



## CERTIFICATE OF INSURANCE REQUEST PROCESS

The Member Associations and/or Clubs are required to submit a completed Certificate of Insurance Request and Goal Post Inspection Report prior to the start of each seasonal year for each field complex they plan to use in the upcoming season for practices and/or games. If a new field or complex is added during the season a Certificate of Insurance Request and Goal Post Inspection Report must be submitted prior to beginning to use that site.

These forms are required annually because the field complexes or sites used by an Association or Club can and do change from one year to the next. In addition, the property owner contact information that needs to go on the certificate may have also changed from the prior year (i.e. there is a different contact person at the parks dept or ISD this year from last year) and this provides us the information necessary to get them right the first time.

**A Certificate of Insurance will not be issued unless a current Goal Post Inspection Report is submitted along with the Certificate of Insurance request.**

For the last 3 or 4 years we have had the ability to issue insurance certificates online and e-mail the completed certificates directly to the requesting party and/or the certificate holder the same day the request is received. This ability has significantly simplified the process and increased the speed and efficiency in issuing the insurance certificates.

The process:

The Certificate Insurance Request form and the Goal Post Inspection Report must be submitted at the same time. If the field is being used for practice and no goals are present at the site a Goal Post Inspection Report is still required - simply indicate "No Goals At Site" on the Goal Post Inspection Report. *A Certificate of Insurance will not be issued without a properly completed and signed Goal Post Inspection Report.*

Upon receipt, both documents are reviewed to make sure they are properly completed and have the required names, signatures and/or approvals.

If one of the forms is missing, not completed properly, or is missing a signature, the forms will be returned to the requestor for correction.

If everything is in order, the certificate will be issued and e-mailed to parties indicated on the request form within one (1) business day of receipt.



# **SOUTH TEXAS YOUTH SOCCER ASSOCIATION**

15209 Highway 290 East

Manor, TX 78653

## **CERTIFICATE OF INSURANCE REQUEST FORM**

In some cases, the owners or operators of game and practice facilities require proof of insurance before allowing member organizations to use those facilities. Association Insurance Commissioners may order Certificates of Insurance by submitting the following written request to the State Office. Requests must be accompanied by a completed Goal Post Inspection form.

Requested for Seasonal Year: \_\_\_\_\_

\_\_\_\_\_  
Association or Club (Print name of association and club requesting the certificate)

\_\_\_\_\_  
Print Name of Person Requesting Certificate

\_\_\_\_\_  
Telephone (Daytime)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Certificate Holder (Property Owner, City, County, Park/Rec. Dept, Township, School, etc.)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
To The Attention Of

\_\_\_\_\_  
Signature of Association Insurance Commissioner

\_\_\_\_\_  
Date

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\_\_\_\_\_  
STYSA State Office Verification Signature

\_\_\_\_\_  
Date



# STYSA Goal Post Inspection Report

Association:	Club:
Complex Name:	Complex Physical Address:
Property Owner:	Age Groups Using Facilities:
Name of Person Inspecting Goals:	Position with Association / Club:

**Check the appropriate answer for each item below:**

Yes	No	A. All Goal Posts –Inspect and determine:
		1. Have all open hooks to which nets should be attached been removed?
		2. Are there rusted or weak places on any of the posts?
		3. Are there jagged or sharp points or edges on any of the posts?
		4. For posts in the ground:
		(a) Are posts rusted and weakened at the ground or just below ground level?
		(b) By pressing against and shaking the posts, are they securely in the ground?
		(c) Do posts appear to be approximately vertical and are not leaning significantly?
		5. For goals with posts NOT in the ground:
		(a) Is the goal built so that it DOES NOT tip easily when weight is applied to the top or to the horizontal bar?
		(b) Is the goal built so that it DOES NOT tip or topple easily when the rear supporting part of the goal is raised?
		(c) Is the construction of the goal such that unless staked, it will tip or topple easily?

**Note: Please remember that a goal that requires staking to be stable, is easily un-staked. Therefore, any such goal should be removed and dismantled.**

Yes	No	B. For all connections or intersections of pipe, inspect and determine:
		1. Is any connection deteriorated or weakened by rust or fatigue?
		2. Will each connection properly support the weight of the members it supports?
		C. Supporting braces, inspect and determine:
		1. Are there rusted or weak places in the braces?
		2. Are there jagged or sharp points or edges on the braces?
		3. For supporting braces in the ground, are braces rusted and weakened at ground or just below ground level?

For any goal found to have a problem, red tag or place a notice which is easily noticeable on the goal. Immediately notify, orally and in writing, the local association or any group responsible for the goal. Advise the association or group responsible of the specific problem observed and provide them with a deadline by which to make the necessary repairs. Reinspect after the deadline or the repair is done to insure that the repair has properly resolved the problem(s) observed.

Signature of Inspector \_\_\_\_\_ Date Inspected \_\_\_\_\_

Signature of Member Association Officer \_\_\_\_\_ Date \_\_\_\_\_