



INFORMATION BULLETIN

Bulletin #: I-2025-025

Date: April 10, 2025

To: Member Associations
Independent Teams

CC: Board of Director, District Coordinators and UICs, PUIC, Staff

From: Diane St-Denis
Executive Director

Subject: Article 17 - Tournaments, Exhibition Games and League Games

The following bulletin serves to clarify some elements of the edits made to ARTICLE 17 - Tournaments, Exhibition Games and League Games.

Applying for a Sanction

Due to the late publication of the SORs, we will NOT require members to apply for a sanction for Tournaments, Exhibition Games and League Games scheduled before September 1, 2025.

The Softball BC Office will develop an application process, available on our website on August 1. Confirmation will be sent to each applicant on their request for a sanction.

What Does Proof of Insurance Look like

Article 17 requires teams hosting tournaments or games against non-Softball BC Affiliated teams participating in the tournament to ensure these teams have proof of insurance. We've attached a sample for your review of what a certificate of insurance should look like and what to look for. Contrary to what is listed in Article 17, the documentation does not need to be provided to the Softball BC Office BUT must be retained by the host team for 3 years.

Canadian teams originating outside of BC must prove their affiliation with their provincial or territorial Softball Association (i.e., travel permit or letter) or provide a certificate of insurance.



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RESULTS

The link for reporting tournament results is located on our website under Tournaments. Tournament results are often used to validate a team's classification during the season and for seeding in pool play. Your assistance in ensuring your results are submitted in a timely manner is appreciated. Please contact the Softball BC Office if further clarification is required.



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REQUIREMENTS / CONDITIONS

You must confirm/communicate with any teams/organizations coming from outside of Canada the following:

1) PROOF OF: COMMERCIAL GENERAL LIABILITY (CGL) INSURANCE

- Form of Proof: Certificate of Insurance (COI) / CSIO Certificate
- DO NOT ACCEPT/NOT ACCEPTABLE FORMS OF PROOF: Emails, letters or verbal communication that CGL coverage is in place.

2) What do I look for in a Certificate of Insurance (COI) provided to me from a visiting team (ie: Softball team may be visiting from the USA)?

The COI should be presented to your club/provided to your club well-in-advance to allow time to be reviewed by your team manager or representative for the following A-O requirements.

Please refer to the attached example. The example is intended to be a guide and for reference purposes ONLY

- (A) Name of Insured: The official/legal name of the team visiting or your team is playing against.
- (B) Location: Name of fields you are playing at.
- (C) Operations/Activities of the Named Insured: Name the activities involve or being done – ie: Softball Game, Softball tournament
- (D) Dates the certificate of insurance applies.
- (E) Additional Insured - British Columbia Softball Association
- (F) Additional Insured – Name of your Softball Club
- (G) Additional Insured – Name of City/Municipality or Landlord that is providing you the space/field.
- (H) Additional Insured – Name of the City/Municipality or Landlord if there is a 2nd City/location involved.
- (I) Insurance Product name – Commercial General Liability (CGL)
- (J) Policy # the insurance company has assigned.
- (K) Name of insurance company providing the insurance.
- (L) Limits of insurance – Commercial general liability limit – MINIMUM TWO MILLION LIMIT
Proof of commercial general liability (CGL) with a limit no less than \$2,000,000 per occurrence and in aggregate.
- (M) Deductible for Bodily Injury/Property Damage: No more than \$2500.00 (Two thousand five hundred)
- (N) Extensions or endorsements to look out for: Cross liability clause, participant to participant and notice of written cancellation clause
- (O) Signature of broker with signing authority, name and address of insurance brokerage, name of authorized and licensed representative

CERTIFICATE OF INSURANCE (COI)

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE AS HEREIN DESCRIBED HAVE BEEN ISSUED TO THE INSURED NAMED BELOW
AND ARE IN FORCE AT THE DATE HEREOF.

THIS CERTIFICATE IS ISSUED AT THE REQUEST OF: (E) ADDITIONAL INSURED – BRITISH COLUMBIA SOFTBALL ASSOCIATION (F) NAME OF YOUR SOFTBALL CLUB (G) ADDITIONAL INSURED – NAME OF THE CITY (H) ADDITIONAL INSURED – NAME OF THE CITY (IF THERE IS A 2 ND CITY IF APPLICABLE) ABOVE ARE ADDED AS ADDITIONAL INSURED, BUT SOLELY WITH RESPECT TO THE LIABILITY WHICH ARISES OUT OF THE ACTIVITIES OF THE NAMED INSURED. TO WHOM NOTICE WILL BE MAILED IF SUCH INSURANCE IS CANCELLED OR IS CHANGED IN SUCH A MANNER AS TO AFFECT THIS CERTIFICATE	NAME OF INSURED (A) OFFICIAL TEAM NAME VISITING FROM THE USA LOCATIONS AND OPERATIONS TO WHICH THIS CERTIFICATE APPLIES (B) LOCATION OF FIELDS YOU ARE PLAYING AT (C) NAME THE ACTIVITY – IE: SOFTBALL GAMES, SOFTBALL TOURNAMENT (D) TERM: MAY 1, 2025 TO MAY 1, 2025
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PRODUCT	POLICY NUMBER	INSURANCE COMPANY	LIMITS OF INSURANCE
(I) Insurance Product name COMMERCIAL GENERAL LIABILITY	(J) 12345678	(K) INSURANCE COMPANY NAME	(L) \$2,000,000.00 LIMIT Per occurrence and in the aggregate with respect to products & completed operations (M) DEDUCTIBLE \$2500.00
(N) POLICY EXTENSIONS/ENDORSEMENTS/EXCLUSIONS/LIMITATIONS: CROSS LIABILITY CLAUSE INCLUDED, PARTICIPANT TO PARTICIPANT COVERAGE SUBJECT TO 30 DAYS WRITTEN NOTICE OF CANCELLATION			

(O) THE INSURANCE AFFORDED IS SUBJECT TO THE TERMS, CONDITIONS, AND EXCLUSIONS OF THE APPLICABLE POLICY.

NAME OF BROKERAGE

SIGNATURE

AUTHORIZED REPRESENTATIVE
NAME OF BROKER WITH SIGNING AUTHORITY