

Greater Renton-Tukwila Youth Soccer Association

Title: Insurance Certificates

Policy and Procedure Number: 020

Revision: NEW

Approval Date: September xx, 2003

A. Purpose

The purpose of this procedure is to describe how insurance certificates are requested, distributed and file copy retained. The Association President is responsible for the procedure.

B. Request Insurance Certificates

1. Determine the field owners for the fields used by the association or any club in the association.
2. Submit a request for an insurance certificate for each field owner by completing the on-line form on the Washington Youth Soccer web site (www.washingtonyouthsoccer.org).

C. Distribute Insurance Certificates

1. Make copies of the certificates and distribute to the club presidents and Association VP of Competition.
2. Maintain a file copy of each insurance certificate.