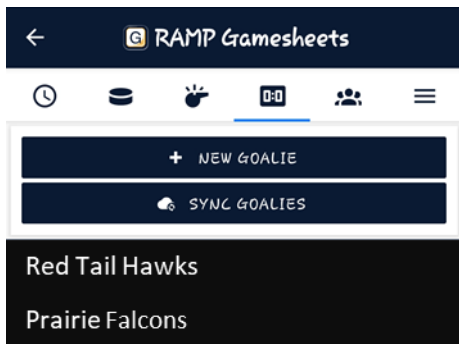
As the timekeeper you will have the ability to enter the penalties asses throughout the game.

Simply tap on the “NEW PENALTY” tab at the top to record the details of that specific penalty.

The offences are populated for you, you need only select the icon to the right of the screen to access the list of offences, please ensure that you select the correct one that applies. You will also be able to choose all the details (team name, player name and who served).

Once the information is entered, please select the Save button at the bottom of the screen.





← **GOALIES TAB/PAGE**

The “Goalies” tab will provide you with information regarding Goalies for each of the team. It is not mandatory for the teams to want to track this information. It is up to each team.

By tapping on the “NEW GOALIE” tab, you will be able to enter the details. You can choose the player as well as the team and track the number of minutes and goals scored against.

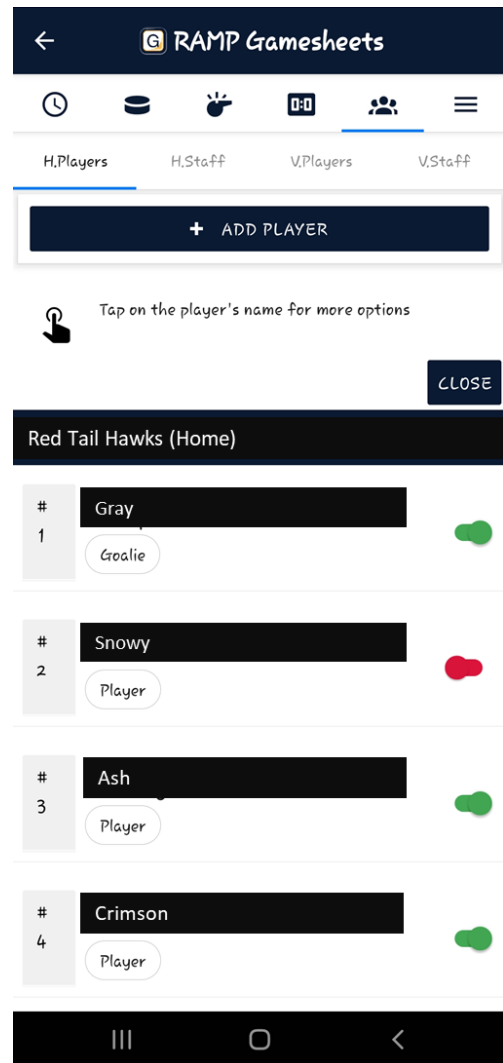
If this information is being tracked, please ensure that you tap on the SAVE tab at the bottom of the page.

