



TO / À: Provincial Union Presidents
Provincial Union Executive Directors

FROM / DE: Bob Kreasul

CC / CC: Rugby Canada Board of Directors

DATE: Wednesday, May 2, 2007

SUBJECT/OBJECT: **High School / College / University Tours
Insurance and Registration**

Dear Member Unions,

All tours outside of Canada must be registered and sanctioned by the Provincial Union and Rugby Canada. International Unions and the IRB require that all inbound (and this applies to teams traveling to Canada) teams must have National Union Sanctioning and therefore National Union Insurance coverage.

High schools, colleges or Universities traveling outside of Canada must be registered. Insurance certificates from the schools member school board must be in your office prior to departure. The cost for the registration portion was decided by Rugby Canada to be \$2.00 only if they can provide a copy of their certificate of Insurance from the school board and Rugby Canada membership is granted only for the duration of the school tour. If a certificate of insurance cannot be provided, Rugby Canada will only sanction those teams that are registered and therefore school team traveling would have to become full members of Rugby Canada and pay all applicable membership fees.

In addition to insurance coverage from either school board or Rugby Canada, all teams traveling are required to have out of country medical insurance, or this insurance must be purchased from BF Lorenzetti and their offices in Toronto. The cost of this is \$3.00 per person per day. The reason for this is most over the counter out of country insurance coverage does not cover the person for participation in athletic competition. This is generally an exclusion that is not indicated to those purchasing out of country insurance from a bank, local insurance company or travel agency.

Rugby Canada will not put these school teams on the registration system unless they are registering with full membership. A roster of all members traveling with the team is required (players / coaches and managers). Should any Provincial Union wish to add any other fees to this sanctioning / registration process, they can do so at their own discretion.

Tours will not be sanctioned and letters to overseas Unions will not be sent by Rugby Canada confirming sanctioning until the Provincial Union office provides approval in the form of official letter to Rugby Canada.

Approval can only be granted once the Provincial Union has received a copy of the Board Insurance Certificate OR the players are fully registered; a copy of the full roster of all members traveling overseas on tour; payment in full of all applicable fees and confirmation that all members of the team have purchased their out of country medical insurance through BFL.





REQUEST FOR CERTIFICATE OF INSURANCE

DATE: _____

COMPANY/ORGANIZATION REQUESTING CERTIFICATE: _____

ADDRESS: _____

TYPE OF COVERAGE REQUIRED

- () Commercial General Liability
Limit Required \$ _____
- () Tenants Legal Liability
Limit Required \$ _____
- () Host Liquor Liability
Limit Required \$ _____
- () Added as Additional Insureds but only with respect to the liability arising out of the operations of the named insured. Name & Address: _____

- () Extensions Required _____

- () Commercial Property Insurance
Description of Property _____
Limit Required \$ _____
- () Added as mortgagee/loss payee. Name & Address _____

- () Other. Please specify _____

Operations to which this certificate applies: _____

DATE CERTIFICATE REQUIRED: _____

SEND TO: _____

PHONE: _____ FAX: _____ EMAIL: _____

C.C. TO: _____

PHONE: _____ FAX: _____ EMAIL: _____

From the Desk of Robert G. Kreasul



Please find attached a copy of the insurance form that must be completed by each school. This form must be completed and submitted to the Provincial Union office. In addition to this form, a roster of all PLAYERS / COACHES / MANAGERS (names, addresses, postal code and phone number) must also accompany this form.

Should you have any further questions, please do not hesitate to contact me at bkreasul@rugbycanada.ca or at (905) 780-8998 extension 237.

Sincerely,
Rugby Canada

Bob Kreasul
Registration and Insurance



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