



NORTHERN ONTARIO HOCKEY ASSOCIATION

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NORTH BAY, ONTARIO P1A 2A8
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NOHA Insurance Portal Walkthrough

Starting in the 2017/2018 season, the NOHA will now be processing all Insurance Certificate Requests through the Hockey Canada/BFL Online Portal.

All requests can be made through the following link:

<https://sportscert.bflcanada.ca/?BRANCH=NOHA>

Please ensure that all requests are made at least one (1) week prior to the event. All requests must be completed in full, including any additional documentation such as Rental Agreements, Terms of Use, etc. Any missing information will result in a delay processing the request.

Any questions regarding the Insurance Program and Certificates of Insurance can be directed to Kiersten Maitland at kmaitland@noha-hockey.ca

STEP by STEP

CLUB/TEAM/ASSOCIATION - OHF

Certificate of Insurance Request Process

CLUB/TEAM/ASSOCIATION clicks on their branch's URL link

Once the COI Request is submitted, the M/P will approve it before the BRANCH does and then BFL will issue the COI.

Once issued, the certificate will be sent to the BRANCH who will forward it to the M/P then to the CLUB/TEAM/ASSOCIATION.

The process can take up to 5 business days.

CLICK ON [« Submit a Certificate of Insurance Request »](#)



BFL CANADA Certificate Of Insurance Request



[**Submit a Certificate of Insurance Request**](#)

Fill out the fields and CLICCK ON « NEXT »

BFL CANADA Certificate Of Insurance Request



Sports Home

Contact: *(required)*

BFL

Phone: *(required)*

1-888-123-4567

Email: *(required)*

Sports@bflcanada.ca

Certificate Language:

English

Association:

REQUEST

Club:

Certify To: *(required)*

THE CITY/ARENA (THIRD PARTY)

Address:

Street 1

Street 2

City

-- Province --

POSTAL CD

Liquor Liability

Next

The contact information is to reach the « requester » in case we have questions before issuing the COI

BFL CANADA Certificate Of Insurance Request



Association:

REQUEST

Club:

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact:

BFL

Phone / Email:

1-888-123-4567

Sports@bflcanada.ca

Liquor Liability

Certify To:

THE CITY/ARENA (THIRD PARTY) ()

Edit

Delete

Add a Certify To

Event(s):

Add an Event

Location:

Add a Location

Additional Insured:

Add an Additional Insured

Upload Files:

(DOC/XLS/PDF) 4MB limit

Browse...

No files selected.

Save Changes and Submit

The « Certify to » area is already filled in. You can EDIT or DELETE if needed. If you want to add another one, click on « Add a Certify To »

BFL CANADA Certificate Of Insurance Request



Association: REQUEST

Club: ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact: BFL

Phone / Email: 1-888-123-4567 Sports@bflcanada.ca Liquor Liability

Certify To: THE CITY/ARENA (THIRD PARTY) () Edit Delete

Add a Certify To

Event(s):

Add an Event

Click on « Add an Event » and fill out the information.

Location:

Addit

Uplo: (DOC

Type: EVENT

Description: DRYLAND / FLOOR HOCKEY

If -- OTHER -- event description is selected, enter it here.

Start Dt: (mm/dd/yyyy) 08/27/2016

End Dt: (mm/dd/yyyy) 08/28/2016

Add Cancel

Choose a « Description » from the drop down menu
Select dates by clicking on the calendar icon,
Click on « Add »

BFL CANADA Certificate Of Insurance Request



Association:

REQUEST

Club:

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact:

BFL

Phone / Email:

1-888-123-4567

Sports@bflcanada.ca

Liquor Liability

Certify To:

THE CITY/ARENA (THIRD PARTY) ()

Edit

Delete

Add a Certify To

Event(s):

Add an Event

Location:

Add a Location

Click on « Add a Location »
and fill out the information.

Additional Insured:

Location

Enter Description Here

Add

Cancel

Fill out the location name
and/or address,
Click on « Add »

BFL CANADA Certificate Of Insurance Request



Association: REQUEST
Club: ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING
Contact: BFL
Phone / Email: 1-888-123-4567 Sports@bflcanada.ca Liquor Liability
Certify To: THE CITY/ARENA /THIRD PARTY ()

Fill out the Additional Insured name, Click on « Add »

Name:

Additional Insured:

Upload Files: (DOC/XLS/PDF) 4MB limit No files selected.

Click on « Add an Additional Insured» and fill out the information.

BFL CANADA Certificate Of Insurance Request



Association:

REQUEST

Club:

ALL TEAMS WHO ARE MEMBERS IN GOOD STANDING

Contact:

BFL

Phone / Email:

1-888-123-4567

Sports@bflcanada.ca

Liquor Liability

Certify To:

THE CITY/ARENA (THIRD PARTY) ()

Edit

Delete

Add a Certify To

Event(s):

Add an Event

Location:

Add a Location

Additional Insured:

Add an Additional Insured

Upload Files:

(DOC/XLS/PDF) 4MB limit

Browse...

No files selected.

Save Changes and Submit

If you need to attach a contract or any other document to your request, you can by clicking on « Browse » and choose your file from your documents. Click on « Save Changes and Submit »