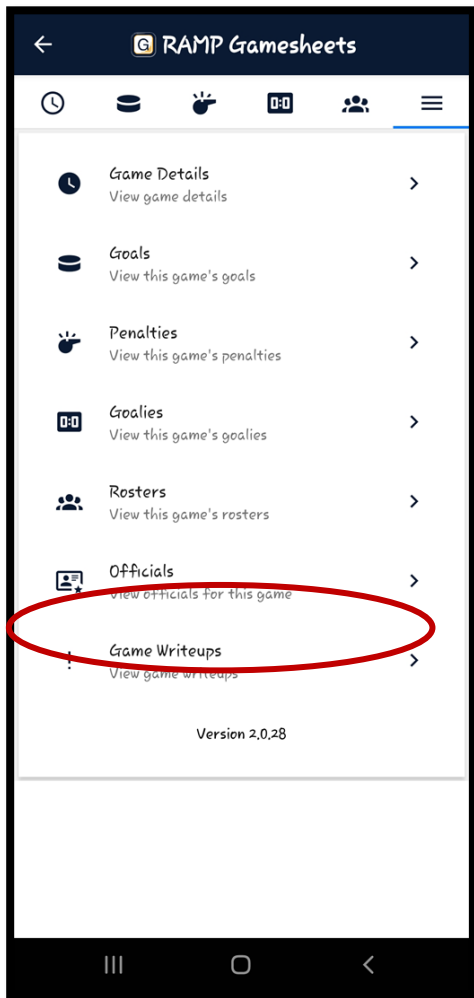


**ROSTERS TAB/PAGE** →

This page will allow you to see the players and staff on both the home and visiting teams.

This information should not be changed once the game has started. Only the Home Team or the Visiting team should be making any changes to his prior to the start of the game.





**MORE TAB/PAGE**

The three lines on the page will enable you to access additional information and the officials tab.

When you tap on the official's tab, you will be able to add officials to the game.

YOU MUST enter the name and the OWHA/OWHL ref number for the officials that are officiating the game.

Please ensure that this information is entered for each game.

SEE BELOW IMAGE FOR DETAILS.

**OFFICIALS TAB/PAGE**

This page will show you the names of all the officials for the specific games.

Once the officials sign the game sheet, their signatures will be visible here. This might not happen until after the game has finished. If you do not see a signature during the game that is okay. The officials will only sign off on the game sheet when they have reviewed the information entered for accuracy.

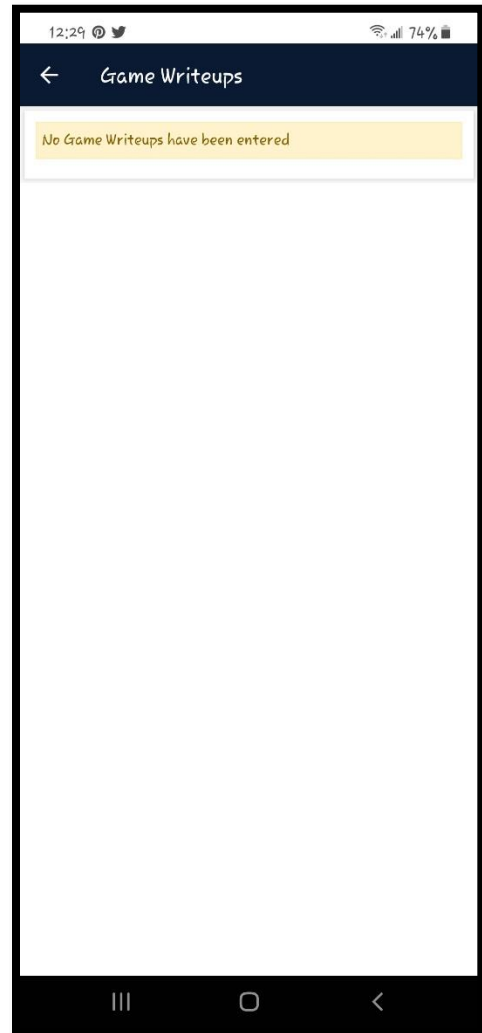


## **GAME WRITEUPS TAB/PAGE**

This page is for the officials. They will have access to this on their code.

As a timekeeper you do not need to do anything on this tab. This will remain blank and will not be accessible by anyone but the OWHA/OWHA.

The officials must log into their code via the app if they wish to make comments on the game. It cannot be done via the timekeeper.



We do advise you to ensure that you have a pen and writing pad handy in the event you need to record the game details and enter them after. If a paper copy of a game sheet is provided as a back the information can be added there but it must also be added and updated on the app once time allows.

The app is easy to use, and we do recommend that you take your time as you become familiar with the app and how it works.

