



P.O. Box 122294 • Fort Worth, TX 76121 • 817-244-0020 • 817-244-0726 (FAX)  
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## **INSTRUCTIONS FOR REQUESTING A CERTIFICATE OF LIABILITY INSURANCE**

If you should need a Certificate of Liability Insurance for the school, church, or other institution where you may be practicing, please follow these steps:

- Download and save the Request Form from the following site on the North Texas Soccer web site: [http://www.ntxsoccer.org/Youth/Forms/coi\\_request.pdf](http://www.ntxsoccer.org/Youth/Forms/coi_request.pdf). You should be able to type the appropriate information in this form.
- Type in today's Date.
- For Association Information:
  - Name: Ft. Worth Youth Soccer
  - Contact: Dale Story
  - Position: Executive Director
  - Phone: 817.244.0020
  - Fax: 817.244.0726
  - Email: [FWYSoccer@aol.com](mailto:FWYSoccer@aol.com)
- For Team/Club Information:
  - Name: Your team's name
  - Contact: Your name
  - Phone: Your phone
  - Email: Your email
- For Certificate Holders Information:
  - You will need to obtain all the necessary information from the school, church, or other institution where you may be practicing.
  - Check whether the Certificate Holder (the school, church, etc.) wants to be named as an additional insured.
- Tournament, Practice, Tryout, Special Event, Camp, etc. Information:
  - You can leave this blank—unless you are sponsoring a tournament or special event. Practice at the school, church, etc. will be covered by providing the Certificate Holders Information above.
- Save the file with all the above information and email it as an attachment to Dale Story at [FWYSoccer@aol.com](mailto:FWYSoccer@aol.com).
- He will in turn forward it to North Texas Soccer for processing. And he will forward to you the completed Certificate of Liability Insurance.