

ALBERTA SOCCER ASSOCIATION
SPORT ACCIDENT INSURANCE
CLAIMS SUBMISSION PROCEDURE

The following is an outline of the required procedures with respect to submitting a claim under the Alberta Soccer Association Accident Insurance Policy.

An individual making a claim should follow the steps listed below:

1. You must be a member of Alberta Soccer Association to be covered under the Accident Insurance Policy.
2. If you are a member of Alberta Soccer Association, then you should complete the Sports Accident Claim Form. You should also complete the Other Insurance Form. Both these forms can be found on the website of Sports-Can Insurance Consultants Ltd. (www.sports-can.ca) or on the Alberta Soccer Association site, under Insurance.
3. **Once the forms are completed, the originals should be forwarded to Sports-Can Insurance Consultants Ltd., #103-8411 200th Street, Langley, BC V2Y 0E7.**
4. All forms must be appropriately signed by an executive member of your team. This provides the appropriate authorization and confirmation of your involvement.
5. Any inquiries can be made directly to Sports-Can at 1-800-993-6388 / Fax (604) 888-1008.
6. Once the claim form is received by Sports-Can Insurance Consultants, you will receive contact within 7 days. If the forms are complete and no other information is required, you will receive your settlement cheque within 14 days.
7. If additional information is required, you will hear from Sports-Can Insurance Consultants within 7 days requesting the appropriate supporting documentation.
8. Sports-Can Insurance Consultants Ltd. does not require the originals of all invoices. Copies of invoices with respect to expenses incurred are sufficient.
9. If other insurance is available such as provincial health care plans or private health care plans through employers, these avenues should be pursued for recovery prior to pursuit of recovery under the Alberta Soccer Association policy.
10. Please note that all claims should be submitted within 90 days of the accident. If medical invoices cannot be obtained within that time-frame, it is acceptable to send in the claim form and have the expenses submitted later.