Please note that once you enter a suspendable penalty into the app, the OWHA/OWHL will automatically receive a notification of the suspension. Please ensure that you are selecting the correct suspension codes if players are suspended in the game.

Game details can be changed via the app while the game is running. Please ensure that all game information is entered into the app as soon as the game is over if you are not able to do so during the game. Once your device connects to wifi or the internet, the information will automatically be updated with the OWHA/OWHL.

Thank you for your hard work, commitment and dedication to Female Hockey.

**APPENDIX D:  
LOCKER/CHANGE ROOM POLICY  
AND  
RULE OF TWO**

# FSRA Policy 1640 - Locker and/or Change Rooms

## **Locker/Change Rooms must be:**

- Areas free of inappropriate conduct, threats, harassment, abuse (including the use of profanity), disruptive behavior, criminal offences, or discrimination;
- Areas where the Rule of Two is always in effect - even if it is a parent and their child or during the treatment of an injury; and
- Be treated with respect and be left clean and without damage upon the team's departure.

## **Co Ed Locker/Change Room:**

- If separate facilities are available to co-ed teams, male and female players will make use of them to change.
- If separate facilities are not available, a minimum of 15 minutes prior to the ice time must be respected to have both genders in the dressing room.

## **Parents/Guardians in Locker/Change Room:**

- When age appropriate, parents and/or guardians are discouraged from entering the locker and/or change room.
- If players require help, parents/guardians must let the coach know in advance that they will be assisting the player.



# Physical Contact with Athletes

## **Physical contact is appropriate if it:**

- is used to assist in skill development
- is required for the athlete's safety or discrimination;
- is required for the athlete's safety
- occurs with the athlete's understanding and permission
- is for the athlete's benefit, not adult gratification
- occurs in an open environment.

## **Physical contact is inappropriate if it:**

- frightens, distresses or embarrasses an athlete
- destroys their trust
- is used to displace the athlete instead of asking them to move
- includes touching the groin, genital area, buttocks, breasts or any part of the body that may cause distress or embarrassment
- occurs in a private place.

# RULE OF TWO

The goal of the **Rule of Two** is to ensure all interactions and communications are open, observable and justifiable.

Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult is present. There may be exceptions for emergency situations.



## GOOD RULE OF TWO IMPLEMENTATION PRACTICES

- The coach is never alone and out of sight with a participant without another screened coach or screened adult (parent or volunteer) present.
- Allow training environment to be open to observation.
- Ensure a participant rides in a coach's vehicle with another adult present.
- Consider the gender of the participant(s) when selecting the screened coaches and volunteers who are present.
- Eliminate one-to-one electronic messaging. Ensure that all communications are sent to the group and/or include parents.

**Learn more:** [coach.ca/responsiblecoaching](http://coach.ca/responsiblecoaching)



[RAB Responsible Coaching](#)

# APPENDIX E: GAME INFORMATION

## Black Gold League Game Length

All games are two periods long as described below:

Division	Game Duration	Period Duration (Two Periods)
U10 (All Stages)	50 minutes	18 minutes, Stop Time
U12	60 minutes	18 minutes, Stop Time
U14 OR	60 minutes	18 minutes, Stop Time
U14	75 minutes	23 minutes, Stop Time
U16 & Above	75 minutes	23 minutes, Stop Time

NOTE: \*\* There is no overtime in regular season league play \*\*

## SHOT CLOCK OPERATION (U12 & up)

### Shot on Goal:

A shot on goal is taken when the team in possession of the ring legally propels the ring toward the other team's goal and:

- The ring enters the net;
- The ring contacts a goal post or the cross bar;
- The ring contacts the goalkeeper or AGK within the goal crease;
- The ring contacts the goalkeeper outside the goal crease and that contact prevents the ring from entering the net.

