MEMORANDUM

TO: League/Association Presidents, Managers and Associates

FROM: Scott MacKenzie, Director of Operations

DATE: March 1st

RE: **CCBC ASSOCIATE MEMBER INSURANCE PROGRAM APPLICATION**

Re: CCBC Member Insurance Renewal – Please forward to your association's/team's correct contact.

Baseball is upon us, and it is time to begin preparing for the upcoming season. With that, we are pleased to announce that Baseball B.C. will be offering insurance coverage this year again to all Baseball BC Members currently in good standing. As a member Baseball BC, you will be considered an Associate Member and as such are entitled to access all the programs and services offered to every member with no additional charge or requirement for you to consider.

All CCBC Teams/Associations participating in Baseball BC's Associate Membership Program will be assessed a $500.00 Insurance & Liability fee, though, we provide free coverage for executive & volunteers for their services. Please note that Membership & the Insurance policy commence April 1st and conclude March 31st every year, and therefore, an updated application & member information sheet requesting affiliation must be submitted each & every season. To avoid challenges or denial to claims, member benefits, etc., applications, payments and accurate registration data for all member participants must be provided by the partnering league or association before baseball activities begin and consequently before any claim can be accepted. Please note that strict confidentiality and policies will be in affect with all submitted member information.

As mentioned, & consistent with previous years, all CCBC Members will need to complete the Associate Member Application, Member Data sheet, and payment to be included in the Baseball BC Insurance Program for this upcoming season. We are asking that this process be completed **before the last week of March**. (Memo's, including Application Form(s) in Word & pdf, and Excel Registration Template are attached).

Your association/team can be added to the policy at any time, but you should be reminded that any insurance coverage would cease to exist April 1st each year should you choose to wait. It is our recommendation that you do not allow coverage to expire so that you ensure the appropriate coverage for all, including players, coaches, directors and volunteers.

Approved CCBC Associate Memberships will be granted some flexibility with the reconciliation of registered player data and membership fees through Spring to allow those details to be finalized. Please do not worry about these requirements while navigating possible uncertainty. And member information is guarded by strict policy & confidentiality.

For similar information on policy, including Member Insurance Certificate, Liability, Required Waivers & Declarations (for your records), Applications, how to apply, and more… Click here: https://www.baseball.bc.ca/insurance

EQUIPMENT COVERAGE: Please Note: Should you wish equipment coverage, please call SBC Insurance directly at the number above.

If further clarification is needed, contact Scott Mackenzie at 604-586-3315 or scottm@baseball.bc.ca.

Best wishes for a successful upcoming season…!

Baseball B.C.

APRIL 1st to MARCH 31st

CANADIAN COLLEGE BASEBALL CONFERENCE
ACCIDENT & LIABILITY
INSURANCE APPLICATION

Purchase of insurance MUST be authorized by an executive of your league/association:

Date Completed: _____

College Team: _____

Person Completing: _____

Title: _____

Address: _____

City: _____

E-mail: _____

Phone: _____

Signature: _____

We request accident & liability insurance for these participants and enclose full payment.

PREMIUM: # _____ players/coaches = **$ 500.00 (TOTAL per TEAM)**

If not already displayed on the Baseball BC Certificate as additional insured
Please add the following listed below
(Municipalities, Government Dept.'s, Facilities, Etc.)

Retain a copy for your records…
E-mail or return this signed form along with the member registration information to scottm@baseball.bc.ca

Then please send payment cheque to:
BASEBALL B.C. – MEMBERSHIP APPLICATION
#310 – 15225 104th Ave.
Surrey, B.C. V3R 6Y8
Tel: (604) 586-3310 Fax: (604) 586-3311

FOR OFFICE USE ONLY:

Date received: _____ Amount: _____ BCABA: _____