

# How to Fill out your Insurance Reporting Form Update

The form is based on what your club expects to be relevant for the year of the update. Therefore the Insurance Update 2005 is concerned with projections of club events for the year 2005-06. Keep in mind that the events indicated on this form are not automatically covered by our insurance policy. Please ensure that all necessary steps are taken to ensure your event is covered.

## Club Address and Contact Information

The address listed should be your club's mailing address. It is preferable not to use a member's home address for consistency and privacy issues. Make changes where needed. The person that fills out the form should be the contact for your club, either the President or the Club Risk Manager. Therefore if any clarification is needed the proper person is contacted by National. They should also be the person who will fill out the remainder of the form with the club's help where needed.

## Sections 1 through 7

The information listed in each of the sections was the data supplied for the year 2004. Each of the sections must be reviewed to determine if changes need to be made to reflect what your club expects to do for the club year 2005/06.

- Please ensure that the information indicated on this form is correct and accurate.
- If there are no changes for a particular section please check the "Changes: NO box".
- If there are changes please check the "Changes: YES box". You can cross off events that will not take place, add or delete specific information or add new information in the area provided in each section.

### 1: Liquor Functions

This section deals with the projected number of Liquor Functions your club will have for this calendar year. Please report two numbers – one for Member Events and one for Public Events (see Sections 3 & 4 for details on the difference between the two). **FYI: As of February 1, 2006 all clubs will be required to keep on hand all liquor receipts.**

### 2: Club Contract Information

This section deals with any contracts your club may have with a Third Party (i.e. rentals, bingo licenses, leases) Please make sure that the information listed under Club Contracts still pertains to your club

### 3: Member Events

This section deals with any events your club holds where only members and/or member's families attend. (i.e. club meetings, family Christmas parties) Please make sure the information listed under the Members Events is still current.

### 4: Public Events

This section deals with events your club holds where the Public is involved (i.e. dances, bartending). Make sure to state whether your club operates and/or sponsors the event.

- Operating an event means that your club organizes (or helps organize) and runs (or helps to run) an event.
- Sponsoring an event means that your club puts money towards that event to help make it happen (i.e. giving money to a Minor Hockey team for them to buy jerseys, or paying for a Public Skate hour).

Please make sure the events listed under the Public Events Section are still current

### 5: Club Property Information

This Section deals with any Property your club owns, rents or leases (including: no charge rent, sponsored, operated, managed, or controlled). Also listed are any assets that your club has donated or sponsored in the past.

If there is any Property listed here that your club no longer owns, leases or rents please cross it OFF the list. If your club has changed possession of the property (i.e. no longer rent but now own the property) please make the proper changes.

If your club OWNS or LEASES any property your club must have Liability Insurance for that Property (\$2,000,000 coverage with *Kin Canada* named as Additional Insured) and must send a Certificate of Insurance, stating such to National Headquarters with the form.

Under the NEW Club Property Information, list any new acquisitions to your club. Make sure you check all applicable boxes.

- **Facility Managed by Club** – Your club manages the property on its own (maintain, etc).
- **Facility Co-Managed by Club** – Your club shares managing responsibilities with a third party.
- **Third Party** – If a third party is involved in any aspect of the property (ownership/management) please list them here.
- **Facility only Sponsored by Club** – Your club only gives money towards the equipment/property.
- **Rents or leases to Third Party**- Your club rents or leases the property to third parties.
- **Club Liability Insurance** – If your club owns or leases the property, you must have liability insurance on the property.
- **3rd Party Liability Insurance** – Your club is covered under someone else's insurance for this property (i.e. the Town has insurance for the building you lease a room in, naming you and Kin Canada as additional named insureds).
- **Club Included** – If a third party has insurance on the property, your club must be named as an additional insured under their insurance. This is important if your name is on the property but you do not own it.
- **Certificate of Insurance Attached or Sent to HQ** – For every owned or leased property, attach a Certificate of Insurance (whether the insurance is carried by the club or by a 3<sup>rd</sup> party).
- **Annual Inspection** – Do you plan to or did you have the property inspected for the update year.
- **Copy of Inspection Sent to HQ** – Have you forwarded a copy of your inspection report to National?

## 6: Asset Information

This section deals with any Assets your club donated or sponsored to a third party. Please specify if your club donated or sponsored the Asset.

- **Donation** - A one-time gift to a third party (your club actually bought the asset and donated it). An Asset Transfer Waiver is required.
- **Sponsorship** – The giving of money towards the purchase of an asset by a third party (meaning your club did not buy the asset for them). An Asset Transfer Waiver is not required.

For a copy of any Asset Transfer Waiver contact the Risk Management Coordinator at headquarters. You must send the original Asset Transfer Waiver to National HQ and keep a copy for your club files.

**FYI:** Once the waiver is received by the National office it will no longer appear on the reporting form. The form is for current information only.

## 7: Club Vehicle Information

This section deals with any vehicles your club RENTS (whether for a fee or at no cost) for club purposes. Under the New Club Vehicle information please put down the number of vehicles and the reason why your club plans on renting said vehicles for the current update year

### Certification:

You must sign the form to certify that you have reviewed and completed it to the best of your ability. Once completed please forward by November 15<sup>th</sup> to National Headquarters.

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**OR** Fax to: 519- 650- 1091