### Playing Rule:

- The shot clock shall be set to 30 seconds at the beginning of each period;
- The shot clock shall count down only when the game clock counts down;
- The shot clock shall be started when play is started and stopped when play is stopped;
- The shot clock shall be reset to 30 seconds when:
  - The team in possession of the ring takes a shot on goal;
  - Control of the ring changes from one team to the other team;
  - A delayed penalty is signalled. If additional delayed penalties are signalled before play is stopped, the shot clock shall not be reset again;
  - A penalty causes the non-penalized team to commit a violation, and play is stopped as a result;
  - A player on the team not in control of the ring commits a violation, and play is stopped as a result;
  - A player on the team not in possession of the ring is injured, and play is stopped as a result.

- When the shot clock reaches zero seconds, an audible signal will sound:
  - Play is stopped, as the team last in control of the ring has committed a violation; then the shot clock is reset to 30 seconds and the ring is awarded to the non-offending team, in the nearest circle within the zone in which the ring was last contacted or controlled.
  
- If the shot clock's audible signal sounds in error:
  - Play is stopped; the shot clock is reset to 30 seconds; and the ring is awarded to the team last in control of the ring, in the nearest circle within the zone in which play was stopped.
  
- If the shot clock is reset in error, play continues.
- The shot clock display units shall be turned off when there is less time remaining in the period than there is on the shot clock. If the display units cannot be turned off, then the shot clock shall be reset to 30 seconds and stopped.

### Shot Clock Operator:

The shot clock operator is a minor official, responsible for the operation of the shot clock. The shot clock operator shall be positioned so that they can see the rink and follow play, while being protected from interference or distraction by spectators or team staff. The on-ice officials must be able to communicate easily with the shot clock operator. At the end of the game, the shot clock operator shall sign the Official Game Report.

**APPENDIX F:  
LOSS TIME REPORT  
&  
RAB INSURANCE CLAIM FORM**



## FORT SASKATCHEWAN RINGETTE ASSOCIATION LOSS TIME REPORT

Injured Person:  Player  Official  Coach  Other

\_\_\_\_\_  
 Name Date of Birth (D/M/Y)

\_\_\_\_\_  
 Address Phone Numbers

\_\_\_\_\_  
 Injury Occurred (where) Event Name (*game/Practice/Ect*)

\_\_\_\_\_  
 Date and Time of Injury Type of Activity (*ex:playing ringette*)

**Details of Injury (describe nature of injury and how it occurred, include body part injured ):**

\_\_\_\_\_  
 \_\_\_\_\_

Was first aid provided? ( <i>Describe further below</i> )	YES	NO
Was the party transported to the hospital? <i>if so ,provide below the hospital location and how they were transported</i>	YES	NO
Will there be an insurance claim?	YES	NO
Anticipated Injury Time Loss ? ( <i>ex: 5days</i> )		

\_\_\_\_\_  
 \_\_\_\_\_

**Witness :**

**Injured Person (Guardian if under the age of 18):**

\_\_\_\_\_  
 Name and Date Name and Date

\_\_\_\_\_  
 Signature Signature



**Return to:**  
**C/o BFL CANADA Risk and Insurance Inc.**  
 2001 McGill College Avenue, # 2200  
 Montreal, QC, H3A 1G1  
 Tel: 514-843-3632 F: 514-843-3842 1-800-465-2842  
[claims@BFLcanada.ca](mailto:claims@BFLcanada.ca) | [www.BFLCANADA.CA](http://www.BFLCANADA.CA)



**AIG Insurance Company Of Canada**  
 145 Wellington Street West  
 Toronto, ON M5J 1H8  
[ahclaimscan@aig.com](mailto:ahclaimscan@aig.com)

**Accident Claim Form**

**IMPORTANT:** This claim form must be **validated** by your Association (section on reverse). Once the claim form is complete and original itemized invoices attached, mail to BFL Canada within 30 days following the accident.

Insured's Surname: \_\_\_\_\_ Insured's Given Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No. (daytime): \_\_\_\_\_  
 Email: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Birth (M/D/Y): \_\_\_\_\_ Sex:  Male  Female

1. Date of Accident (M/D/Y): \_\_\_\_\_ Date of Initial Medical attention (M/D/Y): \_\_\_\_\_

2. Location and full details of accident and nature of injury sustained: \_\_\_\_\_  
 \_\_\_\_\_

3. Name of Company who carries your Group Hospital or Medical Insurance: \_\_\_\_\_  
 \_\_\_\_\_

4. Name and address of Family Physician: \_\_\_\_\_  
 \_\_\_\_\_

5. Name and contact information of witness to this accident: \_\_\_\_\_  
 \_\_\_\_\_

6. Name and address of Surgeons or Specialists who provided treatment regarding this accident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL INFORMATION NOTICE:** I understand that the information provided by me on this claim form and otherwise in respect of my claim, is required by AIG Insurance Company of Canada, its reinsurers and authorized administrators (the "Insurer") to assess my entitlement to benefits, including but not limited to determining if coverage is in effect, investigating the applicability of exclusions and co-ordinating coverage with other insurers. For these purposes, the Insurer will also consult its existing insurance files about me, collect additional information about and from me, and where required, collect information from and exchange information with, third parties.

**CERTIFICATION:** The statements I provide in completing this claim form and otherwise in respect of my claims are true and complete to the best of my knowledge and belief. In the event of a false or misleading statement in the making of this claim, coverage can be cancelled, payment of benefits denied and past claims payments recovered. I agree to refund to the Insurer, the amount of any payments made in the event that such amounts should not have been paid in respect of my claim.

**AUTHORIZATION:** I authorize, for a period of not less than twelve and not more than twenty-four months from the date hereof, any physician, practitioner, health care provider, hospital, health care institution, medical organization, clinic and any other medical or medically related facility, any insurance company or reinsurance company, workers compensation board or similar plan or organization, benefit plan administrator, federal, territorial or provincial government department, or any other corporation or organization, institution or association (including obtaining information from the group policyholder or my employer) to release and exchange with AIG Insurance Company of Canada.

AIG Insurance Company of Canada, or representatives thereof, all personal health information, benefit payment, employment or financial information about me or any other information or records about me in its possession that is requested while administering my claim. I agree that a reproduction of this authorization shall be as valid as the original.

Name of Insured's Parent/Guardian (if under age 18 - print please): \_\_\_\_\_

Signature of Insured or Insured's Parent/Guardian (if under age 18): \_\_\_\_\_

Date (M/D/Y): \_\_\_\_\_



**PHYSICIAN'S STATEMENT**

Name of Patient: \_\_\_\_\_

Full description of injury sustained: \_\_\_\_\_  
\_\_\_\_\_

Date of First Attendance (M/D/Y): \_\_\_\_\_ Date of Actual Loss (M/D/Y): \_\_\_\_\_

Is loss permanent and irrecoverable? Give degree of loss: \_\_\_\_\_  
\_\_\_\_\_

Is condition direct result of an accident?  Yes  No

Did any disease or previous injury contribute to loss?  Yes  No If yes, describe: \_\_\_\_\_  
\_\_\_\_\_

Was Patient hospitalized?  Yes  No If yes, give Hospital Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Names and Addresses of other Physicians or Surgeons, if any, who attended Patient:  
\_\_\_\_\_  
\_\_\_\_\_

Are you related to or in a business relationship with this patient?  Yes  No

**These statements are true and complete to the best of my knowledge and belief.**

Name of Attending Physician (please print) : \_\_\_\_\_

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

Signature of Attending Physician: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**ASSOCIATION STATEMENT**

Name of Individual: \_\_\_\_\_ Name of Club: \_\_\_\_\_

The Individual is:  Member  Volunteer

Was the individual a member or volunteer on the date of the accident?  Yes  No

Did the injury occur while Insured was participating in an activity recognized by the Association?  Yes  No

Please attach a copy of your incident report related to this event (if available).

Signature: \_\_\_\_\_ Date (M/D/Y): \_\_\_\_\_

Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**The furnishing of forms shall not be an admission of liability by the Company.**